

# **PREVENT Waste Alliance**

## **Governance Structure**

### **Preamble**

The PREVENT Waste Alliance is a loose coalition of organisations. It was founded on 9 May 2019 in Berlin. The governance structure outlines working modalities of the PREVENT. 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 PREVENT Waste Alliance**

We (the members of PREVENT) 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 and Advisor Status**

- (1) PREVENT comprises full members and advisors.
- (2) Only members of the following four groups (member groups) are eligible to become full PREVENT 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 and businesses 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 PREVENT's goals. Organisations that offer or develop standards for secondary raw materials and/or sustainable value chains may also be members if 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 assignment 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 international organisations that are actively engaged in topics related to waste management and the circular economy may be appointed as Advisory Board members (see 7. Advisory Board).
- (5) Applicants must apply in writing using the membership application form. The Steering Committee decides on the application within a period of six weeks.
- (6) The individual parties are personally liable for any activities that take place within the framework of PREVENT unless explicitly agreed otherwise in writing.

### **3. Organisation and Structure**

PREVENT is made up of:

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

### **4. The Steering Committee**

- (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 representative and his/her alternate may additionally be elected to the Steering Committee if required.
- (3) In addition,
  - e) two representatives of members in Group B and their respective alternates;
  - f) two representatives of members in Group C and their respective alternates;
  - g) two representatives of members in Group D and their respective alternates;shall also be elected in separate ballots. Only representatives from the respective member group are eligible to vote in the respective ballots.
- (4) Steering Committee representatives and their alternates are elected for a period of 2 years and can be elected for several terms. If Steering Committee representatives cannot complete their term, they shall be substituted by their alternates. If this is not possible, the first runner up of the last election and their alternate will take over the position for the remaining term.
- (5) The Steering Committee is responsible for all matters related to PREVENT, 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 PREVENT;
  - d) Passing resolutions on the admission and/or expulsion of members and appointing Advisory Board members;
  - e) Accepting and approving proposals for projects, measures and activities;
  - f) Supervising the Secretariat;
  - g) Making public statements on behalf of PREVENT and representing it vis-à-vis external stakeholders;

- h) Deciding the use of the PREVENT logo;
  - i) In case of conflicts between members of PREVENT, 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;
  - j) Preparing resolution proposals for the Plenum, for example regarding the creation of working groups and changes to the governance structure.
- (6) One representative from each of the four member groups must be present at the meeting to constitute a quorum. Steering Committee members are responsible for keeping their alternated updated and informing them to attend meeting in case of their absence.
- 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.
- (7) 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 members of PREVENT are part of the Plenum. The Advisory Board may attend meetings of the Plenum.
- (2) In particular, the Plenum is responsible for the following tasks:
  - a) Adopting the work plan 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 PREVENT.
- (3) Every full member has a vote in the Plenum. Abstentions shall be considered invalid votes. The Advisory Board members have the right to speak at the Plenum, but do not have any voting rights.
- (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 PREVENT 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) PREVENT members come together in working groups dedicated to specific topics. The Advisory Board members may participate in the working groups and have access to the PREVENT HUB. Non-members are not allowed to join working group sessions, unless they are explicitly invited.
- (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 PREVENT activities 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 PREVENT;
  - e) Managing the PREVENT budget.
- (3) The Secretariat shall be funded by the BMZ for an interim period; in the long term, PREVENT will aim to secure funding from membership contributions and other financing sources;

## **9. Using the PREVENT Logo**

- (1) The logo is used to mark publications, advertising material and other media for events and projects that are directly linked to PREVENT goals and activities.
- (2) All members 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) PREVENT 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**

