

Partnership for Action on Computing Equipment (PACE)

TERMS OF REFERENCE

Ad Interim Project Group on Environmentally Sound Management Criteria

Title

1. This Project Group shall be referred to as the “Ad Interim Project Group on Environmentally Sound Management (ESM) Criteria”. This title replaces the previous group nomenclature, i.e. “Project Group 1.1/2.1/3.1 on ESM Criteria”, which has been used in PACE Working Group meeting summary reports to date.
2. The short title of this project group is identified as the “Ad Interim Project Group”.

Background

3. The PACE Working Group was established by the UNEP Basel Convention 9th Conference of the Parties in its decision IX/9. PACE is a multi-stakeholder partnership between industry, government, academia and civil society to address the environmentally sound management of used and end-of-life personal computers.
4. The Ad Interim Project Group was formally established by decision of the PACE Working Group during its 5 May 2009 teleconference meeting, with it being envisioned that this group operate for a limited time period of approximately 4-months to meet the objectives, project tasks and deliverables identified below.
5. The work of the Ad Interim Project Group is to be in parallel to the work of other project groups which have been established under the PACE Working Group. This is based on the fact that there are a number of issues that these project groups could initiate, which are outside of the scope of ESM.
6. The key purpose of the Ad Interim Project Group is to provide overarching recommendations on ESM criteria for use by other PACE project groups in devising guidance material and pilot projects.

Objectives

7. Assigned objectives of the Ad Interim Project Group are identified as follows:
 - (1) Identify relevant existing international, country-specific, industry and other ESM guidance material that may be used to support other project groups which have been established under the PACE Working Group.
 - (2) Propose recommendations¹ for ESM core criteria for use by PACE project groups when developing guidelines or launching pilot projects. A sub-set of criteria for specific operations may also be developed by the project group where required.

Membership and Operation

8. Ad Interim Project Group participants have signaled that they possess expertise in the field of environmentally sound management for used and waste electronic equipment.

¹ Recommendations will take into consideration Principle 11 of the Rio Declaration.

9. The list of Ad Interim Project Group participants is identified in Annex I.
10. Representatives from the Basel Secretariat and all co-chairs of the Working Group and other Project Groups of PACE shall have a standing invitation to attend meetings.
11. Ad Interim Project Group participants will strive to participate in all meetings to maintain continuity and consistency in discussion and group composition.
12. In the event that an Ad Interim Project Group participant considers it necessary to be represented by a proxy at meetings, it is the responsibility of this participant to alert the co-chairs in advance to these meetings and discuss the appropriateness of a suitable alternate. Alternates should remain the same and be fully briefed by the Ad Interim Project Group participant that he or she is replacing to participate fully at the meetings.
13. The Rules of Procedure of the PACE Working Group will apply mutatis mutandis to this Ad Interim Project Group².
14. Once the Ad Interim Project Group has completed its assigned objectives, project tasks and deliverables, and the co-chairs have made a final report to the PACE Working Group concerning this activity, the Ad Interim Project Group shall be dissolved, unless decided otherwise by decision of the Working Group³.

Non Member Technical and other Experts

15. Co-chairs of the Ad Interim Project Group may decide to invite non-member experts possessing specialized technical knowledge on an issue to be discussed at a meeting to participate in that meeting, or parts thereof. Non-members wishing to participate as experts should send their interest, which should be endorsed by an existing PACE Working Group member, through a brief written proposal (2 pages maximum) to the Basel Secretariat who would consult the PACE Working Group for their views and a decision on the expert's participation made through a written procedure by the Working Group⁴.

Meetings of the Ad Interim Project Group

16. Co-chairs of the Ad Interim Project Group will arrange for meetings as necessary which are scheduled to take place during dates and times agreed upon in consultation with participants of the group.
17. Formal meetings of the Ad Interim Project Group will take place primarily through conference calls or other electronic means. Any physical meetings would be held in conjunction with face-to-face meetings of the PACE Working Group, and be at the discretion of the PACE Working Group and the Basel Secretariat.
18. Meeting documents will be distributed to participants prior to the meeting date. A meeting summary report will also be distributed to participants of the project group following each meeting. Every effort will be made to ensure that meeting documents and summary reports are distributed to participants in a timely fashion.
19. Given that the Ad Interim Project Group will operate for a limited time, the group will aim to convene on a monthly basis and until it has fulfilled its assigned objectives, project tasks and deliverables.

Duties and Responsibilities

20. Both co-chairs of the Ad Interim Project Group will attend all meetings of the project group, propose and arrange for meetings, prepare meeting agendas, facilitate meeting discussions, and review draft meeting summary reports before they are circulated to project group participants for final approval.

² As per paragraph 31 of the PACE Working Group approved Terms of Reference.

³ As per paragraph 34 of the PACE Working Group approved Terms of Reference.

⁴ As per paragraph 30 of the PACE Working Group approved Terms of Reference.

21. Meeting summary reports and, in consultation with co-chairs, teleconference meetings will be prepared and organized via consulting services available to the Secretariat to the Basel Convention.
22. All participants of the Ad Interim Project Group are expected to contribute to meeting discussions and to undertake work in support of achieving the objectives, project tasks and deliverables of the project group, which includes imparting relevant information, knowledge and expertise to the group.
23. All participants shall abide by the rules of confidentiality⁵ as set forth in the Terms of Reference of the PACE Working Group.

Reporting Arrangements & Approvals

24. Formal, written communication from and about the Ad Interim Project Group will come either from the co-chairs directly or through the services of the Basel Secretariat.
25. To further support the open exchange of information within PACE, approved meeting summary reports will be distributed to the Basel Secretariat, co-chairs of the PACE Working Group, and co-chairs of the other project groups.
26. Deliverables of the Ad Interim Project Group will be submitted by co-chairs to the PACE Working Group for review and final approval.

Project Tasks

27. The following Project Tasks will be undertaken in fulfilment of the Objectives identified in Paragraph 4:
 - (1) Identify relevant existing international, country-specific, industry and other ESM guidance material that may be used to support the work of other PACE project groups.
 - (2) Identify essential building blocks or criteria for ESM which considers the above guidance material.
 - (3) Establish recommendations for ESM criteria for use by PACE project groups in devising PACE-specific guidance documentation and pilot projects.

Project Start & Deliverables

28. Work in support of meeting Project Tasks will commence upon approval of the Terms of Reference and Project Proposal for this Ad Interim Project Group by the PACE Working Group.
29. Key deliverables identified for this Ad Interim Project Group include the following:
 - (1) An inventory of existing ESM guidance material that is relevant to the work of other PACE project groups.
 - (2) A document that recommends and provides rationale for ESM criteria for use by PACE project groups.

Cost of the Project

30. Financial resourcing requirements allocated for the operation of this Ad Interim Project Group will be limited to fees associated with conference calls and services available to the Basel Secretariat to facilitate and coordinate undertakings of PACE.

⁵ See paragraphs 40 & 41 of the PACE Working Terms of Reference.

31. The in-kind contributions made by participants to the Ad Interim Project Group are recognised.
32. Physical meeting arrangements and costs, including any sponsored travel of Ad Interim Project Group participants, will be taken by the SBC.

Project Timelines:

33. Project Timelines are identified in Annex I.

ANNEX I

A. Ad Interim Project Group Co-chairs & Participants

This Annex includes a list of Ad Interim Project Group co-chairs and participants. It will be revised from time to time as new participants join the Ad Interim Project Group⁶.

Co-chairs:

Mr. Bartley, Ross - Bureau of International Recycling
Mr. VanderPol, Michael - Environment Canada

Participants:

Ms. Appelberg, Margareta - Swedish Environmental Protection Agency
Mr. Bullock, John - International Precious Metals Institute
Mr. Cade, Willie – PC Rebuilders and Recyclers
Ms. Chiu, Wen-Ling - Institute of Environment and Resource
Ms. Dobrocsyova, Anna – Slovak Republic
Mr. Goss, Richard - Information Technology Industry Council
Mr. Harris, Eric - Institute of Scrap Recycling Industries, Inc.
Mr. Honda, Shunichi - Japan Ministry of Environment
Mr. Howarth, Andy - United Kingdom Department for Environment, Food and Rural Affairs
Mr. Kern, Matthias – Secretariat of the Basel Convention (SBC)
Mr. Kuehr, Ruediger - United Nations University
Ms. Lanctôt, Josée - Environment Canada
Ms. Lapešová, Dana - Basel Convention Regional Centre-Slovakia
Dr. Li, Jinhui - Basel Convention Regional Centre-China
Prof. Moubasher, Hani - Basel Convention Regional Centre-Egypt
Mr. Puckett, Jim - Basel Action Network
Mr. Semde, Idrissa - Burkina Faso, Ministry of Environment
Mr. Shafii, Ibrahim – Secretariat of the Basel Convention (SBC)
Ms. Westervelt, Sarah - Basel Action Network
Ms. Whiting, Patricia - United States Environmental Protection Agency
Mr. Wilson, David - New Zealand Ministry for the Environment
Mr. Myslicki, John – Consultant to SBC

⁶ Subject to paragraph 30 of the PACE Working Group approved Terms of Reference.

B. Project Timeline*

PROJECT TIMETABLE	YEAR 2009							
	Months							
	5	6	7	8	9	10	11	12
Project Task 1: <i>Identify relevant existing international, country-specific, industry and other ESM guidance material that may be used to support the work of other PACE Project Groups.</i>								
1.1 Inventory existing ESM guidance material	x	x						
1.2 Identify key references for literature review	x	x						
1.3 Undertake literature review	x	x						
Project Task 2: <i>Identify essential building blocks for ESM which considers the above guidance material and is responsive to the special needs of developing countries.</i>								
2.1 Identify ESM criteria from existing guidance		x	x					
2.2 Identify special needs of developing countries		x	x					
2.3 Define parameters for ESM criteria		x	x					
2.4 Establish framework ESM criteria for use by PACE		x	x					
Project Task 3: <i>Establish ESM Criteria Recommendations for use by PACE Project Groups in devising guidance documentation and pilot projects.</i>								
3.1 Identify rationale for each ESM criterion			x	x				
3.2 Identify rationale for other special considerations			x	x				
3.3 Establish Recommendations on ESM Criteria			x	x	x	x		

*** Note:**

Timelines for project tasks and deliverables were not discussed during the May 14 conference call of the Ad Interim Project Group. Timelines should consider the following:

By May 31, 2009 - finalization of Terms of Reference and detailed Work Plans (if not finalized by May 19) and submit them to the PACE Working Group for its consideration and approval.

June to October, 2009 - Project to review existing ESM criteria and propose criteria, adjusted to the needs of developing countries, to be used in PACE guidelines initiated.

February, 2010 - Proposed second physical meeting of the PACE Working Group to review work of all level 2 Project Groups and their project schedules.

September, 2010 - Proposed third physical meeting of the PACE Working Group to review progress being made, outcome of the OEWG 7 discussion on PACE, and identify future tasks required to prepare a report for COP 10 in 2011.