

Agencies' and Industry Packaging Operations Liaison Group Terms of Reference.

1. Purpose

The purpose of the Agencies' and Industry Packaging Operations Liaison Group (AIPOLG) shall be:

To liaise between those sectors of industry affected by operational issues arising from the packaging waste regulations and the three UK regulators: the Environment Agency for England and Wales (EA), Scottish Environment Protection Agency (SEPA) and Northern Ireland Environment Agency (NIEA), with a view to resolving and agreeing those issues. Issues discussed should be sector-wide rather than referring to specific sites or the individual interests of any companies represented.

- a) To propose future data and information reporting systems for packaging obligation and the collection, recovery and recycling of packaging waste.
- b) To advise and input on any proposals by the Agencies for changes to regulatory activity.
- c) To advise the Agencies on future enhancements and developments of NPWD to support the regulatory regime and to link in with other regulatory regimes. Including advice on how such changes might be funded.
- d) To refer to the Agencies, DEFRA / BERR and the ACP any issues that are outside of the remit of AIPOLG.

2. Membership

The group shall consist of:

For Industry a total of 5/6 representatives to include:

Compliance schemes
Direct registrants
Reprocessors
Exporters.

For Regulators

1 representative from the agencies as chairperson (Sue Stocks) and up to 5 further representatives from the agencies.

Other representatives of industry, regulators or DEFRA / BERR to be invited to address specific issues as required.

3. Ways of working

The group will normally work according to the following arrangements.

- Quarterly meetings to be held and hosted alternately by Industry and the Agencies. Meetings to last a full day between 10:30 and 3:30. Dates to be set for the year ahead.
- A call for agenda items a month before the meeting date.
- Finalisation of the agenda and provision of background papers as early as possible to allow AIPOLG members to share and get input from the groups that they represent. At the very latest this should be circulated 10 days before the meeting.
- Members to ensure that input is captured from and feedback is given to the sector they represent.
- Secretariat services to be provided through the Environment Agency's PRRS team with shared responsibility for capturing notes/actions.
- Record of the meeting to be in the form of brief notes and actions which will be tracked at each meeting. The meeting notes to be signed off by the Chair and published on NPWD.
- Teleconferences to be held on urgent issues or to substitute for ordinary meetings with the agreement of the Chair, to be raised via the secretariat.

4. Future meetings

- 09/09/2010
- 08/12/2010

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