



**SPREP**  
Secretariat of the Pacific Regional  
Environment Programme



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# Step 2 Determining Scheme Partners: **ROLES AND RESPONSIBILITIES**

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<b>Role</b>	<b>Organisation</b>	<b>Responsibilities</b>	<b><i>Example Responsibilities</i></b>
<b>Collecting the ARFD</b>	Customs		<i>Places the ARFD on to imported items and directs to the appropriate fund.</i>
<b>Importation of items</b>	Importers		<i>Records of imported ARFD items to be kept on record for identified period. Reports on products imported. To be kept for identified period.</i>
<b>Fund Administrator</b>	Treasury		<i>Manage and monitor the fund Financial reporting to Cabinet, working group</i>
<b>Scheme financial administration</b>	Ministry of Finance		<i>Manage and monitor the finances of the scheme Financial reporting to identified authority, working group Consider also Department of Environment role in financial administration</i>
<b>Management of Physical Operations</b>	Department of Environment		<i>Reporting to identified authority, working group</i>
<b>Collection Depot operator/s</b>	Retail, Department of Environment, NRC		<i>Accept returned items Issue deposits GESDI requirements Reporting to Management of Physical Operations for claims</i>
<b>Logistics in-country</b>	Department of Environment		<i>Transfer returned items to Recovery Centre/Waste Facility Reporting to Management of Physical Operations for claims</i>
<b>Logistics international</b>	Department of Environment		<i>Arrange packing and shipping of processed returned items. Arrange necessary documentation for shipping of waste materials. Reporting to Management of Physical Operations for claims</i>
<b>Recovery Centre</b>	Department of Environment		<i>Receive returned items, process as required. Reporting to Management of Physical Operations</i>
<b>Monitoring</b>	Ministry of Finance Department of Environment		<i>Finances Achievement of targets GESDI</i>
<b>Auditing</b>	Auditor General		<i>Finances audited by identified agency and provided to identified authority</i>

