February 10, 2009

Teleconference of the Partnership for Action on Computing Equipment (PACE) Working Group on Financial Issues
February 2\textsuperscript{nd}, 2009

Participants:
Andy Howarth, UK (Chair)                            Alain Aime Nyamite, Burundi
Du Kexiong, China                                      Joachim Wuttke, Germany
Junya Kikuhara, Japan                                 Margareta Appelberg, Sweden
Michael VanderPol, Canada                             Patricia Whiting, USA
Robert Tonetti, USA                                    Prof. Li, BCRC Beijing
Jackson Morrill, ITIC                                  John Bullock, IPMI
Rick Goss, ITIC                                        Ross Bartley, BIR
Wen-Ling, IER                                          Willie Cade, PC Rebuilders & Recyclers

Ibrahim Shafii, SBC
John Myslicki, Consultant to SBC

Regrets: Marco Buletti, Switzerland; Oladele Osibanjo, BCRC Nigeria; Ruediger Kuehr, StEP.

Final Summary Report

1. Welcome and Introductions.
   - The teleconference was opened by the Chair, Mr. Howarth, who welcomed participants to this teleconference. He indicated that the objective of this teleconference is to review the two financial documents, distributed for this teleconference, and to produce revised reports for the February 26 teleconference of the PACE Working Group.
   - He then reviewed the proposed draft agenda. Since there were no additions or deletions it was approved as proposed.

2. Financial Mechanism
   - It was agreed to change the title of this document to “Financial Arrangements”. This change will have to be made in the TOR.
   - One participant indicated that the second sentence in paragraph 1.1 is not clear. After some discussions it was agreed to change it to: “Partners involved in PACE should be prepared to make financial contributions as set forth below to enable a successful start to the Partnership”. This suggestion was made on
the basis that financial arrangements are there to raise funds to launch the PACE.

- In paragraphs 1.2 and 2.2 it was proposed to add “as partners” when making reference to stakeholders participating in PACE.

- In paragraph 2.2, a number of participants suggested that there should be an obligation to provide an annual subscription, so the text to be changed to “will provide” instead of “could provide”.

- The section 2.3 to be modified to include experts, which could also participate at no cost when invited by PACE. It is to be modified with an understanding that TOR will be modified to spell out roles and responsibilities of members, observers and experts.

3. Levels of Contributions

- One participant raised the issue of paragraphs 1 b) and 1 c) as not being clear as they apply to developing countries. After some explanations by the Chair it was agreed to modify titles of these two paragraphs to read ”Assistance for the participation of developing countries” in 1b) and “Assistance for the participation of developing country non governmental organizations” in 1 c).

- There was a suggestion and agreement to delete the second lower level of annual contribution for associations in Annex A, leaving only USD 10,000 as the level of annual contribution for associations.

- One participant informed the group that most of the US industry decided that they will be represented by his association in the PACE. At the same time they would consider joining PACE in the third year of the PACE when guidelines are to be tested. The group was reminded that during the January 28 teleconference of the whole PACE Working Group it was decided to take initiatives to invite key OEM, recyclers and refurbishers to join PACE as their expertise and know-how will be required.

- After some discussion two participants suggested to delete the last level, USD 200, for NGOs. At the same time it was mentioned that those NGOs, who would fall into this category, would be allowed to participate as observers with no requirement for annual contributions.

- It was agreed that this document will be a living document, which could be changed as contributions are submitted to the Secretariat or when the Working Group agrees to change the scales of assessment.

- One participant asked that the Secretariat prepares an information note on procedures, including banking information, to be used to make contributions. This information will be made available to PACE Working Group members.
4. Next Steps

- The Chair asked John Myslicki to identify next steps for getting these documents finalized, so that they can be submitted to the PACE Working Group for the February 26, 2009 teleconference. John proposed the following:

  - The summary report of the February 2\textsuperscript{nd} teleconference and revised financial documents to be distributed to participants by February 4\textsuperscript{th}, 2009.

  - Comments on these two financial documents by Friday, February 6\textsuperscript{th}, 2009.

  - Financial documents to be revised based on comments, and the second version to be distributed by February 13, 2009.

  - Comments on the second version by February 18\textsuperscript{th}, 2009.

  - The financial documents, along with other documents, to be distributed by February 20, 2009 for the February 26 teleconference of the whole PACE Working Group.