

Product Stewardship Working Party

Project Scope

**14 February 2022**

1. **Introduction**

In 2020 mobile phones were listed amongst priority products for stewardship under the Waste Minimisation Act 2008 and scheme accreditation became subject to new 2020 guidelines. The project aims to achieve reaccreditation of the RE:MOBILE scheme (Scheme) under the new guidelines.

1. **Issue**

2.1 RE:MOBILE was accredited from July 2016 to July 2021 as a voluntary scheme. Mobile phones and other small telecommunications equipment items are now defined as priority products under the Act and require a regulated, rather than voluntary, stewardship scheme. The current Scheme does not meet the new guidelines and a project is required to reaccredit RE:MOBILE under the new requirements.

2.2 It is intended to make possible the eventual inclusion of other small telecommunications equipment items into the Scheme to take advantage of recycling processes already in use for mobile phones.

1. **Scope**
   1. In scope

*The following will be considered as part of the scope:*

* *Updating the Scheme to align with 2020 guidelines including:*
  + *Establish a governance framework as required under the accreditation guidelines*
  + *Define reporting and monitoring requirements.*
  + *Design and implementation of a funding model to support a Scheme that includes members and non-members of TCF,*
  + *Create new documentation and processes in support of the Scheme.*
* *Submission of a successful application for reaccreditation*
  1. Out of scope

*The following will be considered out of scope:*

* During the project, it will be decided which products, if any, in the “small telecommunications equipment” category will not be covered by the Scheme.
* Buy-Back operations. Whilst Buy-Back operations undertaken by individual Scheme Members is outside the scope of the Scheme, reporting on Buy-Back is within scope of the Scheme.

1. **Deliverables**

The deliverables from this project are:

*A* ***Scheme Framework*** *that includes*

* *Objectives*
* *Governance structure and processes, including:*
  + *Representation and appointment*
  + *Scheme membership and funding model*
  + *Product scope; initial and phased-in*
* *Scheme participants; members, service providers, partners*
* *Processes and standards*
* *Monitoring, compliance and reporting*

***Documentation*** *to describe the Scheme:*

* *Terms of Reference: governance and administration*
* *Code: Scheme participant commitments*
* *Service Contracts: roles, responsibilities, processes, compliance, reporting*
* *Financial breakdown (business case)*
* *Communication plan, risk management plan*
* *Monitoring and compliance: metrics, audit, processes*
* *Reporting*

***Accreditation by MfE***

1. **Proposed Timeline**

The TCF working party notes that implementation of any new processes and supporting system changes may require a phased approach necessitating prioritisation. It also notes that achievement of reaccreditation will depend on Ministerial approval of any regulations requested as part of the application.

A high-level timeline, assuming project scope is approved by CEO by 14 February 2022:

|  |  |  |
| --- | --- | --- |
| **Week** | **Date** | **High-level action/milestone** |
| 1 | 14 Feb | Project Scope finalised. Project plan drafted. |
|  | *March* | *MfE publishes final accreditation application form and guide* |
| 1-3 | 14 Feb – 3 March | Scheme framework and governance structure developed by working party.  Product scope reviewed. |
| 3 | 17 March | Scheme framework and governance structure agreed by working party for recommendation to the Board (7 April or 26 May meeting). Includes representation and appointment of governance group.  Intended product scope (initial and phased-in) agreed by the working party |
| 4 - 7 | 4 March – 30 March | Scheme funding principles and a high-level funding model agreed by working party for recommendation to the Board (7 April or 26 May meeting). Includes a strategy for community and environmental benefits from the Scheme.  Sub-group working on funding is to include a Board member if possible |
| 4 - 7 | 4 March – 25 March | Sub-group to propose products to be covered by the Scheme |
| 8-16 | 7 April- 26 May | Scheme framework and governance structure approved in principle by Board  Scheme high-level funding model and product scope approved in principle by TCF Board |
| 8-20 | April, May, June, July | ***Parallel streams of work by sub-groups of working party:***  Conduct feasibility study to confirm likely viability. To be approved by the Board (May 26 or 21 July).  Draft Terms of Reference and Code  Define categories of Scheme participants, note where contractual commitments will be necessary (ongoing or periodic):  Outline processes, standards, promotion, and reporting requirements for contracted participants  Develop processes for monitoring performance and ensuring compliance  Define reporting requirements  Develop communication strategy and risk management plan  Documentation created |
| 19 | 4-17 August | ToR, Code and documentation reviewed by working party |
| 22 | 18 Aug | WP approves draft Code and documentation for recommendation to the TCF Board |
| 31 | 15 September | TCF Board approves Scheme (ToR, Code and documentation) for public consultation (or 15 September Board meeting) |
| 32-35 | 19 Sep – 14 Oct | Public consultation |
|  | 20 Oct | Working party considers consultation feedback and whether to amend Scheme  Working party approves Scheme to go to Board for approval |
|  | 10 Nov | Scheme submitted for Board approval. Board approves Scheme for application to MfE for accreditation |
|  | 15 Nov | Submit accreditation application to MfE |
|  | Date unknown | Ministry approves accreditation of Scheme |
|  | tbc | Signatories to Code |
|  | tbc | Implementation |

1. **Working Party Membership**

The following representatives are members of the Product Stewardship working party

|  |  |  |
| --- | --- | --- |
|  | **Organisation** | **Name** |
| **Project Leader:** |  | Not necessarily required |
| **Working Party Members:** | TCF | Jane Moginie (Forum Administrator) |
|  | TCF | Clare Dobson (Programme Manager) |
|  | TCF | Paul Brislen (CEO) |
|  | 2degrees | Rebecca Lindegger |
|  | 2degrees | Justine Gabriel |
|  | 2degrees | George Rakich |
|  | Chorus | Roman Judd |
|  | Chorus | Hannah Taylor |
|  | Northpower | Vanessa Fenemor |
|  | Spark | Mark Wilson |
|  | Spark | Graeme Harrington |
|  | Tuatahi | Elliot Foxall |
|  | Vocus | Gus Stewart |
|  | Vodafone | Marinda Groenewald |
|  | Vodafone | Michael Deady |

1. **Resource Requirements**

This project will be funded out of the TCF budget for Product Stewardship.

1. **Recommendation**

That the TCF working party / TCF CEO review and approve this project scope