

Copies of documents relating to the Executive Oversight Group responsible for the Deposit Return Scheme:

DRS Executive Oversight Group meeting agenda - 27 January 2023

Participants

Kevin Quinlan, SG (Chair)	Iain Gulland, Zero Waste Scotland
David Harley, SEPA	[Redacted], SG
David Harris, Circularity Scotland Ltd	Katrina Carmichael, SG

Secretariat: [Redacted], Zero Waste Scotland

Agenda

Item	Paper No.	Time:
1. Welcome and introductions		5 minutes
2. Review group purpose and responsibilities	2.1 Updated Terms of Reference	5 minutes
3. SWAG update: <ul style="list-style-type: none"> • Implementation readiness and milestones • Risks 	2.2 Implementation readiness 2.3 Risk register 2.4 Note of December meeting	25 minutes
4. Key issue for discussion <ul style="list-style-type: none"> • What does success look like on 16th August 2023 for each organisations point of view? • What dependencies do you have on others so successful implementation. <p><i>Output- clear consistent vision of go-live</i></p>		50 minutes
5. AOB		5 minutes

DRS Executive Oversight Group meeting note - 27 January 2023

Attendees

<u>Members</u> Kevin Quinlan, Scottish Government (Chair) Katriona Carmichael, Scottish Government (SRO) David Harley, SEPA David Harris, Circularity Scotland Limited Iain Gulland, Zero Waste Scotland	<u>Attendees</u> [Redacted], Scottish Government [Redacted], Scottish Government Jo Zwitterlood, SEPA [Redacted], Zero Waste Scotland
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Actions and Decisions			
D001	All agreed to the proposed changes in the ToR.	All	Decision
AP01	All organisations to have capability to flex resource at go-live to ensure all queries are responded to.	All	Open
AP02	Following the communications workshop there was an ask for the communication and engagement group to work with the Waste Managers Network and CoSLA representatives to ensure they were briefed to ensure the messages are consistent.	LS	Open
AP03	Ask on the Communications and Engagement group to be considering the consistent messages to be used from day 1 including the compliance ask.	LS	Open
AP04	KC to pick this up with JZ and discuss how a potential shortfall in budget could be mitigated.	KC	Open

1. The meeting started with a recap of the intended benefits of Scotland’s Deposit Return Scheme and the objectives of the meeting. It was agreed that DRS communications should be added to the discussion.

2. An updated Terms of Reference for the Executive Oversight Group was discussed and agreed. Meeting frequency would increase from 3 monthly to every 6 weeks, and more frequently if needed.

3. A focus for discussion was organisations’ expectations for delivery by 16 August. Key points included that there would be a need to continually review the minimum viable product ahead of August, including the elements needed for go-live.

4. An experienced provider has been appointed to deliver required IT systems. Logistics work is progressing well, with a comprehensive network in place and work is continuing on bulking and counting centres. Work is being undertaken to review coverage and potential blackspots. Producer registration is also well underway. It was acknowledged that compliance and minimum viable product are linked and that there needs to be a shared view of any transition period in terms of compliance.

5. Capacity and resilience in organisations was also discussed, particularly in relation to responding to queries ahead of go live. Local authorities were confirmed as a key potential contact point for consumers. All consumer touchpoints must be mapped and fully briefed to ensure there is consistent information and can signpost queries to the most appropriate organisation. Reactive capability must be built in to be able to flex resource.

6. Weekly communications meetings have been established to ensure a joined-up approach. There is a full day workshop planned on the 6th February to develop a proactive communications plan which will cover all audiences and ensure a collective approach and to communicate a positive story. A shared set of consistent core messages was required. CSL confirmed it would be taking ownership of depositreturn.scot to provide one source of information. The link between communications and exemption applications was also discussed.

7. On programme assurance, a decision from UK Government regarding VAT was still outstanding.

8. In addition to those outlined above, further key priorities among partner organisations included:

- Ensuring the messaging around compliance expectations were clear and that the message to businesses was that they were there to provide advice, support and guidance to help businesses do the right thing. A key issue was to ensure appropriate levels of resource are in place to support regulatory effort where required.
- Working with Local Authorities to understand how their current systems could be integrated with DRS and will continue to provide redesign support.
- Amending the regulations to support the policy position reached on online takeback.

DRS Executive Oversight Group meeting agenda - 9 March 2023

Attendees

<p><u>Members</u> Kevin Quinlan, Scottish Government (Chair) Katriona Carmichael, Scottish Government (SRO) David Harley, SEPA David Harris, Circularity Scotland Ltd Iain Gulland, Zero Waste Scotland</p>	<p>Attendees [Redacted], Scottish Government Jo Zwitserlood, SEPA Kerra McKinnie, Circularity Scotland Ltd</p>
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Secretariat: Lisa McCrone, Zero Waste Scotland

Agenda

Item	Paper No.	Time:
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6. Welcome, minutes and actions	13.1 DRS EOG Meeting 02 - Draft Minutes	5 minutes
7. Programme Assurance <ul style="list-style-type: none"> • Critical path for each organisation <ul style="list-style-type: none"> ○ Areas of progress during previous 6 weeks ○ Key areas of focus for next 6 weeks • Key risks to implementation and actions planned / taken <p><i>Output- Collective view of critical path status and of key risks</i></p>	13.2 DRS Critical path 13.3 DRS SG risk register	40 minutes
8. Gateway review <ul style="list-style-type: none"> • Focus of Gateway Review • What each organisation wants the focus of the Gateway Review to be <p><i>Output- Collective understanding of focus of Gateway review and how the output will be used.</i></p>	13.4 Gateway Review ToR 13.5 Interview List	20 minutes
9. Communications <ul style="list-style-type: none"> • CSL Communication and Marketing plan <p><i>Output- Shared understanding of communication timeline, messaging and methods that will be used.</i></p>	13.6 Paper to be included	20 minutes
10. AOB		5 minutes

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Actions and Decisions			
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AP04	KC to pick this up with JZ and discuss how a potential shortfall in budget could be mitigated.	KC	Open
AP05	IG to investigate whether they can pull forward the DRS environmental campaign planned for 18/3.	IG	Open
AP06	KM to pull together an overarching document which focuses on information, communication, and marketing.	KM	Open
AP07	LM to work with PM to further develop the critical path to give additional detail	LM	Open
AP08	IG to get team to develop plan to get an updated number of producers	IG	Open
AP09	DH to get team to cross check trade association members with who is currently registered	DH	Open
AP10	IG to ensure exemption figures are shared on a weekly basis and to review and improve exemption process.	IG	Open

1. The meeting started with an overview of the political landscape which the DRS Programme is currently operating in and the context of the meeting was outlined.

2. The minutes from meeting number 2 were approved. All action owners provided an update, which has been added to the action log. Agreement that meeting frequency would increase from every 6 weeks to every 4 weeks until go-live.

3. The initial discussion focused on stakeholder engagement, with the ask to develop a centralised document which focused on:

- Information- the need to have a single version of the truth which all organisations can feed into
- Communications- identify opportunities to take a more proactive approach to communications, specifically around building the narrative around the environmental benefits of DRS.
- Marketing- development of a centralised marketing plan

4. CSL talked through their critical path highlighting where there were potential areas of concern and what contingency plans are in place to resolve. The development of the IT system remains the most challenging for CSL, but delivery performance is improving. Agreement that the critical path will be expanded to include a dedicated IT workstream to allow progress to be monitored.

5. CSL highlighted some additional risks to the critical path but explained that contingency plans were in place to mitigate the risks and ensure they don't become blockers.

6. SEPA provided an update on the workstreams on their critical path. Flagged concerns around the figure which is being used for the number of producers. A reduction in the number of producers will result in a deficit in SEPA's budget.

7. Zero Waste Scotland provided an update on the exemption service and gave assurance that resource is on hand to manage the expected upsurge in applications. The exemption process and portal are being reviewed to provide additional clarity and functionality for specific sectors or situations.