**Annex 10**

List of previous modules and documents that can be used as a basis for the module or as a resource material

In a table below is given for each future module the list of materials that can be used as a basis for the module or as a resource material package while working on the new WM training curriculum.

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| **MODUL 1: WASTE MANAGEMENT AND PLANNING SYSTEM** | Basic module | Resource material Package |
| Planning process (local, regional and national), legal and institutional framework | Organization of waste management service, institutional, regulatory, informative and monitoring aspects | Manual on local planning of waste management |
| Legislation, Policies, Strategies, Functions and local competences; |  |
| Planning cascade methodology – alignment of local and regional plans, technical options, monitoring and evaluation; |  |
| Municipal regulation on integrated waste management |  | Models of Regulation and WLMP drafted during 2019 – 2021 |
| Data collection system, waste data analyze performance monitoring and reporting |  | Methodology for data collection and reporting |
|  | Methodology for monitoring and action plan |
|  | Methodology for performance and affordability |
|  | Service Monitoring System. Models and procedures. |
| Human resources and management of the service in municipal and regional level | Need assessment for training, institutional strengthening and establishing municipal structure – including job task description and unit regulation |  |

From the table, it is recommended that for Module 1 - Waste Management and Planning System, the training curricula developed by dldp and SECO project covering "Planning Process (local, regional and national), Legal and Institutional Framework" and "Human Resources and Service Management at Municipal and Regional Level" can be used as basic material to be further developed. The other two topics ("Municipal regulation on integrated waste management" and "Data collection system, waste data analysis, performance monitoring, and reporting") do not have any training structure at all and have to be developed from scratch using the given resource material package. Overall, the theoretical part should be updated with legislative developments and other approved documents.

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| **Modul 2: INTEGRATED WASTE MANAGEMENT** | Basic module | Resource materials |
| Integrated collection and treatment of the waste according to EU standards | Planning of collection and transport of solid urban waste | Policy document on composting in Albania. Guideline for organic waste composting |
| Preparation of a regional transport scheme in Shkoder – Lezhe |
| Collection scheme in touristic and mountain areas. |
| Differentiated waste collection schemes and minimal standards |  | Guideline for collection and differentiated classification of the recycled municipal waste |
| Guideline for recycling and composting |
| Treatment and closure of the historical municipal disposal sites | Transformation of the illegal dumpsites in controlled dumpsites – rehabilitation, improvement, operational management and maintenance; | Operation Manual for landfill with temporary operation permission |
| Minimal requirements for rehabilitation of dump sites |

From the table overview, it is recommended that for module 2 – Integrated Waste Management can be used asbasic material to be further upgraded the training curricula prepared by dldp and SECO project on “*Integrated collection and treatment of the waste according to EU standards”* and *“Treatment and closure of the historical municipal disposal sites”*. The other topic *“Differentiated waste collection schemes and minimum standards”* doesn’t have any training structure at all and has to be developed from scratch by making use of the given resource material package. Overall, the theoretical part should be updated with legislative developments and other approved documents.

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| **Modul 3: CIRCULAR ECONOMY** | Basic module | Resource materials |
| Waste management and transition towards circular economy | Minimization of solid urban waste |  |
| Legal framework, concepts, principles and innovation. |  |  |
| Policies, finances and synergies. |  | Green Public Procurement |

From the table overview, it is recommended that for Module 3 - Circular Economy the training curricula developed by dldp, which partly cover "Waste Management and Transition to a Circular Economy", can be used as basic material for further development. The other topics don't have any training structure at all and need to be developed from scratch. The concept of circular economy is complex and not yet covered.

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| **Modul 4: FINANCIAL SUSTAINIBILITY OF THE WASTE MANAGEMENT** | Basic module | Resource materials |
| Finances (service cost calculation) and tariff setting | Financial aspects of the waste management |  |
|  | Financial sustainability of the service-Budget, Tariffs etc. |
|  | Methodology for cost calculation and tariff setting |
|  | Methodology for calculation of waste costs including transfer station |
|  | Preparation of the tender and contract documentation |
| Planning and implementation of the capital services in the sector |  | Methodology for calculation of the treatment waste costs in Bushati regional landfill |
|  | Technical report on the actual situation, operation and management of the landfill. Case of Bushat. |
| Financial monitoring of the integrated waste management |  | Process of taxpayer register improvement |
|  | Drafting Fiscal Package. Processes and models. |
|  | Reporting and analyze of the collection of waste revenues |
|  | Communication and revenue collection |
|  | Monitoring and collection financial obligations – Summary |
| Sources of finance (for example EPR and other kind of sources from taxes for different kind of products) |  | Economical instruments for improving waste tariff |

From the table overview, it is recommended that for Module 4 - Financial Sustainability of Waste Management, the training curricula prepared by dldp covering "Finances (Service Cost Calculation) and Tariff Setting" can be used as basic material for further development. The other topics don't have any training structure at all and need to be developed from scratch using the given resource material package prepared by BtF and GIZ.

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| **Modul 5: AWARENESS AND PUBLIC PARTICIPATION INTO WASTE MANAGEMENT** | Basic module | Resource materials |
| Environmental Education and integrated waste management |  | Public communication, awareness and environmental education |
|  | DLDP-Guideline for programs and awareness campaign |
|  | Public communication on quality of the service offered |
|  | Public and business communication on revenue collection |
|  | Measuring performance of the service and its communication; advices for citizens. Models. |
| Preventing measures and penalties. Environmental crime and administrative offenses |  | Manual on local authority competences on prevention of environmental crime |
|  | Basic assessment on inspection, investigation and punishment of environmental offences and crimes in Albania |
|  | Measuring citizen satisfaction (online forms and interviews). |
| Communication and public participation in the management of the service |  | Public communication models and plans |
|  | Awareness campaign and door to door collection. Findings |

From the table overview, it is recommended that for Module 5 - Awareness and Public Participation in Waste Management, the module needs to be developed from scratch using the given resource material package prepared by BtF and OSCE. It is very important to be creative and focused on skill development. Therefore, follow-up coaching sessions should be planned.