



17 March 2022

OIAD-214

Laura
UYO NZ Ltd
fyi-request-18488-ea025800@requests.fyi.org.nz

Dear Laura

Thank you for your email of 8 February 2022 requesting the following under the Official Information Act 1982 (the Act):

On this web page about 'Phasing out hard-to-recycle and single-use plastics' (<https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fenvironment.govt.nz%2Fwhat-government-is-doing%2Fareas-of-work%2Fwaste%2Fplastic-phase-out%2F&data=04%7C01%7COIA%40mfe.govt.nz%7Cd317a6b6735f4cf8e5008d9eab34c41%7C761dd003d4ff40498a728549b20fcbb1%7C0%7C0%7C637798880294022675%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQljojV2luMzliLCJBTil6lk1haWwiLCJXVCi6Mn0%3D%7C2000&reserved=0>) the Ministry states that it is "working with sector experts to develop a plan for expanded polystyrene, single-use cups (including coffee cups) and wet wipes, with next steps for these to be agreed in 2022."

Please provide the following information:

- (a) the Terms of Reference for any committee or group these 'sector experts' are members of or observers on*
- (b) the names of the 'sector experts' and the organisations or companies they work for and/or represent*
- (c) the selection criteria for recruitment of the 'sector experts'*
- (d) details of how the 'sector experts' were identified or recruited (including public/trade advertising, word of mouth, self-nomination, etc)*
- (e) dates of meetings of the 'sector experts' attended by one or more Ministry official*
- (f) dates of any meetings Ministry officials have had with any of the 'sector experts' outside of any committee or group the experts are members of*
- (g) the agenda for each meeting of the 'sector experts'*
- (h) a list of all the papers provided by the Ministry to the 'sector experts', either at meetings, or outside of them*
- (i) the minutes of each meeting of the 'sector experts'.*

On 16 February 2022, the Ministry for the Environment (the Ministry) confirmed its interpretation of your request as related to work regarding single-use cups only.

On 8 March 2022, the Ministry extended the timeframe to respond to your request under section 15A(1)(b) of the Act, as consultations necessary to make a decision on the request

are such that a proper response to the request cannot reasonably be made within the original time limit.

In response to Part A of your request, the Ministry is providing you with a copy of the letter of appointment template and the Terms of Reference. These documents are attached with this response. Some information within these documents has been withheld under section 9(2)(a) to protect the privacy of individuals.

In response to Part B, the names and organisations of five of the six sector experts are listed below:

- Sophie Ward, Wanaka Wastebusters
- Nick Keene, Hospitality New Zealand
- Sarah Yanez, Australian Institute of Packaging
- Kate Parker, Scion
- Simon Kenny, McDonalds

Please note, the identity of the sixth expert has been withheld under section 9(2)(a) of the Act. They have confirmed they are happy to be described as a 'Project Manager, Packaging Specialist, and Waste Educator'.

Regarding Parts C and D of your request, the Ministry has identified several emails which describe the processes undertaken during the selection process. These emails are outlined in the enclosed document schedule and have been provided in part with this response. Note, some information within these emails has been redacted as it is outside the scope of your request or withheld under section 9(2)(a) to protect the privacy of individuals.

In response to Part E, the Ministry can confirm officials met with the group on 30 November 2021 and 3 February 2022.

The Ministry is interpreting Part F of your request as asking whether any Ministry officials met with one or more of the experts to discuss single-use cups, outside committee or group the experts are members of, since the group was established in November 2021. The Ministry can confirm no other officials met with these experts to discuss single-use cups during this time.

Meeting agendas, in response to Part G of your request, are enclosed with this response. Again, some of the information contained within these agendas has been withheld under section 9(2)(a) of the Act.

Regarding Part H of your request, a list of all the papers provided by the Ministry to the sector experts is provided below:

- Single-use cups: Policy objectives and problem definition
- Slides for Technical Advisory Group
- Single-use cups focus #2 – use cases, specific scenarios

Finally, in response to Part I of your request, the minutes of the meetings disclosed above has been withheld in full under the following sections of the Act:

- 9(2)(ba)(i) the withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be

likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied.

9(2)(f)(iv) the withholding of the information is necessary to maintain the constitutional conventions for the time being which protect the confidentiality of advice tendered by Ministers of the Crown and officials.

In terms of section 9(1) of the Act, I am satisfied that, in the circumstances, the withholding of this information is not outweighed by other considerations that render it desirable to make the information available in the public interest.

You have the right to seek an investigation and review of this response by the Office of the Ombudsman of my decision to withhold information relating to this request, in accordance with section 28(3) of the Act. The relevant details can be found on their website at: www.ombudsman.parliament.nz.

Please note that due to the public interest in our work, the Ministry publishes responses to requests for official information on its website shortly after the response has been sent. If you have any queries about this, please feel free to contact our Ministerial Services team: ministerials@mfe.govt.nz.

Yours sincerely

Electronically signed by Shaun Lewis

Shaun Lewis
Director - Systems Change and Investment

Document schedule

Doc #	Date	Content	Decisions	OIA sections applied
1	-	Letter of appointment template	Released in full	-
1.1	-	Terms of Reference	Released in part	9(2)(a)
2	2 Sep 2021	Emails: <i>Members for plastic cups and wet wipes Advisory Groups</i>	Released in part	9(2)(a)
3	10 Sep 2021	Email: <i>Next steps on wet wipes and coffee cups group</i>	Released in full	-
4	10 Sep 2021	Email: <i>Draft email for your thoughts</i>	Released in full	-
4.1	10 Sep 2021	Attachment: Preferred list	Released in part	9(2)(a) as well as out of scope content
5	14-16 Sep 2021	Emails: <i>Cups and wet wipes expert groups</i>	Released in part	9(2)(a)
6	14-20 Sep 2021	Emails: <i>Cups and wet wipes expert groups</i>	Released in part	9(2)(a) as well as duplicated and out of scope content
7	20 Sep 2021	Emails: <i>Discuss wet wipes and coffee cup expert group members</i>	Released in full	-
8	30 Nov 2021	Agenda: Single-use Cups Advisory Group Agenda for focus meeting one	Released in part	9(2)(a)
9	3 Feb 2022	Agenda: Single-use Advisory Group Focus 2 meeting agenda	Released in part	9(2)(a)
10	30 Nov 2021	Single-use Cups Advisory Group Meeting 1 Summary Report	Withheld in full	9(2)(ba)(i) 9(2)(f)(iv)
11	3 Feb 2022	Single-use Cups Advisory Group Meeting 2 Summary Report	Withheld in full	9(2)(ba)(i) 9(2)(f)(iv)

Firstname Surname

Email address

Tēnā koe [insert name]

Letter of Agreement: Single-use Cups Advisory Group

I am writing to confirm the Ministry for the Environment's (the Ministry) intention to form an expert Advisory Group (the Group), which will help inform the Ministry's recommendations for phasing out single-use cups and their lids (eg, a phase out and/or other policy measures). This work contributes to the Government's programme on waste by looking at areas where we can design out waste, and by ensuring that products and materials that are in use are kept at their highest value. The Advisory Group members bring expertise from a range of fields including commercial, science and innovation, and community/reuse expertise.

This Letter records the conditions of membership for the Advisory Group. The Ministry intends to agree with the Advisory Group on the content of a subsequent Terms of Reference. The Terms of Reference will guide the Advisory Groups Work under this agreement.

By signing this Letter, the Ministry and you agree to be bound by the contents of this Letter.

The Project and Work

The Advisory Group will review policy content and provide expert advice the Ministry's Project Team (the Project Team) which relates to policy options for single-use cups. A final report (drafted by the Project Team) will consolidate the Advisory Group's advice and include recommendations on policy options for single-use cups. The report will also inform the Ministry's advice to the Minister for the Environment and Cabinet, and likely a consultation document for Cabinet to consider in mid 2022.

As a member of the Advisory Group, the Supplier will review policy content drafted by the Ministry's Project Team which relates to policy options for phasing out single-use cups, over a series of 6 focus meetings:

1. Policy objectives and problem definition
2. Data gathering: use cases, identifying data needs
3. Alternatives: alternative materials, reusable cups
4. Criteria for analysis of options and option identification
5. Option analysis (including identifying quick wins vs challenging areas to phase out), costs, and impacts
6. Wrap up and review: Advisory Group recommendations and concluding comments

Duration of this agreement

Unless otherwise agreed in writing by both parties, this letter agreement begins on 22 November and expires on 30 April 2022.

Terms of Reference

The Advisory Group and the Ministry will agree the content of an overarching set of Terms of Reference. A draft Terms of Reference has been provided. The Terms of Reference will guide:

- the relationship between the Ministry, and
- the Work the Advisory Group and the Ministry will undertake on policy options for single-use cups.

Further, you and the Ministry agree that when the finalised Terms of Reference are agreed, they will be deemed incorporated into this agreement (and attached as an Appendix 1). In the event of any inconsistency between this agreement and the Terms of Reference, the Terms of Reference will take precedence.

Remuneration

As you are appointed to the Advisory Group to bring the expertise, knowledge and skills associated with your position within your organisation, it is expected that your employer will cover costs for your time on the Advisory Group.

Reimbursement of Expenses

It is expected this Advisory Group will be held completely virtually given Covid-19 restrictions. However, if Covid-19 restrictions change over the course of the Advisory Group term, there is potential to hold one or two of the meetings in Wellington. Meetings will always have virtual capacity for members unable to travel to Wellington.

If travel is agreed to by the Ministry, the Ministry will reimburse you for reasonable travel costs such as flights or vehicle mileage, accommodation, and food costs directly incurred in delivering the Work. If you incur travel costs, we require you adhere to the Ministry's Expense Policy in the Terms of Reference.

Invoices for expenses and details of your nominated bank account details should be sent to:

Laura Barnett at Laura.Barnett@mfe.govt.nz

Confidentiality

You agree to the confidentiality provisions in the attached Terms of Reference.

Relationship

The relationship between you and the Ministry will not be taken as constituting an employment, partnership, fiduciary, or servant relationship with the Ministry.

Next Steps

If you agree to this arrangement, please counter-sign and return a copy of this letter as soon as possible. An emailed pdf copy of the 'wet ink' signed copy or an electronically signed copy will be sufficient.

I look forward to your response.

Yours sincerely



Stephen Goodman
Manager, Waste Streams Policy, Ministry for the Environment

[Name] acceptance:

Agreed / Not agreed

Signed by.....

Position

On (Date).....

Released under the Official Information Act 1982

APPENDIX 1
TERMS OF REFERENCE FOR ADVISORY GROUP ON SINGLE-USE CUPS

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Single-use Cups Advisory Group Terms of Reference

1. Introduction

This document sets out the Terms of Reference (TOR) for the Single-use Cups Advisory Group (the Advisory Group) that will provide independent expert advice to the Ministry for the Environment (the Ministry) on how single-use cups could be phased out in Aotearoa New Zealand (Aotearoa).

The objective of the Advisory Group is to inform the Ministry's advice and recommendations to Cabinet around how a single-use cup phase out could work in Aotearoa.

2. Contents of this document

- background to the phase out of single-use cups
- purpose and function of the Advisory Group
- Advisory Group project description: scope, outputs, focus areas and deliverables
- roles and responsibilities: Ministry Project Team, Advisory Group Chair, and Advisory Group members
- Advisory Group membership and term
- meetings
- remuneration and reimbursement of expenses
- confidentiality
- conflict of interest
- Appendix 1: Ministry Project Team contact details
- Appendix 2: Conflict of interest declaration
- Appendix 3: Ministry Expense Policy
- Appendix 4: Confidentiality provisions

3. Background

The Ministry for the Environment (the Ministry) has a significant work programme on reducing waste. From funding waste minimisation and waste infrastructure projects, developing a new waste strategy and new legislation, to working on national system change projects such as a Container Return Scheme for Aotearoa, Regulated Product Stewardship for six priority products, kerbside standardisation, and action on specific waste streams such as organic waste and plastics. In 2018 the Ministry announced the plastic bag ban which sparked a shift in consumer behaviour and thinking around plastic in Aotearoa.

In December 2019, the Prime Minister's Chief Science Advisor released the Rethinking Plastics in Aotearoa report, which laid out a vision of an embedded circular economy for plastics with reduced reliance on plastics. The report had 51 recommendations for how Aotearoa can reduce its reliance on plastic, one of which was phasing out particularly problematic items that are single-use and/or hard to recycle.

In 2020, the Ministry publicly consulted on phasing out certain hard-to-recycle plastics and up to seven single-use plastic items by 2025¹. One of the phase out proposals was certain single-use cups and their lids.

The proposal for single-use cups and lids exempted coffee cups (due to the lack of alternatives) and cups made from plastic types 1, 2 and 5 (as these types are more likely to be recycled). Many submitters were confused by the proposed exemptions and disagreed with exempting coffee cups.

In June 2021, Cabinet agreed to phase out three hard-to-recycle plastics and six single-use plastic items. Single-use cups and lids were not progressed for a phase out due to confusion over the proposed exemptions and the widespread support for a cup phase out to include coffee cups.

Cabinet then directed the Ministry to coordinate with sector experts to develop a plan for phasing out single-use cups and their lids, with the plan due early 2022 and the phase out coming into force by 2025.

The Ministry's Project Team (the Project Team) will be responsible for developing and delivering recommendations for a plan for phasing out single-use cups and lids to Cabinet. The Project Team's advice will be informed by the Advisory Group.

4. Purpose and functions of the Advisory Group

The purpose of the Advisory Group is to inform the Ministry's plan for phasing out single-use cups and lids in Aotearoa, due to Cabinet in early 2022. The Advisory Group will contribute to the Project Team's development and refinement of options and recommendations for phasing out cups. The Advisory Group will provide guidance, feedback, and expertise, and be a sounding board for the Project Team to test their thinking.

The Advisory Group will:

- share specialist knowledge, e.g. technical knowledge about the different types of materials used in single-use cups and lids including coatings and linings, the feasibility and impacts of different policy options, science and innovation.
- review and provide feedback and advice on draft policy content produced by the Ministry's Project Team.
- have around seven members including representation from the science and innovation sector, packaging sector, hospitality and community groups/NGOs.

The views of all members will be genuinely considered and recorded in a written meeting summary produced by the Ministry's Project Team following each meeting, and in the final report documenting the Advisory Group process, key discussion points and recommendations on a pathway forward.

Formal policy advice to the Minister for the Environment and Cabinet on this project remains the sole responsibility of the Ministry, and feedback from the Advisory Group on such advice (e.g. briefings, cabinet papers) will not be sought.

¹ <https://environment.govt.nz/what-government-is-doing/areas-of-work/waste/plastic-phase-out/>

5. Single-use cups Advisory Group project description

The Project Team will develop draft content around a single-use cup and lid phase out for each of the below six focus areas:

1. Policy objectives and problem definition
2. Data gathering: common uses and functions, identifying data needs
3. Alternatives: alternative materials, reusable cups
4. Criteria for analysis of options and option identification
5. Option analysis (including identifying quick wins vs challenging areas to phase out), costs, and impacts
6. Wrap up and review: Advisory Group recommendations and concluding comments

Advisory Group members will review the draft content and discuss their feedback at focus meetings.

Feedback on the focus areas will form the basis of the final report (developed by the Project Team), which will consolidate the Advisory Group's advice and include recommendations for how a single-use cup phase out could work in Aotearoa.

Members will have at least 5 working days to consider the draft content before the focus meeting, where they will provide in-depth, focused feedback. Members will provide any follow-up comments in writing.

The Project Team will also send out meeting minutes/notes, and Advisory Group members will review these to ensure their perspectives have been accurately interpreted.

Scope

The scope will include all single-use cups and lids, including biodegradable and compostable plastics, with a focus on finding solutions to progress a single-use cup and lid phase out.

Broader options (outside of just a phase out) could be considered as part of making a phase out more achievable and maximising benefits.

Key outputs required from the Advisory Group

- provide expert feedback on the Ministry's draft policy content for each of the six focus areas, and
- provide expert feedback on the Ministry's draft policy report for phasing out single-use cups, which outlines the focus areas discussed and incorporates feedback and recommendations from Advisory Group members.

This report will inform the Ministry's advice to the Minister for the Environment and Cabinet, and likely a consultation document for Cabinet to consider in mid 2022.

The final report will note where there are any points of difference and where there is strong consensus. The final report is not government policy – it is a summary of content discussed, feedback and recommendations from the Advisory Group, and will feed into policy advice for Ministers.

Deliverables and timeframes

Action/deliverable	Timeframe
Review draft policy documents before the relevant focus meeting	Up to five days prior to each focus meeting
Attend meeting and participate in discussion	Meeting date
Contribute to Advisory Group recommendations in meetings	Meeting date
Provide any additional feedback following discussion in writing	Within one week of the relevant focus meeting
Review of meeting minutes	Within three days of the Ministry providing the notes for review
Provide feedback on the final report drafted by the Ministry	Within one week of the Ministry providing the report for review

6. Roles and Responsibilities

Ministry Project Team

The Ministry Project Team will support the Advisory Group. The Project Team will lead all administrative actions associated with the smooth operation of the Advisory Group, including:

- appointing members and ensuring a representative spread of commercial, science, and community/reuse expertise
- producing papers for consideration by the Advisory Group and distributing them to members at least 5 days prior to each focus meeting
- organising meetings, including catering and arranging reimbursement of travel expenses if required
- setting meeting agendas, circulate meeting minutes to members to review and approve
- leading and coordinating the Advisory Group's advice and feedback to the Ministry
- identifying any further technical/expert advice that may be required to support the Advisory Group based on discussions
- ensuring that the Advisory Group's advice is clear, concise, representative of all members views and submitted in a timely fashion
- determining what action is appropriate if a member has a potential conflict of interest

Advisory Group Chair

- reviewing draft policy content prepared by the Project Team prior to focus meetings
- chairing meetings and encouraging open communication where all members contribute effectively

Advisory Group members

- make every effort to attend each meeting and reporting anticipated absences to the Project Team
- if representing an organisation, the member brings the relevant technical expertise/skillset of their organisation to the Advisory Group
- if representing an organisation, member ensures an appropriate secondary contact attends any meetings the member cannot
- review draft policy content on each of the focus areas prior to meetings and contributing to actions when agreed
- participate actively in discussion, providing advice and recommendations
- bring matters of significance to the attention of the Advisory Group and using professional perspectives to provide analysis and advice
- contribute to email discussion amongst the Advisory Group about relevant matters
- review minutes of meetings and work with the Project Team to ensure correct interpretation of members' views
- complete and return the conflict of interest declaration form (in Appendix 2) and the confidentiality provisions in (Appendix 4) before the first focus meeting

7. Advisory Group membership and term

The Advisory Group includes members with varied expertise across a range of fields including commercial, science/innovation, packaging, and NGO expertise. Members represent a wide range of stakeholders affected by a potential single-use cup phase out and they understand the challenges and opportunities of doing so.

Members will be appointed by the Ministry. Members will be appointed until the completion of the Advisory Group, which is currently expected to be in April 2022. The term of the Advisory Group will be from November 2021 – April 2022, or until five days after the last deliverable is provided.

Any member of the Advisory Group may resign within 14 days of notifying the Ministry in writing.

A member will lose their position if they miss two consecutive meetings without prior approval of the Chair.

Where members are appointed in their personal capacity, no secondary contacts will be permitted to attend in place of members. Where members are appointed as technical representatives of organisations, members may designate secondary contacts to attend as required.

8. Meetings

Meetings will be held virtually, via Microsoft Teams or Zoom. If Covid-19 restrictions allow and depending on the availability of members, the Ministry may decide to hold one or more of the meetings in Wellington. Final dates will be confirmed with the Advisory Group members.

Meeting schedule:

Event	Date
Focus meeting 1 – problem definition, policy objectives	Late November 2021
Focus meeting 2 – common uses, data gaps, criteria for cup materials	Late January 2022
Focus meeting 3 – analysis of cup materials, criteria for options	Late February 2022
Focus meeting 4 – option identification and analysis, costs and impacts,	Late March 2022
Focus meeting 5 – ranking of options, wrap up and review	April 2022

The Project Team will attend all Advisory Group meetings.

If required additional meetings will be held on an ad hoc basis; these meetings may be held face to face or virtually via Microsoft Teams.

- i. The Project Team will endeavour to organise meetings on a day that suits most members. Members are expected to keep the Project Team informed if they are unavailable for particular dates. If a member is unavailable for a meeting they may provide advice on a topic via email prior to the meeting.

The deliberations of the Advisory Group will be recorded as meeting minutes (in summary form) by the Project Team.

9. Remuneration and reimbursement of expenses

Advisory Group members will be remunerated by the Ministry as appropriate based on guidance from Cabinet, depending on their professional expertise and each Advisory Group member's agreement with the Ministry.

Travel

It is expected this Advisory Group will be held completely virtually given Covid-19 restrictions. However, if Covid-19 restrictions changed over the course of the Advisory Group term, there is potential to hold one or two of the meetings in Wellington. Meetings will always have virtual capacity for members unable to travel to Wellington.

If travel is agreed to by the Ministry, the Ministry will reimburse you for reasonable travel costs such as flights or vehicle mileage, accommodation, and food costs directly incurred in delivering the Work. If you incur travel costs, we require you adhere to the Ministry's Expense Policy (in Appendix 3).

Invoices for expenses and details of your nominated bank account details should be sent to:

Laura Barnett at Laura.Barnett@mfe.govt.nz

10. Confidentiality

Advisory Group members are asked to agree to the confidentiality provisions in Appendix 4.

Advisory Group members are expected to maintain confidentiality of matters discussed at meetings, where specified by Ministry officials. After Ministers have made and publicly announced decisions for single-use cups and their lids, then members may comment as they see fit.

11. Conflict of Interest

The Advisory Group members are asked to formally declare real or possible conflicts of interest (see Appendix 2). These will be noted in the Advisory Group members' records and will be reviewed and accepted by the Project Manager responsible for the Advisory Group. Disclosure of interest can be:

- self-initiated, or
- raised by the Advisory Group, or
- raised by the Project Team.

Members should operate on the understanding that "if in doubt, disclose the interest". The appearance and perception of a conflict is just as important to manage as an actual conflict. The Manager of the Project Team will decide if there is a relevant interest and determine appropriate action.

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Appendix 1: Ministry contacts

Position	Name	Mobile phone
Director, and Advisory Group Chair	Shaun Lewis	s 9(2)(a)
Manager	Stephen Goodman	s 9(2)(a)
Ministry Project team	A project team will support this work and provide secretariat duties. This will include: 1 Senior Policy Analyst 2 Policy Analysts.	N/A

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Appendix 2: Conflict of Interest Declaration Form

An actual conflict of interest arises in a situation where a candidate's private interest interferes or appears to interfere with an issue that faces the Single-use cups Advisory Group (the Advisory Group). Perceived or potential conflicts of interest exist in situations where a candidate of the Advisory Group, a family member or a close personal relation has private interests that interfere or appear to interfere with an issue that faces the Advisory Group.

A conflict of interest arises in a situation where there is a possibility that a benefit may apply to a sector, industry or organisation that a candidate may represent.

Name:	
<input type="checkbox"/>	I declare that there are no conflicts of interest could compromise my objectivity, judgement, integrity or ability to perform the responsibilities of the TAG.
<input type="checkbox"/>	I declare the following situation(s) that would cause a conflict of interest to exist
Please describe how this conflict of interest will be managed:	
<input type="checkbox"/>	I declare the following situation(s) that may be perceived as a conflict of interest
Please describe how this conflict of interest will be managed:	

Date:

Signed:

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Appendix 3: Ministry Expense Policy

The purpose of this expense policy is to provide the recipient with guidance on what the Ministry considers to be reasonable travel-related expenses.

If the recipient is eligible to claim travel-related expenses as indicated in this Agreement, this policy applies unless the Agreement expressly provides an exception to this policy. No travel-related expenses are payable by the Ministry if this Agreement does not expressly provide for them.

Air Travel

The Ministry encourages nonflexible fares as often there is little or no difference between buying two nonflexible fares and paying for a fully flexible fare, hence making the risk of cancellation worthwhile. The Ministry encourages the purchase of the cheapest fares (unless there are valid reasons for not buying these). Where alternatives to travel are available, such as video conferencing or teleconferencing, please use these.

Out of Town Travel expenses

Actual and reasonable expenses (on receipt) for meals and other incidental expenses while on out-of-town business for the purpose of the Project may be claimed.

Meal costs

We have indicated actual and reasonable costs of meals per person up to the maximum amounts (GST inclusive) stated below as follows:

- Breakfast \$20
- Lunch \$20
- Dinner \$50

Alcohol purchases are a personal expense and therefore cannot be charged back to the Ministry as part of Travel expenses.

Accommodation

The Ministry will contribute up to \$200 per night (GST inclusive) per person for accommodation in New Zealand.

Minibar

Minibar charges are a personal expense and therefore cannot be charged back to the Ministry as part of the recipient's accommodation bill.

Other Expenses

Taxis/parking costs

The recipient should use other more cost effective and environmentally friendly options (eg, walk, bus) wherever feasible and practicable. Therefore the recipient should use taxis, Uber or rental cars moderately and conservatively where necessary for the delivery of the Work. Taxi/Uber/rental car and/or parking costs may be reimbursed if incurred in delivering the Work. The recipient must provide receipts for such costs. If supporting documentation (eg, receipts) cannot be provided, the charge will not be reimbursed.

Use of private motor vehicle

The recipient may use a private vehicle for business relating to the Work. Mileage may be claimed at the standard mileage rate for motor vehicles stated on the 'Mileage rate for self-employed people and reimbursing employees' page on the Inland Revenue website. Where travel is undertaken in a personal vehicle, the assumption is that the individual travelling is principally responsible for

insurance coverage. The Ministry will not be liable for any costs incurred in the event of an accident under these circumstances.

Phone calls

The recipient should ensure the cheapest option is used for making calls. Personal calls cannot be reimbursed. Work related calls are reimbursed upon receipt of supporting documentation. Calls charged to hotel bills are often extremely expensive and should be avoided where possible.

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Appendix 4: Confidentiality Provisions

1. I [] agree and undertake that as an essential condition of my Work under this Agreement with the Ministry, I will:
 - a. be discreet in all matters relating to the Minister for the Environment and the Ministry, and the affairs of the New Zealand Government generally;
 - b. keep confidential all information relating to the matters referred to in paragraph 1(a) above which I obtain or become aware of through my Work with the Ministry (the "Information");
 - c. not, other than as required by law, disclose or discuss the Information with any person who is not:
 - part of the Advisory Group; or
 - employed by, a Minister for the Environment, or otherwise a part of the Crown; or
 - an officer, employee or authorised agent of the Ministry;without the prior written consent of the Ministry. The Ministry will only approve disclosure of Information to your advisors, colleagues, and employees on a need-to-know and confidential basis and may require those third parties to sign a confidentiality undertaking;
 - d. only access and handle Information in accordance with this undertaking of confidentiality;
 - e. not use any Information to gain personal advantage or for the benefit of any person or organisation other than in accordance with the performance of the Work under this agreement;
 - f. in particular, but without limitation, not discuss any matters referred to in paragraph 1(a) or any Information with any member of the media or submit articles for publication or dissemination outside the Crown without the prior authorisation of the Ministry; and
 - g. take all reasonable care to ensure that all Information in my possession is kept secure and I will immediately return, destroy or otherwise deal such Information as directed by the Ministry.
2. I acknowledge that:
 - a. I will continue to honour the promises I make in this undertaking of confidentiality, even after my Work under this Agreement and by the Ministry has expired; and
 - b. my obligations under paragraphs 1(b)-(g) above shall survive until the Information in question becomes publicly available (other than through a breach of my obligations under this undertaking of confidentiality), or until the Ministry gives written approval for the disclosure or use of particular Information.
3. *Legal Privilege:* Further to the provisions above in respect of confidentiality:
 - a. I acknowledge that the Information released to me may include material subject to professional legal privilege.
 - b. I acknowledge the use of that Information is limited to the purposes of this agreement and is not intended to result in any waiver of the privilege.
 - c. I acknowledge and agree to treat all Information received in a manner that maintains the Crown's legal privilege.

Signed

On (Date).....

Adam McFerran

Subject: FW: Members for plastic cups and wet wipes Advisory Groups

From: Jenny Marshall <Jenny.Marshall@mfe.govt.nz>
Sent: Thursday, 2 September 2021 5:12 pm
To: Laura Barnett <Laura.Barnett@mfe.govt.nz>
Subject: RE: Members for plastic cups and wet wipes Advisory Groups

Hi Laura

I have highlighted in yellow who I know so if you think its worth a chat book a time in my diary

Also I had a quick look on Linked in [https://www.linkedin.com/in/s 9\(2\)\(a\) /](https://www.linkedin.com/in/s 9(2)(a) /) is the head of s 9(2)(a) so if you want me to reach out to her let me know. Otherwise you can get to them through s 9(2)(a)

Jenny Marshall (she/her)

Senior Waste Policy Analyst | Kaitātari Kaupapa Here Matua
 Policy and Waste Streams Team

Ministry for the Environment | Manatū Mō Te Taiao


s 9(2)(a) | jenny.marshall@mfe.govt.nz | mfe.govt.nz

Ministry staff work flexibly by default. For me, this means I work 4 days a week Monday to Thursday from home.



A flourishing environment
 for every generation.
 He taiao tōnui mō ngā
 reanga katoa.

From: Laura Barnett <Laura.Barnett@mfe.govt.nz>
Sent: Thursday, 2 September 2021 5:03 pm
To: Jenny Marshall <Jenny.Marshall@mfe.govt.nz>
Cc: Liz Butcher <Liz.Butcher@mfe.govt.nz>; Piata-Te-Kahurangi Costello <Piata-Te-Kahurangi.Costello@mfe.govt.nz>
Subject: RE: Members for plastic cups and wet wipes Advisory Groups

Thank you, here is the list:  [Advisory group members.docx](#) 😊

Laura

From: Jenny Marshall <Jenny.Marshall@mfe.govt.nz>

Sent: Thursday, 2 September 2021 5:02 pm

To: Laura Barnett <Laura.Barnett@mfe.govt.nz>

Cc: Liz Butcher <Liz.Butcher@mfe.govt.nz>; Piata-Te-Kahurangi Costello <Piata-Te-Kahurangi.Costello@mfe.govt.nz>

Subject: RE: Members for plastic cups and wet wipes Advisory Groups

Hi Laura

Send through your list and I can review and let you know if its worth a conversation or not 😊

Jenny Marshall (she/her)

Senior Waste Policy Analyst | Kaitātari Kaupapa Here Matua
Policy and Waste Streams Team

Ministry for the Environment | Manatū Mō Te Taiao

s 9(2)(a) | jenny.marshall@mfe.govt.nz | mfe.govt.nz

Ministry staff work flexibly by default. For me, this means I work 4 days a week Monday to Thursday from home.



Ministry for the
Environment
Manatū Mō Te Taiao



From: Laura Barnett <Laura.Barnett@mfe.govt.nz>

Sent: Thursday, 2 September 2021 4:58 pm

To: Jenny Marshall <Jenny.Marshall@mfe.govt.nz>

Cc: Liz Butcher <Liz.Butcher@mfe.govt.nz>; Piata-Te-Kahurangi Costello <Piata-Te-Kahurangi.Costello@mfe.govt.nz>

Subject: Members for plastic cups and wet wipes Advisory Groups

Kia ora Jenny

As you know we are putting together a list of people to contact about being on our Advisory Groups on cups and wet wipes. Thanks for your suggestions so far.

We have now got a rough list of people but it would be great to get your opinion on them, especially if you know or have worked with some of them. Many of the suggestions we don't know. Would you have half an hour sometime early next week to talk through the list?

Or if you're strapped for time I could send you through the list and you could let us know any thoughts.

Noho ora mai

Laura

Laura Barnett (She/Her)

Policy Analyst – Waste Streams Policy

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Adam McFerran

Subject: FW: [IN-CONFIDENCE]Next steps on wet wipes and coffee cups group

From: Liz Butcher <Liz.Butcher@mfe.govt.nz>

Sent: Friday, 10 September 2021 3:32 pm

To: Stephen Goodman <Stephen.Goodman@mfe.govt.nz>

Cc: Laura Barnett <Laura.Barnett@mfe.govt.nz>; Piata-Te-Kahurangi Costello <Piata-Te-Kahurangi.Costello@mfe.govt.nz>

Subject: [IN-CONFIDENCE]Next steps on wet wipes and coffee cups group

Hi Steve

At this stage, I think this is one for Monday but we wanted to test our next steps on the working groups for coffee cups and wet wipes with you.

We have kicked it around a lot as a team over the last few days and Shaun also let me know that Sam reiterated to him that he was keen on ensuring that the group reflected good technical expertise rather than broad representation. We have looked at it again from this lens but also technical skills can be 'broad' too (eg, research versus innovation) so he may have views on whether we've got the right mix.

To keep things moving we propose:

- that we send the list as is to Shaun and Sam for their comments – see draft email below and feel free to edit. The list is included in the link below.

Questions for you:

- Do you think we front-foot this and set up a time for another discussion with Sam and Shaun or just send through the information but offer to talk them through if they'd prefer?
- Matt Ide suggested a fibre person – this might be useful but do you have any thoughts on who?

Thanks and as always happy to discuss.

Cheers

Liz

Draft email to Sam and Shaun below:

Kia ora Sam and Shaun

Following on from our conversation a couple of weeks ago around the coffee cups and wet wipes work we have been working with procurement on setting up a group and are close to landing our preferred list of members for each.

We would like to run this past you and get your agreement on next steps. The lists are included in the document [linked here](#).

Can we please confirm the following:

- *Your thoughts on the preferred list of advisory group members. You'll see some of our comments around skill sets that these people would bring and key considerations. Interested in your thoughts on the balance, and any gaps or duplication you might see?*
- *that you agree for us to progress the set up of these groups subject to any suggested changes to the members we have identified.*

Note: We have identified both a preferred list and also provided you with a list of others who we considered but haven't included. Some of the secondary list(s) could still be worthwhile engaging with separately to inform our final advice to Ministers.

If you agree, then we propose the following as next steps:

- *We will draft an initial email outlining what we are doing and seeking interest from either the organisation or the specific individual. **Shaun** if we draft these would you be happy for this email to come from your inbox? Alternatively, Steve or myself could send these out.*
- *Once we have established who is keen to be involved we will work with legal and procurement to get the relevant documentation in place (either contract or Terms of Reference depending on the final make-up of the group) and to put together a more formal invitation offer.*

Happy to set up a time to discuss if you would prefer us to talk you through our thinking too.

*Ngā mihi
Liz, Piata and Laura*

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Adam McFerran

Subject: FW: [IN-CONFIDENCE]Draft email for your thoughts
Attachments: Working groups.docx

From: Liz Butcher <Liz.Butcher@mfe.govt.nz>
Sent: Friday, 10 September 2021 1:58 pm
To: Laura Barnett <Laura.Barnett@mfe.govt.nz>; Piata-Te-Kahurangi Costello <Piata-Te-Kahurangi.Costello@mfe.govt.nz>
Subject: [IN-CONFIDENCE]Draft email for your thoughts

Hiya – what do you think of this (attached) and below.

Kia ora Sam and Shaun

Following on from our conversation a couple of weeks ago around the coffee cups and wet wipes work we have been working with procurement on setting up a group and are close to landing our preferred list of members for each.

We would like to run this past you and get your agreement on next steps. The lists are included in the document linked here.

Can we please confirm the following:

- Your thoughts on the preferred list of advisory group members. You'll see some of our comments around skill sets that these people would bring and key considerations. Interested in your thoughts on the balance, and any gaps or duplication you might see?
- that you agree for us to progress the set up of these groups subject to any suggested changes to the members we have identified.

Note: We have identified both a preferred list and also provided you with a list of others who we considered but haven't included. Some of the secondary list(s) could still be worthwhile engaging with separately to inform our final advice to Ministers.

If you agree, then we propose the following as next steps:

- We will draft an initial email outlining what we are doing and seeking interest from either the organisation or the specific individual. Shaun if we draft these would you be happy for this email to come from your inbox? Alternatively, Steve or myself could send these out.
- Once we have established who is keen to be involved we will work with legal and procurement to get the relevant documentation in place (either contract or Terms of Reference depending on the final make-up of the group) and to put together a more formal invitation offer.

Happy to set up a time to discuss if you would prefer us to talk you through our thinking too.

Ngā mihi
Liz

Cups (including coffee cups)

Preferred list

Subject area	Name	Organisation	Why they were chosen	Other comments/considerations
Commercial/ takeaway	Out of scope			
Hospitality sector				
Science/ innovation				
Fibre packaging specialist				
Packaging /composting				

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S 9(2)(a)

Reuse/NGO/Community	Sophie Ward	Wanaka Wastebusters and Single-use Cup Free Wanaka	Has good knowledge of how businesses can implement reuse schemes and become single use plastic cup free through behavior change campaigns. Has been involved with SUCFree Wanaka a hospitality led campaign to drive Wanaka toward being single-use cup free. This has seen 11 Wanaka businesses implement single-use cup free bans and 26 sign up to re-use systems so far. Queenstown are now looking to learn from their experience and run their own campaign locally.	<ul style="list-style-type: none">• Can bring a community and resource recovery perspective• likely to prefer govt regulation• strong reuse advocate.
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Out of scope

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Out of scope

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Out of scope

Released under the Official Information Act 1982

Adam McFerran

Subject: FW: Cups and wet wipes expert groups

From: Shaun Lewis <Shaun.Lewis@mfe.govt.nz>
Sent: Thursday, 16 September 2021 1:53 pm
To: Liz Butcher <Liz.Butcher@mfe.govt.nz>; Sam Buckle <Sam.Buckle@mfe.govt.nz>
Cc: Georgia Cole <Georgia.Cole@mfe.govt.nz>; Stephen Goodman <Stephen.Goodman@mfe.govt.nz>; Piata-Te-Kahurangi Costello <Piata-Te-Kahurangi.Costello@mfe.govt.nz>; Laura Barnett <Laura.Barnett@mfe.govt.nz>
Subject: RE: Cups and wet wipes expert groups

Kia ora Liz

I'm happy with the names you have suggested. And I'm also happy to send something from my inbox. Sam has asked me to chair the groups too so could you please add that to the communication.

thanks

Shaun Lewis (he/him)

Director | Ringatohu

Waste and Resource Efficiency


Ministry for the Environment | Manatū Mō Te Taiao

s 9(2)(a) | shaun.lewis@mfe.govt.nz | mfe.govt.nz

From: Liz Butcher <Liz.Butcher@mfe.govt.nz>
Sent: Tuesday, 14 September 2021 1:27 pm
To: Sam Buckle <Sam.Buckle@mfe.govt.nz>; Shaun Lewis <Shaun.Lewis@mfe.govt.nz>
Cc: Georgia Cole <Georgia.Cole@mfe.govt.nz>; Stephen Goodman <Stephen.Goodman@mfe.govt.nz>; Piata-Te-Kahurangi Costello <Piata-Te-Kahurangi.Costello@mfe.govt.nz>; Laura Barnett <Laura.Barnett@mfe.govt.nz>
Subject: Cups and wet wipes expert groups

Kia ora Sam and Shaun

Following on from our conversation a couple of weeks ago around the coffee cups and wet wipes work we have been working with procurement on setting up a group and are close to landing our preferred list of members for each. We would like to run this past you and get your agreement on next steps.

The lists are included in the document  [linked here](#). Georgia has also put some time in your diaries for Monday morning so that we can talk you through it but please let me know if you don't think this is necessary.

We would like to confirm the following:

- Your thoughts on the preferred list of advisory group members. You'll see some of our comments around skill sets that these people would bring and key considerations. Interested in your thoughts on the balance, and any gaps or duplication you might see?
- that you agree for us to progress the setup of these groups subject to any suggested changes to the members we have identified.

Note: We have identified both a preferred list and also provided you with a list of others who we considered but haven't included. Some of the secondary list(s) could still be worthwhile engaging with separately to inform our final advice to Ministers.

If you agree, then we propose the following as next steps:

- We will draft an initial email outlining what we are doing and seeking interest from either the organisation or the specific individual. **Shaun** if we draft these would you be happy for this email to come from your inbox? Alternatively, Steve or myself could send these out.
- Once we have established who is keen to be involved we will work with legal and procurement to get the relevant documentation in place (either contract or Terms of Reference depending on the final make-up of the group) and to put together a more formal invitation offer.

Ngā mihi
Liz, Piata and Laura

Liz Butcher (she/her)

Senior Policy Analyst | Kaitātari Kaupapa Here Matua
Policy and Waste Streams, Waste and Resource Efficiency

Ministry for the Environment | Manatū Mō Te Taiao
s 9(2)(a) | liz.butcher@mfe.govt.nz | mfe.govt.nz

Ministry staff work flexibly by default. For me, this means I am usually online between 8am and 5pm and work a mix of days from home and in the office.



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Adam McFerran

Subject: FW: Cups and wet wipes expert groups

From: Liz Butcher <Liz.Butcher@mfe.govt.nz>
Sent: Monday, 20 September 2021 12:43 pm
To: Piata-Te-Kahurangi Costello <Piata-Te-Kahurangi.Costello@mfe.govt.nz>; Laura Barnett <Laura.Barnett@mfe.govt.nz>
Subject: FW: Cups and wet wipes expert groups

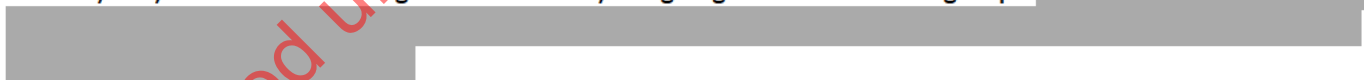
Kia ora kōrua

Here are some thoughts from me on what we might want to cover off in the emails.

- A short description of what we are doing (background info, what the purpose of the group is, how we intend to use them)
- Something to say that we are looking for someone with x set of skills and you (or your organisation) came to mind.
- We are seeking interest from potential people currently and depending on your availability and interest in being involved we will follow-up with a more formal invitation later including proposed terms of reference etc
- For the ones where we haven't identified the right person (or we are more open minded) we might want to say "we think the skills and knowledge that x organisation hold would valuable to this process and complement the wider group. The following names have been identified through discussions with others as key experts in this area but we are open to your suggestions on who may be best suited to contribute to this topic."
- Roughly outline the intended time commitments and timeframes
- Include that the group will be chaired by Shaun and inform our advice to Minister(s)
- Date for when we'd like a response by.
- Any thing else you think is relevant.

I wonder if we should get the emails reviewed by procurement as well. Or at least check in with Katrina about whether she wants to see them.

We may only want one email to go to Scion if they are going to sit across both groups. Out of scope



Happy as to discuss more if you need to...we spent most of todays discussion going through the list again so didn't really end up with the time I'd wanted to talk through this bit.

Thanks
Liz

From: Shaun Lewis <Shaun.Lewis@mfe.govt.nz>
Sent: Thursday, 16 September 2021 1:53 pm
To: Liz Butcher <Liz.Butcher@mfe.govt.nz>; Sam Buckle <Sam.Buckle@mfe.govt.nz>
Cc: Georgia Cole <Georgia.Cole@mfe.govt.nz>; Stephen Goodman <Stephen.Goodman@mfe.govt.nz>; Piata-Te-Kahurangi Costello <Piata-Te-Kahurangi.Costello@mfe.govt.nz>; Laura Barnett <Laura.Barnett@mfe.govt.nz>
Subject: RE: Cups and wet wipes expert groups

Kia ora Liz

I'm happy with the names you have suggested. And I'm also happy to send something from my inbox. Sam has asked me to chair the groups too so could you please add that to the communication.

thanks

Shaun Lewis (he/him)

Director | Ringatohu

Waste and Resource Efficiency

Ministry for the Environment | Manatū Mō Te Taiao

s 9(2)(a) | shaun.lewis@mfe.govt.nz | mfe.govt.nz

From: Liz Butcher <Liz.Butcher@mfe.govt.nz>

Sent: Tuesday, 14 September 2021 1:27 pm

To: Sam Buckle <Sam.Buckle@mfe.govt.nz>; Shaun Lewis <Shaun.Lewis@mfe.govt.nz>

Cc: Georgia Cole <Georgia.Cole@mfe.govt.nz>; Stephen Goodman <Stephen.Goodman@mfe.govt.nz>; Piata-Te-Kahurangi Costello <Piata-Te-Kahurangi.Costello@mfe.govt.nz>; Laura Barnett <Laura.Barnett@mfe.govt.nz>

Subject: Cups and wet wipes expert groups

Duplicate

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Adam McFerran

Subject: FW: Discuss wet wipes and coffee cup expert group members

From: Stephen Goodman <Stephen.Goodman@mfe.govt.nz>

Sent: Monday, 20 September 2021 9:45 am

To: Liz Butcher <Liz.Butcher@mfe.govt.nz>; Laura Barnett <Laura.Barnett@mfe.govt.nz>; Piata-Te-Kahurangi Costello <Piata-Te-Kahurangi.Costello@mfe.govt.nz>

Subject: RE: Discuss wet wipes and coffee cup expert group members

Yay. Nice one. Can I drop in for 5 mins just to re-see the list?

Steve.

From: Liz Butcher <Liz.Butcher@mfe.govt.nz>

Sent: Monday, 20 September 2021 9:21 am

To: Laura Barnett <Laura.Barnett@mfe.govt.nz>; Piata-Te-Kahurangi Costello <Piata-Te-Kahurangi.Costello@mfe.govt.nz>; Stephen Goodman <Stephen.Goodman@mfe.govt.nz>

Subject: RE: Discuss wet wipes and coffee cup expert group members

Mōrena koutou

Shaun is happy with our proposed list and has said that he doesn't think we need the meeting with him and Sam today. Georgia should hopefully cancel this soon.

Laura and Piata, should we meet at this time anyway so that we can talk about next steps?

Cheers

Liz

-----Original Appointment-----

From: Sam Buckle <Sam.Buckle@mfe.govt.nz>

Sent: Tuesday, 14 September 2021 11:04 am

To: Sam Buckle; Shaun Lewis; Stephen Goodman; Liz Butcher; Piata-Te-Kahurangi Costello; Laura Barnett

Subject: Discuss wet wipes and coffee cup expert group members

When: Monday, 20 September 2021 11:00 am-11:30 am (UTC+12:00) Auckland, Wellington.

Where: ELT Meetingroom EH 4C / via Teams

Microsoft Teams meeting

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Ministry for the Environment

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Single-use Cups Advisory Group Agenda for focus meeting one 10am-1pm, Tuesday 30 November

Microsoft Teams
Manatū Mō Te Taiao: Ministry for the Environment
Environment House, 23 Kate Sheppard Place
Te Whanganui-A-Tara: Wellington

Chair: Shaun Lewis, Waste and Resource Efficiency
Director

Advisory Group
Members: Kate Parker, Scion
s 9(2)(a)

Nick Keene, Hospitality NZ
Sarah Yanez, Australian Institute of Packaging
Simon Kenny, McDonalds
Sophie Ward, Wastebusters

Apologies:

Ministry Staff: Stephen Goodman, Manager
Liz Butcher, Senior Policy Analyst
Laura Barnett, Policy Analyst
Karen Zhang, Policy Analyst

Teams meeting: [Click here to join the meeting](#)



Single-use Cups Advisory Group Agenda

Agenda items	Timing	Who
Meeting start and introductions	10am-10.20am	All
Background and context <ul style="list-style-type: none">purpose of the grouproles and responsibilities	10.20am – 10.45am	Ministry
Group exercise: How do we want to work together?	10.45am – 11.05am	Advisory Group
Group exercise: identify up to 3 challenges or opportunities for reducing the use and moving to a more circular system for single-use cups	11.05am – 11.30am	All
Break	11.30am – 11.45am	All
Problem definition and policy objectives: questions and feedback <ol style="list-style-type: none">Do you think we have focused on the right policy objectives? Is there anything you would add or change?Do you agree with the overall framing of the problem definition?Do you think we have missed any impacts or causes of the problem of single-use cups? Is there anything you would add or change?	11.45am-12.50pm <i>Approx 20 minutes</i> <i>Approx 20 minutes</i> <i>Approx 20 minutes</i>	Advisory Group
Wrap-up of feedback and any other business	12.50pm-1pm	Ministry
Meeting ends	1pm	



Single-use Cups Advisory Group

Focus 2 meeting agenda

1pm – 3.30pm, Thursday 3 February 2022

Microsoft Teams
Manatū Mō Te Taiao: Ministry for the Environment
Environment House, 23 Kate Sheppard Place
Te Whanganui-A-Tara: Wellington

Chair: Shaun Lewis, Waste and Resource Efficiency
Director

Advisory Group Members: Kate Parker, Scion
s 9(2)(a)
Nick Keene, Hospitality NZ
Sarah Yanez, Australian Institute of Packaging
Simon Kenny, McDonalds
Sophie Ward, Wastebusters

Apologies:

Ministry Staff: Stephen Goodman, Manager
Liz Butcher, Senior Policy Analyst
Laura Barnett, Policy Analyst
Karen Zhang, Policy Analyst

Teams meeting: [Click here to join the meeting](#)



Single-use Cups Advisory Group – Focus 2 Agenda

Agenda items	Timing	Lead
1. Meeting start and run through agenda	1pm – 1.10pm	Shaun
2. Group/membership confidentiality	1.10pm – 1.15pm	Shaun
3. <ul style="list-style-type: none">• Problem definition update• Scope• Single-use cup definition	1.15pm – 1.35pm	Liz
4. <ul style="list-style-type: none">• Criteria for assessing cup materials• Use cases - generic	1.35pm – 2.05pm	Liz Laura
Break	2.05pm – 2.20pm	All
5. <ul style="list-style-type: none">• Use cases – specific contexts• Challenging areas to move away from single use cups• Quick wins – easy areas to move away from single use cups	2.20pm – 3.05pm	Laura Liz
6. <ul style="list-style-type: none">• Data gaps• Further questions	3.05pm – 3.25pm	Liz
7. <ul style="list-style-type: none">• Wrap up	3.25pm – 3.30pm	Shaun
Meeting ends 3.30pm		

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Single-use Cups Advisory Group Meeting 1 Summary Report

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S 9(2)(ba)(i) & 9(2)(f)(iv)

Released under the Official Information Act 1982

S 9(2)(ba)(i) & 9(2)(f)(iv)

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S 9(2)(ba)(i) & 9(2)(f)(iv)

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Single-use Cups Advisory Group Meeting 2 Summary Report

S 9(2)(ba)(i) & 9(2)(f)(iv)

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S 9(2)(ba)(i) & 9(2)(f)(iv)

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S 9(2)(ba)(i) & 9(2)(f)(iv)

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