



**Steering Group for ENVIRON
EcoDesign Best Practice Club**

Terms of Reference

1 Background

The Club aims to take groups of 10 companies through a structured training programme of workshops and webinars to guide them through how to use the web-based processes and procedures to:

- manage compliance with environmental product legislation (WEEE, RoHS, REACH, Batteries, Packaging etc)
- integrate EcoDesign and Product Stewardship processes and procedures into New Product Design processes

ENVIRON plans for several groups of companies to go through the training programme.

2 Purpose of the Steering Group

The purpose of the Steering Group is to provide feedback to ENVIRON on the structure, content and delivery of the web-based processes and procedures and the training programme. The Steering Group is tasked with:

- identifying any gaps or deficiencies that ENVIRON can reasonably address.
- providing suggestions for additional content that would be useful to medical device manufacturers, and which ENVIRON could reasonably be expected to develop.
- providing suggestions for how the format and delivery of the Club could be improved.

ENVIRON will address all suggestions made by the Steering Group, where reasonable and practicable.

3 Membership of the Steering Group

All companies who are currently participating in the training programme will be invited and encouraged to provide a representative to the Steering Group. In addition, Eucomed will be invited to nominate a Eucomed member company to represent Eucomed on the Steering Group. The Eucomed member company may be currently undergoing the training programme, or may be another member company closely involved in the EcoDesign Best Practice Club, at Eucomed's discretion.

Steering Group meetings will be held once a month by conference call. A typical conference call is expected to last between 1 and 2 hours.

4 Chair and secretariat for Steering Group

ENVIRON will invite and encourage steering group members to nominate one member company to chair the meetings. If necessary, ENVIRON will seek to appoint a rotating chair. ENVIRON will provide all secretariat support for the meetings including coordinating the conference calls, preparing agendas and circulating meeting minutes.

The role of the Chair is to ensure that ENVIRON responds to feedback from member companies so that ENVIRON delivers the Club in a way which meets the needs of member companies, where reasonable and practicable. The role of the Chair will be to:

- receive feedback from steering group member companies on any gaps or deficiencies, suggestions for additional content, and suggestions for how the format and delivery of the Club could be improved
- review meeting agendas prepared by ENVIRON to ensure that all feedback is raised and addressed as agenda items on conference call meetings
- ensure that the minutes from steering group meetings provide a true and accurate record of the items discussed and actions arising, and sign off the minutes at the next steering group meeting
- review ENVIRON's performance in addressing actions which are placed on ENVIRON during a steering group meeting and address these in the 'matters arising' section of the next meeting