



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



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## Step 4

### Example Table of Contents

# FOR ARFD POLICY AND DRAFTING INSTRUCTIONS

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## Step 4 – Example of Table of Contents

Area	Key Principles
<b>Purpose/Objective</b>	Outline a clear purpose. Note the importance of adopting GEDSI principles in scheme design and implementation.
<b>The Fund</b>	Establish the fund and ringfence Fees to waste management purposes only Identify what purposes the fund may be used for Identify who administers the fund Specify the role of Customs Identify who shall pay into the fund and how this will be done Identify procedures for payment from the fund Specify how Deposits are paid to consumers
<b>The products</b>	Identify the items that will have a Fee placed, with the ability to introduce additional materials or items over time. Identify the Fee amount on each item Identify the Deposit amount on each item
<b>The scheme and physical operations</b>	Establish the scheme Identify who the financial administrator is Identify who coordinates the physical operations Identify the physical operations: <ul style="list-style-type: none"> <li>• Collection depots – accepting return items and paying out deposits, operating hours, requirements for accessibility (GEDSI)</li> <li>• Logistical services in-country – moving recovered materials within the country</li> <li>• Recycling Centre operations – processing, packing recovered materials</li> <li>• Logistical services international – shipping recovered materials offshore, convention obligations, fumigation</li> <li>• Communications</li> </ul> Identify whether any responsibilities will be contracted to private sector operators Identify which agency is the contract principle (if contracted) Specify condition of returned items that will allow payment of Deposits Require locating of depots in locations that ensure recovery target can be achieved Identify the ability for scheme to introduce additional materials or items, or amend Fee and Deposits if necessary in the future
<b>Gender Equality, Disability, and Social Inclusion (GEDSI)</b>	Specify accessibility (GEDSI) requirements for refund depots. Ensure that employment and private sector opportunities are available to all members of the community.
<b>Offences</b>	Specify offences and penalties Specify how fraudulent activity can be investigated
<b>Monitoring</b>	Establish the target for recovery Outline measures for if targets are not met Provide for an exemption with criteria to be met for disposal of recovered items should export be unviable.
<b>Auditing</b>	State requirement for auditing
<b>Reporting</b>	Reporting and record keeping requirements for importers/distributors Reporting and record keeping requirements for fund administrator Reporting and record keeping requirements for refunding and logistical services Reporting and record keeping requirements with respect the GEDSI Plan implementation.
<b>Partnerships</b>	Explicit provision for partnerships – Public Private Partnerships, partnership with community organisations.
<b>Start-up funding</b>	Specify any additional funding that will be provided to start the scheme

Watch this short video presentation to enhance your understanding of what an Advance Recovery Fee and Deposit (ARFD) Scheme is.

<https://pacwasteplus.org/resources/understanding-advance-recovery-fee-and-deposit-arfd-scheme/>

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