

Final: August 26, 2009

Partnership for Action on Computing Equipment (PACE)

TERMS OF REFERENCE

PACE Project Group 2.1: Environmentally Sound Material Recovery/Recycling of End-of-Life Computing Equipment

Title

1. The Project Group is entitled: PACE Project Group 2.1: Environmentally Sound Material Recovery/Recycling of End-of-Life 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 recovery and recycling of computing equipment, in a manner similar to MPPI Project 3.1, with additional and special attention to these activities in informal economies. The Project Group was established by the Working Group on 4 March 2009.

Objectives

4. The objective of the Project Group is to recognise risks and benefits and to collect, review and disseminate - through a guideline – practices for environmentally sound material recovery and recycling of computing equipment. The Project Group will cooperate and coordinate with other PACE project groups working on ESM principles, refurbishment standards, and pilot projects.

Membership and Operation

5. Membership in the Project Group will be members of the PACE Working Group, and will be expected to have specific expertise and experience or responsibilities in aspects of material recovery and recycling of computing equipment, as well as commitment to the objectives of the group.

6. A current and official list of members will be maintained by the co-chairs, with contact information as provided by the members.
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 such alternate participant, and an assurance that the alternate participant is adequately prepared to participate. 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

8. Pursuant to 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

9. The Project Group will meet by teleconference, as needed and anticipated to be conducted once per month, 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.
10. 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.
11. 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. Every effort will be made to ensure that meeting documents and summary reports are distributed to participants in a timely fashion.

Duties and Responsibilities

12. 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.
13. Project Group co-chairs will attend all meetings, prepare meeting agendas, lead discussions, prepare and file reports of group meetings and developments, and generally seek to facilitate and guide group members to achieve group objectives.
14. Confidentiality will be maintained by all members in accordance with the provisions set forth in the Terms of Reference of the PACE Working Group.

Reporting Arrangements and Approvals

15. 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.
16. 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.
17. 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

18. The Project Group will undertake the following tasks:
 - A. Literature Search – members will propose relevant technical guidelines and other sources of information regarding environmentally sound material recovery and recycling of computing equipment, and the group will compile a list of such references.
 - B. Develop ESM Criteria – the group will coordinate with the Ad Interim Project Group on Environmentally Sound Management Criteria to develop such criteria specifically for material recovery and recycling of computing equipment.
 - C. Prepare an Outline of a Guideline – the group will outline the scope and sections of a guideline for environmentally sound material recovery and recycling of computing equipment, e.g., descriptions of personal computer material constituents and recovery/recycling techniques, risks and benefits, controls, recommendations, etc.
 - D. Write a Guideline – the group will write a guideline in accordance with its outline.
 - E. 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:

19. Work upon Project Tasks will start upon approval of the Terms of Reference for the Project Group by the PACE Working Group.
20. Deliverables of the Project Group are:
 - A. A list of technical guidelines and other sources of information regarding environmentally sound material recovery and recycling of computing equipment, created pursuant to Task 18.A.
 - B. A document setting forth ESM Criteria for material recovery and recycling of computing equipment, created pursuant to Task 18.B.
 - C. An outline for a guideline on the best management practices for environmentally sound material recovery and recycling of computing equipment, created pursuant to Task 18.C.
 - D. A guideline on the best management practices for environmentally sound material recovery and recycling of computing equipment, created pursuant to Task 18.D.
 - E. A report of the testing of the guideline, created pursuant to Task 18.E.

Costs of the Project

21. The Project Group anticipates the need for financial resources to assist representatives of developing countries and countries with economies in transition to participate in teleconferences, and to rely for other work upon in-kind contributions, all of which are gratefully acknowledged, and support and services of the Secretariat of the Basel Convention.
22. 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.
23. 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 undertaken by the Secretariat of the Basel Convention.

Project Timelines

24. Project timetables are set forth in Annex II.

Annex 1: Project Group 2.1 Co-chairs and Participants

- Co- chairs:** 1. Joachim Wuttke, Germany
2. John Bullock, IPMI

Participants:

3. Andy Howarth, UK
4. David Wilson, NZ
5. Eric Harris, ISRI
6. Hani Moubasher, BCRC-Egypt
7. Helen Bolton, NZ
8. Ibrahim Shafii, SBC
9. Isabelle Baudin, Switzerland
10. Isabelle Thelin, Norway
11. Jackson Morrill, ITI
12. Jean Marie Vianney Minani, Rwanda
13. Jim Puckett, BAN
14. Jinhui Li, BCRC- China
15. Jinya Kikuhara, Japan
16. Jose Maria Lorenzo Alonso, Mexico
17. Josee Lanctot, Environment Canada
18. Matthias Kern, SBC
19. Mathias Schlupe, EMPA
20. Michael VanderPol, Environment Canada
21. Otmar Deubzer, UNU
22. Patricia Whiting, USA
23. Renee St. Denis, SIMS
24. Richard Goss, ITI
25. Ross Bartley, BIR
26. Ruediger Kuehr, UNU
27. Said Dahroug, BCRC- Egypt
28. Sarah Westervelt, BAN
29. Shunichi Honda, Japan
30. Wen-Ling Chiu, IER
31. Willie Cade, PCRR
32. John Myslicki, Consultant to SBC

Invited Technical Experts:

1. Christian Hagelueken, UMICORE

