



FINAL REPORT

WEEELABEX

LIFE07 ENV/B/000041

Harmonisation of a common set of European standards for the treatment and recycling of electronic and electrical waste and for the monitoring of the processing companies (WEEELABEX)





LIFE Project Number

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Final Report

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“Harmonisation of a common set of European standards for the treatment and recycling of electronic and electrical waste and for the monitoring of the processing companies (WEEELABEX)”

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Data Beneficiary

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II. EXECUTIVE SUMMARY

1. Introduction

In 2008, the European Community awarded funding under its LIFE programme (Environmental Policy and Governance) to the WEEE Forum for a four-year project (2009-12), WEEELABEX (WEEE LABEL of EXcellence) the chief aspiration of which was to protect the environment through the development, on the one hand, of a set of European standards with respect to the collection, sorting, handling, storage, transportation, treatment and disposal of all kinds of electrical and electronic waste (WEEE), and, on the other hand, rules to decide whether an undertaking's processes deserve to be WEEELABEX approved and procedures that will guarantee that trained auditors conduct the same type of audits of undertakings involved in those activities.

The standards and Conformity Verification procedures will affect all undertakings with which the twenty-six producer compliance schemes ('WEEELABEX systems') of the newly created WEEELABEX organisation have a contractual relationship.

This project has raised the WEEE bar in Europe and levelled the playing field. Undertakings are implementing higher standards, thereby reducing damage to the environment and improving working conditions. Dishonest companies or individuals involved in illegal activities are less likely able to dodge 'the system'.

2. WEEELABEX breaks new grounds

The project has successfully produced ten deliverables.

- Harmonised, verifiable and normative standards with respect to the collection, sorting, handling, storage, transportation, preparation for re-use and disposal of all kinds of WEEE. All producer compliance schemes in the WEEELABEX organisation (and in the WEEE Forum) – a group that in total represents today two-thirds of all officially reported WEEE collection in Europe – will require the undertakings with whom they have a contractual relationship, mainly logistics and recycling companies, to meet the quality standards. The standards are available in English, French, German, Spanish, Italian, Portuguese and Polish.
- A 'watchlist' of elements that future revisions of the standards need to take into account has also been put forward.
- The creation in Prague of a new institution, the WEEELABEX organisation, consisting of a General Assembly of twenty-six producer compliance schemes, a Governing Council and the WEEELABEX Office, the organisation's secretariat/notary.
- The WEEELABEX Office is training auditors that are familiar with WEEE processing technologies and have auditing skills, in order to allow them to conduct audits in accordance with the standards. They will constitute a 'pool of WEEELABEX auditors'. In addition, the office will monitor the implementation of the standards, provide guidance to operators on how to perform internal conformity assessment, contribute to a definition of (emission or concentration)

- limit values and select WEEELABEX auditors on the basis of defined eligibility criteria.
- Trained WEEELABEX auditors have a toolbox at their disposal consisting of manuals, checklists and audit forms.
 - Undertakings adhering to WEEELABEX will periodically monitor downstream operations, using uniform reporting and documentation obligations.
 - An undertaking whose operations have successfully undergone WEEELABEX Conformity Verification will be listed on a public website and identified by the WEEELABEX mark. Sanction, appeal and cancellation procedures have been put in place.
 - The WEEE Forum provides for a Technical Committee, a platform in which recyclers, producer stakeholders and WEEE compliance schemes can collaborate constructively.
 - Several high-level technical studies were conducted, giving rise to a better understanding of problems to be addressed and to informed decisions on limit values.
 - As a result of dozens of meetings, one hundred experts, from different strands of activity, have become familiar with WEEELABEX and state of the art operations.

3. A rising tide raises all boats

There are a number of long term results that arise from this project:

Long-term environmental benefits

- The project has made the WEEE community more conscious of the importance of proper de-pollution, quality and environmental protection, as opposed to a narrow focus on cost reduction and competitiveness.
- Not all markets in Europe are equally mature. In those markets where WEEE operations are insufficiently developed, there is a distinct need, among compliance schemes, the producers' community and recyclers, for quality standards, globally considered 'state of the art'.
- In those less mature WEEE markets, there is also a distinct need to have the operations controlled and audited by trained and qualified auditors who conduct audits in accordance with quality standards.
- The harmonised rules of Conformity Verification will attract auditors from existing certification outfits to register as 'WEEELABEX auditors', and therefore improve quality in auditing across the board (not just with respect to the members of the WEEELABEX organisation).
- Enforcement will improve. Authorities across Europe have acknowledged the standards as a benchmark for the sector.
- WEEELABEX was the context within which several technical studies were conducted. These reports have given rise to a better understanding of problems to be addressed and to informed decisions on limit values.

Direct and immediate impact on the WEEE market

- The uniform set of standards will have a definitive, direct and immediate impact on hundreds of undertakings across Europe involved in WEEE operations and covering all ten WEEE categories. They will be implemented by producer compliance schemes that represent two-thirds of all officially reported WEEE collection in Europe.
- The fact that the WEEELABEX Office is headquartered in Prague will have a beneficial impact on the quality of operations in Central and Eastern Europe.

Long-term social benefits

- The number of WEEE treatment plants that choose to innovate and meet the standards is increasing, which is beneficial for workers' health and safety.
- WEEELABEX has raised awareness among the population of the critical need to protect the environment. This general consciousness will make investments more acceptable. Citizens will no longer tolerate that the environment is polluted (landfill or thermal disposal of WEEE containing hazardous substances) and that critical raw materials are lost.

A levelled playing field in Europe

- The WEEELABEX standards create an equal playing field among all WEEE systems of the WEEE Forum, plus the European Recycling Platform (ERP), which operates in thirteen jurisdictions in Europe. Once these proprietary standards will have been translated into official EN standards, to which reference is made in Directive 2012/19/EU on WEEE, they will further level the playing field among all undertakings on the market, including the ones with which WEEE systems of the WEEE Forum have no contractual relationship.

Resonance across the globe

- As a result of the WEEE Forum's dissemination activities, stakeholders in other parts of the world have indicated that the WEEELABEX standards are a source of inspiration. Undertakings outside Europe are benchmarking their activities to the standards.
- WEEELABEX requires that downstream operations are monitored and reported. The reporting will follow common templates and principles that allow recyclers to calculate and communicate recycling and recovery quotas to WEEE systems.
- The WEEE Forum has received expressions of interest of other organisations outside Europe who are seeking mutual recognition of WEEE auditors training programmes.

Long-term economic benefits

- The fact that WEEELABEX systems have to recognise the outcome of WEEELABEX Conformity Verification audits, even if commissioned by competing WEEELABEX systems, will have a downward pressure on the organisations' cost structure and therefore make compliance schemes more competitive, without a detrimental effect on the quality of control. There will be no need to commission similar audits of the same processes.
- Recyclers across Europe face one set of standards rather than a huge array of requirements. This improves their competitiveness.
- The WEEELABEX organisation might in the foreseeable future become a global centre of excellence for WEEE audit training programmes.

- The WEEELABEX organisation is based on open market principles. Any auditor, regardless of which organisation's payroll he/she is on, can become a WEEELABEX auditor, provided he/she is eligible and successfully concludes the training programme. There is a distinct interest among auditors working for existing certification outfits to follow the training programmes.
- Recyclers that implement new technologies based on the most recent specifications arising from the standards, e.g. related to limit values, will contract with WEEELABEX systems and gain market share.

Standardisation as a policy instrument

- The proprietary set of standards forms the basis of official EN standards. It is expected that standardisation will be considered an important EU policy instrument, also in the context of the revision by the European Commission of the effectiveness of policy instruments in the context of Extended Producer Responsibility (EPR).
- The Better Regulation programme of the European Union generally prefers the standards approach to legislation, because it allows for flexibility in regulation. Amending a standard is less cumbersome than amending a law.

4. This report

Part I	List of content.
Part II	Executive summary of the report.
Part III	Keywords and abbreviations
Part IV	Introduction to the background of the project, its aspirations and main deliverables, as well as expected long term results.
Part V	The administrative part explains how the project was managed in coalition with producers and recyclers and zeroes in on the components of the management system. It provides a Gantt project schedule and the project's architecture, and evaluates the whole system.
Part VI	The technical part provides an overview of all fourteen Actions and evaluates each of them both qualitatively and in terms of cost-effectiveness. The long-term environmental, economic and social benefits are analysed, as well as the extent to which the project is replicable and transferable to other policy areas. One chapter looks into the dissemination activities.
Part VII	The financial part provides an overview of the costs incurred, the accounting system, technical reports and the auditor's report.
Part VIII	Annexes.

III. KEYWORDS AND ABBREVIATIONS

CECED	European association speaking for the household appliance industry
CRT	Cathode ray tubes
CV	Conformity Verification
DIGITALEUROPE	European association speaking for the digital technology industry
EEB	European Environmental Bureau
EERA	European Electronics Recyclers Association
EIP	European Innovation Partnership
EPR	Extended Producer Responsibility
ERP	European Recycling Platform
FPD	Flat panel displays
GA	General Assembly
GDL	Gas discharge lamps
GWP	Global warming potential
LCD	Liquid crystal display
LightingEurope	European association speaking for the lighting industry
LHHA	Large household appliances
PCB	Poly Chlorinated Biphenyl
PM	Project Manager
PMT	Project management team
PSG	Project Steering Group
PSGwf	WEEE Forum members in PSG
SHHA	Small household appliances
TC	Technical Committee (of the WEEE Forum)
TF	Task force
UNU	United Nations University
VFC	Volatile fluorocarbons
VHC	Volatile hydrocarbons
WEEE	Waste electrical and electronic equipment
WEEE system	Compliance scheme
WEEELABEX	WEEE LABEL of EXcellence
WEEELABEX system	WEEE system member of the WEEELABEX organisation
WG	Working Group
WSG	WEEELABEX Stakeholders Group

Throughout the text, references to deliverables in the Annexes are coloured in light grey, e.g. Annex V Final indicators Item 1.

IV. INTRODUCTION

1. Context

In 2010, in the 27 member states of the European Union plus Norway and Switzerland, 11.5 million tons of electrical and electronic equipment were placed on the market. The quantity of WEEE (waste electrical and electronic equipment) 'arising' in that same year is estimated to be approximately 7.9 million tons. Not even half of that quantity, 3.1 million tons, is officially collected, treated and reported to the authorities.

WEEE contains precious metals, such as gold and silver, as well as other metals, such as copper and aluminium. For centuries, the costs associated with recycling have been recovered through the sale of those materials extracted from end-of-life products. The trouble is that these materials are also found next to critical raw materials, such as palladium and neodymium, which Europe's economy requires for the production of, for example, wind turbines and flat panel displays, as well as hazardous substances, for example mercury, brominated flame retardants, polychlorinated biphenyls, cadmium and volatile fluorocarbons. The latter materials require specialist handling and treatment in order to avoid environmental pollution and exposure to health and safety risks. WEEE containing those substances are often not properly de-polluted in Europe or shipped to poor countries under the guise of 'export for re-use'.

It is clear that standards are required to regulate collection, sorting, handling, storage, transportation, preparation for re-use, treatment and disposal of WEEE, and auditors must be trained to verify whether undertakings involved in these activities meet those standards. The WEEELABEX project's ambition was to protect the environment through raising the WEEE bar and levelling the playing field in Europe.

2. Origins of a project

Austria, Belgium, the Netherlands, Norway, Sweden and Switzerland were among the first jurisdictions in Europe to develop producer responsibility legislation addressing the growing mountain of electrical and electronic waste. Producers established compliance schemes, i.e. organisations that manage collection and recycling of WEEE on their behalf by contracting logistics companies and recyclers. The number of WEEE compliance schemes in Europe today is estimated at 140.

As they were being set up, each of the 39 compliance schemes in the WEEE Forum developed its own standards in contracts with suppliers. Each of them required their business partners to meet certain pre-determined technical specifications and levels of compliance, both based on legal requirements and arising from business needs. Collectors and recyclers in Europe ended up facing a patchwork of different requirements from a huge range of clients.

In 2007, compliance scheme in the WEEE Forum made the suggestion to harmonise contractual requirements for all ten WEEE categories laid down in EU legislation. A project plan was developed and submitted with the European Commission under the LIFE programme. The multi-annual project was dubbed 'WEEELABEX', the acronym,

at the time, for 'WEEE LABEL of EXcellence'. The plan was approved in 2008 and the project took a swift start on 1 January 2009.

Various panels and working groups were created, and stakeholders from the producers and recyclers community were involved in the activities.

3. The project's chief ambition

In 2008, the European Community awarded funding under its LIFE programme to the WEEE Forum for a project that aspires to contribute to environmental protection (see 2008 LIFE contract).

In particular, it aspires to lay down, on the one hand, a set of European standards with respect to the collection, sorting, storage, transportation, preparation for re-use, treatment and disposal of all kinds of WEEE, and, on the other hand, a set of rules and procedures that will guarantee harmonised Conformity Verification.

This project has met its objectives. The WEEE bar has been raised and the playing field is more level than before. Undertakings will implement higher standards, thereby reducing damage to the environment and improving working conditions. Dishonest companies or individuals involved in illegal activities will less likely be able to dodge 'the system'. A rising tide raises all boats.

4. Deliverables

The project has successfully produced ten deliverables.

- Harmonised, verifiable and normative standards with respect to the collection, sorting, handling, storage, transportation, preparation for re-use and disposal of all kinds of WEEE. All producer compliance schemes in the WEEELABEX organisation (and in the WEEE Forum) – a group that in total represents two-thirds of all officially reported WEEE collection in Europe – will require the undertakings with whom they have a contractual relationship, mainly logistics and recycling companies, to meet the quality standards. The standards are available in English, French, German, Italian, Polish, Portuguese and Spanish.
- A 'watchlist' of elements that future revisions of the standards need to take into account has also been put forward.
- The creation in Prague of a new institution, the WEEELABEX organisation, consisting of a General Assembly of twenty-six producer compliance schemes, a Governing Council and the WEEELABEX Office, the organisation's secretariat and notary.
- The WEEELABEX Office is training auditors that are familiar with WEEE processing technologies and have auditing skills, in order to allow them to conduct audits in accordance with the standards. They will constitute a 'pool of WEEELABEX auditors'. In addition, the office will monitor the implementation of the standards, provide guidance to operators on how to perform internal conformity assessment, contribute to a definition of (emission or concentration) limit values and select WEEELABEX auditors on the basis of defined eligibility criteria.

- Trained WEEELABEX auditors have a toolbox at their disposal consisting of manuals, checklists and audit forms.
- Undertakings adhering to WEEELABEX will monitor downstream operations, using uniform reporting and documentation obligations.
- An undertaking whose operations have successfully undergone WEEELABEX Conformity Verification will be listed on a public website and identified by the WEEELABEX mark. Sanction, appeal and cancellation procedures have been put in place.
- The WEEE Forum provides for a Technical Committee, a platform in which recyclers, producer stakeholders and WEEE compliance schemes can collaborate constructively.
- Several high-level technical studies were conducted, giving rise to a better understanding of problems to be addressed and to informed decisions on limit values.
- As a result of dozens of meetings, one hundred experts, from different strands of activity, have become familiar with WEEELABEX and state of the art operations.

V. ADMINISTRATIVE PART

5. Management system

Introduction

Immediately prior to the official commencement of the project, the project plan was developed and the governance and architecture of the project management were put in place (see Project management architecture on page 20) to ensure a swift start to the project. After a selection procedure involving eight candidates, the Board recruited on 7 November 2008 Bert Vonkeman as Project Manager (sub-contractor). The General Assembly of 22 November 2008 put structures in place for the formation of the WEEELABEX Project Steering Group (PSG). The project management system accords to the 2008 LIFE contract. See Annex II Action 1 for an overview of the specific governance and decision-making principles underpinning the project, in particular related to the PSG.

At its meeting on 2 April 2009, the Board appointed Pascal Leroy, Secretary General of the WEEE Forum, as new Project Manager to replace Bert Vonkeman. The project remained his responsibility throughout the project. He is still involved in the post-LIFE life of the project, and remains on the payroll of the WEEE Forum.

Pascal Leroy was assisted by Thérèse Shryane, Technical Manager, who was recruited to join the WEEE Forum on 17 August 2009. Both were responsible for the co-ordination of the project, the organisation of meetings, workshops, visits, training programmes and conferences.

The PM reported to the chairpersons of the Project Steering Group and of the Board. The Project Manager's role was to supervise the development of the project, to steer and co-ordinate activities both among WEEE Forum bodies and with external parties, to anticipate and mitigate issues, and to assess risks. He was responsible for meeting the project objectives within the agreed time and quality constraints.

Due to the technical expertise in WEEE management matters required, external sub-contractors played a very important role in the management of this project. Ulrich Kasser, one of the sub-contractors, is a Swiss national with more than 20 years know-how in WEEE management and auditing issues. His involvement as senior counsel in the project management was reconfirmed after a call for expressions of interest on 19 October 2011 (deadline 30 November 2011) (see also Auditor's report on page 55) and Annex IV Financial Item 15 for reconfirmation by PSG). More generally, the WEEE systems in Switzerland (SENS eRecycling, SWICO and SLRS), set up in the early 1990s, are among the WEEE collection and recovery organisations with the highest number of years of operational experience, and therefore their expertise is extremely valuable. Julie-Ann Adams, a British sub-contractor, was in charge of TF Audit (from 2011 until the training programme in June 2013).

The project plan, adopted by PSG on 21 November 2008, provided as key focus the development in 2009 of a set of standards, to the detriment of other initiatives laid down in the 2008 LIFE contract, such as the development of certification guidelines and the recruitment of a pilot audit team. It was thought that standards ought to precede certification and auditing.

The Board also decided to involve stakeholders, assembled in the WEEELABEX Steering Group (WSG), at an early stage of the project. Stakeholders had expressed a keen interest in being an integral part of the project. Through several WSG and

bilateral meetings, a number of international conferences in 2008 and 2009 and the circulation of an electronic newsletter *Eye on WEEE*, the WEEE Forum has gone at great length to involve the stakeholders and to listen to their concerns.

Early 2010, the Board decided to open up the PSG to stakeholders from four stakeholder associations: CECED, DIGITALEUROPE, EERA and ELC (now LightingEurope).

The composition of PSG underwent changes a number of times. Robert Hediger, Managing Director of SENS eRecycling, was chairman of PSG for the first two years of the project.

From 2011 onwards, the WEEE Forum representatives in PSG started having their own internal coalition ('PSGwf') to prepare discussions in PSG.

At the technical level, the working groups, composed of technical managers of both member organisations and stakeholders, have contributed to the development of the standards and other deliverables (see Annex I Administrative Item 4 for an overview of membership in all WEEELABEX groups).

The Technical Committee (TC) is the panel in which all (technical) experts of the member organisations has an advisory, non-decision-making, voice. The mission of TC is to contribute, on a technical level, to WEEELABEX activities, while remaining outside the project management structure.

In 2010, the stakeholders were offered the opportunity of delegating experts to any of the working groups, including WG WEEELABEX, the pivot of the project.

Even though not directly involved in the daily routine of project management as such, also the Board (7 Directors) and the General Assembly (permanent representatives of the WEEE Forum's 39 member organisations) play a role in validating the various deliverables of the project. The Board is entitled to appoint and dismiss members of PSG and to approve the budget proposed by PSG. The General Assembly endorses fundamental principles as proposed by PSG and approves project deliverables which are fundamental to the development of the project.

In 2008 a Charter entered into force whereby all WEEE systems of the WEEE Forum formally commit to implementing the standards in their contracts (see Annex I Administrative Item 2).

Components of the WEEELABEX management system

This section presents the main role, membership and activity of each component of the WEEELABEX management system.

Action 1	Project management
<p>WEEELABEX requires the set-up of an appropriate project management structure. The 2008 LIFE contract foresees the constitution of a Project Steering Group, an Advisory Group, the appointment of a Project Manager, and the elaboration of a structure of working group decision-making (governance). All necessary project management decisions raised in the proposal have been put in place. This Action can therefore be considered successfully completed.</p> <p>Total actual costs related to Action 1 amount to €693.388 (compared to €475.000 budgeted). Considering the fact that the Project Manager and the groups involved in the development of the project have not only successfully completed all Actions but also delivered much more than originally foreseen in the 2008 LIFE contract (see Chapter 7),</p>	

and has produced a number of spin-offs, these excess costs are considered reasonable.	
Project Manager and project management team All Actions	<p>At its phone conference of 7 November 2008, the Board appointed Bert Vonkeman as Project Manager. He was succeeded on 2 April 2009 by Pascal Leroy, Secretary General of the WEEE Forum, as new Project Manager.</p> <p>The Board also consented to the decision by PSG to employ, in 2009, an assistant Project Manager to assist the Project Manager in running the project (50 per cent of her time). Thérèse Shryane, the full-time Technical Manager of the WEEE Forum (until 11 December 2012), was recruited on 30 June 2009 and started working on 17 August 2009.</p> <p>The Technical Manager, under guidance of the convenor of TF Audit, the senior sub-contractor and the Project Manager, was tasked to focus time to first on the development of a set of standards, and later certification guidelines (see Action 3).</p> <p>The Board mandated the Project Manager to steer the project to its final conclusion, i.e. the start-up of the WEEELABEX organisation on 17 April 2013 and the launch of the training programme (10-11 June 2013).</p>
General Assembly All Actions	<p>The 39 members of the WEEE Forum are based in Austria, Belgium, Czech Republic, Denmark, Estonia, Italy, Germany, Greece, France, Ireland, Lithuania, the Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland and the United Kingdom.</p> <p>Members of the GA in 2013: Amb3E, Appliances Recycling, Asekol, Asekol SK, EĀF, EcoAsimelec, Ecodom, Ecolec, Ecologic, Ecoped, ecoR'it, Eco-systèmes, Ecotic, Eco Tic, EEPa, EES-Ringlus, ElektroEko, Elektrowin, El-Kretsen, elretur, el retur, Envidom, Fotokiklosi, Lightcycle, Lumicom, RAecycle, Recicla Canaria, Recupel, ReMedia, Repic, Retela, RoRec, SENS e-Recycling, SLRS, SWICO, UFH, Wecycle, WEEE Ireland and Zeos</p>
Board All Actions	<p>A new Board was elected in 2012. Its members are: José Ramón Carbajosa (Ecolec) (Chairman), Jan Vlák (Wecycle) (Vice Chairman), Philip Morton (Repic), Christian Brabant (Eco-systèmes), Roman Tvrzník (Elektrowin), Jan Vrba (Asekol) and Giorgio Arienti (Ecodom). Daily management of the WEEE Forum is in the hands of Pascal Leroy, Secretary General.</p>
Project Steering Group (PSG) All Actions	<p>The WEEE Forum General Assembly on 26 September 2008 put in place the structures for the formation of a project steering group. At its phone conference of 7 November 2008, the Board appointed seven managing directors of member organisations to constitute the PSG, some of which are also 'project fathers' and topic leaders. These meetings ensured an efficient start to the project in 2009.</p> <p>Several changes occurred during the project's life, but all four stakeholder associations remained members of PSG.</p> <p>In the reporting period, the PSG convened 34 times.</p> <p>Chairmen of PSG: Robert Hediger (SENS), Christian Brabant (Eco-systèmes), José Ramón Carbajosa (Ecolec) and René-Louis Perrier (EcoLogic).</p> <p>Members of PSG at the end of the project: René-Louis Perrier (EcoLogic), Giorgio Arienti (Ecodom), Patrick Lampert (SENS eRecycling), Dragos Calugaru (Eco Tic), Christophe Pautrat (ERP), Peter Sabbe (Recupel), Wayne Copley (Repic), Jean-Marc Hensch (Swico), Marco Sala (Ecodom), Martin Fiš er (Asekol), David Scuderi (DIGITALEUROPE), Korrina Hegarty (CECED), Marc</p>

	<p>Guiraud (LightingEurope), Norbert Zonneveld (EERA), Pascal Leroy (WEEE Forum) and Lucía Herreras Martínez (WEEE Forum).</p> <p>At its session on 17 April 2013, the General Assembly of the WEEE Forum discharged the PSG and the Project Manager of their tasks.</p>
<p>PSGwf All Actions</p>	<p>From 2011 onwards, the WEEE Forum representatives in PSG started having their own internal coalition ('PSGwf') to pre-discuss the issues of greatest concern and to prepare conclusions of PSG.</p>
<p>WEEELABEX Stakeholders Group (WSG) All Actions</p>	<p>The WSG was constituted on 23 January 2009. In the reporting period, 5 more meetings took place.</p> <p>WSG counted the seven managing directors plus representatives of EERA, CECED, DIGITALEUROPE, LightingEurope, European Environmental Bureau (EEB), ACR+ and United Nations University (UNU).</p> <p>Early 2010, the Board decided to open up the PSG to stakeholders from four stakeholder associations: CECED, DIGITALEUROPE, EERA and LightingEurope, formerly known as ELC. That decision made the WSG redundant, considering that the main stakeholders represented in WSG made the move to PSG.</p> <p>UNU continued to take part in discussions in WG WEEELABEX until 2010, while a structured dialogue was set up with ACR+ and EEB. Both organisations had made it known that they did not have the human and financial resources to be involved in all aspects of the project.</p>
<p>Technical Committee All Actions</p>	<p>The Technical Committee is the WEEE Forum panel into which progress is reported. It is open to all 39 member organisations.</p> <p>In the reporting period, it met on 3 occasions.</p> <p>The Project Manager was convenor of TC.</p>
<p>WG WEEELABEX All Actions</p>	<p>WG WEEELABEX was the technical pivot of the project, at least in the period 2009-11, the working group into which all comments, proposals for amendments, are centralised. It is composed of 10-15 experts delegated by member organisations and stakeholders. The group met 15 times in the reporting period, typically for two-day sessions.</p> <p>One novelty introduced early 2011 was to create task forces. TF Audit, under convenorship of Dora Caria, dealt with initiatives under Actions 3, 4, 5, 13 and 14 ('certification' in the 2008 LIFE contract). TF Measurement, under convenorship of Richard Toffolet, elaborated detailed limit and concentration values specified in the standards and oversaw technical studies (see Annex II Technical reports Items 1-6). It also developed protocols designed to gather data in the same manner across Europe, so the information can be comparable. Both task forces can be considered sub-groups of WG WEEELABEX.</p> <p>WG WEEELABEX is open to WEEE professionals of both member organisations and stakeholders. On average, in 2009-10, 10-15 professionals took part in meetings.</p> <p>Pascal Leroy, the Project Manager, was the convenor of WG WEEELABEX, with the support of Ulrich Kasser.</p>
<p>WG CRT Actions 7 and 10</p>	<p>WG CRT (15 professionals seconded by member organisations and stakeholders) met on 7 occasions during the reporting period. Once the specific CRT part of the standard was completed, no further activities were scheduled.</p> <p>Convenor of WG CRT was Jan Vrba, Managing Director of Asekol.</p>

<p>WG FPD Actions 7 and 10</p>	<p>WG FPD (10 professionals) developed specific requirements (in the 2008 LIFE contract “appliance specific standards”) related to flat panel displays (in the 2008 LIFE contract “LCD and plasma”). Once the specific FPD part of the standard was completed, no further activities were scheduled. The group met on 7 occasions during the reporting period.</p> <p>Convenor of WG FPD was Richard Toffolet, Technical Director at Eco-systèmes.</p>
<p>WG Lamps Actions 7 and 9</p>	<p>WG Lamps (8 professionals) met on 6 occasions in the reporting period and concluded its main activities in February 2011. Once the specific Lamp part of the standard was completed, no further activities were scheduled.</p> <p>Convenor of WG Lamps was Frank de Leeuw of Philips (LightingEurope).</p>
<p>WG Cooling Action 7</p>	<p>Considering that discussions on CENELEC EN standard 50574 on collection, logistics and treatment standards for end-of-life household appliances containing volatile fluorocarbons or volatile hydrocarbons takes place in CENELEC TC111X WG4, no meetings of WG Cooling took place in parallel. However, once the EN standard was published, in 2012 (see Annex II Action 7 Item 1), the group met to discuss limit values.</p> <p>The group, co-ordinated by Thérèse Shryane, met on 3 occasions during the reporting period.</p> <p>Discussions on conformity assessment of plants processing end-of-life household appliances containing volatile fluorocarbons or volatile hydrocarbons took place in TF Audit. See also Actions 4-5.</p>
<p>Ad-hoc WG Plastics Action 7</p>	<p>The mission of the ad-hoc working group (18 professionals seconded by member organisations and stakeholders) was to ascertain what type of information is required to determine the type of plastics that ought to be separated during the treatment process. The report commissioned to Empa, a Swiss research institute, was delivered on 17 September 2010 (see Annex II Technical reports Item 7) and presented at the WEEE Forum conference on 24 September 2010.</p> <p>No further activities were scheduled. The group, co-ordinated by Thérèse Shryane, met on 4 occasions during the reporting period.</p>
<p>WF-RepTool expert group Action 8</p>	<p>The WF-RepTool expert group is composed of five professionals who use, on a daily basis, WF-RepTool, a tool that was developed to allow processors to report recycling rates. The expert group further develops the background software and content, aided by Vienna-based Renate Gabriel and Wilhelm Haghofer, long-time waste management and IT specialists.</p> <p>The group reported into WG WEEELABEX. The group held dozens of Skype calls to co-ordinate activities.</p> <p>Convenor of TF WF-RepTool was Hendrik Bijker, Quality Manager at Wecycle.</p>

Gantt project schedule

The Gantt chart compares the project schedule as laid down in the 2008 LIFE contract with the mid-term report (reporting date 15 July 2011) and the definitive status as described in this report.

Phase I of the project (standardisation) roughly corresponds with the first two years (2009-2010), while Phase II (Conformity Verification, training of auditors and start-up of the WEEELABEX organisation) was developed in the last two years (2011-12). However, there was a substantial overlap between the two phases in 2010. Communication and project management were on-going activities, the former increasing in intensity as the project deliverables matured.

- The project management (Action 1) was, logically, an on-going activity.
- As the project moved on, more communication tools (Action 2) were put in place and were used more intensively and aimed at larger audiences.
- A lot more time was devoted than originally scheduled to the development of certification guidelines (Action 3). The delay was, amongst other things, due to the fact that the ambition of the project management team was to produce a set of rules which allowed for state-of-the-art auditing through the use of software tools such as tablets. The credibility of the guidelines hinges on high-level nature of the tools.
- The training of a pilot audit team with respect to audits of plants that process WEEE containing VHC and VFC (Action 4) was scheduled for autumn 2011 rather than in 2009. The training was rescheduled to allow for consideration of draft EN standard 50574 on collection, logistics and treatment requirements for end-of-life household appliances containing VHC or VFC. The months preceding the training course were devoted to preparing the documentation and deliverables.
- Most audits of plants that process WEEE containing VHC and VFC (Action 5) were scheduled for 2012. The audits were conducted using the tools and documents arising from the training course (Action 4).
- There was no delay with respect to the design of the framework of the standards (Action 6). The sub-contractor performing this task compared existing WEEE system requirements and specifications and pulled them together in one set.
- It took twenty-seven months to develop the full set of standards (Action 7) from inception (including the design of the framework) until consolidation. The final set of standards was approved by the General Assembly of the WEEE Forum on 1 April 2011. The development of standards concerning management and reporting (Action 8) and gas discharge lamps (Action 9) corresponded largely with expectations. The standards for collection/transport (Action 10) should be considered part of Action 7.
- Internal communication (Action 11) was an on-going activity. All panels within the WEEE Forum were either intensely involved in the project (PSG, working groups and task forces) or updated on a quarterly basis (Board and General Assembly). Internal dissemination intensified as we got closer to the final set of deliverables.
- The project was presented at 234 workshops, conferences, regular meetings, webinars and visits throughout the reporting period. External dissemination (Action 12) intensified as we got closer to the final set of deliverables.
- The training of auditors (Action 13) took more time due to the efforts required to put in place a credible set of eligibility criteria, a manual, an auditor's toolbox and audit process documents.

- The preparations for the start-up of the WEEELABEX organisation (Action 14) corresponded largely with the original expectations. The organisation was put in place on 17 April 2013.

Actions		2009				2010				2011				2012				
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
Action 1 Project management	Original proposal																	
	Mid-term report																	
	Final report																	
Action 2 Communication tools	Original proposal																	
	Mid-term report																	
	Final report																	
Action 3 Certification guidelines	Original proposal																	
	Mid-term report																	
	Final report																	
Action 4 Recruitment of a pilot audit team (VHF/VFC)	Original proposal																	
	Mid-term report																	
	Final report																	
Action 5 Certification of cooling plants	Original proposal																	
	Mid-term report																	
	Final report																	
Action 6 Framework design of standards	Original proposal																	
	Mid-term report																	
	Final report																	
Action 7 Standards for all WEEE	Original proposal																	
	Mid-term report																	
	Final report																	
Action 8 Standards management/reporting	Original proposal																	
	Mid-term report																	
	Final report																	
Action 9 Standard for gas discharge lamps	Original proposal																	
	Mid-term report																	
	Final report																	
Action 10 Standard for collection/transport	Original proposal																	
	Mid-term report																	
	Final report																	
Action 11 Internal communication	Original proposal																	
	Mid-term report																	
	Final report																	
Action 12 External communication	Original proposal																	
	Mid-term report																	
	Final report																	
Action 13 Recruitment and training of audit team	Original proposal																	
	Mid-term report																	
	Final report																	
Action 14 Certification office	Original proposal																	
	Mid-term report																	
	Final report																	
			High intensity					Low intensity										

6. Project management architecture

The project management system is based on a distinct bottom-up approach, whereby the working groups and task forces provide draft deliverables for validation by PSG, Board and General Assembly. In the event one of those three decision-making panels disagrees with the proposed content, the issues went back to the working groups.

Initially, a WEEELABEX Stakeholders Group (“Advisory Group” in the 2008 LIFE contract) was put in place to allow stakeholders to provide input to the project. However, this additional layer of decision-making was later abandoned and the main stakeholders were invited to join PSG and technical panels.

The project management was not of a sequential nature, i.e. many activities took place in parallel. For example, the Conformity Verification rules were discussed both in PSG and WG WEEELABEX (and TF Audit) initially at the same time.

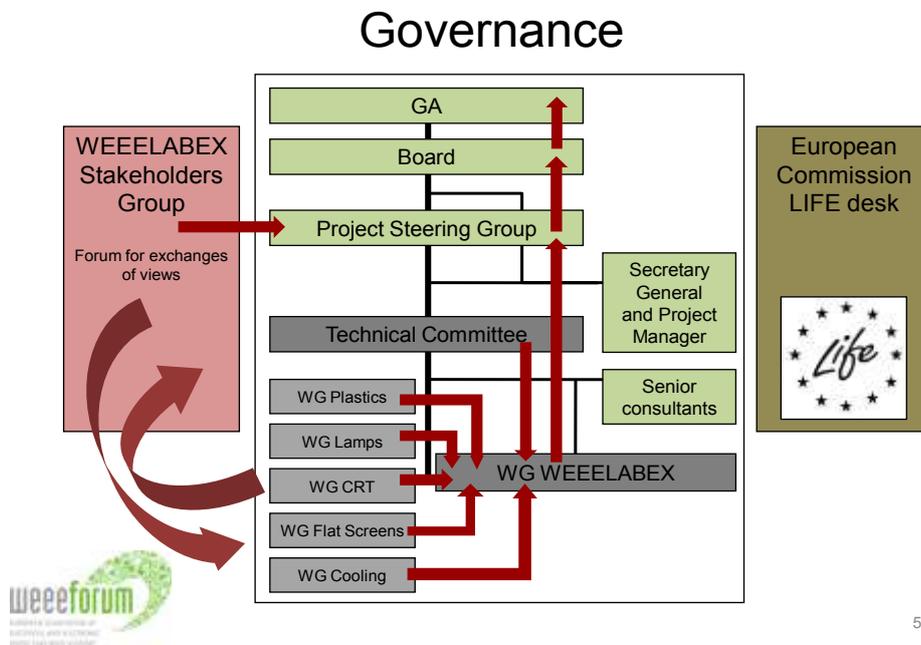


Figure 1 The project management architecture and basic governance rules.

The project’s current governance practice is in conformity with the provisions laid down in the 2008 LIFE contract but the implementation of the project turned out slightly differently. The main changes are the following:

- The PSG was solely composed of Managing Directors that have been appointed by the Board, and does not only have ‘project fathers’ among its members, except for Robert Hediger, the chairman of PSG in 2009-11, who was considered the main project father.
- The PSG was chaired by a chairman, not by the Project Manager, even though the latter facilitates and co-ordinates the meetings in most cases.
- The technical pivot of the project was WG WEEELABEX plus five working groups (see Action 1), while it was originally suggested to create just three working

groups: WG Standards, WG Communication and WG Monitoring and Control. Communication was mainly in the hands of the Project Manager, accountable to the Board; monitoring and control was a responsibility of PSG.

- The PSG was not a “meeting place for exchanges of views with the other, non-WEEE Forum stakeholders” (2008 LIFE contract), but the panel that steers the project and, in that respect, takes strategic decisions.
- Exchanges of views between the WEEE Forum, on the one hand, and stakeholders, on the other, took place in the WEEELABEX Stakeholders Group (“Advisory Group” in the 2008 LIFE contract). Stakeholders were later integrated into PSG.

7. Evaluation of the management system

Process and project management

The principal building blocks of the management of the project and process were decided on before the project took a swift start in 2009.

- Even though no formal partners are involved in the project, the WEEE Forum was of the opinion that stakeholders needed to be integrated into the overall project management. Producers are, after all, responsible under WEEE legislation and mandate the WEEE systems to collect WEEE. Processors need to be involved as well, given their know-how and because they are the ones that will be required, through implementation of the standards and contractually, to invest in new technologies and processes.
- In 2008, the GA created the PSG to bring strategic know-how in one panel. In regular, non-WEEELABEX cases, the Board is accountable for its actions vis-à-vis the GA. The project management we constructed consisted of the PSG taking decisions, with tacit approval/validation by the Board. The Board and the GA remained entitled to express disagreement, in which case the issue needed to go back to the PSG and/or relevant working group.
- Working groups were at no stage making formal decisions, only proposals. This method has allowed for a clear demarcation between the technical and the strategic level.
- The Project Manager was the effective facilitator of the whole process. He was accountable to both PSG and Board.
- The full involvement of all 39 Managing Directors of WEEE systems, gathered in the General Assembly, secured the sustainability of the project and allowed for moments of strategic discussions.

Problems & opportunities

Full involvement of stakeholders undoubtedly slowed down the process management. However, the question is whether an alternative approach would have been more successful and sustainable. The WEEE Forum is of the opinion that involvement of stakeholders has secured broad acceptance of the process and of future standards.

Our experience is that the other problems originally identified (see page 23 of the 2008 LIFE contract), in particular difficult team building, complicated technical standards, difference between standards and practice, member states attitude and divergence of opinion between GA and project management, proved surmountable.

Problems

- Allowing two types of stakeholders, producers and recyclers, whose interests are by definition different from those of WEEE systems, to have a say in the process has undoubtedly made the project more complex to steer. It is clearly easier to agree among organisations involved in the same type of business than to agree with parties in other segments of the chain. For example, securing agreement among all WEEE systems and with stakeholders on the fine print of the 110-pages of standardisation, in WG WEEELABEX (and the other working groups) as well as in PSG, required extensive discussions. Also the paper laying down the architecture and governance of WEEELABEX Conformity Verification (see Annex II Action 14 Item 2) was subject to approximately twenty meetings in the reporting period.
- Even though all WEEE systems are involved in the same business, they all have different histories and operate in different cultures. Developing one set of standards proved complex considering the huge variety of legal and business requirements.

Opportunities

- Involvement of stakeholders was conducive to them being more inclined to accept new concepts or more demanding specifications than would be the case if they had not been involved as true co-decision makers.
- Especially the involvement of the European Recycling Platform (ERP), created in 2002 as one of the first pan-European take back schemes offering compliance services directly in thirteen jurisdictions in Europe (Austria, Denmark, Finland, France, Germany, Ireland, Italy, Norway, Poland, Portugal, Slovakia, Spain and the United Kingdom), was important in the development of the audit process documents and in some of the activities related to the start-up of the WEEELABEX organisation (see Action 14).
- The project was managed in harmony with producers' expectations. Producers were in a position to steer the process into a direction with which they feel comfortable, i.e. an open market as opposed to a closed market where only one organisation could decide on certification, and official standards as opposed to proprietary standards.
- This process architecture allowed operators, in particular WEEE recyclers, to discuss amongst themselves the threats and opportunities arising from the project. They could also anticipate investments that would be required once the standards will enter into force.
- Involvement of stakeholders ensured that the standards were clear and verifiable.

Stakeholders and their added value

In short, stakeholders have added value to the process management. In particular, their contributions have allowed WEEE systems to look at the issue of quality standards from a different perspective, or to consider issues which would otherwise remain undeveloped.

Technical and commercial application

One of the key assets of the WEEE Forum is that its members are in a position to contractually implement the decisions. The WEEE systems are not dependent on third parties to require undertakings to do or cease doing certain things. This has allowed voluntarism and a can-do mentality to take hold of the process management.

The requirements of WEEELABEX can therefore be said to be technically and commercially applicable, especially considering the fact that recyclers had a formal say in the decision-making process.

Beyond project objectives

The WEEE Forum believes that the full set of objectives has been reached and that all the deliverables that were contractually agreed with the Commission services in 2008 have been implemented successfully.

In fact, the project has delivered much more than originally foreseen in the 2008 LIFE contract, and has produced a number of spin-offs.

- Translation of the standards into official EN standards and going beyond the proprietary nature of the standards were not originally foreseen.
- Specific reference to WEEE standards developed by the EU standards organisations in Directive 2012/19/EU, recasting the original legislation, was not initially identified as an objective of the project.
- The training programme in Isernia in 2011 (see Actions 4-5) was a moment to scrutinise, interpret and assess EN standard 50574 on collection, logistics and treatment requirements for end-of-life household appliances containing volatile fluorocarbons or volatile hydrocarbons. This was not originally scheduled but proved highly relevant for professional auditors in that field of the market.
- The project has spawned quite a few high-level technical reports (see [Annex II Technical reports](#)). The plastics project, for example, was a spin-off of the development of standards.
- The WEEELABEX standards flag 'preparation for re-use' as a standard, in line with lawmakers' expectations.
- Stakeholders were offered a formal say in the decision-making; in the 2008 LIFE contract, they were merely members in an advisory group.
- Another spin-off of the project is the development of an autonomous website for WF-RepTool, a web-based software tool that allows recyclers to communicate their recycling/recovery ratios (see also Action 8).
- The WEEELABEX organisation, launched in Prague on 17 April 2013, has two non-WEEE Forum members among its founding members, i.e. Budget Pack Environmental and ERP. Especially the involvement of ERP, a major pan-European take back scheme offering compliance services directly in thirteen jurisdictions in Europe was not originally foreseen but proved relevant in securing acceptance among the main compliance schemes in Europe.
- The WEEE Forum will provide a platform, in the form of a Technical Committee and the extended WEEELABEX Governing Council, to allow recyclers, producer stakeholders and WEEE systems to collaborate with a sense of purpose on a number of issues, e.g. definition of limit values.
- At its session on 17 April 2013, the General Assembly of the WEEE Forum approved an investment budget for the creation of an audit data platform which will gather, in an anonymous fashion, figures arising from tests and batches.
- On 24 May 2013, the Standards Qualification Panel of EPEAT, a US-based comprehensive environmental rating that helps identify greener computers and other electronic equipment and that is used by hundreds of companies, universities and government agencies in dozens of jurisdictions, qualified version

10 of the WEEELABEX standards for use to meet the requirements of Criterion 4.6.2.1 of the IEEE 1680.3-2012 and IEEE 1680.2-2012 standards. At the time of the 2008 LIFE contract, the project management team was not aware of IEEE standards.

- As a full member in the three levels of the European Innovation Partnership on Raw Materials (see Chapter 0), the WEEE Forum is proposing to extend the standards with requirements regarding the recovery of critical raw materials.

Effectiveness of dissemination activities

WEEELABEX is unquestionably a source of inspiration for lawmakers, influencers, producers, recyclers and standardisers across the world. The project was presented and discussed on more than 234 occasions in international conferences, workshops and meetings. See Annex V Final indicators Item 1.

Continuation of the project and remaining risks

A new organisation was set up in Prague with the WEEELABEX Office as its secretariat and notary, a WEEELABEX Governing Council and a General Assembly. Considering the political capital that has been invested in this new organisation, the governing council is expected to put in place a plan that will secure its existence in the market.

A number of potential risks have been identified related to the creation of the new organisation. At its session on 30 November 2013, the General Assembly of the WEEE Forum called on the Board to design a risk mitigation policy (see Annex II Action 14 Item 55 for specific risk mitigation proposals).

Management

- The General Manager might show poor management skills, i.e. lack of experience or authority. Or the WEEELABEX Governing Council, elected on 17 April 2013, might fail to secure a role for the organisation on the marketplace.
- Alternatively, the WEEELABEX Office and WGC might become so effective in running the business that the new organisation out-shines the WEEE Forum, i.e. takes on tasks not originally identified as being of their core business.

Institutionals

- Members in the General Assembly might start squabbling as a result of failure by some to adhere to established membership rules, poor institutional problem-solving procedures...

Operations under WEEELABEX Conformity Verification

- The WEEELABEX auditors might produce flawed audits. Wrong positives would undermine the credibility of the organisation, while wrong negatives would create confusion or legal proceedings. If Conformity Verification happens to be excessively complex, the organisation will be drawn in endless procedures.

Externals

- The identity of the WEEELABEX Office as ‘training centre of excellence’ might be undermined due to the fact that we have under-estimated the quality of competing non-WEEELABEX auditors or certification outfits. The WEEELABEX Office might be ignored by operators.

- Interest among operators might be over-estimated. WEEELABEX systems are required to go through the official Conformity Verification procedure – while operators are not – yet it may be that operators ignore the WEEELABEX Office as they deem simple adherence to the EN standards sufficient.

Operational costs and revenues

- Estimated costs might expand, estimated revenues might go down and unexpected costs might arise, resulting in WEEELABEX systems (and producers) getting cold feet of the overall financial picture.

VI. TECHNICAL PART

8. Actions

Introduction

The project management team focused the first half of the project on the development of WEEELABEX standards. Some 55 experts, 40 delegates of WEEE systems and 15 of stakeholders (EERA, CECED, DIGITALEUROPE and ELC), took part in the technical discussions (see “External” in Annex I Administrative Item 4) and another 40 on a more strategic level (General Assembly). We started off, in 2009, agreeing on a basic framework for the standards, and later zeroed in on different product categories developed within dedicated working groups (see Action 1).

The project’s first consolidated deliverable after two years since the project’s inception was the world’s first continental, comprehensive and coherent set of standards on collection, handling, storage, logistics, preparation for re-use, treatment and disposal of WEEE. The 110-pages set of standards was adopted by the General Assembly of the WEEE Forum on 1 April 2011 in Amsterdam. All WEEE systems of the WEEE Forum will require clients with whom they have entered contractual obligations to implement the standards. Many other WEEE compliance schemes, i.e. those outside the membership of the WEEE Forum, chief among them ERP (European Recycling Platform), will also implement the standards in their contracting.

The standards were lodged with CENELEC, which will result in 2014-15 in a robust set of official EN standards (see Annex II Action 7 Item 4), replacing and prevailing over existing national standards.

The WEEELABEX standards lay down ‘normative’ requirements, as opposed to ‘descriptive’ requirements. Put differently, the standards require, in a ‘normative’ manner, operators to meet certain performance indicators, such as limit or concentration values, or to put in place certain infrastructural or procedural features. The standards are also ‘technology-neutral’, i.e. they state the desired objective without interfering in the choice of infrastructure or operations that should help in meeting those objectives.

The term ‘transport’ was changed into ‘logistics’, because some operations, subject to the standards, deal with handling and storing of WEEE rather than with transport *stricto sensu*. The term ‘collection’ refers to the gathering of WEEE with the purpose of transport to the treatment facility.

The standards encompass all elements listed in the 2008 LIFE contract (see Annex II Action 6 Item 5).

Ten WEEE systems voluntarily committed to implementing the standards in their contracts and to gain experience in 2011 and 2012: Ecodom and Re.Media (Italy), Ecolec, Ecofimática, Eco-asimelec, Ecotic and Eco-RAEE’s (Spain), SENS, SLRS and SWICO (Switzerland), Eco-systèmes (France), Wecycle (The Netherlands), RoRec (Romania), Recupel (Belgium) and Lightcycle (Germany).

WEEE systems in Western Europe are required to have the standards in place by 31 December 2013, while those in Eastern Europe by 31 December 2014.

With the approval by the General Assembly of the WEEE Forum of the final version of the 110-pages set of standards at its meeting on 1 April 2011 in Amsterdam, Actions 6-10 (standards) can be considered successfully completed.

The CENELEC EN standard 50574 on collection, logistics and treatment requirements for end-of-life household appliances containing volatile fluorocarbons or volatile hydrocarbons (see Annex II Action 7 Item 1) was consolidated with the active participation of the WEEE Forum (see Annex II Action 6 Item 3 pages 58-70 in the WEEELABEX normative document on Treatment). EN standard 50574 was used in the training programme in Isernia (Italy) on 12-13 October 2011 (see Action 4).

The 2nd main phase of the project (Conformity Verification or “certification” in the 2008 LIFE contract) was undertaken in 2011-12. Among the topics that were discussed, first in WG WEEELABEX and later in PSG, include: the Conformity Verification architecture, the financial model and governance (Action 14), draft certification guidelines (Action 3), the auditors’ profiles and eligibility and audit process documents (see Actions 4 and 13).

A team of general WEEE treatment WEEELABEX auditors was constituted following the training course in Buzau/Bucharest (Romania) on 25-29 March 2012 (see Action 13). Twenty trained pilot WEEELABEX auditors – which is more than the double the number of auditors that the 2008 LIFE contract had announced – conducted audits of cooling plants in the markets they are most familiar with (see Action 5). WEEELABEX audits have also been conducted of 26 non-cooling operations (logistics, treatment general, treatment lamps, treatment CRT) across Europe in 2012 (see Annex II Actions 5 and 13), in accordance with the audit process documents and documentation tools (Action 3).

The WEEELABEX organisation (“Certification Office” in the 2008 LIFE contract) was created on 17 April 2013 in Prague (see Action 14). Twenty-six WEEE compliance schemes are its founding members.

Action by action evaluation

This overview identifies, in qualitative terms, the objectives and deliverables envisaged in the 2008 LIFE contract, and the actual output. The results are quantified to the extent possible. Actual costs of each Action are compared with budget, and the cost-effectiveness is assessed.

Successes and lessons learnt are discussed in Chapters 7 and 9.

Action 1	Project management
See 0.	
Action 2	Communication tools
Action 2 allows the WEEE Forum to communicate effectively with member organisations, stakeholders and the public at large. Various communication tools were successfully put in place. Total actual costs amount to €38.834 (budget €93.000). Considering the fact that the tools have allowed us to present and discuss the project at 234 workshops, conferences, regular meetings, webinars and visits (September 2008 until May 2013), and that thousands of individuals (mainly professionals) were kept abreast of recent developments, this Action can be considered very costs-effective.	
Website	The website was successfully transferred to a new software environment. It went live in May 2011. The WEEELABEX pages were updated following the awareness campaign on 2 May 2011 concerning the final standards. See www.weee-forum.org/weeelabexproject . Pursuant to the Commission’s letter of 19 December 2012, we

	<p>created a dedicated WEEELABEX website, which went live in 2013 (see www.weeelabex.org). It describes 'WEEELABEX at a glance', the parties to WEEELABEX, the set of standards, the rules of Conformity Verification, and the start-up of the WEEELABEX organisation. It also provides an overview of the twenty-six members of the WEEELABEX organisation, its Articles of Association and two sets of FAQs.</p> <p>During the first five months of 2013, the total number of visitors to the WEEE Forum website was 3.574. The average number of visitors per month is 715. The top 5 countries visitors originate from are: France, United States of America, China, Germany and Japan.</p>
Extranet	<p>The WEEE Forum extranet (referred to as "intranet" in the 2008 LIFE contract), is used as the portal for all communications with the member organisations and stakeholders.</p> <p>Later on, the extranet later went to an upgraded software environment. See Annex III Dissemination Other Item 2.</p> <p>223 individuals, both employees of WEEE systems and stakeholders, are connected to the WEEE Forum extranet.</p>
Newsletters	<p>Electronic versions of <i>Eye on WEEE</i>, the WEEE Forum's publication (see Annex III Dissemination Other Item 2), were published on a quarterly basis (see www.weee-forum.org/eye-on-weee) and in addition to the WEEE Forum members this is circulated to European and national environment authorities, processors, NGOs and other stakeholders and interest parties. Some 1.200 contacts receive the e-newsletter.</p> <p>Special editions of <i>Eye on WEEE</i> have reported about the final WEEELABEX standards.</p>
Annual report	<p>The project has featured prominently in the 2009, 2010 and 2011 annual reports of the WEEE Forum (see Annex II Action 2 Items 1-3 and www.weee-forum.org/what-is-the-weee-forum).</p> <p>300 copies of each annual report were distributed at conferences and events throughout the year, notably the WEEE Forum conferences in 2010 and 2012, and events.</p>
Brochures	<p>Two FAQs were widely circulated: One on 2 May 2011, an FAQ brochure about WEEELABEX and the standards in particular, and 11 February 2013 on the creation of the WEEELABEX organisation, providing answers to the most frequently asked questions (see Annex II Action 2 Item 5 and Annex II Action 2 Item 6 and www.weeelabex.org).</p>
Webinars and audio-conferencing	<p>A web and audio conferencing tool was launched in June 2009. The use of the Arkadin conferencing tool allows the WEEE Forum to save on physical meetings at specific locations, while also complementing planned physical meetings, thereby further improving the project management and containing the project's carbon footprint.</p> <p>The tool has been used on many occasions and for both working group meetings and meetings of PSG and Board to discuss WEEELABEX related issues.</p> <p>The tool was used on 15 occasions.</p>
Social networks	<p>The WEEE Forum has a LinkedIn page (see www.linkedin.com). On 25 May 2013, the page counted 185 followers.</p> <p>WEEELABEX is also regularly advertised on the LinkedIn page of Pascal Leroy, the Project Manager. On 25 May 2013, the page</p>

	counted 892 followers, linking to more than 8 million professionals.
Press campaigns	Five distinct press releases were issued in the reporting period (see Annex II Action 12 Items 9-13).
Action 3	Certification guidelines
<p>In 2010, PSG started discussions on the general governance and architecture of the certification scheme. By the end of 2010, PSG developed an idea on questions such as: What parties are entitled to conduct audits? Who will commission audits? Who will award the 'label of excellence'? What will the audits consist of? What is the role of the WEEE systems and of the WEEE Forum? What are the rights and obligations of operators? Who will be invited to join the WEEELABEX governing council, the panel that will provide strategic guidance to the scheme?</p> <p>The technical issues were under discussion in TF Audit. Pursuant to the Commission's letter of 19 December 2012, an overview of the final audit reporting tools and process documents is provided (see Annex II Action 3).</p> <p>This Action can be considered completed.</p> <p>Actual costs of €38.834 largely exceed the budget of €93.000, due to intensive preparatory work by the sub-contractors in WG WEEELABEX and TF Audit.</p>	
Audit reporting tools and certification guidelines	<p>In Action 3, Thérèse Shryane, Technical Manager, under guidance of Ulrich Kasser, Dora Caria and Julie-Ann Adams, convenors of TF Audit, developed a set of Conformity Verification ('certification') tools, such as manuals, audit reporting tools, audit process documents, confidentiality agreement, operators eligibility criteria, conformity declaration form and additional guidelines as they arise (see Annex II Action 3).</p> <p>The documentation was delivered in time for the training of general all-WEEE treatment WEEELABEX auditors, scheduled for the week of 25 March 2012 in Buzau/Bucharest (Romania) (see also Action 13).</p> <p>The pilot WEEELABEX cooling audit team was trained on 12-13 October 2011 in a cooling plant in Isernia (Italy) in accordance with the CENELEC EN cooling standard.</p> <p>The certification of cooling plants took place in 2011 and 2012, conducted in accordance with CENELEC EN standard 50574 on collection, logistics and treatment requirements for end-of-life household appliances containing volatile fluorocarbons or volatile hydrocarbons (see Annex II Action 7 Item 1) and with the WEEELABEX audit documentation.</p>
Measurement	In order to conduct the audits, limit and concentration values need to be laid down. This activity was discussed in TF Measurement (WG WEEELABEX) under convenorship of Richard Toffolet, Technical Director at Eco-systèmes. See Annex II Technical reports.
Action 4	Recruitment of a pilot audit team
<p>The WEEE Forum organised three WEEELABEX training programmes: Isernia (Italy) in 2011, and Buzau/Bucharest (Romania) and Düsseldorf (Germany) in 2012. The first centred on the (upcoming) EN standard 50574 on collection, logistics and treatment requirements for end-of-life household appliances containing volatile fluorocarbons or volatile hydrocarbons, the second on general WEEELABEX standard and the third on the WEEELABEX lamp standard. This Action can be considered completed.</p> <p>See Annex II Action 4 for the agenda of the Isernia training programme, audit plan, template audit statement, list of attendees, certificate of training, the main PowerPoint presentation by Erhard Hug, the trainer, the master PowerPoint presentation, a template declaration and the manual for auditors.</p> <p>The training programme undoubtedly contributed to a better understanding of EN standard 50574</p>	

<p>among professionals.</p> <p>This Action can be considered completed.</p> <p>Actual costs of €14.685 were lower than expected (€30.000). Considering the fact that we managed to train double the number of auditors than originally scheduled, this Action can be considered cost-effective.</p>	
<p>Pilot audit team</p>	<p>The pilot audit team consisted of twenty professionals. Erhard Hug, an internationally renowned expert auditor, guided this Action. The pilot audit took place on 12-14 October 2011 in a plant (Tred Sud) in Isernia (Italy).</p> <p>Individuals that took part in the programme and make up the pilot audit team: Monica Luízio, Eniko Hajösi, Robert Wawrzonek, Daniel Picha, Marco Sala, Luca Campadello, Laura Borghi, Daniela Toma, Enrico Zangirolami, Francesca Bianchi, Angel Valor, Romain Letenneur, Thomas Deshoulières, Nathalie Bonnel, Lucía Herreras, Peter Valent, Mimmo Spada, Christoph Becker, Christian Dworak, Pascal Blum and Thérèse Shryane.</p> <p>The output of the training programme is that the twenty trained pilot auditors – which is more than the double the number of auditors that the 2008 LIFE contract had announced – conducted audits of cooling plants in the markets they are most familiar with (see Action 5).</p>
<p>Action 5</p>	<p>Certification of companies that treat waste cooling appliances</p>
<p>Audits of cooling plants took place in 2011 and 2012. Pursuant to the European Commission's letter of 19 December 2012, we list in Annex II Action 5 five audit statements and thirty-one tests arising from audits of plants that treat WEEE containing VHC and VFC, following the specifications of the EN standard. Plants in several jurisdictions have been audited. WEEE systems that have collection of refrigerators in their scope have been strongly involved in the preparation of these audits.</p> <p>This Action has proven to be extremely useful for professionals dealing with the EN standard on VFC and VHC containing WEEE, and can therefore be considered successfully completed.</p> <p>A budget of €57.000 was foreseen, but no actual costs were incurred. All costs of auditing were borne by the WEEE systems that undertook or commissioned the audits, which shows also the commitment of WEEE systems to implement the programme.</p>	
<p>Audits of processes at plants that treat WEEE containing VHC and VFC</p>	<p>The pilot WEEELABEX audit team consisted of twenty professionals. Erhard Hug, an internationally renowned expert auditor, guided this Action. The pilot audit took place on 12-14 October 2011 in a plant in Isernia (Italy).</p> <p>Several trained auditors conducted audits of plants that treat WEEE containing VHC and VFC in France, Slovakia, Spain, Italy, Germany, Czech Republic, Portugal and Hungary. Annex II Action 5 provides copies of five audit statements related to cooling in France, Spain and the Netherlands.</p>
<p>Audits of processes at plants that treat other types of WEEE</p>	<p>Action 14 provides an overview of initiatives related to audits of plants that treat non-cooling WEEE.</p>
<p>Action 6</p>	<p>Framework design of standards</p>
<p>This Action mainly encompassed conceptual work. After an analysis of existing standards and contractual specifications, we ended up with a set of three separate standards, i.e. on Collection, Logistics and Treatment, because we wanted the standards to correspond to specific types of operators. For example, operators involved in collection of WEEE will normally not be involved in treatment of WEEE. Each operator should be able to pick up the standard that is relevant for him in performing his operations, without having to bother with the standards that fall outside its scope of activities.</p>	

The standards lay down 'normative' requirements, as opposed to 'descriptive' requirements. Put differently, the standards require, in a 'normative' manner, operators to meet certain performance indicators, such as limit or concentration values.

The standards are also 'technology-neutral', i.e. they state the desired objective without interfering in the choice of infrastructure or operations that should help in meeting those objectives.

Annex II Action 6 provides the structure of the set of standard and how each element identified in the 2008 LIFE contract is embedded in the definitive structure.

The upcoming set of EN standards is putting in place a different structure of interlinking standards, but they remain close to the substance of the original WEEELABEX standards.

See also Actions 7-10.

Pursuant to correspondence with the European Commission, the project management team was allowed to cluster all costs related to standardisation, i.e. Actions 6-10. Total actual costs amounted to €240.501, compared to €164.600. Considering that the standards are widely recognised as reflecting state of the art, the excess costs can be considered reasonable.

Action 7	Development of standards for WEEE
<p>With the approval by the General Assembly of the WEEE Forum of the final, consolidated version of the WEEELABEX standards on 1 April 2011 in Amsterdam, Actions 7-10 can be considered completed. The bulk of those standards had been completed by mid-2010.</p> <p>Some delay was incurred due to meticulous discussions in WG WEEELABEX and PSG on individual clauses in the 110-pages standards, and due to the fact that we ended up consulting and involving more stakeholders than had originally been foreseen.</p> <p>The WEEELABEX standards encompass specific standards ("appliance specific standards"), notably concerning FPD (Flat Panel Displays) ("LCD" and "plasma" in the 2008 LIFE contract), CRT and gas discharge lamps (see infra), requirements concerning LHHA and SHHA (and all other types of sub-standards mentioned in the 2008 LIFE contract), requirements on cooling and general requirements covering all WEEE categories indiscriminately. See Annex II Action 6 Item 5 for the structure of the set of standards.</p>	
<p>EN 50574</p>	<p>EN standard 50574 on collection, logistics and treatment requirements for end-of-life household appliances containing volatile fluorocarbons or volatile hydrocarbons (see Annex II Action 7), issued in May 2012, replaced the respective WEEELABEX standards (currently only the contractual, proprietary WEEE Forum/EERA/CECED standard is put forward) (see Annex II Action 6 Item 3 pages 58-70 in the WEEELABEX normative document on Treatment).</p> <p>This official EN standard is based on a set of standards originally developed by the WEEE Forum around 2006.</p>
<p>De-pollution performance</p>	<p>The WEEELABEX standard has spawned discussions that will lead to the setting of limit values to monitor and assess de-pollution (see Annex B of the Treatment standard and related documentation to measure de-pollution performances). After an intensive data gathering exercise, it was demonstrated that there are different scenarios around Europe, since the typology and use of products differ from one country or region to another. It was agreed that the WEEE Forum will gather the data provided by each relevant market or member state concerning the composition of the different flows treated. Limits may differ from one member state to another if the input flow is different. We have reached a draft proposition of limit values for WEEE Forum (see page 11 and 12 of documentation to measure depollution performances). Further work is still required.</p> <p>Protocols have been developed in order to gather data in the same manner across Europe, so the information can be comparable. This process is on-going, feeding on data. Within the Technical Committee, the WEEE Forum will continue to improve records on the quantities of pollutants in WEEE and adjust the limits for</p>

	treatment.
<p>Turning WEEELABEX standards into official EN standards</p>	<p>Article 8 of Directive 2012/19/EU requires the Commission to request that the European standardization organisations develop European standards for the treatment, including recovery, recycling and preparing for re-use, of WEEE, reflecting the state of the art. Unlike harmonized standards, the references of which are published in the Official Journal of European Union, and which are prepared to support Union harmonization legislation, these standards do not automatically provide a "presumption of conformity". However, the Commission may in the future adopt implementing acts laying down minimum quality standards based in particular on the European standards developed by the European standardisation organisations.</p> <p>The WEEE Forum lodged three WEEELABEX documents with CENELEC on 29 March 2010: A code of practice regarding collection, a standard on logistics and a standard on treatment. It was decided to lodge the standards with CENELEC, because they are mainly technical in nature, go beyond management standards and apply to waste electrical and electronic equipment (electro-technical equipment).</p> <p>On 24 January 2013 the European Commission issued Mandate M 518/EN, for the development of standards for the treatment of WEEE. The mandate is an official order from the Commission to the European Standard Organisation (in this case CENELEC) to develop a standard.</p> <p>The Commission communicated a draft document for the treatment of WEEE based on the WEEELABEX standard, to the CENELEC technical bureau (BT), the BT assigned the development of these deliverables to the appropriate technical committee (TC111X) and then the TC111X assigned this work to the working group level (WG6 and WG4).</p> <p>Standard EN 50574 regarding the collection, logistics & treatment requirements for end-of-life household appliances containing volatile fluorocarbons or volatile hydrocarbons has been already approved and published. Currently, WG4 focuses on the development of a Technical Specification (TS), i.e. a document that will contain standards such as targets, limits, monitoring requirements, and sampling and analytical methods. The first draft of the aforementioned document is based on existing WEEELABEX documents.</p> <p>This TS document has to be ready to be sent out for comments by National Committees by mid-October 2013.</p>
<p>Work programme of CENELEC TC111X WG4 and WG6</p>	<p>The General Treatment standard is a document intended to support the recast Directive 2012/19/EU which must be transposed into national law by no later than February 2014. Hence it was decided to adopt a Unique Acceptance Procedure (faster than other procedures) to approve the document. Ideally WG6 would like to prepare such document and its associated Technical Specification so that these are agreed before the end of 2013.</p> <p>At the February 2013 physical meeting of WG6 a document for the General Treatment Standard was finalised to a stage where it was agreed to be sent for consideration by national committees (deadline 5 April 2013). 53 pages of comments were received. Currently, WG6 is considering the comments received on this Secretary Enquiry. After this process, it may be decided to have a second round of comments again to minimise the chance of a</p>

	<p>negative vote at the Unique Acceptance Procedure stage.</p> <p>On 17 May 2013, the first meeting of the project group for lamps will take place. The WEEELABEX standard will be again the document in which the final EN Standard will be based.</p> <p>A project leader has been agreed to develop other deliverables, such as Technical Specifications for Collection and Logistics, but work has not yet started.</p> <p>See also Annex II Action 7 Items 3-5.</p>
Action 8	Development of standards for WEEE (management/reporting)
	<p>This Action can be considered completed. Activities in 2010 focused on further updates of the standard (WF-RepLists) and reporting and downstream monitoring (referred to in the 2008 LIFE contract as “material flow management” and “reporting and documentation”).</p> <p>The standard on Treatment (see Annex II Action 6 Item 3, pages i-vi and 1-70 of the WEEELABEX standards on Treatment) is about ‘good recycling practices’. It seeks to promote a certain level of quality in handling, storage, de-pollution and recycling of WEEE, i.e. both administrative and organisational standards (pages 7-9) and technical standards (pages 10-14). The term ‘material flow management’ and ‘good recycling practice’ are synonymous to ‘de-pollution monitoring’ (clause 5.4, page 11) and is also referred to in annexes B, C and D of the WEEELABEX standards on Treatment (see Annex II Action 6 Item 3, pages 22-31). The terms ‘material flow management’ and ‘reporting and documentation’ are also flagged in the FAQ (see page 5 of Annex II Action 12 Item 1).</p> <p>In 2011 and 2012, further changes to the software tool (WF-RepTool) and software background lists (WF-RepLists) were made in order to (a) improve the extent to which the tool is used by all WEEE systems (also those based in Eastern Europe) and (b) update them in accordance with the final version of the standards (referred to in the 2008 LIFE contract as “material flow management” and “reporting and documentation”).</p> <p>The upgraded WF-RepTool went live as an autonomous website in May 2013 (not a deliverable under the 2008 LIFE contract): www.wf-reptool.org (see also Annex II Action 8 Item 1 for a copy of the pages of the WF-RepTool website).</p>
Reporting	<p>Twenty member organisations already use or are planning to use the existing WEEE Forum harmonised set of background lists (for example definitions of technologies and fractions) (WF-RepLists) and tool (WF-RepTool) for reporting, documentation and material flow management. The WEEELABEX standard requires the use of the methodology as a means of demonstration of compliance. For a demo of the tool, see http://www.weee-forum.org/index.php?section=services&page=services_reporting.</p>
Management standards	<p>The non-technical management type of specifications were initially intended to be a separate chapter, but ended up being integrated throughout Part I of the standard as a separate Annex D (see Annex II Action 6 Item 3, pages 22-31).</p>
Action 9	Development of standards for gas discharge lamps
	<p>With the approval by the WEEE Forum General Assembly of the final, consolidated version of the WEEELABEX standards on 1 April 2011 in Amsterdam, Action 9 can be considered completed (see Annex II Action 6 Item 3, pages 44-53 in the WEEELABEX normative document on Treatment).</p> <p>The Lamp standard development got off at a later stage than originally scheduled.</p> <p>The first meeting at CENELEC of the project group for lamps is scheduled for 17 May 2013. The WEEELABEX standard will be again the document on which the final EN standard will be based.</p>
Action 10	Development of standards for collection, costing and transport
	<p>The main content of the standards on collection and transportation/logistics was developed by mid-2010, six months behind schedule compared to the amended timetable of the Inception Report. With the approval by the WEEE Forum General Assembly of the final, consolidated version of the</p>

<p>WEEELABEX standards on 1 April 2011 in Amsterdam, Action 10 can be considered completed. Standards concerning handling of WEEE by operators involved in logistics/transport and in collection were produced as two separate standards ('Collection' and 'Logistics') (see Annex II Action 6 Item 1 (Collection) and Annex II Action 6 Item 2 (Logistics)).</p> <p>No standards concerning costing were developed on the grounds that that would involve commercially-sensitive information. In order to know what model of collection and transportation is best, we would have to enquire about costs involved in individual sections of collection and transportation, which would violate EC anti-trust law. In addition, costing and cost-effectiveness of collection schemes is subject to specific market developments, and therefore falls outside the remit of standardisation. And, finally, it was understood that, at the end of the day, one cannot 'standardise' costs, i.e. write a standard on costs. For the same reasons, the idea of a 'WEEE-Optimizer' (see page 12 of the 2008 LIFE contract) was not implemented.</p>	
Action 11	Internal communication and awareness raising
<p>A great deal of internal communication has taken place. The status of the project was discussed at each single session of the Board and General Assembly throughout the reporting period, and members are constantly updated on progress in the project through notifications. This Action can therefore be considered completed.</p> <p>WEEELABEX was subject of discussion in 13 sessions of the General Assembly (including three in 2008 and 2013), 26 sessions of the Board (including four in 2008 and 2013), 33 sessions of the Project Steering Group (including four in 2008 and 2013), 44 sessions of working groups (WG WEEELABEX, TF Audit, TF Measurement, WG Lamps, WG CRT, WG FPD, WF-RepTool expert group, WG Cooling and ad-hoc WG Plastics). See Annex V Final indicators Items 1-2.</p> <p>€49.000 was budgeted for this external assistance under this Action, yet actual costs (excluding external assistance costs related to logistics and accommodation, which fall under Action 1) amount to €4.375. Many costs related to the hosting of meetings and roundtables were borne by the WEEE systems.</p>	
WEEE Forum sessions	<p>The project is discussed in all bodies of the WEEE Forum, and thus further contributed to a dissemination of the project results among the producers affiliated to the member organisations (and indirectly to a wider public across Europe).</p> <p>In the reporting period, the General Assembly of the WEEE Forum discussed the dossier at its sessions in London, Budapest, Athens, Copenhagen, Zurich, Brussels, Amsterdam, Brussels, Málaga, Brussels, Vienna, Brussels and Ljubljana. The launch of the project was discussed in Rome and Barcelona (2008) and the launch of the WEEELABEX organisation in Prague on 17 April 2013.</p>
Information roundtables	<p>Information roundtables in the capitals – or with the different “regions” as mentioned in the 2008 LIFE contract – took place in the fringe of meetings of working groups, task forces and WEEE Forum sessions (Board and GA). Meetings have been held in the following cities in all member states of the European Union (except Bulgaria, Malta, Cyprus, Luxembourg, Finland, Estonia and Latvia) plus Norway and Switzerland: Amsterdam, Athens, Bad Erlach, Balatonboglár, Barcelona, Berlin, Bonn, Bratislava, Brussels, Bucharest, Budapest, Buzau, Copenhagen, Dorsten, Dublin, Düsseldorf, Grenoble, Isernia, Kematen, Lille, Lisbon, Ljubljana, London, Lyon, Madrid, Málaga, Milan, Munich, Nantes, Nîmes, Oslo, Paris, Prague, Rome, Salzburg, Santiago de Compostela, Saronno, Schiphol, Stockholm, Tenerife, Utrecht, Valencia, Vienna, Vilnius, Warsaw and Zurich.</p>
Action 12	External communication and information campaigns
<p>In 234 workshops, conferences, webinars and visits (September 2008 until May 2013) the project has been presented and discussed (see Annex V Final indicators Item 1) with 'Externals', i.e. with professionals not directly involved in the management of the project. And it was the focus of the</p>	

WEEE Forum conferences in Zurich (2010) and London (2012). This Action can be considered completed.

The project and its deliverables were presented at 62 international conferences in Europe (including seven in 2008 and 2013) and in all continents (Latin America, Oceania, Asia, North America and Africa).

Pascal Leroy, the Project Manager, presented the project at 85% of the events. Other speakers include: Thérèse Shryane, the Technical Manager, Andreas Röthlisberger, chairman of the Board (2009-12), Robert Hediger, chairman of PSG (2008-10), Julie-Ann Adams, senior consultant, and José Ramón Carbajosa, chairman of the Board (2012-present).

In all, more than 14.000 individuals registered to attend workshops, conferences, meetings, webinars and visits at which WEEELABEX was presented or discussed (see Annex V Final indicators Item 1). Thousands of individuals – most of whom are (very) specialised professionals – have listened to presentations on the project. The objective of presenting the project and its deliverables in other parts of the world is to raise awareness on the uniqueness of the project, its ground-breaking approach, but also on the standards themselves and the novelty of a continent-wide centre of excellence for WEEE audit training programmes. Presenting WEEELABEX in Asia is justified on grounds of WEEE flow management and reporting, considering the considerable quantities of WEEE that enter the markets in Asia legally and illegally.

It is therefore fair to say that the project has resonated – and is still resonating – across the globe. WEEELABEX is a source of inspiration for policy-makers, standardisers and multinationals.

In the after-LIFE life of WEEELABEX, José Ramón Carbajosa, the chairman of the Board of the WEEE Forum, presented the standards at a conference in São Paulo (Brazil) at an audience of reverse logistics specialists. The project and its deliverables will also be presented in Cape Town on 7 June 2013 and in Malta in October 2013 for an audience of IMPEL enforcement agencies in Europe. See Annex V Final indicators Item 1 for a complete overview of after-LIFE communication initiatives.

The standards have been translated into French, Spanish, Italian, Polish, Portuguese and German. Those local language-versions will allow us to reach the authorities and WEEE business directly. The Spanish and Portuguese versions aid WEEE professionals in Latin America get started with a standardisation programme. See www.weeelabex.org for all language versions.

Julie-Ann Adams, senior sub-contractor, presented the project and its reporting tools at an international audience in Guangzhou (China). The PowerPoint presentation was translated into Chinese for that purpose (see Annex II Action 12 Item 6).

In response to the European Commission's letter of 19 December 2012, and in accordance with Article 13.5 of the Common Provisions, we confirm that the WEEELABEX project notice board will be displayed in the new WEEELABEX Office in Prague.

The actual costs of external communication (€54.617) are on budget (€57.000). Considering the fact that the Project Manager and the groups involved in the development of the project have not only successfully completed all Actions but also delivered much more than originally foreseen in the 2008 LIFE contract, and has produced a number of spin-offs, this Action can be considered very cost-effective.

International conferences and trade fairs

The project and its deliverables were presented at 62 international conferences in Europe and other parts of the world (including seven in 2008 and 2013): Salzburg, Brussels, Warsaw, Paris, Bucharest, Santiago de Compostela, Nantes, Madrid, Sydney, Stockholm, Zurich, Berlin, Ankara, Vienna, Tenerife, Lyon, London, Prague, Dublin, The Hague, Milan, Vilnius, Utrecht, Rome and Bonn.

Outside Europe: Toronto, Shanghai, Sydney, New Orleans, Hong Kong, Guangzhou, Halifax, Orlando, Santiago de Chile, Hanoi and Addis Ababa. In other words, the project and its deliverables have been presented at international events in all continents (Latin America, Oceania, Asia, North America and Africa).

The WEEE Forum considers it of critical importance that the standards 'resonate globally', i.e. that they are considered or put into practice in other parts of the world, because that will strengthen the EU's leadership in WEEE policy matters and provide a

	<p>competitive advantage to Europe-based undertakings. Key-note speeches in places like Guangzhou, Orlando, Santiago de Chile and Addis Ababa have been tools in that global roll-out programme. The project was also presented to the Technical Adaptation Committee (TAC), a committee composed of the 27 member states to adapt waste legislation to new developments, on 21 October 2011.</p> <p>See Annex II Action 12 Items 5-8 for copies of typical PowerPoint presentations at international conferences.</p>
Webinar	<p>C2P, a compliance knowledge management system that incorporates laws and regulations around the world that may affect a business, scheduled a webinar for its members on 21 June 2011. The WEEELABEX Project Manager presented the project. 146 WEEE professionals, mainly based in America and Europe, dialled in.</p>
C2P mail alerts	<p>On 3 occasions in the reporting period, C2P issued mail alerts to its registered clients, approximately 1.000 among them.</p>
Workshops and seminars	<p>During the reporting period, twenty-seven workshops and seminars (excluding international conferences and excluding the meetings and events organised by the WEEE Forum or member organisations) took place with stakeholders and interested parties to communicate about the project. Altogether, a 'specialised' and 'very specialised' audience of 1.018 individuals was reached. See Annex V.</p>
Initiatives by member organisations	<p>It was not only the WEEE Forum as such that contributed to dissemination. Also most member organisations started communicating about the WEEELABEX dossier with their partners and authorities.</p> <p>An extract of seminars or conferences hosted by some member organisations: Ecolec Green Forum (Spain) in Tenerife, Eco-systèmes (France) in Lyon (Eurexpo Salon Pollutec), Envidom (Slovakia) in Bratislava, RoRec (Romania) in Salzburg, Recupel (Belgium) in Brussels, ReMedia (Italy) in Milano, WEEE Ireland (Ireland) in Dublin, Wecycle (the Netherlands) in The Hague, Repic (UK) in London and Asekol (Czech Republic) in Prague. Audiences consisted mostly of specialised and very specialised professionals and authorities (environment protection agencies and enforcement agencies).</p>
WEEELABEX Testimonials	<p>On 21 May 2012 in Brussels, the WEEE Forum hosted an event, 'WEEELABEX Testimonials', targeted at most WEEE recycling specialists and WEEE policy professionals. The objective of the event was to raise awareness on the deliverables that the project is putting in place. The event was scheduled in the context of LIFE's 20th anniversary. Some fifty-eight individuals attended the event. See Annex II Action 12 Item 14.</p> <p>At the end of the event, a pilot certificate was handed over to GreenWEEE, the plant where the audit had taken place on 27-28 March 2012.</p> <p>As speakers we have invited stakeholders, closely involved in the project, to testify about the project. The 'stakeholders' who delivered a talk were: producers (Samsung Electronics), recyclers (Stena Technoworld), authorities (Human Environment & Transport Inspectorate (Netherlands), WEEE system (Recupel) and NGOs (Close the Gap). Pascal Leroy and Thérèse Shryane gave an</p>

	overview of the main phases of the project and its deliverables. See Annex II Action 12 Items 16-19 for photographs of the event.
Press releases	In addition to the electronic newsletter Eye on WEEE, at important moments in the project's life, press releases were issued. See Annex II Action 12 Items 9-13.
FAQ	We have issued three sets, including one revision, of Frequently Asked Questions regarding the project, the standards and the launch of the WEEELABEX organisation. See Annex II Action 12 Items 1, 2 and 4.
WEEE Forum conferences	The WEEE Forum held its bi-annual conferences on 23-24 September 2010 in Zurich and in 21-22 September 2012 in London. WEEELABEX was a critical component of each of the conferences. A total of 450 individuals attended the conferences, among them WEEE management professionals, policy-makers and influencers. A website was created to inform about the programme and speakers (see www.weeforumconference.org). The event in Zurich was announced on the LIFE website: see http://ec.europa.eu/environment/life/news/events/events2010 .
Action 13	Recruitment and training of audit team
	<p>In the context of this project, The WEEE Forum organised three WEEELABEX training programmes: Isernia (Italy) in 2011, Buzau/Bucharest (Romania) in 2012 and Düsseldorf (Germany) in 2012. The training course in Isernia centred on EN standard 50574 on collection, logistics and treatment requirements for end-of-life household appliances containing volatile fluorocarbons or volatile hydrocarbons (see Action 4), the one in Buzau/Bucharest on the general standards of the WEEELABEX standard and the third on the WEEELABEX lamp standard. This Action can be considered completed.</p> <p>In response to the European Commission's letter of 13 March 2012, Annex II Action 13 provides copies of the audit teams, the timetable of the training course, an attestation of attendance, the list of participants, and PowerPoint presentations about each topic on the agenda.</p> <p>The individuals who attended the training course are all auditors currently active on the market, and most of them will end up in the 'WEEELABEX auditors' pool'.</p> <p>See Action 14 for audit statements, i.e. applications for the label of excellence, signed by the auditors who undertook them, as well as batches and other tests. All statements arise from audits in accordance with the WEEELABEX standards.</p> <p>An 'updating event' is scheduled for 10-11 June 2013 in Brussels. The purpose of the event is to train auditors to be the first Lead Auditors. See Annex II Action 13 Item 23.</p> <p>A budget of €60.000 was in place, yet actual costs amount to €15.606. Part of the costs related to the preparations and documentation were borne by WEEE systems involved in the accommodation of the training programme.</p>
Training course (general WEEE)	<p>The pilot audit team consisted of twenty-five professionals. Dora Caria, an experienced auditor on the payroll of ERP, guided this Action as main teacher. However, every participant had his/her homework cut out and had to present part of the standard that he/she is most familiar with. The pilot training took place on 25-29 March 2012 in a state-of-the-art plant (GreenWEEE) in Buzau (Romania) as well as in Bucharest.</p> <p>Individuals that took part in the pilot training programme: Angel Valor, Christian Dworak, Christoph Becker, Daniel Picha, Daniela Toma, Dora Caria, Enrico Zangirolami, Francesca Bianchi, Haris Agelakopoulos, Jan Vrba, Iulian Dumitrescu, Julie-Ann Adams, Laura Borghi, Luca Campadello, Lucía Herreras, Marco Sala, Mario Champagne, Martin Fišer, Mónica Luízio, Nathalie Bonnel, Romain Letenneur, Romain Meynier, Sandra Hopkins, Thérèse Shryane</p>

	<p>and Valentin Tofana</p> <p>The output of the training programme is that the trained pilot auditors conducted – and continue conducting and therefore are operational – audits of plants in the markets they are most familiar with, notably France, Spain, Germany, Luxembourg, Romania, Portugal, Czech Republic, Italy, UK and Ireland.</p>
Training course (lamps)	<p>The pilot audit team consisted of thirteen professionals. Ulrich Kasser, an experienced lamp auditor, and Julie-Ann Adams were among the leaders of this Action. The pilot training took place on 9-10 October 2012 in Düsseldorf (Germany).</p> <p>Individuals that took part in the pilot training programme: Sandra Hopkins, Milos Polak, Kristina Goepel, Daniel Soltek, Hermann Langen, Julie Ann Adams, Martin Grunwald, Raphaël Jubin, Yves Blanchoz, Ulrich Kasser, Corinne Tellier, Dimitris Christogiannopoulos and Mónica Luízio</p> <p>The output of the training programme is that the trained pilot auditors conducted audits of plants in the markets they are most familiar with, notably Germany, Czech Republic, Ireland, UK, France, Switzerland, Greece and Portugal.</p>
Updating programme	<p>An updating event is scheduled for 10-14 June 2013 at which Lead Auditors will be selected on the basis of a set programme.</p>
Action 14	Launch of Certification Office
<p>The issue of Conformity Verification (“Certification Office” in the 2008 LIFE contract) and the role of a separate legal entity was subject of more than twenty meetings in WG WEEELABEX, TF Audit and PSG in 2011-12. We have put in place a <i>sui generis</i> set of rules to govern and regulate Conformity Verification (‘certification’ in the 2008 LIFE contract). An entirely new, innovative structure with rules, procedures and financing is required to regulate auditing. Such a structure is currently non-existing in Europe. The WEEELABEX organisation was set up on 17 April 2013; it will be headquartered in Prague.</p> <p>Auditors in the WEEE systems of the WEEE Forum have undergone training at three training sessions: Cooling (Isernia, 2011), General WEEE (Bucharest, 2012) and Lamps (Düsseldorf, 2012) (see Actions 5 and 13). In June 2013, an ‘updating event’ is scheduled to allow for experienced Lead Auditors to be put in place. Further training programmes will be set up later in 2013 which will be offered by specialist trainers.</p> <p>Individuals in the pool of WEEELABEX auditors will undergo update training sessions to ensure internal quality control. See Action 3 for eligibility criteria for auditors and related agreements that allow for monitoring by the WEEELABEX Office.</p> <p>Pursuant to the European Commission’s letter of 13 March 2012, we provide a copy of the service agreement with Koran a Firt, the Prague-based law firm (see Annex II Action 14 Item 8). Koran a Firt accompanied the project management team in the selection of appropriate headquarters, the registration with Czech authorities and the drafting of Articles of Association.</p> <p>See Annex II Action 14 Item 3 for a copy of the (non-approved) minutes of the constitutive GA of 17 April 2013.</p> <p>Contrast law, a Brussels-based law firm, scrutinised the architecture and governance of Conformity Verification in accordance with EU anti-trust law.</p> <p>Anderson Willinger, a Prague-based executive search agency, assisted us in identifying proper candidates for the job of General Manager of the WEEELABEX organisation.</p> <p>Actual costs amount to €77.829, while a budget of €51.000 was scheduled. The excess costs mostly relate to legal costs not originally foreseen.</p>	
Conformity Verification	<p>The end-result of approximately twenty meetings is the paper “Governance and architecture of WEEELABEX Conformity Verification”, published on 20 September 2012 (see Annex II Action 14 Item 2). This framework paper was agreed by the General Assembly of the WEEE Forum at its session of 27 June 2012 in Brussels.</p>

	Stakeholders have also endorsed it.
Start-up of the WEEELABEX organisation	<p>In Prague on 17 April 2013, the founding session of the GA of the WEEELABEX organisation was held. The organisation is an international non-profit legal entity. It has been set-up to train auditors in the WEEELABEX standards, as well as to promote the adoption of these standards by operators and member states as a means to improve WEEE management practices in Europe.</p> <p>The twenty-six producer compliance schemes who took part in the constituent General Assembly in Prague are: Amb3E, Asekol, Budget Pack Environmental, EĀF, Ecodom, Ecolec, EcoLogic, Eco-systèmes, Eco Tic, Elektrowin, EI-Kretsen, elretur, el retur, European Recycling Platform, Recupel, ReMedia, Repic, Retela, RoRec, SENS e-Recycling, SLRS, SWICO, UFH, Wecycle, WEEE Ireland and Zeos. All members, except European Recycling Platform and Budget Pack Environmental, are members of the WEEE Forum. The WEEELABEX organisation is independent from the WEEE Forum.</p> <p>See Annex II Action 14 Item 1 for an overview of the main elements of the WEEELABEX organisation (membership, membership fee, headquarters...). The WGC is discussing an updated 2013 budget.</p>
WEEELABEX Office	The address of the registered WEEELABEX Office is: Zúžená 497/1, 169 00 Praha 6, Česká republika (Czech Republic). The identification number of the WEEELABEX organisation, i.e. the unique identification of the company under which it is registered in the Czech Republic is 01594303. An application for a VAT number has been lodged. See also Annex II Action 14 Item 5.
General Manager	<p>The PSG interviewed five candidates for the position of General Manager on 25 February 2013.</p> <p>As the interviews did not produce a clear favourite, a General Manager ad interim was appointed (Petr Novotný). On 16 May 2013, the WGC had interviews with new applicants for the position. A new round of interviews is scheduled for 4 June 2013.</p>
WEEELABEX Governing Council	At the organisation's founding GA, members elected the governing council: Jaroslav Vladik (Retela, Czech Republic); Christophe Pautrat (European Recycling Platform, France); Richard Toffolet (Eco-systèmes, France); Patrick Lampert (SENS e-Recycling, Switzerland); Wayne Copley (Repic, United Kingdom); Martin Fišer (Asekol, Czech Republic); Peer Lund-Thomsen (el retur, Denmark) and Marco Sala (Ecodom, Italy). Jaroslav Vladik was elected chairman of the WGC.
Extended WGC	For certain matters, WGC will be extended to include representatives of CECED, DIGITALEUROPE, LightingEurope and EERA.
Global training centre	<p>Our ambition is to turn the WEEELABEX organisation into a global centre of excellence for WEEE audit training matters. Various parties have expressed keen interest in collaborating with the new organisation, e.g. mutual recognition of training programmes.</p> <p>Ideally, auditors on the payroll of existing certification outfits, wherever they are based, should see a training programme at the WEEELABEX Office as the key component of WEEE audit skills.</p>
International accreditation	We have had a number of discussions with affiliated organisations on how to about accreditation of the WEEELABEX organisation. One possibility that we have investigated is to request accreditation as training centre by a member of the International Accreditation Forum (IAF). Discussions are on-going in this area. It is a key item on the agenda of the newly elected WGC.

9. Analysis of long-term benefits

Long-term environmental, economic and social sustainability

On 17 April 2013, a new organisation was set up in Prague with the WEEELABEX Office as its secretariat and notary, a WEEELABEX Governing Council and a General Assembly (see Action 14). Considering the political capital that has been invested in the start-up of this new organisation, it is expected to put in place a plan that will secure its existence in the market.

The WEEE Forum, its partners and the project's stakeholders believe that this new organisation not only meets a commercial need in the market but also gives rise to distinct qualitative environmental and social benefits.

Direct and immediate impact on the WEEE market

- The uniform set of standards will have a definitive, direct and immediate impact on hundreds of undertakings across Europe involved in WEEE operations and covering all ten WEEE categories. They will be implemented by producer compliance schemes that represent half of all officially reported WEEE collection in Europe.
- The fact that the WEEELABEX Office is headquartered in Prague will have a beneficial long-term impact on the quality of operations in Central and Eastern Europe.

Long-term environmental benefits

- The project has made the WEEE community more conscious of the importance of quality and environmental protection, as opposed to a narrow focus on cost reduction and competitiveness.
- Not all markets in Europe are equally mature. In those markets where WEEE operations are insufficiently developed, there is a distinct need, among compliance schemes, the producers' community and recyclers, for quality standards, globally considered 'state of the art'.
- In those less mature markets, there is also a distinct need to have the operations controlled and audited by trained and qualified auditors who conduct audits in accordance with the standards.
- The harmonised rules of Conformity Verification will attract auditors from existing certification outfits to register as 'WEEELABEX auditors', and therefore improve quality in auditing across the board (not just with respect to the members of the WEEELABEX organisation).
- Enforcement will improve across the board. Authorities across Europe have acknowledged the standards as a benchmark for the sector.
- WEEELABEX was the context within which several technical studies were conducted. These reports have given rise to a better understanding of problems to be addressed and to informed decisions on limit values.

Long-term social benefits

- More WEEE treatment plants will implement the standards, which will be beneficial for workers' health and safety.
- WEEELABEX has raised awareness among the population of the critical need to protect the environment. This general consciousness will make investments more acceptable. Citizens will no longer tolerate pollution, e.g. landfill or thermal

disposal of WEEE containing hazardous substances, or the loss of critical raw materials.

A levelled playing field in Europe

- The WEEELABEX standards create an equal playing field among all WEEE systems of the WEEE Forum, plus the European Recycling Platform (ERP), which operates in thirteen jurisdictions in Europe, representing about two-thirds of all reported WEEE collection. Once these proprietary standards will have been translated into official EN standards, to which reference is made in Directive 2012/19/EU on WEEE, they will further level the playing field among all operators on the market, including the ones with which WEEE systems of the WEEE Forum have no contractual relationship.

Resonance across the globe

- As a result of our dissemination activities, stakeholders in other parts of the world have indicated to be inspired by the WEEELABEX standards and the project as a whole. Companies outside Europe will likely benchmark their activities to the standards.
- Parties are expected to monitor downstream operations and lay down reporting obligations. The reporting will follow a common template and principles that allow recyclers to calculate and communicate recycling and recovery quotas to WEEE systems.
- The WEEE Forum has received expressions of interest of other organisations outside Europe who are seeking to get into a mutual recognition of WEEE auditors training programmes.

Long-term economic benefits

- The fact that WEEELABEX systems have to recognise the outcome of WEEELABEX Conformity Verification audits, even if commissioned by competing WEEELABEX systems, will have a downward pressure on the organisations' cost structure and therefore make compliance schemes more competitive, without a detrimental effect on the quality of control. There will be no need to commission similar audits of the same processes.
- The WEEELABEX organisation might in the foreseeable future become a global centre of excellence for WEEE audit training programmes.
- The WEEELABEX organisation is based on open market principles. Any auditor, regardless of which organisation's payroll he/she is, can become a WEEELABEX auditor, provided he/she is eligible and successfully concludes the training programme. There are reasons to believe that there is a distinct interest among auditors working for existing certification outfits to follow the training programmes.
- Recyclers that implement new technologies based on the most recent specifications arising from the standards, e.g. related to limit values, will contract with WEEELABEX systems and gain market share.

Standardisation as a policy instrument

- The proprietary set of standards has been recognised as an appropriate base for official EN standards. It is expected that standardisation will be considered an important EU policy instrument, also in the context of the revision by the European Commission of the effectiveness of policy instruments in the context of Extended Producer Responsibility (EPR).

- The Better Regulation programme of the European Union generally prefers the standards approach to legislation, because it allows for flexibility in regulation. Amending a standard is less cumbersome than amending a law.

In conclusion, there are good reasons to believe that the tangible deliverables have a good chance of producing long-term benefits and therefore of being sustainable.

Quantification of environmental benefits

This table quantifies the environmental benefits associated with the implementation of the WEEELABEX programme, compared to a 'low standard' approach, which used to be prevalent in many parts of Europe. It is based on figures on total quantity of specific types of WEEE collected in 2011 (WEEE Forum database, 2012), per main stream: VHC/VFC, large household appliances excluding VHC/VFC, screens, mixed electronics and lamps. As target per stream were considered: (a) The target value as defined by TF Measurement (capacitors, circuit boards and batteries) or (b) data arising from batches (plastics) or target values under discussion in CENELEC (VHC/VFC). The data on Mercury are copied from the table in the 2008 LIFE contract. The actual values are assumed to be (a) for VHC/VFC recovery the average results recorded in Italy in 2008 (before efforts were made to improve recyclers' performance) or (b) 50% of the target values (see previous paragraph) for all other output. The last column shows the total benefit of WEEELABEX based on the above-mentioned assumptions.

	Low standard	WEEELABEX	Dimension	Benefit
VHC/VFC	140 g/unit	380 g/unit	Per average weight of WEEE containing VFC/VHC	1.323 t/y destroyed VHC/VFC
Batteries	0,10 %	0,18 %	Batteries removed compared to total treated WEEE	233 t/y removed batteries
Capacitors	0,05 %	0,09 %	Capacitors removed compared to total treated WEEE	509 t/y
Mercury	15 g/t	75 g/t	Hg recovered from luminaires	0,5 t/y
Metals	55 %	60 %	Recycling quota	60.000 t
Plastics	2 %	15.8 %	Recycling quota	92.784 t

TF Measurement has developed protocols designed to gather data in the same manner across Europe, in order to make the data comparable. This process is on-going, feeding on data. Within the Technical Committee, the WEEE Forum will continue to improve records on the quantities of pollutants in WEEE and adjust the limits for treatment. The WEEE Forum is not in a position conclusively validate or correct the figures provided above.

Replicability, transferability and co-operation

The WEEELABEX approach essentially boils down to producer responsibility organisations implementing standards on a voluntary basis. This approach is demonstrably replicable and transferable.

Replicability in other pieces of EPR-based legislation

- The Environment directorate of the European Commission is currently reviewing the implementation of the principle of Extended Producer Responsibility (EPR) as an effective policy instrument in all pieces of waste stream legislation; the WEEE Forum was an invited speaker at a workshop on 25 October 2011 organised by the European Commission (see Annex V Final indicators Item 1). The WEEELABEX approach whereby producer responsibility organisations implement standards on a voluntary basis will likely be implemented in other laws based on the EPR principle. Especially the idea that such an endeavour is undertaken in coalition with recyclers and producers is demonstrably inspiring policy-makers.

Interest among member states

- As a discussion in the Technical Adaptation Committee on 18 March 2010 and a number of workshops in Belgium, France, the Netherlands, United Kingdom, Italy and other jurisdictions (see Annex V Final indicators Item 1) made abundantly clear, member states express interest and even endorsement for the standards. It is in the member states self-interest to see actors on the WEEE market choose to regulate themselves, because it helps them spot the less scrupulous actors and enforce legislation effectively hinging on a risk-based approach.
- Some member states have indicated to consider integrating the WEEELABEX standards into their body of laws. On 23 May 2013, the Netherlands made it known that it will require recyclers to meet the WEEELABEX standards as part of its transposition of Directive 2012/19/EU.
- Even though member states cannot legally require operators to undergo WEEELABEX Conformity Verification, many of them tacitly admit that there is value in becoming involved in the process.

Transferability to other fields of market regulation

- This approach based on the value of standardisation fits into the EU's Better Regulation programme and can be transferred to fields other than environmental protection as well, e.g. health or mobility.

Replicability in other parts of the world

- There is a high potential degree of geographic dispersion. The WEEELABEX approach can be transferred or replicated in other parts of the world that are less familiar with standardisation or WEEE policies, or with the WEEE issue as such. For example, during his stay in Addis Ababa (Ethiopia) on 22 October 2012 (see Annex V Final indicators Item 1) in the context of a workshop preceding the VIII African Development Forum, the Project Manager learned that there is a clear interest among policy-makers in Africa, especially Kenya and Nigeria, where the issue has been subject of discussions with multinationals and non-governmental organisations, such as Close the Gap, to introduce WEEE standards. Kenya, for example, has issued a preliminary draft WEEE law (not publicly available). Countries in Latin America have put in place WEEE laws; there is a distinct interest to tap into the experience from the WEEELABEX project.

Co-operation

- The project has demonstrably demonstrated that co-operation among different types of actor works. Co-operation is not a mere option but a necessity. Especially in the complex world of WEEE management and policy, only sustained co-operation can be successful.

Innovation and demonstration value

There is no doubt that, without the LIFE funding, the deliverables would either have taken more years to materialise or have been smaller in scope and ambition.

WEEELABEX is spawning innovation in the WEEE processing market.

- The standard on Collection is a benchmark for local authorities to regulate processes at (municipal) collection facilities, for example weather-proof covering or handling of WEEE.
- The standard on Logistics is a set of requirements for transport companies to adhere to with respect to handling and storing WEEE.
- The standard on Treatment sets requirements for processors with respect to health and safety measures for personnel and proper de-pollution of WEEE. It will allow them to ascertain what type of investments are required to meet the limit values, e.g. emissions of mercury during treatment of flat panel displays or energy-saving lamps, or emissions of VHC and VFC during treatment of refrigeration equipment.

The approach based on bottom-up project management and co-operation of three distinct types of actors, i.e. compliance schemes, producers and processors, has demonstration value vis-à-vis member states.

Long term indicators of the project's success

As quantifiable indicators of the project's success, we propose:

- The gradual increase in membership of the WEEELABEX organisation.
- The gradual increase in the number of WEEELABEX-listed processes.
- A gradual expansion of the pool of WEEELABEX auditors.
- An increase in the number of auditors employed by certification organisations outside Europe that undergo WEEELABEX training and qualify as WEEELABEX auditors.

10. Dissemination

The communication and dissemination campaign set out in the 2008 LIFE contract envisaged to reach out to the “WEEE community” through the development of a website, a newsletter (plus brochures and notice boards), a press campaign and a media campaign.

Overview

The communication tools that have been developed in the reporting period in accordance with the 2008 LIFE contract are set out in Action 2 (see 8).

Annex V Final indicators Item 1 provides an overview of all events at which WEEELABEX was either presented or discussed, internally, i.e. among members and defined stakeholders, or externally with non-members and the public at large.

Dissemination was mainly aimed at recyclers, producers, producer associations, (enforcement) authorities, WEEE registers and auditors.

The English-language standards have been translated into French, Spanish, Italian, Polish, Portuguese and German (see www.weelabex.org for all language versions). Considering that 42% of the world population speaks at least one of these six languages as mother tongue (Latin America, North America, half the population in Europe, India, Oceania and some nations in Africa) we can say with confidence that WEEELABEX is capable of reaching a significant segment of the world’s WEEE market and authorities directly. The Spanish and Portuguese versions, for example, aid WEEE professionals in Latin America get started with a standardisation programme.

Events

- The project, its phases (standards and Conformity Verification), its deliverables and initiatives, were presented and discussed in 234 workshops, conferences, regular meetings, webinars and visits. And it was the focus of the WEEE Forum conferences in Zurich (2010) and London (2012).
- Of those 234 events, 141 were organised by the WEEE Forum. 104 of those 234 events are labelled ‘External’, i.e. they were outside the structure of working groups, steering groups and task forces under the WEEELABEX umbrella.
- The project was presented at 62 international conferences, not only in Europe but also in other parts of the world. 14 out of those 62 were presentations in the United States of America, Canada, China, Australia, Chile, Ethiopia and Brazil, which represent all continents (Latin America, Oceania, Asia, North America and Africa).
- Places in Europe where WEEELABEX was presented/discussed: Salzburg, Brussels, Warsaw, Paris, Bucharest, Santiago de Compostela, Nantes, Madrid, Sydney, Stockholm, Zurich, Berlin, Ankara, Vienna, Tenerife, Lyon, London, Prague, Dublin, The Hague, Milan, Vilnius, Utrecht, Rome and Bonn. Outside Europe: Toronto, Shanghai, Sydney, New Orleans, Hong Kong, Guangzhou, Halifax, Orlando, Santiago de Chile, Hanoi and Addis Ababa.
- Information roundtables in the capitals – or with the different ‘regions’ as mentioned in the 2008 LIFE contract – took place in the fringe of meetings of working groups, task forces and WEEE Forum sessions (Board and GA). Meetings have been held in the following cities in all member states of the

European Union (except Bulgaria, Malta, Cyprus, Luxembourg, Finland, Estonia and Latvia) plus Norway and Switzerland: Amsterdam, Athens, Bad Erlach, Balatonboglár, Barcelona, Berlin, Bonn, Bratislava, Brussels, Bucharest, Budapest, Buzau, Copenhagen, Dorsten, Dublin, Düsseldorf, Grenoble, Isernia, Kematen, Lille, Lisbon, Ljubljana, London, Lyon, Madrid, Málaga, Milan, Munich, Nantes, Nîmes, Oslo, Paris, Prague, Rome, Salzburg, Santiago de Compostela, Saronno, Schiphol, Stockholm, Tenerife, Utrecht, Valencia, Vienna, Vilnius, Warsaw and Zurich.

- Upon invitation, the project was presented and discussed at 9 of 13 WEEE-related events organised in the European Parliament, the European Commission and the Committee of the Regions.
- Pascal Leroy, the Project Manager, presented the project at 85% of the events. Other speakers include: Thérèse Shryane, the Technical Manager, Andreas Röthlisberger, chairman of the Board (2009-12), Robert Hediger, chairman of PSG (2008-10), Julie-Ann Adams, senior consultant, and José Ramón Carbajosa, chairman of the Board (2012-present).
- In all, more than 14.000 individuals registered to attend workshops, conferences, meetings, webinars and visits at which WEEELABEX was presented or discussed. Thousands of individuals – most of whom are specialised professionals – have listened to presentations on the project.
- Julie-Ann Adams, senior sub-contractor, presented the project and its reporting tools at an international audience in Guangzhou (China). The PowerPoint presentation was translated into Chinese for that purpose (see Annex II Action 12 Item 6).
- For understandable reasons, the large majority of participants in events where WEEELABEX was presented were professionals ('experienced' or 'very experienced').
- Almost all events had a European dimension. 49 events had a national flavour (in addition to having a European dimension).
- The project was also subject of discussion in 16 other types of events (workshops, webinars and meetings).

Webinar

- We offered webinars as conferencing tool on 15 occasions in the reporting period, thereby avoiding travel for 153 individuals (accumulated).

Website

- During the first five months of 2013, the total number of visitors to the WEEE Forum website was 3.574. The average number of visitors per month is 715. The top 5 countries visitors originate from France, United States of America, China, Germany and Japan.

Extranet

- The WEEE Forum extranet reaches 221 individuals, of which 51 are not employed by any of the member organisations of the WEEE Forum. Those 51 'stakeholders' have had access to the lion's share of WEEELABEX deliverables and discussion papers.

Newsletter Eye on WEEE

- *Eye on WEEE*, the WEEE Forum's publication, is published on a quarterly basis (see www.weee-forum.org/eye-on-weee) and in addition to the WEEE Forum members this is circulated to European and national environment authorities, processors, NGOs and other stakeholders and interest parties. Some 1.200 contacts receive the e-newsletter.
- The May 2011 and April 2013 editions of *Eye on WEEE* reported about the final WEEELABEX standards and the launch of the WEEELABEX organisation respectively.

Annual report

- The project has featured prominently in the 2009, 2010 and 2011 annual reports of the WEEE Forum (see www.weee-forum.org/what-is-the-weee-forum). 300 copies of each annual report were distributed at conferences and events throughout the year, notably the WEEE Forum conferences in 2010 and 2012) and events.

Social networks

- The WEEE Forum has a LinkedIn page (see www.linkedin.com). On 25 May 2013, the page counted 185 followers. WEEELABEX is also regularly advertised on the LinkedIn page of Pascal Leroy, the Project Manager. On 25 May 2013, the page counted 892 followers.

Press campaign

- Five distinct press releases were released in the reporting period (see Annex II Action 12 Items 9-13). 72 journalists have received all press releases and all editions of *Eye on WEEE*. Annex III Dissemination Press Items 1-41 lists 41 copies of extracts of interviews with the Project Manager, editorials, newspaper articles and special reports on WEEELABEX; we are aware of many more articles on the World Wide Web.

For copies of examples of deliverables, see Annex III Dissemination Other Item 2.

NOTE: The objective of presenting the project and its deliverables in other parts of the world is to raise awareness on the uniqueness of the project, its ground-breaking approach, but also on the standards themselves and the novelty of a continent-wide centre of excellence for WEEE audit training programmes. Presenting WEEELABEX in Asia is justified on grounds of WEEE flow management and reporting, considering the considerable quantities of WEEE that enter the markets in Asia legally and illegally. It is therefore fair to say that the project has resonated – and is still resonating – across the globe. WEEELABEX is a source of inspiration for policy-makers, standardisers and multinationals.

Layman's report

The full layman's report is available as Annex VI Layman's report.

After-LIFE communication plan

WEEELABEX will live on beyond the project through the WEEE Forum's active role in conferences across the globe, the WEEE Forum's Technical Committee, structured

co-operation with the new organisation, new projects and on-going standardisation (see *After LIFE* for an overview of some of the initiatives in the After-LIFE communication plan).

Conferences

The WEEE Forum will continue to beat the drum beyond the reporting period. However, it should be said that the WEEE Forum cannot continue to speak for WEEELABEX as an economic activity beyond 17 April 2013, i.e. beyond the date of the start-up of the WEEELABEX organisation and the election of a governing council. The WEEE Forum can continue to promote the use of standards and of WEEELABEX standards in particular, but the audit training programme and Conformity Verification scheme is an exclusive responsibility of the new organisation.

- The Take-Back conference in Prague on 16 April 2013, hosted by ASEKOL, a WEEE compliance scheme in the Czech Republic, was the first occasion to present the full project and all its definitive deliverables to an audience consisting of professionals and general public. In total, some 250 individuals attended the conference, and 45 of them attended the afternoon session fully dedicated to WEEELABEX (see Annex III Dissemination Other After LIFE Item 1 for a copy of the integrated PowerPoint presentation).
- 35 journalists attended the press event preceding the Take-Back conference of 16 April 2013 (see Annex III Dissemination Other After LIFE Item 2 and Annex V Final indicators Item 1). The WEEELABEX session of the conference was well covered (see Annex III Dissemination Other After LIFE Item 2) in the Czech press.
- On 15 May 2013, José Ramón Carbajosa, chairman of the Board, presented the standards at a conference in São Paulo (Brazil) for an audience of reverse logistics specialists. In autumn 2013, the WEEE Forum will host an event whereby Latin Americans, notably Brazilians, will meet WEEE compliance schemes and professionals in Europe to set up a structured dialogue.
- WorldLoop, an NGO that aspires to close the digital divide in Africa, is hosting a conference in Cape Town (South Africa) on 7 June 2013 to discuss standardisation and EPR as policy instruments. Yves Blanchoz, Development Manager at Terra, an audit outfit, will speak on behalf of the WEEE Forum and the project management team.
- The Secretary General and Lucía Herreras, the Technical Manager in charge of CWIT, will participate in an event in Malta on 1-4 October 2013 for an audience of IMPEL enforcement agencies in Europe. Pascal Leroy is invited to speak about the importance of quality standards and how the WEEELABEX standards can help enforcement authorities spot free-riders or undertakings that seek to dodge the system.

Technical Committee

The Technical Committee of the WEEE Forum will continue to be a forum for discussions on WEEE quality topics. Data arising from batches and tests will allow WEEE systems and operators to identify appropriate limit values. At its session in Prague on 17 April 2013, the General Assembly of the WEEE Forum decided to create an investment budget to build a software application to manage those data in a secure environment that respects data sensitivity and confidentiality (see also figure 2).

Structured co-operation with WEEE Forum and standards organisations

The WEEELABEX organisation will co-exist with the WEEE Forum and the EU standards organisations. Each of the three organisations will have its scope of activities allowing for complementarities. The WEEE Forum will provide its Technical Committee to discuss limit values, while the WEEELABEX organisation will co-ordinate Conformity Verification and CENELEC will produce EN standards and Technical Specifications.

Projects

WEEELABEX is certain to live on through new projects.

- In May 2013 the European Commission gave its green light to a two-year project ‘Countering WEEE Illegal Trading’ (or ‘CWIT’), managed by a consortium composed of Interpol (project leader), WEEE Forum, United Nations University, UNICRI, Zanasi & Partners, C2P and CBRA. The purpose of CWIT is to estimate the quantities of WEEE illegally traded and to identify parties engaging in illegal behaviour.
- The WEEE Forum has become a member of the European Innovation Partnership (EIP) on Raw Materials (see <http://ec.europa.eu/enterprise/policies/raw-materials/innovation-partnership>) It is represented in the High-Level Steering Group, the Sherpa Group and the Operational Groups. WEEELABEX has been identified as a relevant project that may need to be further developed, for example by requiring parties to recover certain percentages of critical raw materials. Several parties in the EIP have identified WEEELABEX as a source of inspiration in the area of standardisation. The WEEE Forum is actively contributing to the drafting of the Strategic Implementation Plan (SIP) (see Annex III Dissemination Other After LIFE Items 3-8).
- The WEEE Forum is likely to launch projects in the fringe of the EIP, e.g. new business models that secure higher collection rates of types of WEEE that contain critical raw materials (see Annex III Dissemination Other After LIFE Item 3).
- By 25 June 2013, the WEEE Forum will lodge a project proposal for LIFE co-financing: “Mapping the Urban Mine”. The project will seek to develop instruments to map the arising of critical raw materials in WEEE.

Standardisation

The WEEELABEX standards will mature.

- The full set of WEEELABEX standards is subject of discussions in CENELEC to be turned into EN standards. There will likely be spin-offs in terms of new product categories that have not been covered, e.g. photovoltaic panels.
- In time, the EN standards may become IEC standards, the equivalent of ISO standards for electro-technical products (see Annex II Action 12 Item 7 for the Project Manager’s PowerPoint presentation at IERC in Salzburg on 16 January 2013).
- Within the context of the EIP on Raw Materials, the WEEE Forum is arguing to extend the standards to require recovery of certain critical raw materials.

Competence – Audits – Standards



Figure 2 WEEE Forum, WEEELABEX organisation and CENELEC

VII. FINANCIAL PART

11. Costs incurred

In accordance with Part II of the Common Provisions, this section provides a consolidated picture of total costs incurred during the reporting period, compared with budget laid down in the 2008 LIFE contract.

Cost category	Total cost according to the Commission's decision	Costs incurred from the start date to 31/12/2012	Percentage of budgeted costs incurred by 31/12/2012
Personnel	405.000	458.457	113,20%
Travel	115.000	81.289	70,69%
External assistance	484.600	485.958	100,28%
Durables: total non-depreciated cost			
- Infrastructure sub-total			
- Equipment sub-total			
- Prototypes sub-total			
Consumables			
Other costs	60.000	2.820	4,7%
Overheads	0	70.395	
Total	1.064.600	1.098.919	

Personnel costs

The total staff costs (gross salaries, obligatory social charges and insurance costs) are charged in respect of the actual time devoted to the project, based on timesheets.

The timesheets are filled in every day by the staff and have to be handed in by the end of each month. On these timesheets a distinction is made between the different projects. Staff members and the Project Manager approve the timesheets monthly with their signature.

Staffing changes were made in 2009 to the project leadership with Pascal Leroy, the Secretary General of the WEEE Forum, appointed as new Project Manager on 2 April 2009 following the resignation of Bert Vonkeman, the Project Manager appointed by the Board. Thérèse Shryane, Technical Manager, was appointed to support the

technical work of the project. She commenced work in the Brussels office of the WEEE Forum on 17 August 2009.

For time sheets and the yearly salary syntheses, see Annex IV Financial Items 1-11.

We also acknowledge the correspondence below of the Commission's financial audit team regarding personnel costs.

Van: Silvia.PAREDES-MAYORCA@ec.europa.eu

Verzonden: donderdag 7 juli 2011 17:29

Aan: anne.vaneylen@acta.be

CC: lien.vandenborre@acta.be; mathilde.snel@astrale.org; bart.franceus@acta.be; pascal.leroy@weee-forum.org

Onderwerp: RE: WEEE Forum : Excel-sheet Mid-term report

Dear Ms. Van Eylen,

Thank you for sending the new version of the report. I will not be able to analyse it in detail since I am leaving today for holidays and will be back in two weeks (22/07). Ms. Snel from Astrale confirmed that she will initiate the evaluation.

Referring your question on salaries, the insurance costs (hospitalization and accidents) would be eligible if they are obligatory by law or employment contract. The administrative costs from Sodexo and Attentia should be declared in the category of Overheads.

With kind regards,

Silvia Paredes Mayorca

Travel costs

The travel costs amount to €81.289.

The travel costs are recorded based on invoices. All travel costs have been paid. No formal written policy with regard to travel costs is available.

Travel costs include also catering costs with regard to conferences (but no rent costs for locations for conferences). The allocation of the catering costs has been discussed with the Commission's financial audit team (Silvia Paredes Mayorca and Thomas Försch). The conclusion was that the costs of catering could be declared under the category "Travel and subsistence costs" (see mail below of 23 June 2011).

From: Silvia.PAREDES-MAYORCA@ec.europa.eu

Date: 23 June 2011 13:55

Subject: RE: WEEELABEX (LIFE07/ENV/B/041) - "subsistence" costs

To: mathilde.snel@astrale.org, Thomas.Foersch@ec.europa.eu

Dear Mathilde,

It was also a pleasure for us to meet you last week.

About the catering and room rental eligibility as Travel and subsistence costs, we have carefully evaluated the situation and concluded that the costs of catering could be declared under this category but the room rental ones should be transferred to External Assistance.

It is true that in the budget, 85% of the category Travel and subsistence costs was assigned to meetings (steering groups, standard, communication) and that catering could be considered

as subsistence cost for the participants of the meetings, but this is not the case for the room rental, the cost of renting a room even if it is used to hold the meeting could be considered neither as travel nor as subsistence.

Consequently, the beneficiary should be advised to modify accordingly the mid-term report.

With kind regards,

Silvia Paredes Mayorca

External assistance

The external assistance costs amount to €485.958.

All external assistance costs are supported by accounting documents.

Durable goods

Not applicable

Consumable materials

Not applicable

Other costs

The other costs amount to €2.820.

This amount concerns two invoices. One of the amounts concerns a sponsorship cost of €1.395. This cost was necessary for the project as it was the WEEE Forum's ambition to contribute to a resonance of WEEELABEX beyond Europe, specifically in markets, such as China, where substantial quantities of WEEE are imported, legally or illegally. The costs refer to sponsorship of an international conference where the President of the WEEE Forum was a keynote speaker, highlighting amongst other things the importance of downstream monitoring in accordance with the WEEELABEX standards.

The other one is an invoice by ICM for the International Electronics Recycling Congress in 19-21 January 2011 in Salzburg. The President of the WEEE Forum was one of the keynote speakers.

Overheads

The overheads amount to €70.395.

Although in the original budget, approved by the Commission, no amount for overheads was foreseen, the Commission agreed with 7% of €1.064.600 to be attributable to overhead without applying a modification (see correspondence below).

From: mathilde.snel@astrale.org

Sent: 26 October 2010 10:13

To: pascal.leroy@weee-forum.org
Subject: Re: WEEELABEX financials

Dear Pascal,

Yes, this means that an amount up to I believe 74,522Euros can be used for overhead (7% of 1.064.600Euros). Note however – as also indicated in the EC letter of 3 June 2009 - that the total eligible cost cannot change; "... the maximum EC contribution that has been agreed in the grant agreement cannot change". The total eligible cost then stays at 1.064.600Euro meaning that if overhead costs are used that these will need to be deduced from other categories (this can be deduced from any cost category or combination of categories so long as the 10% or 30,000Euros threshold is abided to). Hope the above helps clarify.

Kind regards

Mathilde

On 25 October 2010 14:59, pascal.leroy@weee-forum.org wrote:

Dear Mathilde

In the other mail you sent me, you say:

Note that in the EC's letter of 03 June 2009 (regarding the first mission) the EC already indicated that there had been an oversight in your application regarding overhead costs (in the application at "0 Euros") and that the EC will accept overhead costs of up to a maximum of 7% of total direct eligible costs incurred (see Common Provisions Art 25.13).

The TEC of our project are €1,064,600. So you're saying that we can classify up to €74,000 in that category? And that a modification request may not be required? Please confirm.

The other financials items I'm discussing tomorrow with my vice-chairman.

Pascal

Leroy

12. Accounting system

The bookkeeping is performed by the external accounting office of ACTA CONSULT BVBA. The accounts are kept in the software ProAcc of Exact. The accounts are kept in accordance with the rules of double-entry bookkeeping and are also kept analytically.

Invoices with analytical codes are provided by the staff of the WEEE Forum.

All costs relating to the project are analytically booked under the code LIFE, a more detailed breakdown is partly performed manually, i.e. in the case suppliers fail to identify the code on the invoice.

All the expenses:

- are supported by accounting documents in accordance with current national accounting law;
- have been recorded in the accounts and tax documents of the WEEE Forum;
- were incurred during the lifetime of the project;
- have been paid by WEEE Forum.

Expenses in foreign currencies were converted to euro at the exchange rate of the European Central Bank on the first working day of the year in which the expenditure is paid.

In accordance with Article 8 of the Common Provisions, the invoices bear a clear reference to the LIFE project is mentioned.

Regarding personnel costs, the timesheets are filled in every day by the staff and have to be handed in by the end of each month. On these timesheets a distinction is made between the different projects. Staff members and the Project Manager approve the timesheets monthly with their signature.

Regarding VAT, only for the financial year 2009 WEEE Forum had a mixed VAT regime and recovered only 95% of the VAT and 5% (€803) was included in the eligible costs. From 2010 on, the WEEE Form was fully liable for VAT, and 100% is recoverable.

13. Partnership arrangements

Not applicable; no partnership arrangements in place.

However, in 2010 the Board of the WEEE Forum decided to open up the Project Steering Group to representatives of four stakeholder associations: CECED, DIGITALEUROPE, LightingEurope (formerly known as ELC) and EERA (see Annex II Action 1 Items 2-3 for the agreement related to the governance of the project).

14. Technical reports

Annex II Technical reports provides copies of the main outcomes of technical studies, collaboration and analyses:

- RoHS substances in WEEE plastics (2010)
- Protocols on sampling and batches (2011)
- Study on the analysis of PCB and other potentially hazardous substances found in capacitors (2012)
- Documentation to measure de-pollution performance (2012)
- Toolkit for pollutant input assessment (2012)
- Mercury in flat panel displays (2013)
- Yttrium study (2013)

15. Auditor's report

Article 31 of the Common Provisions stipulates:

“An independent auditor, nominated by the coordinating beneficiary, shall verify the final financial statement provided to the Commission when the maximum Union contribution set in the Special Provisions exceeds €300.000.

The auditor shall verify compliance with national legislation and accounting rules and certify that all costs incurred comply with this grant agreement. The auditor shall also

check the sources of the project financing, and in particular that co-financing does not stem from other Union financial instruments. The work to be performed must be in accordance with, and in the format of, the Guidelines provided by the Commission”

CVBA VGD Bedrijfsrevisoren, represented by Maarten Lindemans, independent auditor and active member of the Belgian Institute of Registered Auditors (Instituut van de Bedrijfsrevisoren), in which 'WEEE FORUM European Association of Electrical and Electronic Waste take back systems' is established, conducted the audit in ACTA CONSULT's office on 28 March 2013.

For the full auditor's report, see Annex IV Financial Item 23.

VIII. ANNEXES

264 Annexes accompany this report.

- ★ Annex I Administrative Item 1 WEEE Forum by-laws_WEEELABEX governance_Final_2008 09 04_Final.pdf
- ★ Annex I Administrative Item 2 WEEE Forum by-laws_Charter_Final.pdf
- ★ Annex I Administrative Item 3 WEEE Forum by-laws_WEEELABEX governance_Revised_V7_Final_2010 05 05.pdf
- ★ Annex I Administrative Item 4 Project groups membership.xls
- ★ Annex II Action 1 Item 1 WEEE Forum by-laws_Charter_Final.pdf
- ★ Annex II Action 1 Item 2 WEEE Forum by-laws_WEEELABEX governance_Final_2008 09 04_Final.pdf
- ★ Annex II Action 1 Item 3 WEEE Forum by-laws_WEEELABEX governance_Revised_V7_Final_2010 05 05.pdf
- ★ Annex II Action 1 Item 4 WEEELABEX governance and principles_Final.pptx
- ★ Annex II Action 1 Item 5 Agreement_CENELEC vs WEEE Forum_Final.pdf
- ★ Annex II Action 12 Item 1 WEEELABEX FAQ_Public_2011 05 02.pdf
- ★ Annex II Action 12 Item 10 Press release_RoHS substances in mixed plastics from WEEE_Final.pdf
- ★ Annex II Action 12 Item 11 Press release_Standards aim to improve environmental performance_EN_Final.pdf
- ★ Annex II Action 12 Item 12 Press release_WEEE Forum welcomes vote on standards_2010_06_23.pdf
- ★ Annex II Action 12 Item 13 Press release_WEEELABEX standards_2011 05 02.pdf
- ★ Annex II Action 12 Item 14 Attendance sheet WEEELABEX Testimonials.xlsx
- ★ Annex II Action 12 Item 15 Agenda_WEEELABEX Testimonials_Final_2012 05 21.pdf
- ★ Annex II Action 12 Item 16 WEEELABEX Testimonials_Vice Chairman of the Board_Final_2012 05 21.jpg
- ★ Annex II Action 12 Item 17 WEEELABEX Testimonials_Attendance_Final_2012 05 21.jpg
- ★ Annex II Action 12 Item 18 The world of WEEELABEX.jpg
- ★ Annex II Action 12 Item 19 GreenWEEE_WEEELABEX pilot certificate.jpg
- ★ Annex II Action 12 Item 2 WEEELABEX FAQ_Public_Final_Revised_2009 10 27.pdf
- ★ Annex II Action 12 Item 20_Discussion paper_IGES_2012 07 10.pdf
- ★ Annex II Action 12 Item 3 Press release_WEEELABEX standards_2011 05 02.pdf
- ★ Annex II Action 12 Item 4 WEEELABEX_FAQ on WEEELABEX organisation_Final_2013 04 25.pdf
- ★ Annex II Action 12 Item 5 2011 Take Back Conference_Prague.pdf
- ★ Annex II Action 12 Item 6 2012 WEEELABEX and downstream monitoring_Chinese translation_IERC_RGC_2012.pdf
- ★ Annex II Action 12 Item 7 2013 How WEEELABEX contributes to a green economy_Pascal Leroy_IERC 2013 01 16.pptx
- ★ Annex II Action 12 Item 8 2013 WEEELABEX session_Take Back Conference_Prague 2013 04 16.pptx
- ★ Annex II Action 12 Item 9 Press release_Launch of WEEELABEX organisation_Final.pdf
- ★ Annex II Action 13 Item 1 Audit training course_Bucharest_Material reception_JAA.pptx
- ★ Annex II Action 13 Item 10 Audit training course_Bucharest_Introduction to the standard_Operational information_CD.pptx

- ★ Annex II Action 13 Item 11 Audit training course_Bucharest_Cooling_CB.pptx
- ★ Annex II Action 13 Item 12 Audit training course_Bucharest_Depollution measurement_SF.pptx
- ★ Annex II Action 13 Item 13 Audit training course_Bucharest_Depollution monitoring_LC.pptx
- ★ Annex II Action 13 Item 14 Audit training course_Bucharest_Depollution_VFC VHC equipment.pptx
- ★ Annex II Action 13 Item 15 Audit training course_Bucharest_Handling VFC VHC equipment.pptx
- ★ Annex II Action 13 Item 16 Audit training course_Bucharest_Introduction_LH.pptx
- ★ Annex II Action 13 Item 17 Audit training course_Bucharest_Legal.pptx
- ★ Annex II Action 13 Item 18 Audit training course_Bucharest_Material reception handling.pptx
- ★ Annex II Action 13 Item 19 Audit training course_Bucharest_Operational_LH-RL.pptx
- ★ Annex II Action 13 Item 2 Audit training course_Bucharest_FPD reception handling and storage_HA.ppt
- ★ Annex II Action 13 Item 20 Audit training course_Bucharest_Output fractions_LC_15 03 2012.pptx
- ★ Annex II Action 13 Item 21 Audit training course_Bucharest_Preparation for reuse.pptx
- ★ Annex II Action 13 Item 22 Audit training course_Bucharest_Auditors_GreenWEEE.jpg
- ★ Annex II Action 13 Item 23 Audit training course_Brussels_Lead Auditor training.ppt
- ★ Annex II Action 13 Item 24 Audit training course_Dusseldorf_Audit documentation_2012 10 09.pptx
- ★ Annex II Action 13 Item 25 Audit training course_Dusseldorf_Attendees_2012 10 09.xls
- ★ Annex II Action 13 Item 26 Audit training course_Dusseldorf_Certificate_2012 10 09.docx
- ★ Annex II Action 13 Item 27 Audit training course_Dusseldorf_Master_2012 10 09.pptx
- ★ Annex II Action 13 Item 3 Audit training course_Bucharest_Agenda_2012 03 26.docx
- ★ Annex II Action 13 Item 4 Audit training course_Bucharest_Attendees_2012 03 26.xlsx
- ★ Annex II Action 13 Item 5 Audit training course_Bucharest_Attestation_2012 03 26.docx
- ★ Annex II Action 13 Item 6 Audit training course_Bucharest_Audit conclusions_MC.pptx
- ★ Annex II Action 13 Item 7 Audit training course_Bucharest_Audit phases_DC.ppt
- ★ Annex II Action 13 Item 8 Audit training course_Bucharest_Batches_R&R rates_ML.pptx
- ★ Annex II Action 13 Item 9 Audit training course_Bucharest_Certificate WEEELABEX pilot audit_GreenWEEE.doc
- ★ Annex II Action 14 Item 1 WEEELABEX_FAQ on WEEELABEX organisation_Final_2013 04 25.pdf
- ★ Annex II Action 14 Item 10 Audit statement Logistics_De Rooy signed 20120926_NL.pdf
- ★ Annex II Action 14 Item 11 Audit statement Logistics_Midwaste Den Bosch signed 20121205_NL.pdf
- ★ Annex II Action 14 Item 12 Audit statement Logistics_Midwaste Kerkrade signed 20121219_NL.pdf
- ★ Annex II Action 14 Item 13 Audit statement Logistics_Midwaste Roosendaal signed 21011205_NL.pdf
- ★ Annex II Action 14 Item 14 Audit statement Logistics_Omrin signed 20121031_NL.pdf
- ★ Annex II Action 14 Item 15 Audit statement Logistics_Sita Gorinchem signed 20120925_NL.pdf

- ★ Annex II Action 14 Item 16 Audit statement Logistics_Sita Maastricht signed 20121220_NL.pdf
- ★ Annex II Action 14 Item 17 Audit statement Logistics_Sita Veendam signed 20121030_NL.pdf
- ★ Annex II Action 14 Item 18 Audit statement Logistics_Van Vliet Burgerbrug signed 20121217_NL.pdf
- ★ Annex II Action 14 Item 19 Audit statement Logistics_Van Vliet Nieuwegein signed 20121204_NL.pdf
- ★ Annex II Action 14 Item 2 WEEELABEX conformity verification governance_V7.0_Final_2012 09 20.pdf
- ★ Annex II Action 14 Item 20 Audit statement Logistics_Vonk signed 20120824_NL.pdf
- ★ Annex II Action 14 Item 21 Audit statement Treatment_Alba Enviroprotect Kuhl und Elektrogeraterecycling signed 20121108_DE.pdf
- ★ Annex II Action 14 Item 22 Audit statement Treatment_CRT_Steelmet CRT 20130211_CZ.pdf
- ★ Annex II Action 14 Item 23 Audit statement Treatment_Environnement Recycling 20120916_FR.pdf
- ★ Annex II Action 14 Item 24 Audit statement Treatment_E-Waste Canarias firmado 20121004_ES.pdf
- ★ Annex II Action 14 Item 25 Audit statement Treatment_HKS Amsterdam signed 20121203_NL.pdf
- ★ Annex II Action 14 Item 26 Audit statement Treatment_Lamps_Alba Service signed 20121108_DE.pdf
- ★ Annex II Action 14 Item 27 Audit statement Treatment_Lamps_Indaver signed 20121024_BE.pdf
- ★ Annex II Action 14 Item 28 Audit statement Treatment_Poligono Industrial PTR 20120312_ES.pdf
- ★ Annex II Action 14 Item 29 Audit statement Treatment_Recilec firmado 20121016_ES.pdf
- ★ Annex II Action 14 Item 3 WEEELABEX organisation GA_Minutes_2013 04 17.doc
- ★ Annex II Action 14 Item 30 Audit statement Treatment_Recytech Iberia firmado 20120717_ES.pdf
- ★ Annex II Action 14 Item 31 Audit statement Treatment_Remondis Lunen signed 07112012_DE.pdf
- ★ Annex II Action 14 Item 32 Audit statement Treatment_Remondis signed 20121113_NL.pdf
- ★ Annex II Action 14 Item 33 Audit statement Treatment_Retralec firmado 20120702_ES.pdf
- ★ Annex II Action 14 Item 34 Audit statement Treatment_SIMS signed 20121210_NL.pdf
- ★ Annex II Action 14 Item 35 Audit statement Treatment_Stena signed 20121129_DE.pdf
- ★ Annex II Action 14 Item 36 Audit statement Treatment_Van Dalen signed 20121029_NL.pdf
- ★ Annex II Action 14 Item 37 AW for WEEE Forum Chris Slijkhuis.pdf
- ★ Annex II Action 14 Item 38 AW for WEEE Forum Christian Ludwig.pdf
- ★ Annex II Action 14 Item 39 AW for WEEE Forum Ignacio Duque Oliart.pdf
- ★ Annex II Action 14 Item 4 WEEELABEX_Founding members.jpg
- ★ Annex II Action 14 Item 40 AW for WEEE Forum Piotr Przygonski.pdf
- ★ Annex II Action 14 Item 41 AW for WEEE Forum Viktors Trifanovs.pdf
- ★ Annex II Action 14 Item 42 Press conference_Take Back_2013 04 16.jpg
- ★ Annex II Action 14 Item 43 Profiles_General Manager and Assistant Manager_v3.0_Final.pdf
- ★ Annex II Action 14 Item 44 Registration of WEEELABEX Organisation and schedule of the GA.txt

- ★ Annex II Action 14 Item 45 Temporary WGC.jpg
- ★ Annex II Action 14 Item 46 WEEELABEX ceremony_Take Back_2013 04 15.jpg
- ★ Annex II Action 14 Item 47 WEEELABEX ceremony_Take Back_2013 04 15b.jpg
- ★ Annex II Action 14 Item 48 WEEELABEX Office in Prague to monitor electronic waste disposal Prague Monitor.txt
- ★ Annex II Action 14 Item 49 Ecodom WEEELABEX audit experience_2012 10 18.pdf
- ★ Annex II Action 14 Item 5 WEEELABEX organisation_Registration_Prague.pdf
- ★ Annex II Action 14 Item 50 Audit statement Treatment_Steelmet_Asekol.pdf
- ★ Annex II Action 14 Item 51 Audit statement Treatment_Rumpold-T_Asekol.pdf
- ★ Annex II Action 14 Item 52 Agreement on HR services_AW.pdf
- ★ Annex II Action 14 Item 53 Agreement on legal services_Contrast_2012.pdf
- ★ Annex II Action 14 Item 54 WEEELABEX certificate of registration.pdf
- ★ Annex II Action 14 Item 55 Potential threats and opportunities_2013 04 08.pdf
- ★ Annex II Action 14 Item 6 WEEELABEX organisation launch_Attendance list_Prague_2012 04 17.PDF
- ★ Annex II Action 14 Item 7 WEEELABEX launch_Press monitoring.xlsx
- ★ Annex II Action 14 Item 8 Agreement on legal services_Firt and Koran.pdf
- ★ Annex II Action 14 Item 9 Business Plan WEEELABEX_7_2012 10 07_Complete.pdf
- ★ Annex II Action 2 Item 1 2009 WEEE Forum annual report_Final.pdf
- ★ Annex II Action 2 Item 2 2010 WEEE Forum annual report_Final.pdf
- ★ Annex II Action 2 Item 3 2011 WEEE Forum annual report_Final.pdf
- ★ Annex II Action 2 Item 4 Users of the WEEE Forum extranet.pdf
- ★ Annex II Action 2 Item 5 WEEELABEX_FAQ on WEEELABEX organisation_Final_2013 04 25.pdf
- ★ Annex II Action 2 Item 6 WEEELABEX_FAQ_Public_Final_Revised_2009 10 27.pdf
- ★ Annex II Action 3 Item 1 APD_WEEELABEX auditors profile_v14.pdf
- ★ Annex II Action 3 Item 2 APD_Auditor agreement form_v7.pdf
- ★ Annex II Action 3 Item 3 APD_Auditor manual_v8.pdf
- ★ Annex II Action 3 Item 4 APD_Eligibility of treatment operators_v9.pdf
- ★ Annex II Action 3 Item 5 APD_Treatment operator_Agreement form_v4.pdf
- ★ Annex II Action 3 Item 6 APD_Appeals process for WEEELABEX systems and operators_v3.pdf
- ★ Annex II Action 3 Item 7 APD_2012_Depollution measurement documentation.pdf
- ★ Annex II Action 3 Item 8 WEEELABEX conformity verification governance_V7.0_Final_2012 09 20.pdf
- ★ Annex II Action 4 Item 1 Audit plan_v1.3.doc
- ★ Annex II Action 4 Item 2 Audit statement_v1.5.doc
- ★ Annex II Action 4 Item 3 Audit training course_Attendees_Isernia_2011 10 12.xlsx
- ★ Annex II Action 4 Item 4 Audit training course_Certificate_Isernia_2011 10 12.docx
- ★ Annex II Action 4 Item 5 Audit training course_Introduction_Isernia_2011 10 12.pptx
- ★ Annex II Action 4 Item 6 CENELEC standard for auditors_Erhard Hug.pdf
- ★ Annex II Action 4 Item 7 Declaration_v1.4.doc
- ★ Annex II Action 4 Item 8 Manual for Auditors_Draft.pdf
- ★ Annex II Action 4 Item 9 Master 2011 09 01.pptx
- ★ Annex II Action 5 Item 1 Audit statement Treatment_Cooling_Coolrec Dordrecht signed 20121211_NL.pdf
- ★ Annex II Action 5 Item 10 Cooling update_2012 06 18_Movimentazione e stoccaggio.pdf
- ★ Annex II Action 5 Item 11 Cooling update_2012 06 18_De-pollution.pdf
- ★ Annex II Action 5 Item 12 Cooling update_2012 06 18_CENELEC standard.pdf
- ★ Annex II Action 5 Item 13 Cooling update_2012 06 18_Requisiti specifici CRT.pdf
- ★ Annex II Action 5 Item 2 Audit statement Treatment_Cooling_Coolrec Geldrop signed 20121218_NL.pdf
- ★ Annex II Action 5 Item 3 Audit statement Treatment_Cooling_Frigopolis 20121126_FR.pdf

- ★ Annex II Action 5 Item 4 Audit statement Treatment_Cooling_Fundosa Reciclalia firmado 20120411_ES.pdf
- ★ Annex II Action 5 Item 5 Audit statement Treatment_Cooling_ILSSA firmado 20120416_ES.pdf
- ★ Annex II Action 5 Item 6 Cooling update_2012 06 18_Introduzione.pdf
- ★ Annex II Action 5 Item 7 Cooling update_2012 06 18_Requisiti amministrativi e organizzativi.pdf
- ★ Annex II Action 5 Item 8 Cooling update_2012 06 18_Meeting attendants.pdf
- ★ Annex II Action 5 Item 9 Cooling update_2012 06 18_Downstream monitoring.pdf
- ★ Annex II Action 6 Item 1 WEEELABEX_V9.0_Standard on Collection.pdf
- ★ Annex II Action 6 Item 10 WEEELABEX_V9.0_Logistik_DE.pdf
- ★ Annex II Action 6 Item 11 WEEELABEX_V9.0_Behandlung_DE.pdf
- ★ Annex II Action 6 Item 12 WEEELABEX_V9.0_Collecte_FR.pdf
- ★ Annex II Action 6 Item 13 WEEELABEX_V9.0_Logistique_FR.pdf
- ★ Annex II Action 6 Item 14 WEEELABEX_V9.0_Traitement_FR.pdf
- ★ Annex II Action 6 Item 15 WEEELABEX_V9.0_Norma sobre recolha_PT.pdf
- ★ Annex II Action 6 Item 16 WEEELABEX_V9.0_Norma sobre logística_PT.pdf
- ★ Annex II Action 6 Item 17 WEEELABEX_V9.0_Norma sobre tratamento_PT.pdf
- ★ Annex II Action 6 Item 18 WEEELABEX_V9.0_Standard w zakresie przetwarzania_PL.pdf
- ★ Annex II Action 6 Item 19 WEEELABEX_V9.0_Standard w zakresie logistyki_PL.pdf
- ★ Annex II Action 6 Item 2 WEEELABEX_V9.0_Standard on Logistics.pdf
- ★ Annex II Action 6 Item 20 WEEELABEX_V9.0_Standard w zakresie zbierania_PL.pdf
- ★ Annex II Action 6 Item 21 WEEELABEX_V9.0_Est ndar Recogida_ES.pdf
- ★ Annex II Action 6 Item 22 WEEELABEX_V9.0_Est ndar Logística_ES.pdf
- ★ Annex II Action 6 Item 23 WEEELABEX_V9.0_Est ndar Tratamiento_ES.pdf
- ★ Annex II Action 6 Item 24 TC111X_WG6_Conv_0063_INF_Revised draft work programme_WG4.WG6.pdf
- ★ Annex II Action 6 Item 3 WEEELABEX_V9.0_Standard on Treatment.pdf
- ★ Annex II Action 6 Item 4 WEEELABEX watchlist.pdf
- ★ Annex II Action 6 Item 5 Structure of WEEELABEX standards.docx
- ★ Annex II Action 6 Item 6 WEEELABEX_V9.0_Raccolta_IT.pdf
- ★ Annex II Action 6 Item 7 WEEELABEX_V9.0_Logistica_IT.pdf
- ★ Annex II Action 6 Item 8 WEEELABEX_V9.0_Trattamento_IT.pdf
- ★ Annex II Action 6 Item 9 WEEELABEX_V9.0_Sammlung_DE.pdf
- ★ Annex II Action 7 Item 1 EN 50574 Cooling standard.pdf
- ★ Annex II Action 7 Item 2 Introduction to standards.pdf
- ★ Annex II Action 7 Item 3 Mandate.pdf
- ★ Annex II Action 7 Item 4 TC111X WG6 Conv 0063 INF Revised Draft Work programme_WG4 WG6.docx
- ★ Annex II Action 7 Item 5 TC111X WG6 MTG 101 draft standard to 08 05 2013.docx
- ★ Annex II Action 8 Item 1 WF RepTool website pages.pdf
- ★ Annex II Technical reports Item 1 2011_Protocols on sampling and analysis.pdf
- ★ Annex II Technical reports Item 2 2012_Analysis of PCB in capacitors study_France_EN.pdf
- ★ Annex II Technical reports Item 3 2012_Documentation to measure depollution performance.pdf
- ★ Annex II Technical reports Item 4 2012_Toolkit for pollutant input assessment.pdf
- ★ Annex II Technical reports Item 5 2013_Mercury in FPD_Terra_Final report_2013 01 15.pdf
- ★ Annex II Technical reports Item 6 2013_Yttrium in CRT_Final report.pdf
- ★ Annex II Technical reports Item 7 2010_RoHS substances in WEEE plastics.pdf
- ★ Annex III Dissemination Other After LIFE Item 1 Take Back conference_WEEELABEX session_Integrated_Prague 2013 04 16.ppt

- ★ Annex III Dissemination Other After LIFE Item 2 WEEELABEX organisation_Press clippings.docx
- ★ Annex III Dissemination Other After LIFE Item 3 WEEE Forum comments SIP0-IV.17.pdf
- ★ Annex III Dissemination Other After LIFE Item 4 WEEE Forum comments SIP0-IV.2.pdf
- ★ Annex III Dissemination Other After LIFE Item 5 WEEE Forum comments SIP0-V.1.pdf
- ★ Annex III Dissemination Other After LIFE Item 6 WEEE Forum comments SIP0-IV.11.pdf
- ★ Annex III Dissemination Other After LIFE Item 7 WEEE Forum comments SIP0-IV.13.pdf
- ★ Annex III Dissemination Other After LIFE Item 8 WEEE Forum comments SIP0-IV.15.pdf
- ★ Annex III Dissemination Other Item 1 2012_WEEE Handbook_Pascal Leroy contribution on WEEELABEX_EN.pdf
- ★ Annex III Dissemination Other Item 2 Examples of deliverables.docx
- ★ Annex III Dissemination Other Item 3 WEEELABEX website pages.docx
- ★ Annex III Dissemination Press Item 1 2010_Odpadove Forum Magazine_Interview Pascal
- ★ Annex III Dissemination Press Item 2 2011_AFVAL Magazine_Press article on WEEELABEX_NL.pdf
- ★ Annex III Dissemination Press_Item 10 Ecolec website_ES.pdf
- ★ Annex III Dissemination Press_Item 11 EcoWeb Projects' site_EN.pdf
- ★ Annex III Dissemination Press_Item 12 ENDS Europe DAILY (25 04 13).msg
- ★ Annex III Dissemination Press_Item 13 IERC_Salzburg_WEEELABEX presentation Hediger_2012 January.pdf
- ★ Annex III Dissemination Press_Item 14 Interview Pascal Leroy_LT.pdf
- ★ Annex III Dissemination Press_Item 15 Press release_Launch of WEEELABEX organisation_Final.pdf
- ★ Annex III Dissemination Press_Item 16 Press release_Standards aim to improve environmental performance_EN_Final.pdf
- ★ Annex III Dissemination Press_Item 17 Press release_RoHS substances in mixed plastics from WEEE_Final.pdf
- ★ Annex III Dissemination Press_Item 18 Press release_WEEE Forum welcomes vote on standards_2010_06_23.pdf
- ★ Annex III Dissemination Press_Item 19 Press release_WEEELABEX standards_2011 05 02.pdf
- ★ Annex III Dissemination Press_Item 20 2011_Environmental Science and Technology_EN.pdf
- ★ Annex III Dissemination Press_Item 21 2011_eWin_EN.doc
- ★ Annex III Dissemination Press_Item 22 2011_Magazine of ELEKTROWIN_Interview Pascal Leroy_CZ.pdf
- ★ Annex III Dissemination Press_Item 23 2012_Daily Update From C2P.msg
- ★ Annex III Dissemination Press_Item 24 2012_EUWID 25_DE.pdf
- ★ Annex III Dissemination Press_Item 25 2012_EUWID_EN.pdf
- ★ Annex III Dissemination Press_Item 26 2012_IERC_Interview Pascal Leroy_EN and RO.pdf
- ★ Annex III Dissemination Press_Item 27 2012_Info Mediu Magazine_WEEELABEX_RO.pdf
- ★ Annex III Dissemination Press_Item 28 2012_Oddaj_PO.pdf
- ★ Annex III Dissemination Press_Item 29 2013_Czech Trade UK_EN.pdf
- ★ Annex III Dissemination Press_Item 3 2011_ASEKOL Magazine_Press article on WEEELABEX_EN.pdf
- ★ Annex III Dissemination Press_Item 30 2013_Eco Tic RO_RO.pdf

- ★ Annex III Dissemination Press_Item 31 2013_Ecolec website interview_ES.pdf
- ★ Annex III Dissemination Press_Item 32 2013_Prague Daily Monitor_EN.pdf
- ★ Annex III Dissemination Press_Item 33 2013_Praha.eu_CZ.pdf
- ★ Annex III Dissemination Press_Item 34 2013_Recycling International_EN.pdf
- ★ Annex III Dissemination Press_Item 35 SmartEE Consulting (USA)_EN.pdf
- ★ Annex III Dissemination Press_Item 36 WEEELABEX FAQ_Public_2011 05 02.pdf
- ★ Annex III Dissemination Press_Item 37 WEEELABEX
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- ★ Annex III Dissemination Press_Item 38 WEEELABEX in the press_CZ.xlsx
- ★ Annex III Dissemination Press_Item 39 WEEELABEX_FAQ on WEEELABEX
organisation_Final_2013 02 11.pdf
- ★ Annex III Dissemination Press_Item 4 2011_EcodoMy_IT.pdf
- ★ Annex III Dissemination Press_Item 40 WEEELABEX foundation Prague_CZ.docx
- ★ Annex III Dissemination Press_Item 41 2011 European Commission on approval of
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- ★ Annex III Dissemination Press_Item 5 2011_EcoMy_EN.doc
- ★ Annex III Dissemination Press_Item 6 2013_Recycling Magazine_DE.pdf
- ★ Annex III Dissemination Press_Item 7 2013_Recycling Today_article julie-Ann_
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- ★ Annex III Dissemination Press_Item 8 2013_RoRec_RO.pdf
- ★ Annex III Dissemination Press_Item 9 2013_Waste Management Yearbook_EN.pdf
- ★ Annex IV Financial Item 1 Time sheets Pascal Leroy 2009.pdf
- ★ Annex IV Financial Item 10 Time sheets Magdalena Charytanowicz 2011.pdf
- ★ Annex IV Financial Item 11 Time sheets Magdalena Charytanowicz 2012.pdf
- ★ Annex IV Financial Item 12 Pay slips 2009-2012.pdf
- ★ Annex IV Financial Item 13 TES_2009-201228032013083956.xlsx
- ★ Annex IV Financial Item 14 Ecodom estimated WEEELABEX costs.xlsx
- ★ Annex IV Financial Item 15 Selection senior consultant_Proceedings_Minutes
PSG_2011 02 22.pdf
- ★ Annex IV Financial Item 16 Tender for services of senior consultant_Final.pdf
- ★ Annex IV Financial Item 17 Service agreement_Renate Gabriel_2011_signed.pdf
- ★ Annex IV Financial Item 18 Service agreement_2011_Erhard Hug_Signed.pdf
- ★ Annex IV Financial Item 19 Service agreement_2010_Wilhelm Haghofer_signed.pdf
- ★ Annex IV Financial Item 2 Time sheets Pascal Leroy 2010.pdf
- ★ Annex IV Financial Item 20 Service agreement_2010_Ulrich Kasser_signed.pdf
- ★ Annex IV Financial Item 21 Project proposal accompanying service
agreement_EMPA_Final.pdf
- ★ Annex IV Financial Item 22 Contract_Hg mass balance_2012 04 25.pdf
- ★ Annex IV Financial Item 23 Audit report.pdf
- ★ Annex IV Financial Item 3 Time sheets Pascal Leroy 2011.pdf
- ★ Annex IV Financial Item 4 Time sheets Pascal Leroy 2012.pdf
- ★ Annex IV Financial Item 5 Time sheets Therese Shryane 2009.pdf
- ★ Annex IV Financial Item 6 Time sheets Therese Shryane 2010.pdf
- ★ Annex IV Financial Item 7 Time sheets Therese Shryane 2011.pdf
- ★ Annex IV Financial Item 8 Time sheets Therese Shryane 2012.pdf
- ★ Annex IV Financial Item 9 Time sheets Amelie Annet 2011.pdf
- ★ Annex V Final indicators Item 1 Communication_Internal and External_Final.xlsx
- ★ Annex V Final indicators Item 2 Final outcome indicators.xlsx
- ★ Annex VI WEEELABEX laymans report_Final.docx
- ★ Annex VI WEEELABEX laymans report_Final.pdf

16. Annex I – Administrative

The WEEE Forum was not involved in partnership agreements, but did formalise its relationship with stakeholders (represented in PSG). Annex II Action 1 Items 2-3 provides the original set of governance rules (2008) as well as the revised version (2010).

17. Annex II – Technical

Annex II Actions

Annex II Actions 1-14 provides copies of all relevant deliverables related to each of the fourteen Actions.

NOTE: Deliverables made available under Annex II Action 3, 4, 5, 13 and 14 are subject to the confidentiality clauses laid down by Article 20 of the Common Provisions. They should not be made publicly available.

Annex II Technical reports

Annex II Technical reports provides copies of the main outcomes of technical studies, collaboration and analyses:

- RoHS substances in WEEE plastics (2010)
- Protocols on sampling and batches (2011)
- Study on the analysis of PCB and other potentially hazardous substances found in capacitors (2012)
- Documentation to measure de-pollution performance (2012)
- Toolkit for pollutant input assessment (2012)
- Mercury in flat panel displays (2013)
- Yttrium study (2013)

18. Annex III – Dissemination

Annex III Dissemination Press

Annex III Dissemination Press provides an overview of a selection of press clippings.

Annex III Dissemination Other

Annex III Dissemination Other provides more information related to dissemination.

- An overview of how the project has been promoted in accordance with Article 6 and 13 of the Common Provisions (photographs, LIFE logo in websites, LIFE logo in presentations, LIFE flag at meetings, project notice boards at meetings... (see Annex III Dissemination Other Item 1).
- A compilation of all pages of the WEEELABEX website (www.weelabex.org) (see Annex III Dissemination Other Item 2).

- Pascal Leroy, the Project Manager, contributed to “Waste electrical and electronic equipment (WEEE) handbook”, a scientific book edited by Vanessa Goodship and Ab Stevels (2012) (see Annex III Dissemination Other Item 1).
- For a standard presentation, see Annex II Action 12 Item 7: “How WEEELABEX contributes to a green economy”, presented by Pascal Leroy at the International Electronics Recyclers Congress on 16 January 2013 in Salzburg.

Annex III Dissemination Other After LIFE

Annex III Dissemination Other After LIFE provides examples of dissemination beyond the project.

19. Annex IV – Financial

This Annex provides timesheets, pay slips, the financials Excel spreadsheet, an estimation of WEEELABEX costs by Ecodom, evidence concerning selection of senior sub-contractor and copies of service agreements with key sub-contractors.

Pursuant to the Commission’s letter of 19 December 2012, Annex IV Financial Item 14 provides one example of a WEEE Forum member organisation that has made expenditures above and beyond the costs related to the training programme in Isernia (see Action 4): €59.100 of which only costs related to catering and hotel accommodation were invoiced to the WEEE Forum as WEEELABEX costs.

Annex IV Financial Item 23 is the auditor’s report.

20. Annex V – Final indicators

Annex V provides an overview of the final indicators.

21. Annex VI – Layman’s report

Annex VI provides a copy of the Layman’s report.