

# Waste Data Strategy Delivery Board

## Terms of Reference

### Purpose

The purpose of the group is to oversee the development, implementation, delivery and monitoring of Scotland's Waste Data Strategy. The Board will be accountable for:

- Developing, publishing and communicating the Waste Data Strategy
- Developing an implementation plan to deliver the strategy
- Preparing business cases for projects to deliver the strategy
- Commissioning projects to deliver the strategy
- Setting performance measures for the strategy and monitoring progress against these
- Reviewing the overall strategy and initiating an update of this at an appropriate time

All of the above will be delivered through partnerships with organisations and individuals from the waste management industry.

### Membership

The membership of this Board will consist of representatives from the Scottish Government, SEPA and Zero Waste Scotland.

### Working methods

A secretariat will be provided by SEPA, with support from ZWS as required. The secretariat will organise the meetings and determine the agenda in discussion with Board members and issue this in advance of each meeting. The secretariat will take minutes and circulate these to members as soon as practical after a meeting.

The group will meet a minimum of three times per year. Correspondence by email or teleconference may be appropriate if issues arise between meetings.

Members will treat items as confidential but may share these with relevant staff within their own organisation with appropriate caveats.

### Practitioners Group

The Board will convene a Practitioners Group to provide input to and scrutiny of the implementation and review of the strategy. The membership of the Practitioners Group will be open to anyone that is practicing in the inputting, analysing or using of Scottish waste data. The secretariat of the Waste Data Strategy Board will maintain a list of the invitees to the Practitioners Group.

The Practitioners Group will meet a minimum of once per year. Members of the Practitioners Group will treat all items as confidential until any public announcements are made.

Smaller technical 'working groups' will be set up as required to scope out and take forward project work agreed by the larger practitioner group. These may be face-to-face or they could be by telephone or video conference.