

New Zealand Telecommunications Forum

Project Scope for

Product Stewardship Operations Working Party

Date Submitted: 4 March 2013

Purpose

To establish a new TCF Working Party to provide operational oversight for the TCF Mobile Product Stewardship Scheme, once implemented.

Issue Identification

In March 2012 the TCF established a Working Party to develop a mobile phone product stewardship scheme, and to apply for MfE to have the Scheme accredited under the Waste Minimisation Act 2008 (the Act).

Once established, the TCF Mobile Product Stewardship Scheme (“the Scheme”) will require ongoing operational support and oversight to manage the industry’s collective interaction with the Recycling Agent and Beneficiaries and to report to the TCF Board, MfE and where applicable – the public, on the Scheme’s status and operations. The Product Stewardship Operations Working Party is intended to undertake that role and will replace the existing TCF Product Stewardship working party.

Project Scope

The scope for this Working Party is to:

1. Monitor the Scheme and progress against targets agreed with Minister for Environment.
2. Review quarterly reports from the Recycling Agent.
3. Provide reports to the TCF Board as the Scheme owner and legal entity responsible for the Scheme.
4. Manage the industry’s collective interaction with the recycling partner and beneficiaries.
5. Approve and provide reporting to MfE as required.
6. Work with the Recycling Agent to develop and agree the annual plan for marketing the Scheme.
7. Discuss and agree any industry initiatives to promote the Scheme and increase Scheme membership.
8. Discuss and propose any changes to the Scheme, including but not limited to the Scheme Recycling Agent Contract, the Code, the Scheme Beneficiary and extending the Scheme to other products.
9. Collate data on consumer habits in relation to Products.
10. Provide a forum to discuss and address any ideas or issues that arise in relation to the Scheme.
11. Make any recommendations to the Board based on the above activities.

Deliverables

To provide an ongoing forum to address ideas and concerns around the Scheme, manage any changes, monitor the Scheme’s effectiveness and suggest changes to improve and/or promote the Scheme.

Timeline

It is anticipated that the Working Party will meet ongoing, on a monthly basis.

Resources

A TCF resource to act as Forum Administrator for up to 100 hours per annum will be required for this scope of work.

Working Party Membership

It is proposed that initially, those TCF Members that form part of the TCF Product Stewardship Scheme Working Party become core members of this Product Stewardship Operations Working Party as well as other Scheme Members who are TCF Members.

Organisation	Name
Project Leader	
To be appointed by the Working Party once established.	
Working Party Members	
2degrees Mobile	Paul Hitchcock, Lucy Reed
Telecom	Darren Jamieson
Vodafone	Michael Deady, Abbie Reynolds, Karen Roncon

Recommendations

That the TCF Board:

1. Approve this project scope for establishment of the TCF Product Stewardship Operations Working Party.