

Final: May 6, 2010

Partnership for Action on Computing Equipment (PACE)

TERMS OF REFERENCE

PACE Project Group 4.1: Awareness Raising and Training

Title

1. The Project Group is entitled: PACE Project Group 4.1: Awareness Raising and Training

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 develop awareness-raising and training programme activities. The Project Group was established by the Working Group on 1 February 2010, during its physical meeting in Bonn, Germany.

Objectives

4. The objective of the Project Group is to develop a list of awareness raising and training products and implement them to better promote PACE and reports and guidelines that have been developed under PACE. The Project Group will cooperate and coordinate with other PACE project groups working on ESM criteria, environmentally sound refurbishment guidelines, environmentally sound material recovery and recycling of end-of-life computing equipment, and pilot projects on collection and management of used and end-of-life computing equipments from informal sectors in developing countries and countries with economies in transition.

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 raising awareness on environmentally sound management of used and end-of-life computing equipment and providing training on guidance documents and guidelines developed under PACE.
6. A current and official list of members will be maintained by the co-chairs, with contact information as provided by the members. The current list is shown in 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 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

9. 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

10. The Project Group will 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.

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. Every effort will be made to ensure that meeting documents and summary reports are distributed to participants in a timely fashion.

13. Organization of physical meeting, 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

Duties and Responsibilities

14. 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.

15. 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.

16. 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

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, as a minimum:
 - Task 1: Undertake the high priority awareness raising products listed in Annex 2:
 - 1.1 Update leaflets on PACE and used and end-of-life computing equipment in 6 UN languages.
 - 1.2 Develop a PACE logo to provide an identity for the partnership to be used by all partners
 - 1.3 Prepare power point presentations on : used and end-of life computing equipment, the PACE Working Group, Ad Interim Project Group on ESM criteria, Project Group 1.1, Project Group 2.1, Project Group 3.1.
 - 1.4 Organize presentations on PACE in cooperation with the Secretariat of the Basel Convention during Basel Convention OEWG and COP side events and side events organized by other relevant international organizations.
 - 1.5 Organize workshops on environmentally sound management of used and end-of-life computing equipment in at least one BCRC in each of the UN regions.
 - 1.6 Prepare at least a fact sheet, and if there is an agreement a guideline, on transboundary movement of used and end-of-life computing equipment procedures based on the MPPI information.
 - Task 2: Undertake the high priority training products listed in Annex 2:
 - 2.1 Prepare a guidance document with all executive summaries and recommendations from approved guidelines and initiate the translation of this guidance document to 6 UN languages.
 - 2.2 Produce a CD/DVD with info on environmentally sound management of used and end-of-life computing equipment.
 - 2.3 Develop E-learning course on environmentally sound management of used and end-of-life computing equipment, to be put on the Basel website.
 - Task 3: Promote translation of PACE documents to national languages.

Task 4: Promote implementation and training on technical guidelines, developed under PACE.

Task 5: Update, as required, the list of awareness raising and training products, shown in Annex 2.

Project Start and Deliverables:

21. Work upon Project Tasks will start upon approval of the Terms of Reference for the Project Group by the PACE Working Group.
22. Deliverables of the Project Group are:
 - A. An up-to-date list of PACE awareness raising and training products.
 - B. A logo for PACE, approved by the PACE Working Group.
 - C. Awareness raising activities for the OEWG7 meeting and side event during that meeting.
 - D. Awareness raising activities for the COP X meeting in 2011, and side event during that COP meeting.
 - E. Updated leaflets on PACE and used and end-of-life computing equipment in 6 UN languages.
 - F. Power point presentations on used and end-of life computing equipment, the PACE Working Group, Ad Interim Project Group on ESM criteria, Project Group 1.1, Project Group 2.1, Project Group 3.1.
 - G. Five workshops on environmentally sound management of used and end-of-life computing equipment (one workshop in at least one BCRC in each of the UN regions).
 - H. Fact sheet on transboundary movement of used and end-of-life computing equipment procedures, based on the MPPI information.
 - I. Guidance document with all executive summaries and recommendations from approved guidelines and translate this guidance document to 6 UN languages.
 - J. CD/DVD with info on environmentally sound management of used and end-of-life computing equipment.
 - K. Leaflet on PACE translated into at least 4 additional national languages.
 - L. Platform to host e-learning course developed in the framework of the Basel Website. Sections of the course on environmentally sound management of used and end-of-life computing equipment prepared and available as different guidelines are produced and approved by the PACE Working Group.

Costs of the Project

23. The Project Group anticipates the need for substantial financial resources to assist preparing various awareness raising and training products, workshops and to assist representatives of developing countries and countries with economies in transition to participate in teleconferences and face-to-face meetings. In addition to fund raising efforts undertaken by the PACE Working Group, the Project Group members will have to approach actively potential donors for cash and/or in-kind contributions to support the development of the products, listed in paragraph 21.

When financial contributions are channelled through PACE, the budget for each product is to be identified for approval by the PACE Working Group.

24. 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.

Project Timelines

25. Project timetable is set forth in Annex 3.

Annex 1: Project Group 4.1 Co-chairs and Participants

Co-chairs:

1. Miguel Araujo, BCRC-CAM
2. Yorg Aerts, OVAM Belgium

Participants:

3. Claudia Luepschen, UNU
4. Dana Lapesova, BCRC-Slovakia
5. Hani Moubasher, BCRC- Egypt
6. Jim Puckett, BAN
7. Leila Devia, BCRC-Argentina
8. Matthias Kern, SBC
9. Michel Seck, BCRC-Senegal
10. Patricia Whiting, USA
11. Ross Bartley, BIR
12. Ruediger Kuehr, UNU
13. Stephanie Adrian, USA
14. Wen- Ling Chiu, IER
15. Willie Cade, PCRR
16. John Myslicki, Consultant to SBC

Annex 2. Awareness Raising and Training Products

1.0 Awareness Raising

(audience for a specific product is shown in brackets)

High priority

- 1.1 Leaflets on PACE and used and end-of-life computing equipment in 6 UN languages (*government officials*).
- 1.2 A PACE logo to provide an identity for the partnership to be used by all partners (*PACE members*).
- 1.3 Power point presentations on: used and end-of life computing equipment, the PACE Working Group, Ad Interim Project Group on ESM criteria, Project Group 1.1, Project Group 2.1, Project Group 3.1 (*PACE members, government officials, NGOs, industry*).
- 1.4 Presentations on PACE in cooperation with the Secretariat of the Basel Convention during Basel Convention OEWG and COP side events and side events organized by other relevant international organizations (*meeting participants*).
- 1.5 Workshops on environmentally sound management of used and end-of-life computing equipment in each BCRC (*all stakeholders attending workshop*).
- 1.6 Prepare at least a fact sheet, and if there is an agreement a guideline on transboundary movement of used and refurbished computing equipment based on MPPI information (*government officials, enforcement officers, industry*).

Medium priority

- 1.7 Basel Website with info on used and end-of-life computing equipment for general public (*general public and all stakeholders*).
- 1.8 Policy oriented regular status reports, issued every 6 months, on progress being made on used and end-of-life computing equipment under PACE (*all stakeholders interested in PACE*).
- 1.9 Prepare a fact sheet on design of computing equipment, taking into account life cycle management, producer responsibility, initiatives which are being undertaken by OEMs (*government officials, recyclers, refurbishers*).
- 1.10 Special one day/year to carry a website dialogue on environmentally sound management of used and end of life computing equipment (*PACE members, government officials, NGOs, industry and other stakeholders*).

Low priority

- 1.11 Media kit on PACE to be used as part of press releases on used and end-of-life equipment issues, in particular the one after COP 10 (*reporters and general public*).

- 1.12 Presentations to promote environmentally sound management of used and end-of-life computing equipment during conferences and workshops on e-waste (*attendees, government officials, NGOs industry*).
- 1.13 Articles on environmentally sound management of used and end-of-life computing equipment in trade journals and other specialized magazines and journals (*subscribers to these journals, industry, NGOs*).
- 1.14 Using innovative communication tools such as songs, drum sketches, street theater, taking into account local culture (*general public*).
- 1.15 Films, radio public service announcements (*general public*).

2.0 Training

(audience for a specific product is shown in brackets)

High priority

- 2.1 Prepare a guidance document with all executive summaries and recommendations from approved guidelines and translate this guidance document to 6 UN languages (*government officials, industry, PACE members*).
- 2.2 Produce a CD/DVD with info on environmentally sound management of used and end-of-life computing equipment (*government officials*).
- 2.3 E-learning on environmentally sound management of used and end-of-life computing equipment (*PACE members, government officials, NGOs, industry*).

Medium priority

- 2.4 Workshops on technical guidelines, developed under PACE, to provide training to those that will be required to implement them (*government officials, industry, informal sector*).
- 2.5 Power point presentations on technical guidelines developed under the PACE (*government officials, industry, informal sector*).

Low priority

- 2.6 Prepare a guideline on awareness raising issues (*government officials*).
- 2.7 Informal translation of technical documents and disseminate in all regions (*government officials of participating countries and stakeholders in those countries*).

