

WEEE Advisory Body (WAB) - Terms of Reference

Aim of body

The WAB is an independent public body that has been established by BERR to provide impartial advice and recommendations to Government on matters relating to, or arising from, the implementation of the Waste Electrical and Electronic Equipment (WEEE) Directive and the UK WEEE regulations.

Reporting Line

The WAB will report to BERR and the Minister will be provided with a progress report, with recommendations as appropriate but at least annually.

WAB Objectives

- Advise Government on the implementation and supporting infrastructure for the UK WEEE system and identify where improvements are needed to maximise the benefits of the Regulations.
- Consider improvements to the regulations in relation to the infrastructure relationship between the stakeholder communities.
- Consider the UK's input into the EU review of the WEEE Directive
- Identify good practice within the WEEE stakeholder community
- Consider and make recommendations on how the UK can move to a system of Individual Producer Responsibility (IPR).

Role of the Chair

The Chair of the WAB is accountable to the Minister, for giving leadership to ensure that the Body provides advice to Government on issues related to the WEEE Directive and the implementation of the UK WEEE Regulations.

The Chair will:

- Chair quarterly meetings of the WAB and establish and manage subgroups;
- Ensure that high standards of propriety are observed at all times;
- Ensure that the WAB does not exceed its remit or function;
- Provide leadership to the WAB and play a full part in representing its activities in an open and positive manner;
- Enable all WAB members to make a full contribution to the Body's objectives;
- Ensure that WAB members act in the best interests of the wider community as a whole.

A deputy chairman will be elected by the members of the WAB and will be subject to the same provisions as the Chair.

Membership

Members of the WAB have been appointed as individuals on the basis of their knowledge and expertise in accordance with the Code of Practice for Ministerial Appointments to Public Bodies. A list of members can be found at Appendix 1.

Stakeholders and Sub-Groups

Advice and input will be actively sought by the WAB from key external stakeholders on a case by case basis. These stakeholders may include, amongst others, local authorities, re-use organisations, professional bodies, trade bodies, community groups and NGOs.

Sub-groups will be established, as necessary, to deal with specific issues that have been identified. Where established, sub-groups will have terms of reference agreed by the WAB outlining objectives and expected outputs. Sub-groups will be accountable to the Chairman for delivery.

Individuals from the Environment Agencies, Devolved Administrations, Defra and VCA will be invited to attend quarterly meetings.

Meetings

The WAB will meet at least quarterly. Additional meetings will be convened by the Chairman where it is considered appropriate and necessary.

Secretariat

The WAB Secretariat will be provided by BERR.

Communications

All documents relating to the WAB including Terms of Reference, work plans and details of sub-groups will be published on the BERR website.

Minutes arising from WAB meetings will be published on the BERR website within 4 weeks of the meeting.

A WAB mailbox has been created at wab@berr.gsi.gov.uk. BERR will manage the mailbox contents and re-direct any queries to the Chair, when and if appropriate.

WAB MEMBERSHIP

APPENDIX 1

Chairman

Peter Calliafas

Envirobusiness South East Ltd

Members

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| • Julie-Ann Adams | Adams Consultancy Service |
| • Joy Boyce | Fujitsu |
| • Phil Conran | Biffa Waste Services ‘Transform’ |
| • Jonathan Gorman | Tesco |
| • Gary Griffiths | RDC |
| • John Holbrow | Pollution Monitors Ltd |
| • Leigh Holloway | Eco3 Ltd |
| • Terry Maguire | Computer Remarketing Services Limited |
| • Kirstie McIntyre | Hewlett-Packard |
| • John Morrell | Reuse / B2B Producers |
| • Philip Morton | Repic |
| • Mark Shelton | Donarbon Waste Management |

BERR SECRETARIAT

- Debra Huntington
- Kath Barker
- Linda Prosper