Data and Systems Strategy Technical Advisory Committee

Introduction

This APCO Committee Charter is specific to each committee and sets out, in broad terms, **what** the committee will do. It outlines the scope of actions within the remit of each committee. Specific actions undertaken by the committee will be guided by the relevant roadmap and annual action plans.

The Terms of Reference outlines **how** APCO committees work, including structure, decision making and obligations of committee members. This document is to be read in conjunction with the Terms of Reference and other policies issued by APCO from time to time.

1 Committee purpose

This committee will aim to address the opportunities for data, and systems to consistently measure and manage a circular economy for packaging in Australia. This includes:

- **Circular economy metrics** roadmap.
- **Strategy oversight** of APCO data and IT systems development.
- **Common data frameworks, standards and taxonomies** to align with national and international reporting frameworks to enable easier exchange and aggregation of data and comparable reporting.
- **Data integration** between member and industry data sources to increase collection efficiency and deliver business ESG (environmental, social, governance) benefits.
- **Inform policy** advocacy with evidence.
- **Data governance** and integrity.
- **Certifications crosswalks** and co-recognition.

2 Committee functions

The function of the Data and Systems Technical Advisory Committee (DAS-TAC) committee is to:

2.1 Analyse the current reporting tools and data collection systems for opportunities and improvements.

2.2 Oversee development and implementation of a 3-5 year roadmap for data and systems integration.

2.3 Agree a 1-year action plan each year. This action plan will include actions that APCO may lead or support, and actions that it will advocate for others to take. (See Appendix 1 for Draft Action Plan 2023).

3 Relationship to other Committees

3.1 The DAS-TAC is authorised by and accountable to the Collective Action Group (CAG).

3.2 The CAG focuses on enabling actions that will support all systems to achieve the shared vision.

3.3 Minutes of the DAS TAC will be shared with the CAG as a standing agenda item.

3.4   The DAS-TAC will be supported by other APCO resources as required including packaging technologists, standard experts and data consultants.

3.5   It will meet at least twice annually to plan and review action plans and evaluate progress along the roadmap. It will meet on an as-required basis in between.

4   Standing Agenda (example only)

4.1   Example agenda:
  (a)   Welcome / Acknowledgement of country (5 mins)
  (b)   Roadmap and annual plan project status updates overview (10 mins)
  (c)   Industry insights / Member leadership showcase (10 mins)
  (d)   Priority project spotlights and deep dives x 3 (60 mins)
  (e)   Next steps / AOB / Forward agenda planning (5 mins)

4.2   Each member is encouraged to propose to the Chair any matter for inclusion on the agenda for any meeting and is free to raise at any meeting any relevant matter that is not on the agenda for that meeting, subject to time available.

4.3   Members are encouraged to come prepared and put forward the perspective of the organisations and stakeholders they represent. However, members will undertake all activities in the best interests of the sector as outlined with the Functions and Purpose of the DAS-TAC and will act accordingly in all meetings and activities associated with the DAS-TAC.

5   Members

- Alysse Thompson, Resource Recovery Reference Group, Federal Government.
- Esther Richards, Assistant Director (Recycled Content Verification and Traceability Section), DCCEEW.
- Lorraine Lilley, Strategic Intelligence, Recycling Victoria.
- Mao Mao, Sustainable Packaging Program Manager, KMART.
- Maria Freitas, Sustainability Analytics & Metrics, Woolworths Group.
- Carmen McLean, Packaging Technologist, Super Cheap Auto.

6   Appendix 1: Draft Action Plan 2023

In 2023 the DAS-TAC will scope and deliver projects aligned to its purpose:

Project	Alignment to committee purpose	Strategic Benefit
Scope features for next generation sustainable packaging tracking tool and industry data clearing house.	Strategy oversight of APCO data and IT systems development Data integration	• Reduce Member pain points • Improved data governance
Oversee the implementation of time and place-based ARL advice.	Strategy oversight of APCO data and IT systems development Data integration	• Reduced risk from on-pack label information being dated by market changes • Reduce Member pain points • Managing risk and governance
Scope implementation of a 2D Barcode on packaging.	Data integration Common data frameworks	• Reduce Member pain points • Increase consumer communications potential • Managing risk and governance
Increase Member reporting efficiency with GS1 integration.	Data integration Common data frameworks	• Reduce cost of compliance • Reduce Member pain points • Improved data governance • Enable easier exchange and aggregation of data for reporting
Identify key sustainability metrics to measure circularity of packaging.	Circularity economy metrics roadmap. Inform policy	• Achieving a circular economy for packaging • Inform IT system development priorities
Align APCO Reporting by Members to federal traceability frameworks.	Common data frameworks, standards and taxonomies Certifications crosswalks	• Development of data sharing frameworks • Reduce Member pain points
Map data quality across the system. Align data to consistent taxonomies via collaboration with Federal Resource Recovery Reference Group data sub committee.	Data governance and integrity	• Development of data sharing frameworks • Build confidence and inform data improvement plans