



## Illinois Product Stewardship Council

### Product Stewardship Institute Scope of Work for Calendar Year 2017

#### **Scope of Work - \$20,000 goal**

The Illinois Product Stewardship Council (ILPSC) will compensate the Product Stewardship Institute (PSI) \$20,000 to be raised from ILPSC Members in the form of dues and/or contributions that are paid directly to PSI. In exchange, PSI will provide the following scope of services between January 1, 2017 and December 31, 2017. Scott Cassel, CEO, will facilitate the group and continue to provide technical support on EPR legislation and related issues for all products. Other staff at PSI will continue to provide technical support on specific products. Amanda Nicholson, Director of Finance and Operations, will serve as the primary contact for financial information and membership/partnership questions. In the event that ILPSC members contribute less than \$20,000, PSI and ILPSC will modify the scope and terms through mutual agreement.

#### **Coordination, Facilitation, and Organizational Development**

1. PSI staff will coordinate, facilitate, and take notes for monthly one hour long conference calls of the ILPSC, including providing input on the monthly meeting agendas and minutes. On each monthly call, PSI staff will provide product stewardship updates as well as offer expert guidance on the financial, economic, and environmental aspects of priority products during these calls. This includes information on the current status of laws and legislation around the country, legislative models, best programs, and key issues for consideration.
2. PSI will advise the participants of the ILPSC on matters related to structure and operating procedures of the ILPSC, as needed.

#### **Technical Policy and Product-Specific Support**

PSI will provide technical assistance to the ILPSC, including technical materials (e.g., research, fact sheets, analysis, etc.), written testimony (as requested), and/or provide technical support for agency officials and their lobbyists to help them promote the adoption of product stewardship and/or EPR legislation in Illinois. For calendar year 2017, the main focus for technical support will be on the electronics legislation amendments. Interest in pharmaceuticals, in light of Cook County's ordinance, remains strong among ILPSC members and partners and, therefore, pharmaceuticals will be a secondary focus for the group in 2017. Other product categories of interest include alkaline batteries and household hazardous waste. PSI will support ILPSC's exploration of these product categories as necessary and appropriate.

#### **Membership and Partnership Benefits**

1. ILPSC Members are, as defined in the ILPSC Letter of Agreement, participants in the ILPSC who contribute funding to support the group's initiatives. ILPSC members contribute this funding through PSI, ILPSC's consultant. ILPSC members will receive the following PSI benefits, below. As part of this agreement, ILPSC Members' staff and board (e.g. ILCSWMA staff and board; SWANA staff and board) will also receive the following benefits through PSI:
  - a. Free access to PSI's webinars;
  - b. Monthly Product Stewardship Updates e-Newsletter, featuring the latest news and events;
  - c. Bi-weekly Legislative Update emails, and 24/7 exclusive access to our online legislative tracker;
  - d. PSI News Alerts to keep you informed of late-breaking product stewardship news;

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- e. Networking and relationship-building with government agencies, industry leaders, retailers, recyclers, and environmental advocates;
- f. Access to exclusive product resources and reports on the PSI members-only website;
- g. The ability to shape public policy with access to dialogue meetings, work groups, and national strategy development calls;
- h. Opportunities to promote your organization's product stewardship initiatives and successes;
- i. Invitations to speak publicly at PSI conferences, symposiums, and other meetings;
- j. Discounts at PSI conferences, summits, symposiums, and events;
- k. Access to PSI staff for technical and strategic guidance;
- l. Priority selection for participation in pilot projects;
- m. Agency listed on the [PSI Member page](#) or Organization listed on the [PSI Partner page](#)
- n. Eligibility to serve on, and vote for, the PSI Board of Directors (for government members only).

A complete list of PSI's [government agency benefits](#) and [non-government entity benefits](#) can be found on the PSI website. These benefits will be in effect for one year (January 1, 2017 to December 31, 2017)

2. ILPSC Partners are, as defined in ILPSC's Letter of Agreement, participants of the ILPSC who do not contribute funding to ILPSC's initiatives. ILPSC Partners do not receive the benefits listed above. However, ILPSC may extend these benefits to ILPSC Partners at their discretion.
3. PSI will allocate \$3,000 of total funds raised to cover the cost of providing the benefits listed above to all ILPSC Members (and Partners if it is decided to do so).

### **Administration**

REPORTING - On a quarterly basis, PSI will provide the ILPSC with a progress update, including total funds spent to date and total funds remaining in the contract period, during the monthly call.

### **PSI Staff**

Megan Byers, Associate for Policy and Outreach, will serve as ILPSC's primary contact and act as ILPSC coordinator, providing outreach, coordination, capacity building, and technical support services on a day-to-day basis. Megan will work closely with Scott Cassel, CEO, who will continue to provide technical support on EPR legislation and related issues. Other PSI policy staff will provide additional technical advice and analysis, as needed, when their areas of expertise become priority topics for ILPSC: Suna Bayrakal on batteries, HHW, thermostats, and lamps; Vivian Fuhrman on pharmaceuticals; Tess Zinnes on paint. Suzy Whalen, Outreach and Communications Coordinator, will provide communications support and Amanda Nicholson, Director of Finance and Operations, will be ILPSC's primary financial contact.