



Illinois Product Stewardship Council Product Stewardship Institute Scope of Work for Calendar Year 2019

Scope of Work - \$20,000

The Illinois Product Stewardship Council (ILPSC) will compensate the Product Stewardship Institute (PSI) \$20,000 raised from ILPSC Members in the form of dues and/or contributions that are paid directly to PSI. ILPSC members who, for budgetary reasons, cannot contribute the full PSI Membership dues amount in calendar year 2019 may negotiate with PSI a discounted Membership dues rate for the year.

In exchange, PSI will provide the scope of services described below from January 1 through December 31, 2019.

If ILPSC members contribute less or more than \$20,000 to the scope of work, PSI will work with the ILPSC leadership team to revise the scope according to ILPSC's priorities and needs. For example, with additional funding, PSI may provide additional technical support services outside the ILPSC and subcommittee calls.

Coordination, Facilitation, Technical Support, and Organizational Development (approx. \$13,900)

1. PSI staff will coordinate, facilitate, and take notes for six 60-minute conference calls of the ILPSC, including providing input on the meeting agendas and minutes. On each bi-monthly call, PSI staff will provide product stewardship updates and 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.

Priority products that may be discussed during these calls include: paint, medical sharps, carpet, packaging (plastic bags), solar panels, electronics, HHW, and pharmaceuticals.

2. PSI staff will provide ad hoc additional technical support via email and individual calls, as the budget permits.
3. PSI will advise the participants of the ILPSC on matters related to structure and operating procedures of the ILPSC, as needed.

Sharps Sub-Committee Calls and Technical Support (\$3,100)

1. PSI staff will coordinate, facilitate, and distribute notes for four 60-minute conference calls of the ILPSC Medical Sharps Subcommittee. On these calls, PSI will provide expert guidance about developing a medical sharps program.

Membership and Partnership Benefits (\$3,000)

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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) will also receive the following PSI benefits:
 - 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. Government-only national strategy calls about EPR for specific product categories
 - e. PSI News Alerts to keep you informed of late-breaking product stewardship news;
 - f. Networking and relationship-building with government agencies, industry leaders, retailers, recyclers, and environmental advocates;
 - g. Access to exclusive product resources and reports on the PSI members-only website;
 - h. The ability to shape public policy with access to dialogue meetings, work groups, and national strategy development calls;
 - i. Opportunities to promote your organization's product stewardship initiatives and successes;
 - j. Invitations to speak publicly at PSI conferences, symposiums, and other meetings;
 - k. Discounts at PSI conferences, summits, symposiums, and events;
 - l. Access to PSI staff for technical and strategic guidance;
 - m. Priority selection for participation in pilot projects;
 - n. Agency listed on the [PSI Member page](#) or Organization listed on the [PSI Partner page](#);
 - o. 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, 2019 to December 31, 2019)

2. ILPSC Partners--defined in ILPSC's Letter of Agreement as participants of the ILPSC who do not contribute funding to ILPSC's initiatives--do not receive the benefits listed above.

Financial Reporting

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

PSI Staff

Megan Byers, Associate for Policy, Programs, and Outreach, will serve as ILPSC's primary contact and act as the ILPSC coordinator, providing outreach, coordination, capacity building, and technical support services (particularly on plastic bags) on a day-to-day basis. **Scott Cassel, CEO**, will work closely with Megan and all policy staff to support the ILPSC. He will facilitate six 60-minute calls of the full ILPSC and provide technical support on EPR programs, legislation, and related issues on all priority product categories during the bi-monthly calls. He will also attend the Sharps subcommittee calls to provide additional technical support, as needed. **Vivian Fuhrman, Ph.D., Sr. Associate for Policy and Programs**, will coordinate and facilitate the sharps subcommittee calls and provide technical support and expertise on medical sharps program development. Other PSI policy staff will provide technical advice and analysis on the bi-monthly calls, as needed, when their areas of expertise become priority topics for ILPSC: **Kristin Aldred Cheek, Sr. Associate for Policy and Programs**: paint, packaging, electronics, solar panels; **Suna Bayrakal, Ph.D., Sr. Associate for Policy and Programs**: HHW; **Vivian Fuhrman, Ph.D., Sr. Associate for Policy and Programs**: pharmaceuticals, medical sharps. **Amanda Nicholson, Director of Finance and Operations**, will be ILPSC's primary financial contact.