PACE INFONOTE

Welcome to the first INFONOTE on PACE!!!!

This note is designed to inform members of the Interim group and other interested parties on actions taken to form the Partnership for Action on Computing Equipment. This first note will be distributed to members of the Interim Group and participants of the 2 September 2007 Preparatory Meeting. Subsequent notes will be sent to the Interim Group and placed on the Convention website under the Partnership Programme, PACE information page.

1. OEWG Decision to establish an interim body for PACE

The OEWG decision on the PACE is included as annex 1 to the note. The report from the stakeholder meeting on PACE, which took place in Geneva, 2 September, 2007 is included as annex 2. The Interim group is charged with the task of developing recommendations for consideration by the Conference of the Parties at its ninth meeting, including, a draft work plan for the 2009–2010 biennium; its Terms of Reference, including an outline for the proposed structure of the Partnership so as to provide a proposed governance structure; prepare a declaration of commitment for members of the Partnership, to be signed by full partners at the ninth meeting of the Parties, Bali, June 2008. The OEWG also asked the Interim Group to identify other activities relevant to the work of the Partnership ongoing, or complimentary, to the work of the Partnership.

The Interim group on PACE is asked to identify, encourage and, if possible, facilitate balanced and diverse participation of private sector and other stakeholders in the Partnership as well as explore mechanisms for providing sustainable and predictable financial support for the Partnership.

2. Nominations to the Interim Group on PACE

Following the outcome of sixth meeting of the Open-Ended Working Group, the Secretariat has received nominations for the Interim Group. As per the OEWG decision, nominations were due to the Secretariat by 19 October, 2007. Nonetheless, it is important to note that we are still receiving nominations via the post. In light of the continuation of the incoming nominations, this first message will be sent to all participants of the 2 September meeting and nominated Interim Group members. (NB There are sometimes email problems with our quarantine system and if you were nominated, but do not receive information, please contact myself or Yvonne Ewang (Yvonne.Ewang@unep.ch)). The nominated members are posted on the partnership web site.

3. Secretariat Activities since the Sixth Meeting of the OEWG, September 2007

The Secretariat has been working on tailoring a Terms of Reference and declaration of commitment for the Partnership for review and comment by the Interim Group on PACE. In addition, the Secretariat has been actively researching other related activities of other organizations or bodies and available technical information and guidelines under development or available. In particular, the Secretariat has coordinated closely with UNESCO in the development of their guidelines and with the UNEP IETC (Japan) which has prepared 2 volumes of draft guidelines for the recycling of e-waste. The 2 volumes of guidance prepared by the UNEP IETC in Japan, will be made available as soon as they are finalized.

With respect to UNESCO, computing equipment recycling guidelines for Africa are under development. This project evolved out of their work on Bridging the Digital Divide in which it was noted that many computers were being given to Africa, but there were not ESM facilities to handle the computers at the end of their useful life. The first draft was sent to the Secretariat. These guidelines were sent out for comment to some French speaking countries for review on behalf of the Basel Convention. The Secretariat of the Basel Convention (SBC) will participate in the upcoming meeting with UNESCO concerning the guidelines. ADEME (the French Environment Agency) UNESCO and HP, along with NGOs, are participating on the development of these guidelines. It is important to note that there is good cooperation between the two international bodies on this work.

Recently, the SBC met with a representative from UNIDO to clarify their project proposal to be undertaken with Microsoft concerning used or donated computers sent to Uganda and the development of small industries for the refurbishment and eventual recycling of computers. Further coordination on the status of the work proposal is forthcoming.

SBC is also working to set a date to meet with the representatives of StEP to discuss in more detail this initiative and potential synergies. Coordination and possible collaboration with country project managers on projects under the Partnership for Asia-Pacific on E-waste will continue.

With respect to the SBC, please note that the following technical documents can be found under Technical Matters on the Basel Convention Web site

http://www.basel.int/techmatters/index.html

- Final Report of DOWA Mobile Phone Pilot Project in South East Asia
- Analysis of used vehicles and used EEE exports from Hamburg port
- Asia-Pacific Regional Inception Workshop on the Environmentally Sound Management of Electronic and Electrical Wastes, Tokyo, Japan, 21-25 November 2005
- Development of Technical Guidelines for Electrical and Electronic Waste Inventory (E-Waste) and Environmentally Sound Management 5 R (Reduce, Reuse, Recycle, Repair and Refurbishment) of E-Waste : BCRC SEA

4. Ninth meeting of the Conference of the Parties

Documents for presentation to the ninth meeting of the Conference of the Parties will need to be finalised by the end of March 2007, to ensure that can be appropriately processed and translated. Bearing this in mind, it is proposed that there be at least one physical meeting of the group the end of January, or first week of February. The meeting can be hosted in Geneva, unless a Party or member of the group would like to host the meeting. As noted

above, there are several important documents to be prepared prior to the ninth meeting of the Parties.

5. Next steps

It is suggested that the first conference call to discuss next steps and actions be scheduled for 17 December 2007. We will be using the US EPA conference service for this call. (NB. The USEPA has kindly provided their worldwide system for which there are a series of local phone numbers for participants to use to reduce the cost of their call.) Information on the call will be distributed to those nominated to participate in the Interim group along with proposed dates in the next week. ***If members prefer to have an informal call sooner, it is possible to hold a brief call 28 November, 2007***. Please contact Claudia Fenerol or Yvonne Ewang if you would like an earlier informal conference call.

6. The look of the InfoNote

If you have any suggestions on the look of the InfoNote, please submit them to Claudia Fenerol.

FURTHER INFORMATION ON THE BASEL WEB SITE

Partnerships : http://www.basel.int/industry/index.html

Technical Matters : http://www.basel.int/techmatters/index.html

Contact:

Please do not hesitate to contact Claudia Fenerol at Claudia.fenerol@unep.ch if you would like to add anything to the next PACE Infonote or if you have any questions or comments.

Annex 1

OEWG ADVANCE COPY OF DECISION FROM MEETING REPORT

OEWG-VI/22: Partnership for Action on Computing Equipment (PACE)

The Open-ended Working Group,

Recalling decision VIII/5 on the Basel Convention Partnership Programme, including its recognition of the need for greater engagement of the Basel Convention regional and coordinating centres in future partnership work, and its encouragement to Parties, signatories and stakeholders to provide financial support to the Programme, including in-kind support,

Acknowledging the ongoing discussions among all stakeholders who have expressed an interest in partnerships and other activities under the auspices of the Basel Convention related to the environmentally sound management of used and end-of-life computing equipment,

Welcoming the progress made by the preparatory group of experts on the public-private partnership for the environmentally sound management of used and end-of-life computing equipment,

1. *Welcomes* the establishment of an interim group on the Partnership for Action on Computing Equipment (hereinafter "the Partnership") in the period between the sixth session of the Open-ended Working Group and the ninth meeting of the Conference of the Parties;

2. *Invites* Parties, signatories and all stakeholders, including manufacturers, recyclers, refurbishers, academia, non-governmental organizations and intergovernmental organizations, to nominate participants to the interim group on the Partnership to the Secretariat no later than 19 October 2007, having regard to the specific expertise and experience required for the activities of this Group;

3. *Welcomes* the fact that the interim group on the Partnership will develop recommendations for consideration by the Conference of the Parties at its ninth meeting, including:

(a) A draft work plan for the 2009–2010 biennium;

(b) Terms of reference, including an outline for the proposed structure of the Partnership;

(c) A declaration of commitment for members of the Partnership, containing a limited time frame of membership, as agreed by members;

(d) Identification of other activities relevant to the work of the Partnership that build on lessons learned and avoid duplication;

4. *Takes note* that the interim group on the Partnership will:

(a) Identify, encourage and, if possible, facilitate balanced and diverse participation of private sector and other stakeholders in the Partnership;

(b) Explore mechanisms for providing sustainable and predictable financial support for the Partnership;

5. *Notes* that the Secretariat will facilitate the work of the interim group on the Partnership, including through the provision of relevant information and data and in the organization of consultations, preferably through electronic media or, if needed, through face-to-face meetings;

6. *Requests* that progress by the interim group on the Partnership be reported to the Conference at the Parties at its ninth meeting for its consideration.

Annex 2

Basel Convention
Summary Record of the Preparatory Meeting on the
Partnership for Action on Computing Equipment (PACE)
September 2, 2007
Geneva

A. Opening of the meeting

Ms Katharina Kummer Peiry, Executive Secretary of the Basel Convention, opened the meeting by welcoming all the participants to the preparatory meeting to discuss establishment of partnership for action on computing equipment under the Basel Convention. She emphasized that public-private partnerships are viewed as a creative mechanism for Parties and all stakeholders to work together in a voluntary forum to ensure that used and end-of-life products are being managed in an environmentally sound manner. She concluded her opening remarks by calling upon Parties, signatories, industry, NGOs to continue to actively support and participate in the partnership programme, as it is an important mechanism under the Convention to help implement the Convention and to address new and/or more complex waste streams.

Following these introductory remarks, the Secretariat outlined the aims of the meeting: (i) review what has been done to date, particularly noting the 28-29 June 2007 informal preparatory meeting in Geneva and (ii) to obtain agreement on the mission statement, working principles, activities to be considered, the organizational structure and how the terms of reference for the partnership could be addressed. The Secretariat reported that the name widely accepted by stakeholders for the partnership is: the Partnership for Action on Computing Equipment (PACE).

Co-chairs

Following the opening of the meeting, Mr. Osvaldo Alvarez-Perez, Chile and Mr. Marco Buletti, Switzerland, were elected as co-chairs of the meeting. Following the election of the co-chairs, the agenda was reviewed and adopted with no changes.

Participation

There were over 100 participants representing developing countries, countries with economies in transition and developed countries, non-governmental organisations, different industry sectors including manufacturers and recyclers, and academia from all UN regions.

B. Establishment of Partnership and Work Programme

The following mission statement and scope were agreed.

Mission Statement

To increase environmentally sound management of used and end-of-life computing equipment,, taking into account social responsibility, the concept of sustainable development and promoting information sharing of life cycle thinking.

Scope

In the first phase of this partnership computing equipment will consist of: PCs/CPUs, computing displays, and printers. (Note: during the meeting the scope from the previous document was modified by changing CRTs to computer displays – participants were invited to provide any written comments).

Working Principles

Participants reviewed the working principles presented in the document UNEP/SBC/PACE/2, and agreed to the following three working principles:

1. *Promote dialogue amongst governments, industries, NGOs and academia on initiatives that could be carried out in different UN regions.*
2. *Seek innovative solutions, showing concrete and practical results consistent with the Basel Convention, and make recommendations.*
3. *Coordination and cooperation, as appropriate, with other bodies involved in e-waste activities.*

Activities

Participants identified a set of activities that could assist developing countries and countries with economies in transition to manage used and end-of life computing equipment in an environmentally sound manner. It was widely agreed that only a few activities should be selected at first with a set timeframe. It was generally decided that activities viewed to be undertaken and completed fairly rapidly would be first undertaken, with the conditions that the activities would build on what already exists, are practical and do not duplicate other international work.

The four activities below were widely supported, for what could be the first phase of the work plan, based on partners' agreement, the

- *Development of ESM refurbishment guidelines including reuse. Criteria for testing, certification, and labelling, taking into account guidelines developed by other organization.*
- *Development of ESM recycling practice guidelines/standards and their testing, building on other documents.*
- *Development of a guidance document to assist regulators to better distinguish waste from non waste, taking into consideration the EU guidance document on distinguishing between wastes and non wastes.*

- *Collection pilot schemes for used and end-of-life computing equipment in developing countries and countries with economies in transition.*

Other activities listed in the documentUNEP/SBC/PACE/2 would be considered as part of the second phase. Participants were asked to review the list and to submit comments to the Secretariat on any additions or deletions to the list of activities, in order to provide a revised list for consideration by an interim body on the development of the partnership.

Organizational Structure

The following diagram provides a revised proposed Organizational Structure, taking into consideration comments received during the preparatory meeting of stakeholders.

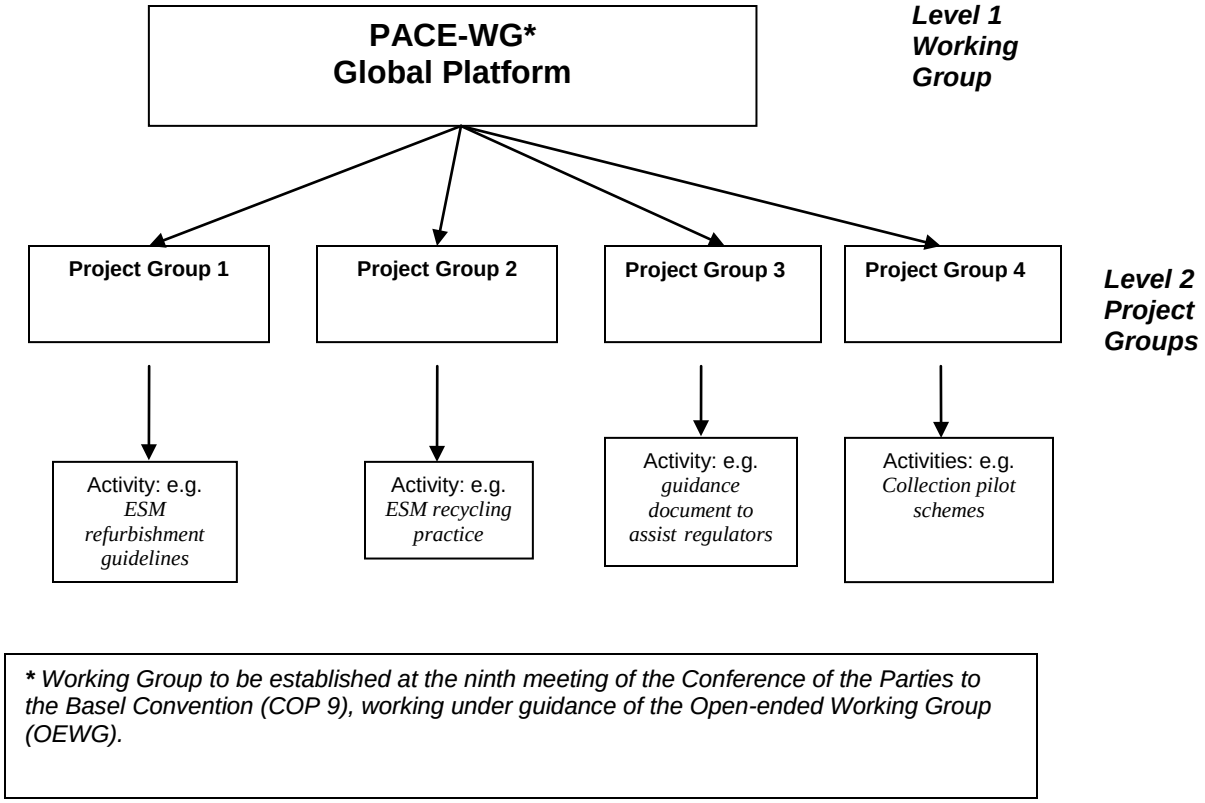
Diagram 1- Proposed Organisation

***Level 1 Working Group*-Partnership for Action on Computing Equipment (**

- Memberships open to: Parties, Signatories, Industry, International Organizations, NGOs, Civil Society, BCRCs.
- Headed by two Co-chairs.
- Advisory Group of [x].
- It is a Forum for information sharing. The PACE Working Group (PACE WG) has the ability to initiate or propose activities or projects, provide oversight over awareness raising, outreach, coordination and resource mobilization of level 2 activities. The working group would operate under the guidance of the OEWG.

Level 2 Project Groups

- Memberships open to: members of the PACE-WG that are interested in the particular activity, and other interested groups.
- Undertakes priority activities as assigned by the PACE-WG.
- Selects its own chair to conduct meetings, teleconferences.
- Reports to PACEWG.



** Working Group to be established at the ninth meeting of the Conference of the Parties to the Basel Convention (COP 9), working under guidance of the Open-ended Working Group (OEWG).*

Terms of Reference

The Terms of Reference were not discussed in any detail due to time constraints. Participants were asked to send any comments to the Secretariat**.**

C. Next Steps

It was recognised that additional discussions would be necessary to prepare documents for the partnership and to undertake other activities in preparation for the ninth meeting of the Conference of the Parties. The following is a list of next steps identified at the meeting:

- The report of the September 2 meeting will be placed on the Basel Convention website under the rubric of partnerships (http://www.basel.int).
- Participants and other stakeholders are requested to provide comments on all documents to the Secretariat, in particular on the activities, terms of reference and organisational structure. The Secretariat wishes to **receive comments by 1 November, 2007.**
- It is anticipated that further work would be undertaken electronically with the possibility of one physical meeting in Geneva, or hosted by a stakeholder.

- The outcome of the OEWG discussion on the Partnership through the report of the OEWG and decision should be reviewed in conjunction with the next steps listed above.

Final