Tool 6

Waste Picker Integration Plan Template

This tool presents a simple template for a waste picker integration plan (WPIP). It is taken from Annexure 1 in the Waste Picker Integration Guideline.

☐ This template can be used by collaborative waste picker integration working groups that include waste pickers and municipal officials to develop a Waste Picker Integration Plan. It can also be used by collaborative working groups developing WPIPs for industries, companies, NGOs and any other organisation.

☐ The template is designed to be used with the Waste Picker Integration Guideline for South Africa. The Guideline provides information on who waste pickers are, what waste picker integration means, why it is important, how to integrate waste pickers, and why WPIPs are necessary.

☐ Section H of the Guideline presents a participatory process to develop a WPIP. Following these steps will generate all information required to complete this WPIP template.

☐ The template includes text drawn from the Guideline. Instructions are in square brackets. The instructions should be deleted when the section is complete.

☐ The template also includes tables that can be used to present information. A WPIP can also include additional sections.
Section K

Annexure 1 – Waste Picker Integration Plan Template

This annexure presents a simple template for a waste picker integration plan (WPIP). It can be used by municipalities, industries, and any company or organisation that works with waste pickers or provides recycling collection services.

The template is designed to be used with the Department of Environment, Forestry and Fisheries Waste Picker Integration Guideline for South Africa. The Guideline provides information on who waste pickers are, what waste picker integration means, why it is important, how to integrate waste pickers, and why WPIPs are necessary. Section H of the Guideline presents a participatory process to develop a WPIP. Following these steps will generate all of the information required to complete this WPIP template.

The template includes text drawn from the National Guideline. Instructions are in square brackets. They should be deleted when the section is complete. Text that is underlined indicates where specific information should be inserted. The template also includes tables that can be used to present information. A WPIP can also include additional sections.

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Table of Contents</strong></td>
</tr>
<tr>
<td>[Insert Table of Contents]</td>
</tr>
<tr>
<td><strong>Abbreviations</strong></td>
</tr>
<tr>
<td>IDP              Integrated Development Plan</td>
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<tr>
<td>IWMP             Integrated Waste Management Plan</td>
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<tr>
<td>NGO              Non-governmental Organisation</td>
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<tr>
<td>WPNIP            Waste Picker Integration Plan</td>
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</tbody>
</table>

1. **Introduction**

1.1 **Background**

This Waste Picker Integration Plan (20xx – 20xx) sets out how waste pickers and the system they have created to salvage and revalue recyclable and reusable materials will be integrated with the formal waste management and recycling systems and programmes in name of municipality/company/sector.

[Add a description of how the plan was developed in your municipality/industry – who was involved, how were they involved, the period of time when was it developed, any challenges encountered when developing it, areas that need to be strengthened in future WPIPs, and so on. Include information on how waste pickers and NGOs that assist them were involved in the process.]
1.2 **Aim**

The aim of this WPIP is to ensure that waste and recycling policies and programmes in name of municipality/company/sector recognise, value and integrate waste pickers and the systems they have created, build on the strengths of the existing system, improve the work and livelihoods of waste pickers, and increase recycling rates.

1.3 **Objectives**

The objectives of this plan are to:

1. involve waste pickers in all decisions that affect their work, livelihoods and lives;
2. ensure that waste pickers and their separation outside source (SoS) system are integrated into formal systems to collect recyclables at all levels of the value chain;
3. develop locally relevant, cost-effective programmes that increase current diversion of recyclable and reusable materials away from landfills and align with the waste picker integration principles;
4. generate data required to develop a comprehensive understanding of the intended and unintended effects of each integrated recycling option and make evidence-based decisions on the selection of options;
5. ensure that waste pickers’ conditions and livelihoods are improved and not worsened by formal recycling and waste picker integration programmes;
6. minimise and mitigate harm caused to waste pickers by existing recycling and waste picker programmes to the greatest extent possible;
7. create alternatives for affected waste pickers when negative effects cannot be avoided
8. develop a coherent waste picker integration plan with a clear budget, timeline and allocation of responsibilities to ensure effective implementation.

2. **Principles**

This WPIP is guided by the following principles:

1. Recognition, respect and redress – Waste pickers’ role in the recycling system is recognised and taken into account. Waste pickers are engaged respectfully. Unequal power relations between waste pickers and municipal and industry officials, as well as those rooted in gender, race, class, nationality and so on, are recognised and addressed.
2. Value waste picker expertise – Officials cannot presume to know what waste pickers want, how they are affected by changes in the recycling and waste management systems, what the best form of integration would be, or how waste pickers work. Successful integration programmes are based on waste pickers’ needs and interests – as communicated by waste pickers.
3. Meaningful engagement – Legitimate platforms are created to meaningfully include waste pickers as equal partners in decision-making related to recycling programmes and waste picker integration. Waste pickers are supported to organise themselves so that they can better represent themselves.
4. Build on what exists – Waste pickers’ informal system for collecting, preparing and selling recyclables is recognised and valued, and provides the basis for the development of new formal recycling programmes and contracts.
5. Increased diversion and cost effectiveness – New waste picker integration and recycling initiatives increase diversion of recyclables from landfills through cost effective means.

6. Evidence-based - Waste picker integration and recycling policies and programmes are evidence-based. Piloting can assist in generating necessary evidence. Information generated through monitoring and evaluation contributes to revisions and future developments.

7. Enabling environment – Enabling environments for waste picker integration are created at national, provincial and local levels.

8. Improved conditions and income – Official waste picker integration and recycling policies and programmes improve waste pickers’ working conditions, incomes and social security. Waste pickers are provided with alternatives and compensated for any displacement or deterioration of conditions and incomes resulting from official waste picker integration and recycling programmes and contracts.

9. Payment for services and savings – Waste pickers are remunerated for the collection services they provide, for costs avoided by municipalities and industry, and for environmental benefits they generate.

10. Holistic integration – Successful integration of waste pickers requires changing how they are seen and engaged by residents, industry and government. Waste pickers are recognised as active and equal participants in political, economic, social, cultural and environmental processes.

3. Accountability and decision-making

3.1 Responsible official

[Provide details of the responsible official, who should have a senior position with decision-making authority].

3.2 Waste picker integration engagement platform

[As discussed in the Guideline, initiatives to integrate waste pickers cannot succeed unless waste pickers are involved in their design, implementation and evaluation. The WPIP should, therefore, include a waste picker integration engagement platform. The platform should include representatives of all waste picker organisations working at the relevant scale; representatives elected by independent waste pickers; and representatives from all relevant local and district or company or industry departments. In this section, describe the engagement platform. The Guideline suggests discussing this closer to the end of the process once concrete issues have been discussed and relationships have been developed]

3.3 Decision making process

[Provide information on how decisions related to waste picker integration will be made through the engagement platform and how they will be finalised.]

3.4 Resolving disputes

[Provide information on how disagreements between stakeholders will be resolved]
4. Analysis of the current system

[As discussed in the Guideline, before changes are made to the current waste and recycling systems it is important to know what exists.]

4.1 Current commitments related to recycling and waste pickers

[Complete the table of current targets and commitments related to recycling and waste pickers.]

<table>
<thead>
<tr>
<th>Document</th>
<th>Commitments</th>
<th>Targets</th>
<th>Indicators</th>
<th>Timeframe</th>
<th>Responsibility</th>
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4.2 Baseline information on waste pickers in the municipality or sector

[Provide as much information as possible on the number, gender, race and nationality of waste pickers, the areas where they work, the materials they collect, where they sell, how much they earn, and so on. See the Guideline for some ideas regarding how to collect this information.]

4.3 Overview of the existing and planned recycling systems

[Provide an overview of the formal and informal recycling systems and how they intersect. Include all parts of the systems, including buy-back centres, sorting spaces etc. It would be useful to include a diagram].
4.4 Existing and planned official recycling and waste picker programmes and contracts

[Provide information on all official waste picker-specific programmes as well as all recycling programmes and contracts. The Guideline includes a process for gathering this information]

<table>
<thead>
<tr>
<th>Programme/Contract</th>
<th>Start Date</th>
<th>End Date</th>
<th>Areas</th>
<th>Activities</th>
<th>How waste pickers are included</th>
<th>Targets</th>
<th>Indicators</th>
<th>Budget</th>
<th>Responsible</th>
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<tbody>
<tr>
<td>Recycling programmes and contracts</td>
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<td>Waste picker specific projects and programmes</td>
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</table>
4.5 Current challenges in the formal and informal recycling systems

[Provide information on the current challenges in the formal and informal recycling systems]

4.6 Effects of existing official programmes and contracts on waste pickers

[Provide information on the effects of existing recycling and waste picker programmes and contracts on waste pickers.]

5. Addressing adverse effects of current programmes and contracts

[The most immediate priority of a WPIP is to address the adverse effects on waste pickers of current programmes and contracts. Follow the Guideline process to develop initiatives to address the adverse effects identified in Section 4 of the WPIP, and present them in this section. This section should also include ways to strengthen positive effects of existing initiatives. It can be useful to present the information in the table below and also provide a written overview.]

<table>
<thead>
<tr>
<th>Contract/Programme</th>
<th>Effects for waste pickers</th>
<th>Redress actions</th>
<th>Time frame</th>
<th>Targets</th>
<th>Indicators</th>
<th>Budget</th>
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6. New recycling and waste picker specific programmes

[The Guideline provides some ideas of different ways to integrate waste pickers and their informal recycling system. Follow the process in the Guideline to develop an appropriate approach to integrate waste pickers and their system in the development of new official recycling programmes and projects. Ensure that these are in line with the principles. In this section, provide details on the planned projects, including why they were selected, targets, indicators, time frames, budgets and responsibility. Identify how waste pickers will be included as well as possible negative effects for waste pickers and how these will be mitigated. It is important to include ALL recycling programmes, projects and contracts, as well as all waste picker specific programmes.

It is also useful to complete the summary table below.]
<table>
<thead>
<tr>
<th>Areas</th>
<th>Activities</th>
<th>Responsible</th>
<th>Start Date</th>
<th>End Date</th>
<th>Validity Period</th>
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<td>Budget</td>
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6. (cont’d)
7. Building capacity and support

[Successful waste picker integration requires strengthening the capacity and support of officials, waste pickers, businesses or industry, and residents. Provide details of how this will be done. Include time frames, targets, indicators, budget and allocation of responsibility.]

8. Institutionalizing waste picker integration

[As discussed in the Guideline, to institutionalize waste picker integration, clearly state in this section what targets and so on will be included in relevant documents and what changes are required to bylaws (if relevant), policies and plans in order to achieve your commitments to waste picker integration.]

8.1 IDP [for municipalities]
8.2 Bylaws [for municipalities]
8.4 KPIs
8.5 Existing policies

9. Implementation Plan

[Provide a detailed implementation plan]

10. Monitoring, evaluation and revision

[Provide details on how the WPIP will be monitored and evaluated, how this will feed into revision of the plan and activities, and how waste pickers will be included in this process.]

11. Financial Framework

11.1 Budget

[Provide a full budget for official programmes and budgets to implement the WPIP. Ensure that sufficient funds are allocated to support meaningful engagement by waste pickers]

11.2 Funding sources

[Identify potential sources of funding from all levels of government, the private sector, donors and so on. Identify the person or people responsible for raising funds.]

11.2.1 Municipal funding
11.2.2 Provincial funding
11.3.3 National funding
11.4.4 Private Sector Funding
11.4.5 Donor Funding
11.4.6 EPR funding

12. Appendices

[Attach any necessary appendices]