SYMCRAFT

Cooperation Framework Model
Wood & Furniture

Use within the SYMCRAFT project

The Parties acknowledge that this Framework Model is prepared in the context of SYMCRAFT Pilot Action 3 and may contribute to the project work on cooperation models between industry and the handicraft sector.

The Parties authorise the relevant SYMCRAFT project partner, sector coordinator and the SYMCRAFT partnership to use this Framework Model and its non-sensitive information for project reporting, dissemination, workshops, publications, showcases and follow-up documentation. Specific sensitive information may be anonymised on request.

If companies later decide to use this document for their own cooperation, they may adapt it to their specific situation and decide which parts should become binding. Binding aspects should be adopted case by case and expressly agreed in a signed final version or separate agreement.

Note on the use of this Framework Model

This Framework Model is a practical checklist and formulation aid developed within the SYMCRAFT project. It is not legal advice and does not replace an individual legal assessment. Users are responsible for checking and adapting it to their specific case and applicable national law. The SYMCRAFT project partners and editors assume no liability for its individual use. For a binding or tailor-made contract, qualified legal advice should be sought.

How to use this document

This document is designed to support the practical organisation of cooperation between the Parties. For ease of use, the following approach is recommended:

1. Before the first transfer:

- Complete the Cooperation Summary;
- Define the material stream and its intended legal status in Annex 1;
- Clarify who is responsible for sorting, packing, transport and practical checks.

2. During the cooperation:

• Use Annex 2 for each delivery or batch, or in a simplified form if agreed by the Parties;

• Keep documentation proportionate and practical;

• Start with a small test batch before moving to repeated or regular exchanges.

3. In case of problems:

• Suspend the affected transfer or use where the material is unsafe, unlawful, legally unclear or unsuitable;

• Use Annex 3 to document the issue and agree on corrective actions.

Cooperation Summary Sheet

Field	Entry	To be filled by
Industrial company	[to be completed]	Supplier
Handicraft company	[to be completed]	Receiver
Material stream	Sorted wood and furniture residual material from one or more clearly defined fractions, e.g. solid wood offcuts, boards, panels, veneer, furniture components, sawdust, shavings or other wood-based production residues.	Supplier, agreed with Receiver
Purpose of follow-up cooperation	[to be completed]	Jointly
Expected quantity	[indicative only]	Supplier, agreed jointly
Delivery rhythm and availability	[to be completed]	Jointly
Sorting and packing responsibility	[Supplier / Receiver / shared / other]	Jointly
Transport and logistics responsibility	[Supplier / Receiver / third party / other]	Jointly
Indicative cooperation period	[recommended default: 24 months / alternative: 36 months / other period]	Jointly
Payment and cost arrangement	[no-cost transfer / handling fee / sorting fee / transport cost allocation / other]	Jointly
Main fallback rule	If the material is unsafe, unlawful to use, legally unclear or does not correspond to Annex 1, the affected transfer or use must be suspended and Annex 3 should be followed.	Pre-filled standard rule
Main contact person – Supplier	[to be completed]	Supplier
Main contact person – Receiver	[to be completed]	Receiver

Cooperation Framework Model

1 Parties and purpose *[Mandatory]*

This Cooperation Framework Model ("Framework") is intended for use between:

the Supplier / Industrial Company [full legal name, address]

and the Receiver / Handicraft Company [full legal name, address]

for the recovery and re-use / valorisation of defined wood and furniture residual material.

The Parties acknowledge that **[name of project partner]**, in its role within the SYMCRAFT project, supported the establishment of this cooperation and acted as an intermediary between them. Unless expressly agreed otherwise, the project partner is not a contracting party and does not assume responsibility for the performance of the companies.

The Framework builds on the cooperation developed during SYMCRAFT Pilot Actions 1 and 2 and supports possible follow-up cooperation in the Wood and Furniture sector under Pilot Action 3.

2 Nature and effect of this document

This document is intended as a non-binding cooperation framework. It helps the Parties describe their cooperation experience, clarify practical roles and responsibilities, and structure possible follow-up activities.

It does not create a supply contract, commercial agreement, partnership, joint venture, agency relationship, exclusivity obligation or joint liability between the Parties.

Nothing in this document obliges either Party to purchase, sell, supply, process, produce, commercialise or continue any specific activity, unless such obligations are expressly agreed in a separate written agreement.

Any future operational, commercial, technical or legally binding cooperation between the Parties should be agreed separately in writing.

The annexes may be used as practical implementation sheets to document material description, legal status, delivery checks, fallback procedures and other operational details.

3 Purpose of the cooperation framework

The purpose of this Framework is to document and support the recovery, re-use and valorisation of defined wood and furniture residual material and the possible development of products, prototypes, repair solutions, interior objects, limited series, educational formats or related follow-up activities.

The Parties may start with small test quantities before moving to repeated or regular transfers. They should avoid unnecessary administrative burden and may use simple documentation such as photos, batch notes, delivery notes or the annex forms below.

4 Material description and legal status

The Framework applies only to the material stream described in Annex 1. For practical purposes, the term “wood and furniture residual material” is used as a neutral description. It does not itself determine whether the material is legally classified as waste, a by-product, a non-waste production residue or end-of-waste material.

The Supplier should indicate the intended legal status of the material stream before the first transfer and provide a short practical basis for the classification. The Receiver should check whether the delivered batch corresponds to Annex 1 before accepting it for the intended use.

The legal classification depends on the factual circumstances, the intended use, applicable EU and national law and, where relevant, the assessment of the competent authority. This Framework does not itself determine or change the legal status of the material.

5 Practical workflow and fallback handling

For day-to-day use, the Parties should apply the following simple workflow:

• Green: The material stream is clean, dry, sorted, documented, generated during production or repair/refurbishment activities, not visibly contaminated, not from an unclear waste route and intended for a certain lawful follow-up use. Transfer may proceed under this Framework.

• Yellow: Information is missing or needs clarification, for example treatment, coating, adhesive content, material composition or intended use, but no immediate safety or contamination issue is visible. Transfer or use should wait until Annex 1 is completed or clarified.

• Red: The material is wet, mouldy, pest-infested, odorous, contaminated, chemically treated in an unknown way, from demolition or an unclear waste route, contains hazardous attachments, has no certain lawful use, or is intended for a high-risk use without required checks. The affected batch must not be used as non-waste material under this Framework and Annex 3 should be followed.

If material is unsafe, unlawful to use or its legal status cannot reasonably be clarified, the affected transfer or use must be suspended. Possible actions include rejection, partial acceptance, return, authorised disposal, clarification with a competent authority or treatment under applicable waste legislation.

6 Responsibilities and no-liability understanding

The Supplier should provide the available information needed to describe the material stream, including origin, condition, composition or material type where known, sorting, storage and known risks.

The Receiver should check practical suitability for its intended use and is responsible for its own processing, product development, product placement and user-facing activities.

Neither Party gives any guarantee beyond the characteristics expressly documented in Annex 1. Neither Party assumes liability towards the other beyond the practical responsibilities described in this Framework. No financial penalties, damages or indemnities are foreseen between the Parties under this non-binding framework.

If the Parties wish to create binding obligations, they should identify them clearly in a signed final version or separate agreement.

7 Costs and economic arrangements

The preferred starting point is no-cost transfer or a small handling, sorting or preparation fee, where legally and practically appropriate.

Transport, handling, sorting, storage, testing, return, disposal and documentation costs should be allocated in the Cooperation Summary or Annex 1 where relevant.

If products are later sold commercially, any pricing, revenue sharing, royalties, licence fees, sales conditions or branding arrangements should be agreed separately or added in writing.

8 Confidentiality and communication

The Parties will not disclose clearly confidential technical, commercial or cooperation-related information to third parties without prior consent, unless the information is already public, independently developed, lawfully received from another source, required to be disclosed by law, or used in non-sensitive form for SYMCRAFT reporting and dissemination.

This confidentiality understanding applies during the cooperation and for [12 / 24] months after its end, unless the Parties agree otherwise in writing.

Public communication using company names, logos, product images, case descriptions or brand references should be approved in advance by the concerned Party. Non-sensitive information may be used for SYMCRAFT reporting, dissemination, workshops, publications and the Action Plan.

9 Intellectual property, design and branding

Each Party retains ownership of its pre-existing intellectual property, know-how, trademarks, designs and technical information.

If the cooperation includes joint development of new designs, prototypes, products, repair concepts, branding or other protectable outputs, the Parties should record separately who owns or may use those outputs.

If the cooperation results in a jointly developed product line, the Parties should agree separately on ownership, use rights, commercialisation, communication, quality control and revenue sharing.

10 Product and occupational safety [where relevant]

The Receiver is responsible for checking whether any product, furniture item, interior object, repair solution or other output placed on the market or made available to users complies with applicable product safety, consumer protection, labelling and sector-specific requirements.

Where the intended use may involve children, public spaces, load-bearing elements, outdoor exposure, fire safety, food contact or repeated consumer use, the Parties should identify any additional checks, tests, standards or expert input required before use.

Unknown treated wood, unknown composite boards, pressure-treated wood, suspected hazardous coatings or pest-infested, mouldy or contaminated material should not be used unless its safe and lawful use has been clarified.

This Framework does not replace any mandatory product safety, occupational safety, hygiene, machinery, chemical, labelling, market-placement or other sector-specific requirements that may apply under EU or national law.

11 Practical escalation and ending the framework

If a disagreement arises, the Parties should first try to resolve it through their named contact persons. If no practical solution is found, the issue may be escalated to management level or discussed with the supporting intermediary, provided that the intermediary does not become responsible for the issue.

The Parties may agree on mediation, expert review or another simple way to clarify the issue before considering any further escalation.

Either Party may end its participation in this Framework by simple written notice if the cooperation is no longer feasible, if the material repeatedly does not correspond to Annex 1, if the cooperation cannot continue safely or lawfully, if the administrative or economic burden is no longer reasonable, or if the agreed cooperation conditions cannot reasonably be followed.

12 Signatures [optional for later company use]

For the Supplier / Industrial Company	For the Receiver / Handicraft Company
Name: _____	Name: _____
Function: _____	Function: _____
Date: _____	Date: _____
Signature: _____	Signature: _____

Practical annexes / implementation sheets

The annexes are practical tools. They should be completed only as far as useful for the concrete cooperation. They are intended to reduce uncertainty and make the cooperation easier to manage in practice.

Annex 1 – Material specification and legal-status sheet

Field	Entry	To be filled by
Material category	[solid wood offcuts / boards / panels / veneer / furniture components / sawdust / shavings / mixed wood-based material / other]	Supplier
Material description	[to be completed]	Supplier
Allowed fractions	[one or more clearly defined fractions – to be completed]	Jointly
Excluded material	Wet, mouldy, pest-infested, odorous, contaminated, fire- or water-damaged, unknown treated wood, demolition wood, pressure-treated wood, material with unknown hazardous coating, unknown technical composite material, material containing hazardous attachments, or any material not matching the agreed specification.	Pre-filled standard; adapt jointly
Condition of material	[clean / dry / sorted / free from visible contamination / no mould / no pests / other - to be completed]	Supplier, checked by Receiver
Packing / storage requirements	[to be completed]	Jointly
Wood species or material type, if known	[e.g. beech, oak, spruce, plywood, MDF, particleboard, OSB, veneer, laminated board]	Supplier
Known treatment, coating or adhesive content	[untreated / varnished / painted / oiled / glued / laminated / formaldehyde-containing board / flame retardant / wood preservative / unknown / other]	Supplier
High-risk use excluded unless separately agreed	[load-bearing / structural / outdoor / children's furniture / public-space installation / food-contact / fire-sensitive use / other]	Pre-filled; adapt jointly
Legal status of the material stream	[by-product / non-waste production residue / waste / end-of-waste material / unclear – clarification required]	Supplier before transfer
Who made the initial classification	[Supplier / competent authority / other]	Supplier
Basis for classification	[short practical explanation and available documentation]	Supplier
Is further use certain?	[yes / no / to be clarified]	Jointly
Can the material be used directly without	[yes / no / to be clarified]	Jointly

further processing other than normal industrial practice?		
Is the material generated as an integral part of the Supplier's production process?	[yes / no / to be clarified]	Supplier
Is the intended further use lawful?	[yes / no / to be clarified]	Jointly
Are any permits, registrations, waste codes (EWC / CER), transport documents or authority clarifications required?	[yes / no / to be clarified]	Supplier / expert / competent authority where needed
If the material is waste	Applicable waste code, if known: Authorised carrier / collector, if required: Permitted treatment or recovery route: Party responsible for legal documentation: Party responsible for related costs:	Supplier / jointly
If end-of-waste is claimed	Recovery operation carried out: Applicable end-of-waste criteria or national decision: Evidence attached:	Supplier / jointly
Practical status for this material stream	[green / yellow / red – see workflow in clause 5]	Jointly
Additional legal, safety or usability note	[optional / if applicable]	Jointly

Annex 2 – Delivery and material check form

Field	Entry	To be completed by
Date and location	[to be completed]	Jointly
Supplier	[pre-filled]	Supplier
Receiver	[pre-filled]	Receiver
Material	[to be completed]	Supplier, confirmed by Receiver
Batch reference	[to be completed]	Supplier
Estimated quantity	[to be completed]	Supplier
Measured quantity	[optional]	Receiver
Visual condition check	[corresponds to Annex 1 / issue observed / to be clarified]	Receiver
Legal status checked against Annex 1	[yes / no / to be clarified]	Receiver

Accepted / partly accepted / rejected	[to be completed]	Receiver
Comments / visible issues	[recommended]	Receiver
Photos or evidence attached	[optional]	Receiver / jointly
Signatures / initials	[optional for practical confirmation]	Jointly

Annex 3 – Problem and fallback form

Field	Entry	To be completed by
Date of notice	[to be completed]	Party identifying the issue
Batch reference	[to be completed]	Jointly
Type of problem	[material quality / contamination / wrong fraction / quantity / transport / legal status unclear / material classification issue / product safety issue / hygiene issue / other]	Identifying Party
Description of issue	[to be completed]	Identifying Party
Evidence attached	[optional / if applicable]	Identifying Party
Quantity affected	[to be completed]	Jointly
Temporary stop required?	[yes / no / to be clarified]	Jointly
Proposed action	[accept / partly accept / reject / suspend use / return / clarify legal status / seek authority or expert advice / handle as waste / dispose through authorised route / downgrade intended use / other]	Jointly
Agreed final action	[to be completed]	Jointly
Who pays which costs	[to be completed if relevant]	Jointly
Signatures / initials	[optional for practical confirmation]	Jointly

Annex 4 – Practical use checklist for companies and consultants

Step	Practical check
1. Identify the partners	Supplier and Receiver are named; contact persons are clear.
2. Define the cooperation objective	Reuse, prototype, product development, educational use, service innovation or other purpose is clear.

3. Describe the material stream	Material type, quantity, condition, sorting and exclusions are documented in Annex 1.
4. Clarify legal status	By-product, non-waste production residue, waste, end-of-waste or unclear status is indicated before transfer.
5. Start small	A test batch is considered before regular transfers.
6. Check delivery	Each batch is checked against Annex 1 using Annex 2 where useful.
7. Use fallback rule	If material is unsafe, unlawful or unclear, stop and use Annex 3.
8. Keep the main document light	Any binding commercial, technical or liability obligations are added only case by case in a separate written agreement.
9. Consider translation needs	Partners may decide whether a short translation or national-language appendix is needed for companies.