

**AIPOLG**  
**Agencies' and Industry Packaging Operations Liaison Group**  
**Hosted by Valpak, Stratford upon Avon**  
**27 March 2009**

**Industry:** Peter Gaffney, Steve Gough, Sian Miles

**SEPA:** Patrick McKell, Fiona Donaldson

**NIEA:** Eugene Kelly

**EA:** Bernie Carr, Adrian Harding (part), Sue Stocks, Carly Chambers

**Apologies:** Andrew Green (sent deputy), Andy Doran, Chris Grove

**1. Introductions**

**2. Review of Terms of Reference**

There was a discussion regarding industry representation at AIPOLG meetings and there was agreement that Adrian Harding would seek additional industry representation recommendations from the ACP.

Dates for future meetings and the efficacy of holding future meetings by telecon rather than face to face was considered and a decision was taken to alternate face to face meetings with telecons and review this arrangement in 2010. Sue Stocks to arrange meetings in September and telecons in June and December. (Dates agreed – see below)

<b>Date</b>	<b>Time</b>	<b>Location</b>
23 June 2009	10 :00 -13 :00	Telecon
10 September 2009	10 :00 – 12:30	Wincanton, Daventry
1 December 2009	10 :00 - 13:00	Telecon

Finally there was agreement that the Terms of Reference should be updated to reflect the arrangements for the publication of the Terms of Reference and the minutes of the meetings. Sue Stocks to document the arrangement for the publication of the terms of reference

**AH to raise additional industry representation with ACP**

**SS to organise telecons for June and December**

**SS to document arrangements for publication of TOR and publication of minutes of the meetings**

**3. Compliance Monitoring – 2008 highlights and 2009 priorities**

Carly Chambers provided an update on the compliance position in relation to 2008 and on the EA's plans for compliance scheme monitoring in 2009. Peter Gaffney raised the issue of schemes receiving feedback from audits undertaken by the agencies, the value of this feedback to compliance schemes was emphasised by Peter Gaffney and Steven Gough. Carly Chambers took an action to review the dissemination of feedback from agency monitoring of scheme members to compliance schemes and to see what reports could be extracted from NPWD to update compliance schemes on the monitoring undertaken.

**CC to review dissemination of outcomes from agency monitoring of scheme members and availability of reports detailing monitoring undertaken.**

- 4. 2008 Reporting year – current view of compliance and Q4 data release.** Carly Chambers provided an update on DEFRA's plans for publication of a statement regarding compliance for the year 2008 and some amendments to the public reporting available via NPWD which reflect the interim data position for quarterly data reporting. Industry was asked to use the WIRS contact email ([packaging.waste@environment-agency.gov.uk](mailto:packaging.waste@environment-agency.gov.uk)) to report any perceived anomalies in the NPWD live data reporting.

**2009 - Monthly data from industry, EA publishing plans.** Eugene Kelly briefed the meeting on the request from the ACP, which was communicated by the agencies, asking accredited reproprocessors and exporters to record their data on NPWD monthly. The agencies were able to report that this request has not yet elicited more frequent data submissions to NPWD. Carly Chambers provided an update on EA plans for publication of key data during 2009. Peter Gaffney suggested that compliance schemes could provide feedback to the agencies on any significant changes in their scheme obligations. Steve Gough took an action to raise this proposal at the next ACP to gauge industry and government support for this request.

**SG to submit proposal to ACP for scheme submissions on individual compliance scheme obligations.**

- 5. Code of Practice, risk profiling and Scheme event.** Steve Gough updated the group on developments to date in relation to the Scheme Code of Practice. Steve Gough undertook to collate Industry and Agency comments from CG on the Code of Practice with a view to submitting the final version to the ACP's next meeting planned for May. The planned scheme event will be postponed until July 2009. Steve Gough will circulate planned agenda and date for the event as soon as possible.

**SG to collate industry and CG comments on scheme code of practice and propose to ACP**

**SG to circulate agenda and date for planned compliance scheme event**

- 6. Agency audit of data providers/obligation calculators.** Patrick McKell provided a feedback on the monitoring activity undertaken to date and the planned final phase of monitoring to compare accuracy of weights information held by the data providers with agency held data which would involve collation of packaging weights information by the agencies and the submission of this data to Exel and Valpak Data Solutions. Steve Gough commented that he supported this process as an ongoing review of such data systems. Patrick McKell to discuss future agency plans for monitoring of these systems with Chris Grove.

**PMCK to discuss future agency plans for monitoring of third party data systems with CG**

- 7. Technical issues: incapacity guidance.** Carly Chambers explained that the EA has been reviewing guidance on this matter and revised guidance would soon be made available to the compliance schemes.

**CC to circulate revised EA guidance on incapacity provisions in the legislation (administration).**

- 8. NPWD - name change, feedback re unique identifier roll-out, scheme template provision, management of carry over PRNS.** Sue Stocks provided an update on the development work undertaken by the EA to NPWD in relation to packaging and the development plans for Batteries within the NPWD platform. Sue Stocks explained that it was the intention of the EA to review the name of the PR IT system platform and external stakeholders would be advised accordingly. Steve Gough expressed his concern regarding the lack of plans for any further development of NPWD during 2009 and the flexibility in the existing contract with Solution 7 to provide ad-hoc reporting on packaging data of necessary. Sue Stocks undertook to report back on the number of call-off days covered by the EA support & maintenance contract with Solution 7. Patrick McKell sought feedback on the roll out of the NPWD code. No adverse impact was reported by Industry. **SS to confirm number of call-off days in NPWD Support & maintenance contract.**

Steve Gough and Adrian Hawkes (by email) raised the issue of evidence management by schemes within NPWD, the perceived inflexibility of the existing evidence issuing arrangements and the scope for this to cause issues in relation to the potential shortage of compliance evidence towards the end of 2009. Patrick McKell explained that it was his interpretation of the regulations that schemes could not issue or re-issue evidence and that while a scheme operator may run three schemes, each of these schemes was a separate legal entity with a separate obligation and there was no provision for such schemes to share the tonnage represented in evidence notes between schemes. Patrick McKell explained that the agencies had provided a mechanism that enables schemes to re-allocate discrete evidence notes between schemes and that acceptance of carry over eligible evidence could be postponed to the last minute prior to the 31 January each year to maximise the amount of carry over evidence to be used for a forthcoming obligation year. However the agencies did undertake to request an internal legal review of the provisions in the legislation and advise the group of the outcome.

**Agencies to review legal provisions around sharing of evidence notes by schemes run by the same scheme operator and the issue/re-issue of evidence notes by compliance schemes (CG, PMCK and EK)**

9. **AOB** - Bernie Carr briefed the group on the EA's plans for a new National Trading & Regulatory Services Manager post to manage the PR functions in Sheffield and her intention to stand down as chair of the group pending the appointment of this post holder. In the interim Sue Stocks would chair the group.