

## Possible timeline of activities – E-waste IMG (2017-2018)

Comments	Task
<b>OCTOBER 2017</b>	
<b>Thursday 5<sup>th</sup></b> (From 3.30pm-5.30pm)	<b><u>5<sup>th</sup> IMG E-waste meeting:</u></b> <ol style="list-style-type: none"> <li>1) Work Stream 1: Interactive discussion on undertaking a programmatic analysis.</li> <li>2) Work Stream 2: Interactive discussion on the systematic sharing of knowledge.</li> <li>3) Brief overview of the draft Work Plan 2017/18</li> </ol>
<b>NOVEMBER 2017</b>	
	<b><u>Distribute draft Terms of Reference for Work Stream 1 and 2:</u></b> <i>Based on discussions prior, during and after the 5<sup>th</sup> IMG E-waste meeting, the EMG Secretariat distributes a draft terms of reference for each Work Stream, to those agencies who are interested in leading these components of work.</i>
	<b><u>1<sup>st</sup> WS1 Team Meeting (in-person half-day):</u></b> - and connection by teleconference for those outside Geneva
	<b><u>1<sup>st</sup> WS2 Team Meeting (in-person half-day):</u></b> - and connection by teleconference for those outside Geneva
<b>DECEMBER 2017</b>	
	<b><u>6<sup>th</sup> IMG E-waste meeting:</u></b> <ol style="list-style-type: none"> <li>1) Report and update on progress concerning Work Stream 1 and 2 to the whole IMG.</li> <li>2) Introduce and discuss draft proposal on researching the procurement of UN internal equipment and management of e-waste.</li> </ol>

JANUARY 2018	
	<b><u>2<sup>nd</sup> WS1 Team Meeting (in-person half-day):</u></b> - and connection by teleconference for those outside Geneva
	<b><u>2<sup>nd</sup> WS2 Team Meeting (in-person half-day):</u></b> - and connection by teleconference for those outside Geneva
MARCH 2018	
	<b><u>7<sup>th</sup> IMG E-waste meeting:</u></b>  1) Report and update on progress concerning Work Stream 1 and 2 to the whole IMG.  2) Report on progress into researching the procurement of UN internal equipment and management of e-waste.
MAY 2018	
	<b><u>Work Stream 1 – Finalise programmatic analysis results:</u></b>
	<b><u>Work Stream 1 – Devise a draft proposal/plan for partnership/enhanced collaboration/coordination among agencies involved in e-waste:</u></b> <i>Either via in-person discussions, by email, or through a separately arranged teleconference/in-person for participants of Work Stream 1.</i>
JUNE 2018	
	<b><u>Work Stream 2 – Begin contribution to existing knowledge management platform:</u></b>
	<b><u>Submit findings of the research into the procurement of UN internal equipment and management of e-waste.</u></b> <i>Submit findings to the IMG on Environmental Sustainability Management (ESM), for their action (e.g. marketing campaign).</i>
JULY 2018	
	<b><u>Work Stream 1 – Finalise draft proposal/plan for partnership/enhanced collaboration/coordination among agencies involved in e-waste:</u></b> <i>Submit to EMG Secretariat for presentation, endorsement and go-ahead at the 24<sup>th</sup> Senior Officials’ Meeting.</i>

	<p><b>Work Stream 2 – Report and update on progress</b>  <i>Submit to EMG Secretariat for discussion at the 24<sup>th</sup> Senior Officials’ Meeting for continuation.</i></p>
	<p><b>Report on liaison between the E-waste IMG and ESM IMG on the procurement of UN internal equipment and management of e-waste.</b>  <i>Submit to EMG Secretariat for discussion at the 24<sup>th</sup> Senior Officials’ Meeting.</i></p>
<p style="text-align: center;"><b>SEPTEMBER 2018</b></p>	
	<p><b><u>Proposed closure of the IMG on Tackling E-waste</u></b>  <i>Upon closure of the IMG on Tackling E-waste:</i></p> <ul style="list-style-type: none"> <li>○ <i>It would be recommended that the agencies involved, continue the work of Work Stream 1 by fully transposing the proposal/plan into the perceived next steps.</i></li> <li>○ <i>It would be recommended that agencies involved in Work Stream 2, aim to continue and to maintain the existing knowledge sharing mechanism which they have enhanced.</i></li> <li>○ <i>It would be recommended that research into the procurement of UN internal equipment and management of e-waste, be concluded.</i></li> </ul>