

Partnership for Action on Computing Equipment (PACE)

TERMS OF REFERENCE

PACE Project Group 1.1: Environmentally Sound Refurbishment/Repair of Used Computing Equipment

Title

1. The Project Group is entitled: PACE Project Group 1.1: Environmentally Sound Refurbishment/Repair of Used Computing Equipment

Background

2. Following Decision VI/32 of the sixth meeting of the Conference of the Parties to promote partnership, Decision VIII/2 of the eighth meeting of the Conference of the Parties to target the environmentally sound management of e-waste, and the success of the Mobile Phone Partnership Initiative (MPPI), the PACE was initiated by Decision IX/9 of the ninth meeting of the Conference of the Parties.
3. Within the PACE Working Group, a decision was made to address environmentally sound material refurbishment and repair of used personal computing equipment, in a manner similar to MPPI Project 1.1, with additional and special attention to addressing the needs of developing countries. The Project Group was established by the Working Group on 5 May 2009.

Objectives

4. The objective of the Project Group is to develop tools (such as guidelines) and activities on environmentally sound refurbishment and repair, including criteria for testing, certification and labelling. The Project Group will cooperate and coordinate with other PACE project groups working on ESM principles, recycling standards, and pilot projects.

Membership and Operation

5. Project Group participants have indicated that they possess expertise or significant interest in the field of environmentally sound refurbishment and repair of used and/or waste electronic equipment.
6. A current and official list of members will be maintained by the co-chairs, with contact information as provided by the members. A list of members is at Annex 1.

7. Alternate participants may attend meetings in proxy for group members, provided that the group member has provided advance notice to the Co-Chairs regarding the identity and qualifications of the alternate participant. Alternate participants should be aware of Rules of Procedure and obligations of confidentiality.

8. The Project Group will operate pursuant to the Rules of Procedure of the PACE Working Group, applicable mutatis mutandis.

Non Member Technical and other Experts

9. In accordance with paragraph 30 of the Terms of Reference of the PACE, the Co-Chairs of the 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. In addition, non-members wishing to participate as experts should send their interest, which should be endorsed by an existing PACE Working Group member, a brief written proposal (2 pages maximum) to the Secretariat of the Basel Convention 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 Group. Non-member expert participants should be aware of Rules of Procedure and obligations of confidentiality.

Meetings of the Project Group

10. The Project Group will normally meet by teleconference, as needed with interim communication through e-mail to prepare for and report developments. Dates and times of such meetings will be set by the Co-chairs in consultation with the members.

11. Physical meetings may be held if the Project Group determines that such meetings will be beneficial and feasible, at such times and venues as the Project Group shall determine, but normally in conjunction with physical meetings of the PACE Working Group.

12. Meeting documents will be distributed to Project Group members in advance of each meeting, and a meeting summary report will be distributed following each meeting.

Duties and Responsibilities

13. Members of the Project Group will participate actively through meetings, maintain current awareness of Project Group issues and developments, and share their expertise to further the objectives of the group.

14. Project Group Co-chairs will prepare meeting agendas, encourage discussions, prepare and file reports of group meetings and developments, and generally seek to facilitate and guide group members to achieve group objectives.

15. 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.

16. Confidentiality will be maintained by all members in accordance with the provisions set out in the Terms of Reference of the PACE Working Group.

Reporting Arrangements and Approvals

17. Official reports and communications from the Project Group will be disseminated by the Project Group Co-chairs, or by the Secretariat on behalf of the Project Group Co-chairs. Communications by other members of the Project Group will not officially represent the group or the views of other members of the group.

18. Project Group meeting summary reports, following review and approval of the group in a subsequent meeting, will be distributed to the co-chairs of the PACE Working Group, and to the Secretariat of the Basel Convention.

19. All work products prepared by the Project Group will be submitted by co-chairs to the PACE Working Group for review and final approval.

Project Tasks

20. The Project Group will undertake the following tasks:

i) Literature Search – members will propose relevant technical guidelines and other sources of information regarding environmentally sound refurbishment and repair of used personal computing equipment, and the group will compile a list of such references.

ii) Develop environmentally sound criteria for refurbishment and repair – the group will coordinate with the Ad Interim Project Group on Environmentally Sound Management Criteria to develop such criteria specifically for refurbishment and repair of used personal computing equipment.

iii) Prepare an Outline of a Guideline – the group will outline the scope and sections of a guideline on environmentally sound refurbishment and repair of used personal computing equipment, including criteria for testing, certification and labelling e.g., descriptions of components of such equipment and refurbishment and repair techniques, risk assessment, controls, recommendations, etc.

iv) Draft a Guideline – the group will draft a guideline in accordance with its outline and submit to the PACE Working Group for approval.

v) Test the Guideline – the group will seek to have group members and/or others apply the Guideline in practical circumstances and to report and recommend changes.

Project Start and Deliverables

21. Work upon Project Tasks will start following approval of the Terms of Reference for the Project Group by the PACE Working Group.

22. Deliverables of the Project Group are:

i) A list of technical guidelines and other sources of information regarding environmentally sound refurbishment and repair of used personal computing equipment, created pursuant to Task 20.i).

ii) A document setting out environmentally sound criteria for refurbishment and repair of used personal computing equipment, including criteria for testing, certification and labelling created pursuant to Task 20.ii).

iii) An outline for a guideline on environmentally sound refurbishment and repair of used personal computing equipment, including criteria for testing, certification and labelling created pursuant to Task 20.iii).

iv) A guideline on environmentally sound refurbishment and repair of used personal computing equipment including criteria for testing, certification and labelling, created pursuant to Task 20.iv).

v) A report of the testing of the guideline, created pursuant to Task 20.v)

Project Costs

23. The Project Group does not anticipate the need for substantial financial resources, relying instead upon in-kind contributions of participants, including the provision of teleconference facilities, and the support and services of the Secretariat of the Basel Convention, all of which are gratefully acknowledged. However, the Project Group's work will rely on the facilitation of the consultancy support available to the PACE more generally and funded through the PACE budget provided to the Secretariat of the Basel Convention.

24. Thus financial contributions to PACE and to the Basel Convention that support the work of the PACE, and the work of the Project Group, are gratefully acknowledged.

25. Costs of physical meeting arrangements, if any, including sponsored travel of Project Group members from developing countries and countries with economies in transition, will be funded in accordance with the terms of the PACE budget managed by the Secretariat of the Basel Convention.

Project Timeline

26. The project timeline will be developed and set out in Annex 2.

Annex 1: Project Group Co-chairs and Participants

Co-chairs:

1. Willie Cade, PC Rebuilders & Recyclers
2. Andy Howarth, UK Department for Environment Food and Rural Affairs (Defra)

Participants

3. Dana Lapesova, BCRC-Slovakia
4. David Parker, Oakdene Hollins
5. David Wilson, NZ
6. Eric Harris, ISRI
7. Hani Moubasher, BCRC-Egypt
8. Ibrahim Shafii, SBC
9. Isabelle Thelin, Norway
10. Jackson Morrill, ITI
11. Jim Puckett, Basel Action Network
12. Josee Lancot, Environment Canada
13. Marco Buletti, Switzerland
14. Matthias Kern, SBC
15. Michael VanderPol, Environment Canada
16. Oladele Osibanjo, BCRC-Nigeria
17. Patricia Whiting, USA
18. Paul Hagen, ITI
19. Richard Goss, ITI
20. Ross Bartley, BIR
21. Ruediger Kuehr, UNU
22. Sarah Westervelt, BAN
23. Shunichi Honda, Japan
24. Susann Krause, Germany
25. Wen-Ling Chiu, IER
26. Yorg Aerts, OVAM Belgium
27. John Myslicki, Consultant to SBC

Project Timetable	2009												2010												2011														
	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12							
Months																																							
Task 5 -- Test the Guideline																																							
5.1 – Identify opportunities																																							
5.2 – Test in field																																							
5.3 – Submit Final Draft Guideline to PACE WG for approval																																							