



CEWASTE

Voluntary certification
scheme for waste treatment

DEFINITIVE LIST OF MEMBERS OF THE ADVISORY BOARD AND RULES OF ENGAGEMENT

DELIVERABLE 5.2



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CONTENTS

NOTICE.....	3
CONTENTS	4
EXECUTIVE SUMMARY.....	5
INTRODUCTION	6
PURPOSE OF THIS DELIVERABLE.....	7
1 COMPOSITION OF THE CEWASTE ADVISORY BOARD.....	8
2 RULES OF ENGAGEMENT (ToRs).....	9
2.1 OBJECTIVE OF THIS ToRs	9
2.2 OBJECTIVE OF THE ADVISORY BOARD.....	9
2.3 COMPOSITION	9
2.4 CHAIR.....	9
2.5 ELIGIBILITY	9
2.6 ROLES AND RESPONSIBILITIES.....	10
2.7 TERMS OF APPOINTMENT.....	10
2.8 FINANCING	10
2.9 DISMISSAL.....	10
2.10 RESIGNATION	11
2.11 CONFIDENTIALITY	11
2.12 PROJECT OFFICE SUPPORT	11
2.13 MEETINGS.....	11
2.14 REVIEW OF ToRs	12

EXECUTIVE SUMMARY

The CEWASTE project aims to develop, validate and launch a voluntary certification scheme for collection, transport and treatment facilities of key types of waste containing significant shares of valuable and critical raw materials. To increase the validity and credibility of this certification scheme, the project has involved international experts from different sectors of the value chain as Advisory Board in the project. The Board members are expected to advise on key strategic decisions and provide technical feedback on project findings and process. Furthermore, Board members will be supporting the project to widen its network with key stakeholders and external partners. List of the Board members who have confirmed to be involved in this project as well as their rules of engagement are addressed in this report.

INTRODUCTION

The CEWASTE project contributes to an improved recovery of valuable and critical raw materials (CRMs) from key types of waste, such as waste electrical and electronic equipment (WEEE) and batteries, through the auditing and certification of traceable and sustainable treatment processes in the entire supply chain of secondary raw materials. As such, CEWASTE will address the specific challenge to secure the sustainable access to CRMs for the EU economy as well as objectives set by the EU action plan for the Circular Economy, the issue of illegal trade of wastes within the EU and to non-EU countries, and the need to support the development of environmentally and socially sound recycling systems globally.

Specifically, the project will develop, validate and launch a voluntary certification scheme for collection, transport and treatment facilities of key types of waste containing significant amounts of valuable and critical raw materials. To ensure a comprehensive approach and a robust result, the project will be developed along the following six specific objectives:

- **Objective 1:** Understand existing recovery practice, standards and verification schemes related to valuable and critical raw materials and how these can be leveraged for CEWASTE.
- **Objective 2:** Leverage existing normative requirements to develop sustainability and traceability requirements for the voluntary certification scheme.
- **Objective 3:** Develop an assurance system and related verification procedures that effectively ensure that facilities and raw material streams are compliant with sustainability and traceability requirements.
- **Objective 4:** Validate the new voluntary scheme through pilots with selected and committed stakeholders of the value chain.
- **Objective 5:** Ensure long term sustainability of the scheme, reflecting on the needs from existing governance mechanisms, and resulting in a roadmap addressing the amendments of new requirements or mechanisms needed.
- **Objective 6:** Ensure a transparent stakeholder process that allows for broad acceptance and dissemination of the essentials of the scheme.

CEWASTE will deliver tangible results in the form of analysis of reports, a set of rules (normative requirements), related administrative and procedural mechanisms to ensure compliance with the rules, practical guidelines, and an implementation plan as outlined in detail in the work plan of project's Grant Agreement. In addition, the project will produce a series of recommendations as part of these results. Face to face events, presentations, webinars, and publications will support project implementation, enabling stakeholder participation, communication, dissemination and the launch of the scheme.

CEWASTE will not develop the new voluntary scheme from scratch nor formally amend existing standards. In view of the two years implementation condition set by the call, the project will focus on developing the scheme based on the current developments in recovery technologies and on the existing normative landscape in the field of waste treatment and

responsible sourcing of raw materials, while presenting a clear roadmap for necessary amendments of existing mechanisms and a large-scale roll-out of the scheme. This strategy will ensure that despite the limited resources, the specific objectives as presented above can be achieved in a realistic timeframe.

PURPOSE OF THIS DELIVERABLE

As part of WP5 and to ensure broad consultation with and acceptance by entities that have an interest in the project's areas of work, the CEWASTE partners have contributed to establish an Advisory Board (AB) composed of relevant experts and stakeholders covering the entire value chain. The Board members will support the project by providing their advice and recommendations, assist the partners with the piloting process, dissemination or standard development. To facilitate this cooperation and have effective discussion on strategic issues, the current deliverable report, 'D5.2 - Definitive list of Members of the Advisory Board and Rules of Engagement', have been prepared. This deliverable is composed of two sections and an annex to address the mission rules:

- Section 1: Advisory Board Composition
- Section 2: Advisory Board Rules of Engagement

1 COMPOSITION OF THE CEWASTE ADVISORY BOARD

The Advisory Board of the CEWASTE project is composed of key experts from 15 international organizations listed in Table 1. Board members are expected to widen the project network with the key stakeholders of the value chain, advise on key strategic decision for voluntary scheme and support project with identifying additional partners for the validation and piloting of the scheme. Furthermore, they are expected to ensure communication and coordination with other ongoing projects and initiatives, support and advice the consortium on project findings and results from a strategic point of view.

Members of the AB were selected by the CEWASTE Consortium during the proposal stage and first three months after the start of the project. At the time of delivery of this report, 31.01.19, composition of the CEWASTE Advisory Board is as given in Table 1. However, additional members might be added to this list based on the future requirements of the project.

Table 1. List of the members of the CEWASTE Advisory Board (31.01.2019)

Name of organization	Country	Name of assigned person
Agence de l'Environnement et de la Maitrise de l'Energie (ADEME)	France	Erwann Fangeat, Rachel Baudry
Aluminium Stewardship Initiative (ASI)	Australia	Fiona Solomon, Marieke van der Mijn
CENELEC TC111x Environmental Standards (CENELEC)	Germany	Christian Dworak
Colombian Institute of Technical Standards and Certification (ICONTEC)	Colombia	Julio Giraldo, Roberto E. Montoya V., German Nava G.
International Union for Conservation of Nature (IUCN)	Switzerland	Giulia Carbone
DG Joint Research Center (JRC)	Italy	Fabrice Mathieux, Fulvio Ardenete
Public Waste Agency of Flanders (OVAM)	Belgium	Marleen Dirckx, Tom Van Troyen
Regional Environmental Center (REC Turkey)	Turkey	Rifat Ünal Sayman
Southern African e-Waste Alliance (SAEWA)	South Africa	Susanne Yvonne Karcher
Swiss Federal Institute for Materials Science and Technology (Empa)	Switzerland	Heinz Böni, Patrick Wäger
Umwelt Bundesamt (UBA)	Germany	Regina Kohlmeyer
Zero Waste Europe (ZWE)	Belgium	Ariadna Rodrigo
WEEELABEX	Czech Republic	Richard Toffolet, Petr Novotny
Eurometaux	Belgium	Kamila Slupek
Basel Convention	Switzerland	To be confirmed

2 RULES OF ENGAGEMENT (ToRs)

2.1 OBJECTIVE OF THIS ToRs

The objective of this document is to facilitate the discussion of strategic issues, proposed directions and actions of the CEWASTE project and the provision of timely feedback for further decision making. This ToRs is effective from 31 January 2019 and continues until 31 October 2020.

2.2 OBJECTIVE OF THE ADVISORY BOARD

The CEWASTE Advisory Board (AB) will provide high level advice to the project consortium ensuring that all perspectives and aspects that are important for developing a voluntary certification scheme for waste treatment are taken into account. AB members will also assist with standards development, the piloting process, or outreach and dissemination.

2.3 COMPOSITION

The Advisory Board is composed of key external stakeholders and experts representatives of the value chain. The members will either represent their organization or attend in their individual capacity. AB members will be listed on the CEWASTE project website and intranet.

2.4 CHAIR

Within the first four months after the start of the project, two Co-Chairs will be identified whose responsibility is to chair the meetings (conference calls and physical meetings). One Co-Chair will be selected from the CEWASTE project partners (consortium and linked third parties), and one from the Board members.

2.5 ELIGIBILITY

Appointment of the members shall be upon invitation by the CEWASTE Project Office. The following criteria shall be taken into account:

1. Balanced composition in terms of geographical origin and type of activity;
2. Key representatives of the CEWASTE related sectors, who are well recognized for their expertise.

The first members of the AB were selected by the CEWASTE Consortium during the proposal stage and within the first three months after the start of the project. After the original setup of the body, new AB candidates can be proposed and their acceptance shall depend on the positive vote of two-third majority of the AB membership, following a recommendation of the CEWASTE Management Committee. The candidates selected must meet the above criteria.

2.6 ROLES AND RESPONSIBILITIES

The roles and responsibilities of the AB shall be:

1. To understand and take a genuine interest in the objectives and expected results of the CEWASTE project;
2. To provide guidance on strategic decisions of the CEWASTE outcomes, general scope of the voluntary certification scheme, conformity assessment and traceability mechanisms;
3. Supporting the project in Stakeholder Consultation process by communicating and reaching out to key stakeholders;
4. To provide input and feedback on project findings and results from a technical, strategic and political point of view;
5. Periodically advise the project team in adapting activities based on project findings and results;
6. To act on opportunities to promote the CEWASTE project;
7. Forward project findings and results to stakeholders in their sector for peer review;
8. To actively participate in bi-annual conference calls, discussions, and review of minutes, papers and other AB documents. If possible, also participate in the face-to-face stakeholder Consultation Meeting which will be held in month 12 (October 2019) and the Final Meeting which will be held in month 24 (October 2020) of the project.

2.7 TERMS OF APPOINTMENT

AB membership shall terminate on 31 October 2020, or at the formal end of the project.

2.8 FINANCING

AB members shall not be remunerated for their activity, nor shall be entitled to any reimbursement, except for financial support to attend two face-to-face meetings during the project duration, according to the mission rules defined in Annex I.

2.9 DISMISSAL

AB members can be dismissed for very serious reasons. A motivated request to dismiss an AB member can be made by any member of the CEWASTE Consortium or AB, and the requested dismissal shall take effect following a positive vote of two-third majority of the AB membership.

2.10 RESIGNATION

In order to resign, the institution to which the concerned AB member belongs shall submit a written communication to the CEWASTE Project Office. The communication shall take effect 1 month after its reception.

2.11 CONFIDENTIALITY

The members of the AB shall maintain an appropriate standard of confidentiality. All confidential information and data disclosed to the AB members by virtue of their participation in the AB shall be used by the AB members solely and exclusively for the performance of their functions during the implementation of the CEWASTE project (November 2018 – November 2020).

Minutes of the conference calls will be shared with the Board members and will be made available on the CEWASTE repository (shared Dropbox folder and intranet). All personal data shared between the members of the AB and CEWASTE Project Office shall not be disclosed to external parties without consent. Project reports and communication material that will be shared, by the Project Office, with the Board members can be used for promotion and consultation purposes. Any sensitive information between the members of the AB and CEWASTE Project Office shall not be disclosed to an external party, unless expressly agreed upon by a minimum of a two-third of the members voting and present at a meeting. Commercially sensitive information shall not be disclosed in any case. This clause shall hold true even after the individual ceases to be a member of the AB or the AB ceases to exist.

2.12 PROJECT OFFICE SUPPORT

The Project Office (WRFA and WEEE Forum) shall provide support to the AB as follows:

1. Preparing and distributing meeting documents, minutes and action items lists in due time: minutes shall be sent at the latest 10 working days after the AB meetings and supporting discussion materials at least one week before the meetings;
2. Coordinating meetings, including invitations and logistical aspects, if relevant;
3. Proposing the agenda;
4. Travel arrangements for Board members participating at the CEWASTE meetings.

2.13 MEETINGS

1. Bi-annual conference calls and two face-to-face meetings which will be held in month 12 (October 2019) and month 24 (October 2020) of the project;
2. All meetings will be chaired by the AB Co-Chairs or by the Project Manager (in absence of the Chairs);

3. Agreements on recommendations will be made by consensus with a minimum number of fifty (50) percent of the members.

2.14 REVIEW OF ToRs

The AB's responsibilities and working arrangements are subject to a half-yearly review by the CEWASTE Consortium, in consultation with the AB.