

Deliverable 2.1

Brazil

Kick-off Meeting Report

Project: Assessment of the current situation of the Circular Economy for the development of a Roadmap for Brazil, Chile, Mexico and Uruguay

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September 2019

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1. Introduction

This Report describes the details of the activities that took place during the mission for the UNIDO/CTCN-funded project, Assessment of the current state of the circular economy for the development of a roadmap for each requesting country (Reference number :2018000028). The overall objective of this initiative is to develop a roadmap based on circular economy for the governments of Chile, Brazil, Mexico and Uruguay as a mechanism to combat climate change.

One of the initial activities of **phase 2** "Diagnosis of key players and current circular economy initiatives in each country" is the **kick-off meeting**, where national consultants presented the work plan to the National Designated Entities (NDEs) and key local actors aiming to understand each national context and its needs, and to receive feedback that allow to achieve outcomes that add value to the countries within the project terms of reference.

A total of four (4) kick-off meetings were held (1 in each country), the first was held in Uruguay on August 14, 2019, the second in Mexico on August 27, 2019, the third in Brazil on August 29th and the fourth in Chile on September 3rd.

As a result of these meetings, an initial database of key stakeholders from each country was established, a clearer view of each country's needs and expectations was gained and the technical team got feedback for the methodology and some adjustments to the work plan necessary to meet the needs of countries within the project terms of reference.



2. Mission Report: Brazil

Mission Team:

- Alexandre Gobbo Fernandes, National Consultant
- Kevin de Cuba, Team Leader

Mission Date: 29/08/2019

I. OBJECTIVES

This mission has the objective to make the presentation in the Kick-off meeting, meet stakeholders and the NDE.

II. ACTIVITIES

On-line meetings for event planning were held during the weeks prior to August 29th, 2019, the date on which the kick-off meeting took place. The most relevant activities are described below (details in **Annex 1 – Meeting Minutes**):

- **Alignment meeting for the KOM** (July 22nd, 2019): In this meeting were aligned the first expectations related to KoM between the National consultant (NC), the Consultancy Leader (CL) and the National Designated Entity (NDE).
- **Planning for the KOM** (July 31st – August 7th, 2019): During this time several emails were exchanged between the NC, CL and the NDE to define the logistics planning of the KOM and the invitees list.
- **Alignment meeting with UNIDO Brazil** (August 23rd, 2019): During this meeting the NC, CL and UNIDO Brazil representatives aligned the expectations for the KOM.

The Kick-off meeting included: presentation of invited local authorities, Presentation of relevant local government work, presentation of NDE, Presentation of Technical Assistance Project Leader, presentation of National Technical Assistance Project Consultant. Details are presented below:

Launching of the “Strategic Route for LCA Database” and the Assistance Project “Road Map for the Circular Economy in Brazil”.

- Date: August 29, 2019
- Hours: from 14:00 to 18:00
- Venue: Auditorium Lourenco Chehab, MCTIC. Ministries Esplanade, Block R, Brasília-DF.

PROGRAM

14:00 - Opening Ceremony

- Marcelo Morales - Secretary of Training Policies and Strategic Actions (SEFAE / MCTIC);
- Miguel Ivan Lacerda - Biofuels Director of the Ministry of Mines and Energy (DBIO / MME);
- Vitarque Coelho - General Coordinator of Productive and Innovative Systems of the Ministry of Regional Development (DDRU / MDR);



- Tiago Braga - Substitute Director of the Brazilian Institute of Information on Science and Technology (IBICT / MCTIC);
- Davi Bomtempo - Executive Manager of Environment and Sustainability of the National Industry Confederation (CNI);
- Alessandro Amadio - Representative of the United Nations Industrial Development Organization in Brazil (UNIDO)

14:30 - Launch and presentation of the document "Strategic Route for LCA Database"

- Prof. Dr. Cássia Ugaya - Co-Coordinator (UTFPR)
- Thiago Rodrigues - Co-Coordinator (IBICT)

15:00 - Questions and Debates

15:30 - Coffee Break

16:00 - Launch and presentation of the project "Road Map for the Circular Economy in Brazil"

- Márcio Rojas - General Climate Coordinator (CGCL / MCTIC)
- Bruno Nunes - General Coordinator of Bioeconomics (CGBE / MCTIC)
- Kevin de Cuba - Project Leader of UNIDO / CTCN Technical Assistance
- Presentation: Alexandre Gobbo Fernandes (Project Technical Consultant)

5:30 pm - 6:00 pm Questions and debates

6:00 pm Closing

Meeting notes from the Opening Ceremony and the Launch and presentation of the project:

- 1. Alessandro Amadio, Representative of UNIDO in Brazil:** Developing a Circular Economy Platform for the four countries can support the creation of value chains involving SMEs that can generate high value-added products and expand abroad to global markets. Brazil, due to its territorial size, types of industry and importance of the universities, can play a key role in this program.
- 2. Davi Bomtempo, Gerente Executivo de Meio Ambiente e Sustentabilidade da Confederação Nacional da Indústria, CNI:** Since 2015, CNI has been working with the Circular Economy, exploring the relationship of CE and the Industry 4.0. and creating partnerships with academia to better understand CE business models. In 2018, CNI published a report proposal for the presidential elections adding the Circular Economy as one strategic issue to the Brazilian Industry agenda. Currently, it seeks to understand the Brazilian industry perception on the Circular Economy concept, working with 1,300 participants, putting efforts to disentangle the idea that Circular Economy is just recycling and to broaden the understanding of the various ways that CE can modify production and business and the whole supply chain, including the energy sector. Based on the results, it has worked with a group to define a CE Roadmap proposal for the Industrial sector, dedicated to: technology and innovation, tax issues, economic incentives and bureaucratic barriers. He invites everyone to the next event organized by **CNI on September 24th, 2019**, that will focus on three thematic lines: **(1) Public Policy, (2) Financing and (3) Business Models**. He notes that the Circular Economy is already a consumer demand and also is a global demand. He commented the importance of the new ISO regulation



for the CE, and also the trade agreements that will bring this CE agenda to Mercosur and also for the Brazil intention of entry into the OECD.

3. **Tiago Braga, Diretor substituto do Instituto Brasileiro de Informação em Ciência e Tecnologia, IBICT:** Historically, Brazil is very active at the international level in the scientific field, and now it shows important advances in the Life Cycle Assessment (LCA) and Circular Economy (CE) themes. MCTIC has been always supporting sustainability themes to science. For instance, the Bio Economy is a path of no return and both LCA and CE will contribute to this in Brazil and abroad. The CE is a theme of recent appropriation in Brazil but has gained much visibility and will have 4 national events in Brazil around this theme in the next weeks. The CE may help Brazil to protect the national natural resources, and also enable Brazil to be more active in the international debate on the sustainability issues. He highlighted that the LCA methodologies are able to provide the scientific basis for CE in practice.
4. **Vítarque Coelho, Coodenador Geral de Sistemas Produtivos Inovativos, Ministério de Desenvolvimento Regional, MDR:** The MDR is starting the "Circular Economy Routes" projects under the "National Integration Routes" Program, which includes the urban agenda in the Brazilian regional development agenda. The Program has identified urban sectors, which promotes productive inclusion, technical and economic development. In particular, the "Circular Economy Routes" has the mission to translate the Circular Economy approach to support regional development, comprising the reuse and management of solid and liquid waste, recycling processes and renewable energy production as well as to apply water and energy management intelligently to drive economic development. **He pointed out that next September 2nd and 3rd, the workshop on the "Pilot Pole" will be held for the first "Circular Economy Route" around the Federal District area, and this (KOM) event for the "Circular Economy roadmap" has served as a presentation meeting for this initiative.** Examples of the potential of the "Circular Economy Routes" are: the Acai productive chain in the North Region - for waste utilization (10 million R\$ of losses), decentralized renewable energy generation, water reuse; the Sheep production chain at the Semiarid Region - for water recycling; the Jeans production chain in the Northeast Region - to avoid river chemicals pollution and promote water reuse in production (which is scarce in the region); the Dairy production in Midwest Region - to improve stability of the electricity supply. Summing up, the "Circular Economy Route" projects will seek to spread the dissemination of technologies and technical assistance and the reinsertion of national development territories, to improve supply chains, promoting the partnership with universities and find financial resources, addressing scarce resources and pollution.
5. **Miguel Ivan Lacerda, Diretor de Biocombustíveis do Ministério de Minas e Energia, MME:** Presenting the **RENOVABIO program:** This is the new carbon capture policy per unit of energy produced in Brazil, regarding bioenergy production, to certify the carbon capture efficiency, through LCA, to regulate the cap and trade papers, to offset CO2 emissions **"creating a transitional energy policy towards renewables"**. This system aims to encourage the expansion of biofuel production and expansion of forest area for CO2 compensation. In the future, it aims to implement CCS systems



to every biofuel production plants in Brazil, to create a national energy matrix with zero balance for CO₂ emissions or even capture more CO₂ than it emits.

6. **Marcelo Morales, Secretario de políticas para formação e ações estratégicas do Ministério da Ciência, Tecnologia, inovações e Comunicações, MCTIC.** Brazil has a lot to profit from sustainable actions, and making decisions based on scientific foundations, because “without science there is no development” particularly for the challenges of making viable and right social, environmental and economic development. The bio economy will allow the transition from a fossil-based economy to a bio-based economy. Bio economy is one of Brazil's talent, and the right choice for the future of the country: we have the greatest biodiversity, a strong agribusiness, and the capability for knowledge production and application. LCA is one of the scientific methodologies, a tool for managing sustainability in products and processes, a robust tool to underpin public policy development, that allows us to identify where the most relevant impacts are in a product's life cycle, to make decisions about what we should or not do to produce and consume. There's an urgent need to move from a linear production model to a circular model, identifying the critical points throughout the life cycle of production chains, to manage waste generation, resource maintenance, reducing the use of raw materials and energy. MCTIC is aware of the need to modify the linear systems and has been creating programs that incentivizes the circular economy for sustainable development based on science and technology, such as: the e-waste program, the bio economy program and the “Roadmap for Circular Economy”.
7. **Marcio Rojas, Coordenador geral do Clima do SEFAE do Ministério da Ciência, Tecnologia, inovações e Comunicações, MCTIC** Presentation of the work of the Climate Technology Center and Network (see attached the presentation slides).
8. **Kevin de Cuba, Lider de Projeto da Assistencia técnica da UNIDO/CTCN** There's a great importance on the debate topics at this meeting: to evolve LCA as a metric tool for the Circular Economy, to strengthen the Brazil's position in the Bio Economy and the importance of developing criteria for public procurement for Circular Economy. To this aim, identifying the actors from academy, industry, civil society and the government, to create a common understanding on their strategic interests and value is key to generate an alignment towards Circular Economy to the National context. Three essential points for the Circular Economy are: to ensure that any kind of raw material, at its chemical and molecular level, are healthy and non-toxic; to design every product considering the disassemble in a feasible way and without losing economic value and functionality; and to consciously and strategically invest in infrastructure, technology and the conditions to create the technical or biological cycles, to reincorporate materials into the production supply chains. With these essentials we can apply the CE to generate social benefits, competitiveness and leadership within sustainability. He is excited to assist in the facilitation in this project and for having a broad range of sectors and to help to generate the consensus to build the Circular Economy roadmap for Brazil.
9. **Bruno Cesar Prosdocimi Nunes, Coordenador geral de bioeconomia do SEFAE Ministério da Ciência, Tecnologia, inovações e Comunicações do MCTIC** He endorses Kevin's speech, which presented the importance of Circular Economy. The CE is a redefinition of the entire economic process in a truly sustainable way and



the bio economy is inevitable for that, because It will not be possible to create a sustainable bio economy without it being circular. There's also the challenge of creating sustainable public policies capable of meeting the redefinition of the economic processes. To this aim, both the **“National Science Strategy Technology and Innovation, 2016-2022”** and the **“National Plan for Bioeconomy”** addressed the Circular Economy. Also, the LCA is currently the main measurement tool for sustainability management, and is a huge challenge to be able to use it for the Circular Economy. He highlighted that the “Circular Economy Roadmap” has strategic importance to create an integrated Bio Economy for Latin American and Caribbean specially because it is being developed simultaneously in 3 other countries of the region and for this, the engagement of all actors, with the local leadership of the national project consultant is very important.

- 10. Alexandre Gobbo Fernandes, Consultor Nacional do Projeto da Assistência Técnica da UNIDO/CTCN.** The presentation discussed the project objectives, its main aspects, and next steps, as well as the circular economy conceptual framework for the project. It also has brought examples to illustrate the strategic vision of Circular Economy for other National Strategies on Sustainable Development globally, and highlighted the advantages for Brazil on the elaboration of a Circular Economy Roadmap. (see slides of the attached presentation).

After the KOM there was an internal meeting with Alexandre Gobbo Fernandes, (Project National Consultant), Kevin de Cuba, (Project Leader Consultant) and Daniel Lage Chang, (NDE - MCTIC). The topics discussed (detailed on ANNEX1) were”:

1. Bioeconomics Coordination
2. CNI Event
3. FINEP Event
4. General Issues
5. Revision of the Work Plan
6. Industry 4.0
7. Circular Economy in Brazil
8. Urban Areas and Local Productive Arrangements - Circular Economy Routes
9. LCA –IBICT
10. The Roadmap

III. CONCLUSIONS

1. The articulation of the local NDE and its staff was perfect and the collaboration with the local National Consultant has generated an excellent mobilization of actors from various sectors.
2. The approach for the UNIDO/CTCN Technical Assistance Project and its objectives and work steps were well received and accepted as relevant and appropriate.
3. There is a good adherence to governmental programs, namely: The Life Cycle Assessment (LCA) program, the Biotechnology plan, the Bioenergy plan, the Climate Change Mitigation and Adaptation plan, the Local Productive



Arrangements for Regional Development program and the strategic planning for the Brazilian Industry development.

4. The project may improve the articulation within various sectors of government, namely: The Ministry of Science, Technology, Innovations and Communications, the Ministry of Regional Development, the Ministry of Mines and Energy, and other ministries and organizations, as the Brazilian Institute of Science and Technology Information and the National Confederation of Industry.

IV. NEXT STEPS

1. Prepare the full list of key actors.
2. Prepare documents for data collection and systematizing process this data.
3. Initiate the data collection process.



Annex1: Meeting Minutes Brazil

MEETING MINUTES

CTCN/UNIDO CIRCULAR ECONOMY

Date: June 22 nd , 2019	Location: Skype	Start time: 9:00 AM GMT-3.	End time: 9:45 AM GMT-3.
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Attendees:

- Daniel Lage Chang, NDE of Brazil
- Christina Garcia, Factor
- Alex Fernandes, Circular Economy Expert based in Brazil

Meeting agenda:

1. Kick-off Meeting Planning
2. Next Steps

Meeting minutes:

1. Kick-off Meeting Planning

On **August 29th in Brasilia** there is a meeting on a Life Cycle Analysis (LCA) group which is launching a new initiative in Brazil. Mr. Chang believes it would be a good idea to hold the kick-off meeting in the morning before the LCA group meeting because many of the stakeholders which would be interested in the project will be attending the LCA meeting.

In order to invite as many stakeholders as possible, **virtual attendance will be offered.**

2. Next Steps

- Confirm date of kick-off meeting with team leader, Kevin de Cuba.
- Send project description and proposed agenda to Mr. Chang for review.
- Send a proposed list of stakeholders to Mr. Chang by Friday, July 26th for feedback.

**MEETING MINUTES****CTCN/UNIDO CIRCULAR ECONOMY****Date:** July 31th, 2019**Location:** email**Start time:** n/a**End time:** n/a**Attendees:**

- Alexandre Gobbo Fernandes, Expert in Circular Economy - National Consultant Brazil
- Daniel Lage Chang, MCTIC - NDE Brazil

Meeting agenda:**1. Kick-off meeting - General questions about the Technical Assistance**

Meeting minutes: Topics that needs to be discussed **URGENTLY** are highlighted (in yellow)

The minutes are summarized in two emails we exchange, transcripts are presented below

Em qua, 31 de jul de 2019 às 09:21, Daniel Lage Chang <daniel.chang@mctic.gov.br> wrote:

Dear all,

following my previous message, I'd like to share the points below discussed yesterday:

1. draft agenda of the event (attached);
2. list of participants: we think that many key stakeholders are missing, government, private sector, academia and CSOs. we are preparing a full list to send the invitations;
3. event content: we don't know if opening a discussion of the project methodology fits well in the kick-off event. We are worried in terms of creating expectations that we can't deliver in this moment and then create frustration and eventually disengagement. We are open to discuss how we could use the time just after the project presentation by Alexandre;
4. we can't confirm, but we will check a possible streaming service of the event, or at least recording;
5. we would like to check with you, if there are funds available for this event, to support the participation of maybe 2 or 3 key people coming from different cities in Brazil to attend the event;

many thanks again and we keep in touch for further developments

all the best
Daniel

Daniel Chang
Bioeconomy Programs and Projects Coordinator

Em qua, 07 de ago de 2019 às 16:00, Daniel Lage Chang <daniel.chang@mctic.gov.br> wrote:

Dear Alexandre,
please see the answers below:



-
- a) Event Location: Ministério da Ciência Tecnologia, Inovações e Comunicações – MCTIC at Esplanada dos Ministérios, Bloco R, Auditório Prof. Lourenço Nassib Chehab, Brasília-DF.
- b) We have requested the streaming service, but no response yet. We also requested audio/video event service, coffee break, and other basic event logistics requirements.
- c) and d) that is up to you, yes, we can meet if you need. only Friday morning, I won't be available.
- e) ok. +55 61 981071788

As I told you in our last call, in order to improve our effectiveness, I suggest in future contacts we communicate in Portuguese, so our team can also interact and be on the same page. It is something we previously had the UNIDO/CTCN approval on it. Also, main documents, such as the project work plan and the worksheet, as well as future deliverables, we expect them to be in Portuguese.

From our side here, so far so good, we are building the event mailing, an event hot site for registrations and the art for the invitation e-card.

kind regards,
Daniel

Considerations:

Please see that there are important topics to resolve:

- Clarify the level of details on the information we will deliver for the Roadmap, based on the original RESPONSE PLAN agreement between CTCN/UNIDO and the NDE.
- Clarify what is the funds available to support the activities assigned in the work plan, and what is open to negotiation.
- Clarify if we will have funds to translate the documents in Portuguese.



MEETING MINUTES

CIRCULAR ECONOMY PROJECT CTCN/UNIDO

DATE: August 23 rd , 2019	LOCATION Whatsapp conf call	TIME: 10:30 AM ET.	END TIME: 11:30 AM ET.
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Participants

- Alexandre Gobbo Fernandes, NC
- Kevin de Cuba, LC
- Alessandro Amadio, UNIDO Brazil representative
- Clovis Zapata, UNIDO Brazil representative

Meeting agenda

1. Objectives of the Project in Brazil
2. First insights for the Project in Brazil
3. KOM goals and next steps

Meeting Minutes

1. Objectives of the Project in Brazil

The main objectives to this technical assistance may be:

To build a strong case for the Circular Economy into the MCTIC.

To open opportunities and networking.

To build one future big program on CE (similar to the bioenergy program)

To build partnerships in the country around this topic.

2. First insights for the Project in Brazil

The project is allocated inside the SFAE-MCTIC, the Secretary for Strategic issues and education from the Ministry of Science, Technology Innovations and Communications. This shows that there is a long-term vision for the Circular Economy, for future steps at the MCTIC.

The Circular Economy is being related to the LCA database, a program that already has the support from the government, so this alliance is interesting.

3. KOM goals and next steps

The KOM should highlight the topics on Circular Economy that have adherence to the government drivers in Brazil, like entrepreneurship. Employment creation, income generation, innovation, and opening markets abroad,

As the KOM is being held in Brasilia, the political capital of Brazil, it has the value of grabbing public attention. The attendance may be more of personal related to political issues and less for technical issues.

The slide presentations will be shared with all a day before the KOM, to get comments and align topics.



Annex 2: List of participants and pictures of the meeting in Brazil

Name	Company/ Organization	Position	Contact	e-mail
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Annex 3: Suggestions for the Work Plan

In this Annex the meeting minutes after the Kick-off Meeting are presented. During these meetings many topics that impact the Workplan were discussed.

Overall the general structure of the WP should not be changed. Moreover, the activities and the targets in Brazil, concerning the roadmap development, have many specific topics to detailed and/or adapt from the original workplan.

The two meeting minutes below presents the comments from the NDE that clarify the specifics concerning the context in Brazil that supports the adjustments in the WP.

MEETING MINUTES			
CIRCULAR ECONOMY PROJECT CTCN/UNIDO			
DATE: Aug 30 th , 2019	LOCATION MCTIC	TIME: 02:30 PM ET.	END TIME: 04:30 PM ET.
Participants			
<ul style="list-style-type: none"> Alexandre Gobbo Fernandes, Project National Consultant Kevin de Cuba, Project Leader Consultant Daniel Lage Chang, NDE MCTIC Eliana (assistance) 			
Meeting agenda			
<ol style="list-style-type: none"> Bioeconomics Coordination CNI Event FINEP Event General Issues Revision of the Work Plan Industry 4.0 Circular Economy in Brazil Urban Areas and Local Productive Arrangements - Circular Economy Routes LCA –IBICT The Roadmap 			
Meeting Minutes			
<ol style="list-style-type: none"> Bioeconomics Coordination Understand the relationship between Bioeconomics and Circular Economy. We are on the right track with the presentation of KOM. What is the best position of Bioeconomics in relation to Circular Economy? And how it relates to the Bioeconomics Plan, which is one of the first official government documents that puts Circular Economy as one of the guidelines. A more in-depth study of bioeconomics is taking place in parallel to gain insight into the context of Brazil. CNI Event Event 24th will be the “Circular Economy and Industry of the Future” event for CNI members (industries) and the general public, and it is already sold out, we should be there to take advantage and contact the stakeholders that will be present. Day 25th will be a closed event, and we are already invited to participate, where we will have more opportunity to meet the key stakeholders of Circular Economy selected by CNI. Remember that CNI is a central actor but not 			



the only voice in the industry. We will be waiting for a formal invitation to the 25th event. Important in this event will be released a new document about the Circular Economy in Brazil that can bring important information to our work.

3. **FINEP Event** FINEP is hosting a meeting of some companies about Circular Economy, Finep is important because it already has two funding initiatives for Circular Economy, ERA-MIN2 and startups. We must participate to understand convergence with FINEP initiatives, but we must ensure that their initiative is not confused with the Roadmap project. It is important to be in this event in order to be able to talk with the Finep managers involved with the Circular Economy initiatives.
 4. **General Issues** When / how will the different results from each country be approximated to compare the different realities? The final event of this project that will bring together all countries is very important. There is a lot of potential to bring the results of this project to the next worldwide Circular Economy meeting in Canada 2020. MCTIC already has a relationship with SITRA from Finland and wants to create collaboration options.
 5. **Revision of the Work Plan** The basic structure of the project should not change. Marcio Rojas will be consulted to comment on the project.
 6. **Industry 4.0** There is an initiative, with a 'Chamber of Industry 4.0' formed for this theme. In Brazil there is another set of sectors that are very important for the Circular Economy, with special attention to: Civil Construction, Electro Electronics (urban mining), agriculture, biotechnology, urban development and metropolitan areas. For example, the agriculture sector that applies industry 4.0 innovations but it is not known how they are seeing the circular economy. The Ministry of Agriculture today has an Innovation Secretariat, is a key stakeholder in Brazil that should be consulted with certainty. For example, the "Bio-input Chamber", which has elements of Circular Economy.
 7. **Circular Economy in Brazil** Demonstrating impact is crucial, especially for reducing emissions. The most relevant of CE is the systemic and holistic vision, to create a much broader vision for the integration of production processes. Focus on engagement and mobilization: public policy development, private sector projects, knowledge management and key sectors of the economy are catalysts for demonstrating the impact of the Circular Economy.
 8. **Urban Areas and Local Productive Arrangements - Circular Economy Routes** We must address the Urban issue in the Roadmap for EC Brazil. "Circular Economy is in Cities". The agenda for Cities is where it all happens: 80% of energy consumption, urban waste, product consumption. Especially in the metropolitan areas.
 9. **LCA –IBICT** We can move forward with the collaboration of the LCA group in Brazil, who are looking for ways to apply LCA to measure Circular Economy initiatives. The "Minimum Flow Cost Account" methodology was mentioned
 10. **The Roadmap** It should bring a good synthesis of the diversity of initiatives in Brazil recognizing the various sectors of the country that are creating actions in Circular Economy: in start-ups, industry 4.0, agriculture, other key sectors of the economy. The Roadmap should show that there is a large space in government to support this process and that there are many Academy opportunities in this regard. The
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Roadmap must fulfill its role of providing continuity after the end of the project, to foster circular economy projects, to support public policies and to foster new business models.



MEETING MINUTES

CTCN/UNIDO CIRCULAR ECONOMY

Date: Sept 5th, 2019	Location: Call WhatsApp	Start time: 11:00 AM BRT	End time: 11:30 AM BRT
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Attendees:

- Alexandre Gobbo Fernandes, National consultant
- Daniel Chang, NDE Brazil

Meeting agenda:

1. Participation at CNI (national confederation of Industry) event in SP on Sept. 24th and 25th
2. Participation at FINEP (public enterprise for R&D+I financing) meeting in SP on Sept. 23rd.
3. Participation at the TNA (technological needs assessment) meeting by on-line conference call on the 04th of October
4. MCTIC website for UNIDO/CTCN technical assistance
5. Selection of stakeholders and list
6. Create a Form to start data collection with stakeholders
7. Preparation for COP25

Meeting minutes:

1. **Participation at CNI (national confederation of Industry) event in SP on Sept. 24th and 25th**

Daniel has confirmed our official participation at CNI conference on the 24th in a workshop "The CE and the Industry of the Future" and we are also invited to make part in a close meeting with key stakeholders from industry on the 25th. He emphasized that my participation in this event is key. CNI event is the biggest event in CE in Brazil and will discuss 3 main topics: Public Policy, Financing and Business models to build a national agenda for the CE.

2. **Participation at FINEP (public enterprise for R&D+I financing) meeting in SP on the Sept. 23rd.**

Daniel invited me to be at FINEP meeting also (a day before CNI event) as part of the agenda. FINEP is the governmental financing enterprise and has started to fund CE projects. They formed a group of stakeholders willing to collaborate in a national joint effort for the CE.

3. **Participation at the TNA (technological needs assessment) meeting by on-line conference call on the 04th of October**

The TNA group from the MCTIC Coord. of Climate will meet and Daniel wants me to be part of the meeting, online. They have been creating specific roadmaps for Climate technological gaps and critical areas, and he believes this is important information for UNIDO's technical assistance. He will give me more info about this soon.

4. **MCTIC website for UNIDO/CTCN technical assistance**



The website made for the KOM www.economiacircular.mctic.gov.br will be kept on-line to serve as a central website to publish any results from this Technical Assistance. Now it has been updated with the KOM presentations and photos, as well as the KOM program and the Technical assistance objectives.

5. Selection of stakeholders and list

Daniel will send me the lists with all the stakeholders ASAP, and I will add any other stakeholders, in order to consolidate the “Key Actors” list by mid Sept.

6. Create a Form to start data collection with stakeholders

We discussed the creation of a “tree level” methodology to collect info from stakeholders: 1) create a open form to collect the “basic info” from all stakeholders, published in the website; 2) Create a specific Form with more detailed questions to send to selected stakeholders; 3) Call and interview to a small group of very important stakeholders. A Basic Info Form draft will be presented at CN’s meeting on the 11th sept. to be discussed and approved.

7. Preparation for COP25

Daniel has asked to create a presentation for COP25 in Chile, with all available results from the Technical Assistance by the time and highlighting the main activities that will be performed in Brazil.



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