

**AIPOLG**  
**Agencies' and Industry Packaging Operations Liaison Group**  
**Hosted By Valpak Offices, Stratford upon Avon**  
**22 February 2008**

**Industry:** Phil Conran, Steve Gough, Andrew Green, Peter Gaffney  
**EA:** Bernie Carr, Jeff Cooper, Sue Stocks, Mike Fletcher, Chris Grove, Carly Chambers  
**SEPA:** Patrick McKell  
**Apologies:** Daniel Mullholland

**Action Notes**

**1. Terms Of Reference**

- Revised ToR reviewed. All points agreed other than revised wording for 1a to include reference to resolve and agree. Amendment to be circulated asap. **BCarr**
- Agreed to limit group's remit to Packaging.

**2. NPWD.**

**2007/8 update**

- Discussion on current industry involvement and visibility to industry of proposed enhancements.
- Full enhancement list handed out. Agreed that new list would be produced for industry members that showed differences between 'fixes' and new facilities divided by sector by 29 Feb. **PMcKell**
- Industry to review enhancements by mid March and advise on priorities. **SGough/PGaffney/AGreen/PConran**

**Industry reports**

- SGough agreed that Valpak would support S7 ad-hoc report development time, but not testing.
- Distributed ad-hoc report Agency response table discussed:
- Obligated data report agreed.
- Subsidiary Public register agreed, but awaiting Agency data cleansing and Producer Identification Number application. Requires note to all schemes on PIN development and expected requirements. **PMcKell**
- Public register in Excel agreed.
- Exception reports agreed though will only be available for 2008 vs 2007 due to available data and cleansing needs.
- Protocols and quarterly data publication agreed but lengthy discussion on industry requirements. Generally agreed that dynamic reports only required for previous quarter, but industry to confirm by 29 Feb. **SGough/PGaffney/AGreen/PConran**
- Industry agree to produce words for question to be submitted to other schemes by Agencies on support for scheme obligation publication. **SGough/PGaffney/AGreen/PConran**
- Agreed that SIC should be on Public Register. **PMcKell**
- PM to come back to SG on framework for development of above. To agree with S7. **SGough**

### Ad-hoc report process

- Agencies stated that all reports must be available to all of industry through NPWD.
- Request process form discussed. Agreed other than insertion of requirement after 2. for Agencies to submit request to S7 for technical feasibility confirmation. To amend and circulate. **SStocks/PMcKell**

### 3. External newsletter

- Quarterly EA Packaging Regs newsletter with Adrian Harding and due out by early March. **JCooper/CGrove**
- Will include article on AIPOLG with list of members and dates for meetings. **CGrove**
- Queries on membership will be referred to ACP.
- Distribution will be by email direct to all schemes, direct registrants and reprocessors/exporters by Agencies. PDF will be placed on NPWD. **CChambers/PM**

### 4. Outstanding actions from 5/12/07 meeting

- Mechanism to capture wider industry views. Industry members requested that any contact requirements be conducted through the Agency using their contact database. Valpak have also planned an industry open day for ACP at Stratford offices which could be extended to cover AIPOLG activities.
- Compliance scheme Code of Practise. Schemes present expressed the view that CoPs were of little use unless they offered some benefit to those that participated. Agency agreed that risk profiling could be considered. Schemes to put forward ideas. **SGough/PGaffney/PConran**
- Circulate existing NPWD functionality for comment so we can take feedback into our internal meeting (Lyn Arnold lead) on 5<sup>th</sup> June. **PMcKell**
- Compliance monitoring plan has been submitted to Defra but with no response. To be chased. **PConran**
- SLA to be produced by WIRS by mid-March. **SStocks**
- All other actions from previous meeting had been dealt with.

### 5. Next meetings

It was agreed that the meetings would be held in following locations with dates to be put forward by the EA. **BCarr**

May	-	SEPA Edinburgh
September	-	BPI Heanor, Derbyshire
December	-	EA Sheffield

### 6. Review of meeting

It was agreed that the meeting was very productive and that the format was appropriate.

Phil Conran  
25 Feb 2008