

Appendix 2. Consultation process and timetable

Timeline	Action	Responsibility
7th November	Member Forum – agree timetable and process	JWMF secretariat
End November 2008	Finalise complete draft of JMWMS documents and circulate to Forum Members for comment	JWMF secretariat
Early to mid December 2008	Comments back from Forum Members	Forum Members
November/December 2008	Engage independent specialist consultants to lead the consultation process	JWMF secretariat
January 2009	Strategy consultation draft endorsed by Joint Waste Management Forum at a special meeting of the Forum	JWMF secretariat
Early – mid January 2009	Scope out requirements of focus groups exercise, and hold briefings for consultants	JWMF secretariat supported by WCC/ HC research and communications teams
Mid January 2009	Recruit residents to take part in consultation focus groups and provide them with information	Specialist external consultant to recruit, JWMF secretariat to provide information
Early February 2009	Strategy consultation draft endorsed by JWMF partner administrations	Partner administrations
Mid February 2009	Strategy consultation draft published on internet with accompanying press releases, etc	JWMF secretariat supported by WCC/ HC research and communications teams
Mid February 2009	Strategy consultation draft submitted to DEFRA/ Government Office for comment	JWMF secretariat
Mid February 2009	Focus Groups with residents and interest groups	Independent facilitated by external consultant
Late Feb – Mid March	Agree survey content based on feedback from focus groups	JWMF secretariat/WCC/ HC research and communications team/ Specialist consultant
Mid March 2009	Structured sample survey of residents and interest groups	Independent facilitated by external consultant supported by WCC/ HC research and communications teams

Mid March 2009	Structured survey published for open responses from non-sample group	WCC/ HC research and communications teams
Late April 2009	Consultation report presented by external consultant	External consultant
Late April 2009	Consultation report published with summary feedback to focus group attendees and consultation respondents	External consultant supported by WCC/ HC research and communications teams
Late April 2009	Receive comments from DEFRA/ Government Office	JWMF secretariat
Early May 2009	JWMF response to consultation report considered and prepared	JWMF Officer group supported by secretariat
Early May 2009	Draft strategy revised in light of consultation report and other comments	JWMF Officer group supported by secretariat
Late May 2009	JWMF consider and approve Draft strategy revised in light of consultation report/ comments and response to consultation report	JWMF secretariat
Early June 2009	JMVF response to consultation report published	JWMF secretariat
Late June 2009	Strategy draft endorsed and adopted by JWMF partner administrations	Partner administrations
Late July 2009	Final revised strategy published	JWMF secretariat