Final Summary Report

1. Welcome and Introductions.
   - The teleconference was opened by co-chair, Mr. Buletti, who welcomed participants to this teleconference, and indicated that the objective of this teleconference is to complete the discussion of agenda items that were not completed during the January 14 teleconference.
   - He then handed over the teleconference to his co-chair, Prof. Osibanjo, to start discussions on the Terms of Reference (TOR).

2. Terms of Reference
   - Prof. Osibanjo introduced this agenda item and opened the floor for general comments on sections of the TOR that have been highlighted in yellow.
   - After general comments the following suggestions were made:
     - Paragraph 9 to be rewritten in a more positive manner, indicating that once the work plan for 2009-2010 has been completed the PACE Working Group will submit recommendations to COP 10 on the status of PACE and make a recommendation whether to continue the partnership and under what conditions. It will up to COP 10 to decide if the PACE should be extended beyond 2010. The co-chair asked John Myslicki to rewrite this paragraph and circulate to selected group for comments prior to distributing it to the whole Working Group.
     - Paragraphs 25 and the section dealing with financial mechanism will be revisited after the February 2nd teleconference on financial issues.
     - Under the Working Group section of TOR, paragraph 14 to be deleted as it could be seen as being duplicative of paragraph 12.
     - Annex 2 to be amended to expand the role of the Working Group beyond administrative tasks. Tasks such as: oversight of level 2 project group activities, conflict resolution, and review and approval of products prepared by level 2 project groups.
   - There was a lengthy discussion of the need to better define the role of observers and technical experts involved in the work of the PACE Working Group. It was agreed that those need to be better defined and TOR should identify their role in the PACE Working Group. Some suggested that the role
of observers in the PACE Working Group should be to observe proceedings in consideration of joining the PACE. Furthermore, it was mentioned that co-chairs should be able to invite technical experts to provide technical assistance on issues being discussed.

3. Work Program for 2009/10

a) Roadmap

- The co-chair, Mr. Buletti, mentioned that the document was distributed for comments, and changes were made based on comments received.
- He asked if there are any volunteers for some of these tasks. He suggested that participants inform the Secretariat as soon as they decide to take the lead on some of these tasks. He added that most tasks will be carried out by the Secretariat and the consultant to SBC.
- One participant suggested that we need to find a way to identify when some activities are postponed or cancelled and identify reason for it.
- Finally, it was suggested that the latest roadmap be put on the Basel website.

b) Establishment of Priority Project Groups

- The co-chair, Mr. Buletti, identified four work areas (activities) that were identified for PACE and which are part of COP 9 decision (Annex I to decision IX/9):

  Activities
  A set of activities has been identified that would assist countries, in particular developing countries and countries with economies in transition, to manage used and end-of-life computing equipment in an environmentally sound manner:
  - To develop tools (such as guidelines) and activities on environmentally sound refurbishment and repair, including criteria for testing, certification and labelling
  - To develop tools (such as guidelines) and activities on environmentally sound recycling and material recovery, including facility certification
  - To develop and promote pilot schemes for the environmentally sound management of used and end-of-life computing equipment towards the attainment of the Millennium Development Goals
  - To develop awareness-raising and training programme activities

- The co-chair indicated that participation on these project groups should be open to all members of the PACE Working Group and that during the next teleconference priority projects will be selected and project groups established.
• He then opened the floor for general discussions on how to establish project groups, and asked participants to identify which project groups should be established first, as first priority.

• A number of participants indicated that we need a mapping document to list e-waste activities worldwide, so that we do not duplicate any activities. John Myslicki mentioned that such a document was prepared by the Interim Group and is on the Basel’s website. What may be required is to update that mapping document.

• After lengthy discussions the following course of action was suggested by the co-chair, Mr. Buletti:
  - all participants who have some ideas for projects for the level two project groups should prepare a short description and submit these to the Secretariat with cc John Myslicki. All proposed projects should be linked to the four agreed to activities;
  - that Mr. Jim Puckett prepares a short description, no more then a one page, on the project on setting up a pilot project in a selected developing country on take back schemes for end-of-life computing equipment;
  - that Mr. Michael VanderPol prepares a project description on developing guidelines on refurbishment and recycling of computing equipment, taking into consideration what already exists worldwide and taking into consideration Canada’s comments sent to the Secretariat previously; and
  - that StEP and GeSI prepares a short project description on mapping activities, or any other projects that StEP is in the process of implementing.

4. Initiatives to contact Industry (OEMs) and NGOs

• The co-chair, Mr. Buletti, mentioned that individual companies may be represented separately and asked for suggestions on how to contact companies in Europe, Asia and GRULAC regions. He mentioned that another letter, with short information note, could be prepared and sent to OEMs encouraging them to joint PACE.

• After some discussion the co-chair mentioned that there should be 2 separate approaches: one to contact industry and another one to contact NGOs. The draft letters and information notes targeted to particular stakeholders will be discussed at the next teleconference.

• Mr. Puckett volunteered to provide names of some of the NGOs in developing countries.

• The co-chair also asked industry participants to identify some of the OEMs, recyclers and refurbishers to be contacted.
• It was also agreed that after having sent out letters to individual companies and NGOs it would be followed up by SBC official, or someone designated by the PACE Working Group.

5. **Next Steps and Next Teleconference**

• February 26, 2009 was selected as the date for the next teleconference.

• After some discussion it was agreed to schedule the first physical meeting in Geneva during the week of May 4-8, 2009, due to the fact that there will be a SAICM meeting in Geneva in May.

• One participant mentioned that since some project groups may be established by that time it would be a good idea to have a physical meeting of these project groups during that week.

6. **Other Business**

• John Myslicki mentioned that he will distribute the list of events for input by participants.