

PREVENT Waste Alliance

Governance structure

Preamble

The Alliance is a loose coalition of organisations. It was founded on 9 May 2019 in Berlin. The governance structure outlines working modalities of the Alliance. After one year at the latest, the Steering Committee shall assess the governance structure and, if necessary, propose changes, which will then be submitted for decision by the Plenum.

1. Objective of the Alliance

We (the members of the Alliance) want to contribute to minimising waste, eliminating pollutants and maximising the reutilisation of resources in the economy worldwide. We strive to reduce waste pollution in low and middle-income countries through developing functioning waste management and circular economy approaches. Starting with a focus on plastic waste and electronic waste, we will work together for the prevention, collection, and recycling of waste, as well as increased uptake of secondary resources.

2. Membership, partner and advisor status

- (1) The Alliance comprises full members as well as partners and advisors.
- (2) Only members of the following four groups (member groups) are eligible to become full Alliance members:
 - a) Public institutions (Group A)

Members of this group include the German Federal Ministry for Economic Cooperation and Development (BMZ), the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU) and other federal ministries, states and communities as well as subordinate authorities with international activities in the field of waste management and the circular economy. Implementing organisations of official development cooperation may also be members of this group.
 - b) Private Sector (Group B)

Members of this group may include: Associations, businesses and organisations involved in waste management and the circular economy along selected value chains (e.g. the consumer goods and packaging industry, trade or the disposal and recycling sector).
 - c) Civil society (Group C)

Members of this group may include: Non-governmental organisations that have an interest in or are already implementing international activities related to waste management, the circular economy and/or sustainable product value chains (e.g. for plastic products or electrical and electronic equipment) and can contribute to achieving the Alliance's goals. Organisations that offer or develop standards for secondary raw materials and/or sustainable value chains may also be members of this group.
 - d) Academia (Group D)

Members of this group may include: Institutions from the academic, educational and cultural field that are actively engaged in topics related to waste management and the circular economy and/or sustainable product value chains (e.g. for plastic products or electrical and electronic equipment).

- (3) The steering committee shall decide in cases in which the assignation is unclear. This also applies if there is any doubt as to whether an applicant belongs to any of these groups at all.
- (4) Representatives of organisations of the private sector, academia, civil society, public institutions and other international organisations that are actively engaged in topics related to waste management and the circular economy may be awarded the status of partner or advisor as an alternative to membership.
- (5) Applicants must apply in writing using the membership application form. The Steering Committee decides on the application within a period of six weeks. The same applies to the awarding of partner and advisor status.
- (6) The individual parties are personally liable for any activities that take place within the framework of the Alliance unless explicitly agreed otherwise in writing.

3. Organisation and structure

The Alliance is made up of:

- a) The Steering Committee;
- b) the Plenum;
- c) working groups;
- d) the Advisory Board;
- e) the Secretariat.

4. The Steering Committee¹

- (1) The Steering Committee shall comprise up to 9 (nine) members who act as representatives of their respective organisations.
- (2) The BMZ and BMU are permanent members of the Steering Committee. The BMZ holds the Chair. The Deputy Chair shall be elected by the members of the Steering Committee. A third public member may additionally be elected to the Steering Committee if required.
- (3) In addition,
 - e) two representatives of members in Group B;
 - f) two representatives of members in Group C;
 - g) two representatives of members in Group D;shall also be elected in separate ballots. Only representatives from the respective member group are eligible to vote in the respective ballots.
- (4) The Steering Committee is responsible for all matters related to the Alliance, unless explicitly assigned to the Plenum by this governance structure. In particular, the Steering Committee is responsible for the following tasks:
 - a) Convening the Plenum and its own meetings, including the approval of the agenda;
 - b) Executing resolutions passed by the Plenum;
 - c) Passing resolutions on the strategic direction of the Alliance;
 - d) Passing resolutions on the admission and/or expulsion of members, partners and advisors;

¹ The preliminary core group of the PREVENT Waste Alliance shall carry out the functions of the Steering Committee for an interim period until the Committee is elected by the end of 2019 at the latest. The core group comprises representatives from the Federal Ministry for Economic Cooperation and Development (BMZ), the Federal Ministry for the Environment, Nature Conservation and Nuclear Safety (BMU), the Federal Association of the German Waste, Water and Raw Material Industry (BDE), the World Wide Fund for Nature (WWF), the Fraunhofer Institute for Process Engineering and Packaging (IVV) and the Wuppertal Institute for Climate, Environment and Energy.

- e) Accepting and approving proposals for projects, measures and activities;
 - f) Appointing and supervising the Secretariat;
 - g) Drawing up the budget;
 - h) Making public statements on behalf of the Alliance and representing it vis-à-vis external stakeholders;
 - i) Deciding the use of the Alliance logo;
 - j) In case of conflicts between members of the Alliance, the Steering Committee is responsible for addressing these timely. If a solution cannot be found by the Steering Committee, external advisors may be called consulted;
 - k) Preparing resolution proposals for the Plenum, for example regarding the creation of working groups and changes to the governance structure.
- (5) One representative from each of the four member groups must be present at the meeting to constitute a quorum. Members of the Steering Committee may appoint alternates from their organisation to represent them at meetings.
The following provisions apply to the Steering Committee when passing resolutions:
- a) Steering Committee members shall strive to achieve a unanimous decision wherever possible.
 - b) Resolutions require the majority of valid votes cast and, additionally, the approval of at least one member from each of the four member groups. Abstentions shall be considered invalid votes.
 - c) Resolutions may also be passed by means of written circulation with the majority ratios set out in this paragraph.
- (6) The Steering Committee shall be convened at least twice a year by the Chair or, in their absence, by the Deputy Chair. Meetings may also be held as video or telephone conferences. The agreements of the Steering Committee shall be documented by the Secretariat.

5. Plenum

- (1) All participating organisations of the Alliance are part of the Plenum, provided they have been accepted as a member, partner or advisor by the Steering Committee.
- (2) In particular, the Plenum is responsible for the following tasks:
 - a) Adopting the work plan and budget drawn up annually by the Steering Committee as well as passing the proposed resolutions submitted by the Steering Committee regarding the creation of working groups and changes to the governance structure;
 - b) Receiving the results of the working groups;
 - c) Discussion and recommendations to the Steering Committee about further steps to be undertaken by the Alliance.
- (3) Every full member has a vote in the Plenum. Partners and advisors have the right to speak at the Plenum but do not have any voting rights. Abstentions shall be considered invalid votes.
- (4) During every duly convened Plenum, 30 percent of the members from every member group must be present to constitute a quorum. If the Plenum does not have a quorum, the Chair of the Steering Committee, or, in their absence, the Deputy Chair, shall convene a new Plenum that will have a quorum regardless of the number or affiliation of attending members.
- (5) Resolutions passed by the Plenum require the approval of at least one member from every member group. The Plenum shall decide
 - a) on changes to the governance structure with a majority of $\frac{3}{4}$ of valid votes cast;
 - b) on the dissolution of the Alliance with a majority of $\frac{3}{4}$ of the votes of all members;
 - c) on other issues with a simple majority of valid votes cast.

- (6) The Plenum shall be convened by the Steering Committee once a year by a simple letter or email, giving a period of notice of four weeks. The Plenum is chaired by the Chair of the Steering Committee, or, in their absence, the Deputy Chair, and documented by the Secretariat.

6. Working groups

- (1) Members of the Alliance come together in working groups dedicated to specific topics. Partners and advisors may also participate in the working groups.
- (2) Every working group is supervised by 2-4 co-leads with support from the Secretariat.
- (3) Working groups define their specific goals and work plans and implement activities together. They may also form sub-groups.
- (4) The working groups meet on a regular basis (in person or online) and report annually to the Plenum.
- (5) Publications and public communication must be approved by the Steering Committee.

7. Advisory Board

- (1) Renowned experts and stakeholders, in particular representatives of international initiatives and organisations, provide advice within the framework of an Advisory Board. The members of this panel are appointed by the Steering Committee.
- (2) The Advisory Board provides technical inputs and ensures that the activities of the Alliance align with other international initiatives. It does this through:
 - a) Networking with renowned international initiatives;
 - b) Incorporating the needs and interests of emerging and developing countries;
 - c) Promoting coordination and collaboration with relevant partners.

8. Secretariat

- (1) The Secretariat is hosted by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH on behalf of the BMZ.
- (2) In particular, the Secretariat is responsible for the following tasks:
 - a) Preparing and documenting meetings of the Steering Committee, the Plenum and the working groups, including proposals for the agenda;
 - b) Providing the working groups with guidance on content and organisational issues and supporting the co-leads of the working groups;
 - c) Coordinating the implementation of joint activities and providing technical assistance;
 - d) Public communication on behalf of the Alliance;
 - e) Managing the Alliance budget.
- (3) The Secretariat shall be funded by the BMZ for an interim period; in the long term, the Alliance will aim to secure funding from membership contributions and other financing sources;

9. Using of Alliance logo

- (1) The logo is used to mark publications, advertising material and other media for events and projects that are directly linked to the goals and activities of the Alliance.
- (2) All members of the Alliance are entitled to use the logo exclusively for the purposes listed under (1). If a member wishes to use the logo for other purposes, a request for use must be submitted to the Steering Committee.
- (3) Third parties must apply in writing to obtain authorisation to use the logo in any way. This permission is granted by the Steering Committee.

- (4) The request for use is sent in an informal email to the Secretariat and must contain information about the user, the way in which the logo will be used and the expected duration of use.
- (5) Alliance members and third parties shall report on the use of the logo in an informal email sent to the Secretariat.

Overview of the governance structure

