

**April 2018**

## **TERMS OF REFERENCE**

*Fiji Green Packaging Steering Committee*

## **Background**

The ocean represents the largest ecosystem and life support system on our planet and one of the major threats to our oceans' health is the proliferation of plastic waste. This by-product of urbanization and commercialization is detrimental to the health of the oceans and all the life it supports.

A partnership of concerned organisations has developed around this issue, and Talanoa Sessions were held with Retailers and Manufacturers on the 12th and 13th of June 2017, respectively, to discuss strategies and roadmaps to address the issue of plastic wastes in Fiji. One of the outcomes of the Talanoa Sessions was the need to establish a Steering Committee to provide the mechanism and oversight required to develop and implement a strategy or roadmap which will ultimately drive Fiji towards a *Clean and Green Packaging* future.

## **Official Name**

Fiji Green Packaging Steering Committee ("The Steering Committee")

## **Members<sup>i</sup>**

### **Government Ministries and Departments**

Ministry of Environment

Fiji Revenue and Customs Service

Ministry of Education

Ministry of Health

### **Regional/International Organisations**

Pacific Islands Development Forum

Pacific Islands Private Sector Organisation

International Union for Conservation of Nature

Global Green Growth Institute

### **Academic Institutions**

The University of Fiji

The University of the South Pacific

### **Statutory bodies and CSO's**

Suva City Council

Fiji Commerce and Employers Federation

Fiji Chamber of Commerce and Industry

Fiji Hotels and Tourism Association

Suva Retailers Association

Fiji Council of Churches

Fiji Fuel Retailers Association

Fiji Grocers Association

Fiji Competition and Consumer Commission

### **Chair**

The Steering Committee shall be chaired by the Ministry of Environment.

### **Deputy Chair**

The Pacific Islands Development Forum shall serve as alternative Chair in the absence of the nominated Chair.

### **Secretariat (“The Secretariat”)**

The Secretariat of the Steering Committee will be the Pacific Islands Development Forum and they will be responsible for the facilitation of meetings and communication between all parties involved.

### **Terms of Membership**

Membership for the Steering Committee will be voluntary and based upon mutual understanding between all parties together.

### **Communication & Reporting**

All Steering Committee meeting minutes and reports will be public and hosted on the Pacific Green Business Centre portal. Minutes of meetings will be circulated among all members within one week from the meeting. Facilitation of meetings and communication between all parties involved will be carried out by the Secretariat.

### **Objectives**

The primary objectives of the Steering Committee are to:

- Provide a forum for multi-stakeholder collaboration and develop an action plan or roadmap towards reducing plastic waste;
- Create a research & development network to coordinate efforts across sectors; and
- Establish a public awareness campaign to promote appropriate standards and practices in management of waste, recycling processes, and alternatives to petroleum-based plastic.

### **Quorum**

The quorum shall consist of 60% of total membership. Decisions are made with a minimum of two members’ endorsement without objection.

### **Deliverables**

The Steering Committee will deliver the following outputs:

- An Action Plan for the implementation of a phase out of plastic;
- An Awareness Campaign addressing the need to phase-out plastic;
- Establish a process for integrating tertiary students and academia research into private sector and Government in order to support research & development of best practices and new technology; and
- Hold consultations and work collaboratively to reduce dependency on plastic materials and close waste streams in the packaging sector.

### **Responsibilities**

The Steering Committee will be responsible for:

- Maintaining written record of meetings, issues raised, and positions declared by each Steering Committee member through the Secretariat;
- Providing policy guidance and support to relevant bodies; and,
- Preparing information for relevant stakeholders on practical interventions for waste reduction and resource conservation.

### **Related Legislations/Regulations/Policies**

The Steering Committee will ensure any set of proposed activities, policies or recommendations make reference to the Environment Management Act 2005 and Environmental Levy Act 2015, Environmental and Climate Adaptation Levy 2017 and Fiji's international commitments in regards to the Ocean and plastics.

### **Resources and Budget**

The Secretariat shall provide appropriate resources to facilitate meetings of the Steering Committee. Cost sharing for any activities which link directly to the objectives, deliverables and responsibilities of the Steering Committee will be discussed during Committee Meetings.

### **Sub Committees**

The Steering Committee will establish Sub Committees as the need arises. Sub Committees will determine their own rules of procedure at their first meeting.

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<sup>i</sup> The committee may nominate other members based on experiences/individual skills, as and when required.