

AIWOLG

Agencies & Industry WEEE Operational Liaison Group

Terms of Reference

1. Purpose

The purpose of the Agencies' and Industry WEEE Operations Liaison Group shall be:

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

- a. To propose future data and information reporting systems for EEE, WEEE arisings and the treatment, recovery & recycling of WEEE. This will include assessing leakage of WEEE from the system and the possibility/extent of misreporting of B2B and B2C EEE/WEEE.
- b. To advise and seek input on any proposals by the Environment Agencies for enhancements to compliance monitoring programmes.
- c. To propose to the Environment Agencies and BIS future enhancements and developments of IT systems to support the regulatory regime and to link with other regulatory regimes, including funding options.
- d. To refer to the Vehicle Certification Agency (VCA), National Weights and Measures Laboratory (NWML), and Defra/BIS any issues that are outside the scope and remit of the Agencies' Operations Liaison Group.

2. Membership

The **Group** shall consist of:

For Industry a total of 7 representatives to include: Compliance Schemes, Producers, Treatment facilities, Exporters, Re use organisations

For Local Authorities & DCF Operators up to 2 representatives

For Regulators 1 representative from the Agencies (as Chairman) and up to 6 further representatives from the Environment Agencies

For BIS representatives to be invited

Other representatives of industry, regulators or Defra 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, hosted alternately by Industry and the Agencies. Meetings to last a full day between 10:30 and 15:30. 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 AIWOLG members to share and get input from the groups that they represent. At the very latest this should be circulated 1 week before the meeting.

- Members to ensure that input is captured from and feedback is given to the sector they represent. Any issues should be discussed with relevant sector groups (eg ICER, WEEE scheme forum, WEEECAP, Intellect, AMDEA, BREW).
- Secretariat services to be provided through the Environment Agency's PRRS team 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 the EA website with a link from the BIS website.
- Notes to be circulated within 2 weeks of the meeting taking place to allow AIWOLG reps to share issues and outcomes with their sector effectively.
- Teleconferences to be held on urgent issues or to substitute for ordinary meetings with the agreement of the Chair.