East Africa Regional E-waste Data Validation Workshop

Date: 12 – 14 October 2022

Venue: Fairmont The Norfolk, Nairobi, Kenya. *Room TBC.*
Free and secure parking is also available at KBC parking for those travelling locally. The conference venue will provide the following catering over the 3-day workshop:

- *Early morning tea/coffee, chilled juices, assorted cookies and muffins.*
- *Mid-morning and afternoon tea/coffee, fresh juices, chefs cycle menu of pastries, a savoury and an assorted fresh fruit platter.*
- *Lunch with an accompanying soft drink.*

Objectives:

(i)   To support stakeholders to finalise the e-waste data and statistics being collected at the national level using the training material, tools and statistical methods developed by UNITAR and UNU and to ensure regional harmonization in the six EACO Member States.

(ii)   To support the review and validation of data collected from the piloting of the household and business surveys in Kenya and Burundi using CAPI and CATI sampling methodologies, pass on lessons learnt, and to revise, if necessary, the household and business survey questions.

(iii)   To help improve the quality, understanding, collection and interpretation of e-waste data and enhance the cooperation among the various stakeholders involved in the project.

(iv)   To help facilitate the preparation of the East Africa E-waste Baseline report which will include the validated data from this workshop. The data from this validation workshop will feed into the report. This data will help to improve comparability between countries and is an important step towards addressing the e-waste challenge since statistics help to evaluate developments over time, set and assess targets, and identify best practices for policies.

(v)   To discuss potential future e-waste data and statistics opportunities in the region and explore the possibility of continuing the efforts made from the pilot household and business surveys. The workshop will aim to understand resources and capacity for conducting national household and business surveys.

Workshop programme:

Wednesday 12th October 2022		
Time (EAT)	**Content: Household and Business Surveys**	**Facilitator(s)**
08:45 – 09:15 30 mins	Arrival of participants and morning tea/coffee	All participants
09:15 – 09:30 15 mins	Welcome remarks	EACO
09:30 – 09:45 15 mins	Project background and context • Goals of data validation workshop (surveys and tools) and final stages of the project • Project update, roles and responsibilities of participants • Presentation of the two key components of the project: surveys and production of national e-waste generated data	ITU
09:45 – 10:00 15 mins	EACO's goal to obtain a central e-waste database • How to reach the goal and next steps	EACO
10:00 – 10:45 45 mins	Introduction to the questionnaire and summary of the methodology used for sampling and conducting the surveys in the two countries. - Introduction of the questionnaire, how it was ideated and background (UNITAR) - Methodology (GeoPoll)	UNITAR and GeoPoll
10.45 – 11:10 25 mins	Morning tea/coffee break and group photo	
11.10 – 11:40 30 mins	Summary of the key results of the survey by country/region/sector. Lessons learned and key results relating to the household and business surveys in Burundi and Kenya: • Lessons learned and challenges • Replication and future considerations	GeoPoll
11:40 – 13:00 1 hr 20 mins	Group activity: Survey discussion and data interpretation • Questions and feedback about the Household and Business surveys in Kenya and Burundi. • Reviewing and interpreting the data, discovering key findings and suggestions. • Feasibility of surveys in other countries, enabling conditions for doing national surveys. • Reporting of group work	All participants
13:00 – 14:00 1 hr	Lunch break	
14:00 – 14:15 15 mins	Introduction to group activity: creating a national roadmap to conduct a national e-waste survey	ITU and UNITAR

Time	Content	Facilitator
14:15 – 15:15 1 hr	Group activity: Creating a national roadmap to conduct a national e-waste survey • Introduction of exercise and identifying country needs • Answering questions on a flip chart • Working in pairs • Identifying how to realize a national survey • Highlight other needs that may have highest priority	All participants
15:15 – 16:00 45 mins	Discussion and reporting of the group work	Nominated group focal points
16:00 – 16:15 15 mins	Wrap up and introduction of day 2	ITU and UNITAR
16:45 – 17:00 45 mins	Networking and afternoon tea/coffee break	All participants

Thursday 13th October 2022		
Time (EAT)	**Content: E-waste Toolkit**	**Facilitator**
09:00 – 09:15 15 mins	Summary of day one	ITU
09:15 – 09:30 15 mins	General introduction on why we need data on e-waste generated: - Scope of the project and goal of obtaining regional harmonized data on e-waste generated (ITU) - Why it is important and how waste generated data can be useful (UNITAR)	ITU and UNITAR
09:30 – 10:00 30 minutes	E-waste Toolkit: EEE Put on Market Tool	UNITAR
10:00 – 10:20 20 mins	Reporting on what data participants have collected for the next activities on using EEE POM Tool	All participants
10:20 – 10:40 20 mins	Mid-morning tea/coffee break	
10:40 – 12:00 1 hr and 20 min	Using the EEE POM Tool and inserting the POM data • Individual laptops needed	UNITAR and ITU
12:00 – 12:30	E-waste Toolkit: E-waste Generated Tool	UNITAR

30 mins		
12:30 – 13:30 1 hr	Lunch break	
13:30 – 14:15 45 mins	Using the E-waste Generated Tool and inserting the data • Individual laptops needed	UNITAR and ITU
14:15 – 15:00 45 mins	Reporting of results and discussions	All participants
15:00 – 15:20 20 mins	Afternoon tea/coffee break	
15:20 – 16:00 40 mins	Challenges faced and summary of recommendations going forward for inclusion into the baseline report	All participants
16:00 – 16:15 15 min	Wrap up and introduction of day 3	UNITAR, EACO, ITU

Friday 14th October 2022		
Time (EAT)	**Content: Baseline Report**	**Facilitator**
09:00 – 09:30 30 mins	Introduction to the e-waste baseline study report and overview of the proposed structure	EACO
09:30 – 10:00 30 mins	Reviewing the report structure • What's missing?	All participants
10:00 – 11.00 1 hr	Group work: Agreement on key outcomes and future recommendations: • Outcomes and lessons learned from the pilot household and business surveys (Kenya and Burundi) • Outcomes and lessons learned from the E-waste Tools • Recommendations for future work	ITU and UNITAR All participants (in pairs)
11:00 – 11:20 20 mins	Mid-morning tea/coffee break	
11:20 – 12:10 40 minutes	Presentation of discussions	All participants
12:10 – 12:45 35 mins	Project next steps • Timelines • Reviewing and validation procedures • Publishing • Final comments/feedback	ITU

12:45 – 13:00 15 mins	Closing remarks	EACO
13:00 – 14:00 1 hr	Lunch and depart after lunch	All participants
14:30 – 17:00 3 hrs	Workshop report summary and next steps	ITU, UNITAR and EACO project team