



Your organisation is committed to: train relevant staff, collect the required data and complete your 2019 APCO Annual Report and the subsequent APCO Action Plan by undertaking the actions within the timeframes noted below.

Target		Action	Responsibility	Milestone	Data Management
1.	Ensure that relevant staff in your organisation understand the obligations as an APCO Member, including the Packaging Sustainability Framework and associated tools offered by APCO.	All relevant staff are to complete the APCO New Member training on the APCO Member Centre website.	APCO Primary Contact	Within 3 months of the organisation becoming an APCO Member and/or assigning a new Primary Contact.	Internal record with name of staff member and the date of completion of the APCO New Member training.
2.	Collection of data relating to the thirteen (13) Packaging Sustainability Framework criteria for use in your 2019 APCO Annual Report.	Investigate and collect data on the thirteen (13) Packaging Sustainability Framework criteria.		By 31 March 2019	Use the excel spreadsheet available on the APCO Member Centre to track data; or use an alternate data management document/system.
3.	Complete and submit your organisation's 2019 APCO Annual Report on 31st March via the APCO Annual Reporting Tool.	Use the online Reporting Tool supplied to submit your APCO Annual Report.		By 31 March 2019	The APCO Reporting Tool will automatically record the submission date of your 2019 APCO Annual Report.
4.	Develop and submit new APCO Action Plan based on the results of your 2019 APCO Annual Report.	Use the online Reporting Tool supplied to submit your APCO Action Plan.		By 31 May 2019	The APCO Reporting Tool will automatically record the submission date of your 2019 APCO Action Plan.

COMPANY EXECUTIVE SIGN-OFF

Organisation: _____ commits to the above APCO New Member Action Plan, effective as of the date of signature.

Name: _____

Position Title: _____

Signature: _____

Date: _____

