

MINUTES OF THE WASTEDATAFLOW OPERATIONAL GROUP
MEETING HELD 11th June 2008
13:00 Room 403 ERGON HOUSE, LONDON

Attendees:

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| Jane Hinton | Defra ESI |
| Isabella Hayes | Defra ESI |
| Vicki Hook | Enviros |
| Gary Armstrong | Enviros |
| Alex Ross | Wales |
| Roy Thompson | EA |
| Adrian Fitzpatrick | NI EHS |
| Silvia Cagnoni | SEPA |
| Julie Laing (via phone) | SEPA |
| Rosaleen Ball | East Sussex |
| Mark McAdoo | NI LA rep |
| Frances Howe | Hampshire |
| Andy Mackenzie | North Lanarkshire |
| Roy Probert (rep.) | Welsh UG rep |

Apologies:

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| Sophie Easteal | GLA |
| Tina Benfield | CIWM |
| Abigail Foster | Wales |
| Michael Laverty | NI LA rep |

1. Minutes from last meeting

Action: IH to circulate report definitions to Scotland, NI and Wales.

All other actions completed.

2. The development programme

Funding for new development

Following the UK Project Management Board meeting on 8th May funding has been allocated by each country for new development so we now know how much we have to spend. We have more money to spend than before, but this also means more to manage.

Outstanding development

Following the launch of the auto upload system for fixed length questions, the xml system is now ready to go live for the variable length questions. The spreadsheet now includes destination lists taken straight from WDF. This can go live with immediate effect as it does not affect any other aspects of the system.

There has been some interest from companies to work with authorities on using the xml system. The spreadsheet is not designed to look like WDF and is not intended to be a manual data entry tool. This may raise some queries from authorities.

A pre-authorisation screen has been developed which will show the authoriser a summary of the figures entered by their authority to enable them to spot mistakes before authorising the data. Actions on this screen, such as authorisation, will be logged by the system and could be used for future reference by validators. The pre-authorisation screen is not live yet. England will go live for quarter 1 of 2008/09. NI and Wales are happy to go live then too.

Action: SC is to supply Gary with which C variables Scotland would like on the authorisation screen.

Question 70 – Gary has had no response from Wales, Scotland and NI on whether they are happy for Q70 to go live. As soon as he has he'll put them live. The question will be applicable for Quarter 1 2008/9 reporting in England.

Action: VH to write a guidance note for Q70.

Action: GA to resend the email to Wales, Scotland and NI about putting Q70 live as Enviros had email problems round the time that he sent his email so it may not have got through.

New development

Following consultation with the OG, UGs and the PMB the long list of development ideas has been narrowed down to far fewer and prioritised.

Specifications for new developments will be developed by Enviros in the next 2 to 3 weeks and sent to the OG for their input. Gary's plan is to complete a few small, quick projects at the start to get some development out early and then start on the larger ones.

Action: GA to produce a Gantt chart to show the development programme and email round to the OG by 7th July.

The Gantt chart will relate to IT development with milestones for completion. Go live dates will be confirmed separately after User Acceptance Testing and production of guidance etc.

Gary will need feedback from the OG on the specifications for the larger projects, but some of the smaller ones are 'tidying up' jobs which definitely need doing and don't require feedback.

MM questioned whether the BMW to landfill allowances could be shown on WDF.

There was a discussion amongst the countries on whether this was necessary and possible and it was agreed that it would be complicated for England due to trading of allowances between authorities. Other countries felt that there was insufficient demand to warrant this now but it could be reviewed when the Mass Balance Report is added to the Summary Reports screen.

AR – is there a way of pulling out a report by C variable? There isn't at the moment, but it was agreed that this would be a really useful function to have on WDF. Gary will incorporate into the development task on the Reporting engine.

MM – could a more user friendly diagrammatic guide to the mass balance calculation be produced as the current flowchart provided in WDF is really confusing to those unfamiliar with the method of calculation?

Action – members of the OG to come up with simple guidance to send to Jane to review and consolidate.

3. Question 19 review

Question 19 asks authorities to report the amount of waste sent for recycling (reuse in Q35) by 31 materials and by the end destination (individual facility). This presents data entry users with the following main problems:

- Multiple screens – a destination is selected first and then all materials sent to that destination are entered. This means that the number of screens to be completed is a direct reflection of the number of destinations. The number of different destinations entered in Qu19 in 2006/7 in England ranged from 1 to 52, the median being 10.

- Relationships with other questions – Qu19 should reflect all recycle reporting in Qu10, 11, 12, 14/16, 17, 18, 33, 34, net of rejects and authorities comment that it is difficult to keep track of data from all these sources
- Totals by materials – as reporting is by destination and an individual material stream may go to several different facilities it is difficult to keep track of the total amount of each material that has been entered.

The proposal is to change the question structure so that the facilities are presented below each material. The functionality on selecting the number of transfer stations will be applied to selecting the number of facilities by material. The facilities that the authority has used before will be remembered by WDF and any update that is made to the list will be remembered for next time. Including, for example, if last month there were two facilities used for a material and this month there is only one. WDF would remember that only one is now used ready for next time.

FH – the facilities her authorities use change all the time so they will need constantly updating anyway.

There was concern around showing a total by material carried over from the collection questions as this does not reflect rejects and co-mingled collections. It was agreed that this would not be shown, but instead a summary would be put at the bottom of the Q19 page summarising the total collection, rejected and sent (as used in the Summary report). It was agreed that sub totals by material for data entered into Qu19 would be useful.

There was debate on which layout would be best and it was suggested that there be a picklist at the top of the page to allow the user to choose which layout they use (i.e. by facility as it is now, or by material in the new layout).

Action: GA to find out if it is technically possible to have the option of layout ‘by material’ and ‘by facility’ as this may result in a need for new column and row IDs.

Action: All countries to discuss with their UGs regarding the proposed changes to Qu19 [subsequent emails by Jane and Gary refer]

4. Material types for recycling questions

The list of material types sent for recycling needs to be reviewed to reflect changes to collection schemes and policy requirements.

All the materials listed on WDF at the moment are used by at least one authority so none of them will be deleted.

Even though the list won't be changed until 2009/10 reporting we need to decide which materials we are going to add to the list so that authorities can start collecting data on them.

Materials suggested by the group so far to be added include:

Tyres;
 Tetrapacks;
 Aerosols;
 Yellow pages;
 Biodegradable kitchen waste (food);
 Co-collected with green waste; and
 Separate collection;
 Gas bottles;
 Soil;
 Wood for composting; and
 Street sweepings not for composting.

There was discussion around the impact of extending the length of the list on data entry and screen navigation. It was suggested that the materials could become a selection list,

from which authorities could then select the materials that they collect. This could be updated when needed. It was agreed that this could be a refined way of collecting all material types without every authority having to view all materials in each question. There were risks associated with an authority forgetting a particular material type was available for reporting against which would have to be taken into account when designing new functionality.

5. WEEE

At the moment, the categories on WDF for electrical goods don't correspond with the WEEE categories. Should we use the WEEE categories instead of the current WDF ones?

The WEEE regulations set out 10 detailed categories but authorities present said they received data in only five categories. For 2008/9 reporting, guidance needs to be provided to map these five categories into existing WDF materials. The revised materials list for 2009/10 could directly include these WEEE categories.

Action – GA to ask Julian to redraft the WEEE factsheet including the five categories used by authorities.

6. Response rates

England

Cornwall still have quarters 1,2 and 3 outstanding due to discussions with the EA. All other authorities have reached level 35.

Quarter 4 – 91 WCAs, 21 UAs and 8 WDAs are submitted already. 37 WCAs, 9 UAs and 3 WDAs are at level 35 now.

Wales

The deadline for quarter 4 is the end of June.

86% for quarter 3 were submitted on time.

Northern Ireland

88.46% of authorities had submitted their quarter 4 data to level 30 by the deadline of 30th May.

76.92% of authorities had reached level 35 for quarter 4 by the deadline of 30th May.

By 11th June all authorities had reached level 35 except for one.

Scotland

Quarter 4 deadline was on 12th May.

To date 23 annual questions received, 18 validations for quarter 4 completed to level 35.

7. AOB

RT informed the group that the consultation on the testing regime for municipal wastes going for MBT is now live. The link to the page is:

<http://www.environment-agency.gov.uk/business/1745440/444663/landfill/1764524/1693182/986852/987368/>

8. Next meeting

Due to various UGs taking place in September IH will send an email round the OG to canvass for dates for the next meeting.