

**MINUTES OF THE WASTEDATAFLOW OPERATIONAL GROUP
MEETING HELD 10th December 2008
13:00 Room 3.4 ERGON HOUSE, LONDON**

Attendees:	Apologies:
David Lee	Roy Thompson
Isabella Hayes	Sophie Easteal
Vicki Hook	Tina Benfield
Gary Armstrong	Rosaleen Ball
Pete Marris	Sarah Roberts
Adrian Fitzpatrick	James Dodd
Silvia Cagnoni (by phone)	
Andy Mackenzie	
Michael Laverty	
Frances Howe	
Gillian Neville	
Alex Ross	

1. Minutes of the last meeting (circulated)

No comments

2. Development update

The latest release of development (new reports) is going live now. The next development to be made live is the new materials list.

In January guidance for the new development will be made available and plans for new development for the new scheme year need to be put together.

3. WEEE guidance

Vicki emailed the guidance round the group in November and there has been no comment apart from the EA's.

Action: Vicki to publish the guidance by the end of the week if there are no more comments back by then.

4. Mass Balance Calculation

Pete brought along the EA's diagram of the MBC and it was agreed that this was very clear.

Action: Pete to email everyone a copy of the diagram.

Action: everyone to feed back to EA on MBC guidance and for the EA then to publish the diagram for all countries to use.

Alex suggested that there be a guidance page for each country and there was discussion about revamping the guidance area of the WDF site as the number of documents has increased a lot recently.

Action: David and Gary to discuss a new website layout.

5. Wales Financial Questions

There will be 5 new financial questions on an annual basis.

Action: Sarah to circulate the new questions to the rest of the group.

6. Material list

There was agreement by the group that there needs to be uniformity across the UK in how materials are recorded. For example the material group 'wood' sometimes includes MDF, composite wood etc. And in England only materials that are 100% recyclable can be recorded as recycled and yet in Scotland Tetrapaks are recycled and yet they are not entirely recyclable.

Action: Gary to email the amended material list to each EA. The EA for each country is to suggest a percent biodegradability for each new material and return them to Isabella. This needs to be finalised by 1st April 2009.

7. MBT reduction factor

Currently the MBT reduction factor is entered by hand. It was suggested that the factor be stored against the authority on WDF and it was agreed that this was a good idea.

Action: Gary to note as development idea.

8. Stockpiling or recycle

There was discussion of how the downturn in the recycling market may affect WDF. In the short term stockpiling of recycle won't be a problem, but if it continues then it could result in a reduction in recycling tonnages and recycling rates in the municipal waste statistics.

It was agreed that what is collected for recycling should be recorded as collected and what is sent to be recycled should also be recorded as such. Enviro treat any discrepancies on a case by case basis.

9. EA policy update on final destinations

EA policy have defined the final destination as a MRF if the waste is going overseas and if it is being reprocessed within the UK then the final destination is to be the smelter etc.

There was debate about this as authorities have been asked for the final destination for a few years instead of the final destination being obtained from the MRF which it will be under this definition. Wales' minister also wants them to push for the 'real' final destination.

It was agreed that care needs to be taken when letting users know that the final destination is only needed for waste staying in the UK and not going overseas.

Action: Pete to send round the OG a draft of the release and background once the draft has been finalised. Roy Thompson dealing with this.

10. Update from each country on user groups, responses and validation

England

Quarter 1 are all at L35.

Quarter 2 - 92 returns are at L30 and 48 returns are at L35. The deadline is the end of December and the number of returns is significantly lower than this time last year. There is an email being sent out to users each week to remind them of the deadline.

There have been no issues with Quarter 2 so far although this may be due to the low number of returns.

Wales

81% are at L35 for Quarter 2. The draft of the Quarter 2 bulletin is ready. Recycling has increased.

Scotland

The deadline for Quarter 2 was in November. Two authorities missed it. Quarter 1 statistics were published on 13th November. There was an increase in the recycling rate. The final destination list is being amended. The C variable development for Scotland has been completed by Enviros. The next UG is to be held on 8th January.

Northern Ireland

The deadline for Quarter 2 was the end November. 96% were at L35 on time. They are half way through the validation of Quarter 2. The MSW report for 2007/08 has been published on the website.

11. AOB

It was agreed that inputs from Question 70 should be included in the MBC. Any change would need to have been completed by 1st April 2009.

Action: Gary to send round the group a suggestion of how to solve this.

Next meeting to be held at the EA in Sheffield in March. Date to be confirmed in the New Year.