FAIR ICT ACTION PLAN

1 Why?
- Why would the organisation invest efforts in fair and circular ICT?
- Why would the organisation work on specific challenges, e.g. work conditions?
- Answers will be based on strategic objectives as well as on the organisation's vision & mission. Be sure to emphasize the link between them (see step 2).
- List all procurement goals

2 Who?
- Internal support: Who will cooperate to achieve fair ICT goals? Identify the organisation's drivers. Are all services/persons involved, e.g. procurement department, ICT services…?
- How will employees and other agents be engaged? The more commitment there is, the more support will be generated for the project's implementation and the more time and resources management will be willing to invest.
- Ensure that management are supportive.

3 Platform
- Outline the current situation: what fair and circular ICT initiatives have already been taken? What good practices exist within (parts of) the organisation? What is the present status of circularity and ethical aspects within the organisation?
- Make an inventory of hardware in use, services/people responsible for procurement and the latest ICT specifications.
- What worked well? What can be maintained?

4 Vision
- Long-term vision: what should be achieved within 1, 2, 3 and more years? What's the organisation's end goal?

5 Roadmap strategy
- Starting from what has already been done (see step 3): Identify and elaborate the steps/actions needed to reach the end goal (see step 4). What will be step 1, 2, 3 etc. ?
- Focus on 1) procurement, and/or 2) use, and/or 3 exit strategy?
- What tools to use: labels, criteria, cooperation with other organisations…

6 1e (small) step
- Step 1 should be achievable in the short term. Is there a quick win that also makes the theme of fair and circular ICT more 'familiar' within the organisation (see step 2)?
Could a communications initiative or some awareness-raising be linked to this step (e.g. collection of used smartphones)?

1 Assess and adjust where necessary.

2 Learn from past lessons and experiences.

3 Document

4 Communicate

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