



For the future of our environment

Waste Data Strategy Delivery Board

March 2026

Terms of Reference

Purpose

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

- Developing, publishing and communicating the 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 delivery board membership will consist of representatives from Resource Management Association Scotland (RMAS) Technical and Innovation Group, the Scottish Environment Protection Agency (SEPA), the Scottish Government and Zero Waste Scotland.

Working methods

SEPA provides a secretariat. The secretariat will organise the meetings and determine the agenda in discussion with delivery 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 delivery board will aim to meet a minimum of three times per year and a meeting may be cancelled if the members agree there is no business to discuss. Correspondence by email or Microsoft Teams 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 delivery board will convene a practitioners' group to provide input to and scrutiny of the implementation and review of the strategy. The practitioners' group will be open to anyone who is providing, analysing or using Scottish waste data. The secretariat will maintain a list of the invitees to the practitioners' group (those willing for their contact details to be held for this purpose).

The practitioners' group will meet by MS Teams or face-to-face at a frequency to be determined by the delivery board (generally on an annual basis).

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