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| **Telecommunication Standardization Bureau** |  |
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Geneva, 30 April 2013

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| Ref:  Tel:  Fax: | **TSB Circular 22**  TSB Workshops/AN  +41 22 730 6301 +41 22 730 5853 | - To Administrations of Member States of the Union;  - To ITU-T Sector Members;  - To ITU-T Associates;  - To ITU-T Academia; |
| E-mail: | [tsbworkshops@itu.int](mailto:tsbworkshops@itu.int) | **Copy:**  - To the Chairmen and Vice-Chairmen of ITU-T Study Groups;  - To the Director of the Telecommunication Development Bureau;  - To the Director of the Radiocommunication Bureau;  - To the Regional Director, ITU Regional Office for Africa;  - To the Regional Director, ITU Regional Office for the Arab Region;  - To the Permanent Mission of South Africa in Switzerland |

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| Subject: | **ITU Workshop on “Environmentally Sound Management of  E-waste” - Durban, South Africa, 9 July 2013** |

Dear Sir/Madam,

1 At the kind invitation of the Department of Communications of South Africa (DOC), the International Telecommunication Union (ITU) is organizing a one-day workshop on “**Environmentally Sound Management of E-waste**” at the International Convention Centre in Durban, South Africa on 9 July 2013.

This workshop will be preceded by a "Workshop on "Countering and Combating Spam" on 8 July 2013.    
A Joint ATU-ITU Seminar on the outcomes of the World Telecommunication Standardization Assembly (WTSA-12) and the World Conference on International Telecommunications (WCIT-12) will also take place from 10 to 11 July 2013. These events will also be hosted by the Department of Communications (DOC), South Africa, and will take place at the same venue.

The workshop will open at 0930 hours. Registration will begin at 08:00 hours.

2 Discussions will be held in English only.

3 Participation is open to ITU Member States, Sector Members, Associates and Academic Institutions and to any individual from a country which is a member of ITU who wishes to contribute to the work. This includes individuals who are also members of international, regional and national organizations. The workshop is free of charge.

4 The key objective of the workshop is to provide an overview of best practices on policies, regulations and international standards for improving e-waste management.  The workshop will discuss how WEEE has a negative impact on the environment and human health, but can also provide opportunities to create green jobs, curb health problems, cut greenhouse gas emissions as well as economic incentives for recovering valuable metals from redundant, excessive or end-of-life ICTs.

This workshop will bring together leading specialists in the field, from top policy-makers to engineers, designers, planners, government officials, regulators, standards experts and others.

5 A draft programme of the workshop is set out in **Annex 1** hereto.

6 **Accommodation:** Detailed information on hotel accommodation, transportation, visa and health requirements can be found on the event website: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/sound-mgmt/201307/Pages/default.aspx>. This website will be updated as new or modified information become available.

7 **Fellowships:** Unfortunately, ITU will not be able to provide fellowships due to budget restrictions.

8 **Registration**: To enable TSB to make the necessary arrangements concerning the organization of the workshop, I should be grateful if you would register via the on-line form at: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/sound-mgmt/201307/Pages/default.aspx> as soon as possible, **but not later than 1 July 2013**. **Please note that pre-registration of participants to workshops is carried out exclusively *online***.

9 We would remind you that citizens of some countries are required to obtain a visa in order to enter and spend any time in South Africa. The visa must be requested and obtained from the South Africa Embassy in your country, or if there is no such office in your country, from the one that is closest to the country of departure. Please visit http://[www.dha.gov.za](http://www.dha.gov.za/) to obtain the visa application forms. (See ITU-T website: <http://www.itu.int/en/ITU-T/Workshops-and-Seminars/sound-mgmt/201307/Pages/default.aspx> for additional information on visa requirements).

Yours faithfully,

Malcolm Johnson  
Director of the Telecommunication  
Standardization Bureau

**Annex: 1**

ANNEX 1

(to TSB Circular 22)

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| **08:30 - 09:30** | **Registration** |
| **09:30 - 10:00** | **Opening Ceremony** |
| **10:00 - 11:00** | **Session 1 – The Complexity of the E-waste Problem**  The electronics industry has revolutionized the world: electrical and electronic products have become globally ubiquitous technologies. The widespread use of electrical and electronic equipment (EEE) has raised public awareness of its positive effects such as the reduction of the digital divide, but also of the negative environmental and health effects associated with the inefficient waste management of end-of-life electrical and electronic equipment (WEEE or e-waste).   This session will provide an overview of ongoing efforts to tackle e-waste issues worldwide. |
| **11:00 - 11:30** | **Coffee Break** |
| **11:30 - 13:00** | **Session 2 –The Role of Policies and Standards in E-waste Management**  **ITU will present, inter alia, ITU-T Recommendations related to e-waste management including its universal charger standard as well as the Toolkit on End of Life Management for ICT Equipment which is part of the ITU’s Environmental Sustainability Toolkit.**  **This session will also discuss the importance of legal and regulatory frameworks on  e-waste issues.** |
| **13:00 - 14:30** | **Lunch break** |
| **14:30 - 16:00** | **Session 3 – What Are the Next Steps on E-waste Resources?**   There have been alarming reports of e-waste mismanagement in many countries, particularly in less developed nations and countries with economies in transition. E-waste is a significant contributor to the ICT industry’s impact on the environment, and urgent global action to address this issue is essential if the industry is to fulfil its commitment to a sustainable future.   This session will provide a platform to discuss possible next steps on e-waste. |
| **16:00 - 16:30** | **Coffee Break** |
| **16:30 - 17:00** | **Closing Ceremony** |