|  |  |
| --- | --- |
| The International Teleocmmunication Union - Connecting the World. | **Union internationale des télécommunications****Bureau de la Normalisation des Télécommunications** |
|  |  | Genève, le 5 avril 2024 |
| **Réf.:** | **Circulaire TSB 185****CE 5/RU** | **Aux:**– Administrations des États Membres de l'Union;– Membres du Secteur de l'UIT-T;– Associés de l'UIT-T participant aux travaux de la Commission d'études 5;– Établissements universitaires participant aux travaux de l'UIT |
|  |  |
| **Tél.:** | +41 22 730 5356 |
| **Télécopie:** | +41 22 730 5853 |
| **Courriel:** | tsbsg5@itu.int | **Copie:**– Aux Présidents et Vice-Présidents des Commissions d'études;– Au Directeur du Bureau de développement des télécommunications;– Au Directeur du Bureau des radiocommunications |
| **Objet:** | **Questionnaire sur les bonnes pratiques relatives à la mise en œuvre de l'économie circulaire** |

Madame, Monsieur,

À sa dernière réunion (Genève, 13-23 novembre 2023), la Commission d'études 5 de l'UIT-T (*Champs électromagnétiques, environnement, lutte contre les changements climatiques, passage durable au numérique et économie circulaire*) a décidé de diffuser le questionnaire sur les bonnes pratiques relatives à la mise en œuvre de l'économie circulaire. Cette enquête est destinée aux représentants des administrations des États Membres de l'UIT, des Membres du Secteur de l'UIT‑T, des Associés de l'UIT-T et des établissements universitaires participant aux travaux de l'UIT.

La Commission d'études 5, au titre de la Question 7/5 (*Déchets d'équipements électriques et électroniques, économie circulaire et gestion durable de la chaîne d'approvisionnement*), élabore actuellement un Supplément sur les Bonnes pratiques relatives à la mise en œuvre de l'économie circulaire dans la gestion des TIC, qui vise à présenter une série de bonnes pratiques pour la mise en œuvre de l'économie circulaire tout au long de la chaîne de valeur des TIC. Il fera état des bonnes pratiques en ce qui concerne les initiatives, les instruments politiques, les processus circulaires et d'autres exemples visant à améliorer la circularité des dispositifs et des infrastructures, destinées aux secteurs public et privé. L'analyse des résultats des réponses à l'enquête viendra étayer les travaux relatifs à la Question 7/5 sur le Supplément mentionné ci‑dessus.

Je vous invite à participer à cette enquête et vous saurais gré de bien vouloir remplir le questionnaire reproduit dans l'**Annexe 1**, au plus tard le **30 avril 2024**. Toutefois, pour faciliter la collecte et l'analyse des réponses, nous vous invitons à utiliser la version en ligne du questionnaire, disponible à l'adresse: <https://www.research.net/r/SG5-circular-economy>. Si vous rencontrez des difficultés pour ouvrir la version en ligne, vous pouvez utiliser le formulaire fourni dans l'Annexe 1.

Je tiens à vous remercier par avance de votre participation à cette enquête. Votre avis nous est précieux.

Veuillez agréer, Madame, Monsieur, l'expression de ma considération distinguée.

Seizo Onoe
Directeur du Bureau de la normalisation
des télécommunications

**Annexe**: 1

**ANNEX 1****Questionnaire on the best practices for implementing the circular economy**

# Introduction

At its last meeting (13-22 November 2023), ITU-T SG5 agreed to disseminate a survey on “Best practices for implementing the circular economy policy and initiatives/projects”.

This survey is targeted to representatives from Administrations of Member States of the ITU, ITU‑T Sector Members, ITU-T Associates and ITU Academia.

The supplement on “Best practices for implementing the circular economy in ICT management” aims to provide a series of best practices for implementing the circular economy across the ICT value chain. It will contain best practices of initiatives, policy instruments, circular processes, and other examples for improving the circularity of devices and infrastructures targeting the public and private sectors. Your submission will serve as an input to the ITU-T Supplement. The cases will be selected based on the reported or assessed impacts.

Each case will be analysed based on its replicability, scalability and sustainability impacts from the social, economic and environmental perspectives. The analysis will be carried out in line with global commitments such as the UN SDGs, and those related to the ICT sector in terms of ITU initiatives such as the Connect-2030 agenda and Recommendations such as the L series, among others.

As the Supplement aims to identify best practices, we would appreciate it if you include evidence of validation of qualitative and quantitative results and impacts, ideally coming from independent parties (in questionnaire items below such as “lessons learnt”, “effectiveness”, “outcomes”, or “Descriptions” of success factors).

This Supplement takes into special consideration draft [Recommendation ITU-T L.1033](https://www.itu.int/ITU-T/recommendations/rec.aspx?rec=14715) on guidance for institutions of higher learning to contribute in the effective life cycle management of e‑equipment and e-waste. It will contribute to the effective life cycle management of e-equipment and e-waste.

The Questionnaire is available online at: [https://www.research.net/r/SG5-circular-economy](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.research.net%2Fr%2FSG5-circular-economy&data=05%7C02%7Creyna.ubeda%40itu.int%7C40d00b9f517641c304e308dc39328d00%7C23e464d704e64b87913c24bd89219fd3%7C0%7C0%7C638448136469233512%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=7Efjq2zBKWMPY1GlWwFe3zyZpY0ib%2FW80v%2BPjjV%2BccM%3D&reserved=0). The Questionnaire comprises two main sections: Appendix I (Questionnaire) and Appendix II (Compilation Template). Responses are invited by 30 April 2024.

Please take the time to respond to this survey and provide some feedback.

**Deadline: 30 April 2024**

**Recipients:** Administration of Member States of the ITU, ITU Sector Members, ITU Associates and ITU Academia.

Please see below.

Appendix I

Questionnaire on the best practices for implementing the circular economy

**Introduction**

As the global community increasingly recognizes the importance of transitioning towards a circular economy, it is imperative to understand and document the diverse approaches to address this paradigm shift.

This document serves as an essential tool in collecting valuable responses on the best practices implemented for the successful execution of circular economy policies and the related initiatives/projects to foster knowledge-sharing and collaboration, facilitating the exchange of successful strategies and methodologies for achieving sustainable and circular economic practices.

The outcome from this questionnaire will serve as a reference to other Member States or Entities to implement similar policy, and initiatives and projects. By pooling collective knowledge and experiences, we can identify common trends, challenges and innovative solutions that will contribute to the development of more effective and adaptable circular economy policies.

This document comprises two main sections:

1. **Appendix I (Questionnaire)**

This section contains a comprehensive questionnaire designed to elicit detailed responses on various aspects of their circular economy policies and initiatives/projects. The questions are carefully crafted to capture information on policy frameworks, regulatory measures, successful case studies, challenges faced, and lessons learned. All responses will be instrumental in creating a repository of best practices that can serve as a valuable resource for all Member States and Entities.

1. **Appendix II (Compilation Template)**

This section provides a structured format for documenting and summarizing the key findings from the responses to the questionnaire for Parts C and D, which is essential in organizing and analysing the information systematically. This template will not only facilitate a comprehensive understanding of the diverse practices but will also aid in identifying commonalities and areas where collaborative efforts can be strengthened.

Active participation in completing the questionnaire and utilizing the template is crucial for the success of this questionnaire.

## Submission Guideline

The submission of responses for this questionnaire is as per the following guidelines:

|  |  |
| --- | --- |
| Submission deadline | 30 April 2024 |
| Method of submission  | * + For optimal reply consolidation and analysis efficiency, we recommend utilizing the online version of the questionnaire at [https://www.research.net/r/SG5-circular-economy](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.research.net%2Fr%2FSG5-circular-economy&data=05%7C02%7Creyna.ubeda%40itu.int%7C40d00b9f517641c304e308dc39328d00%7C23e464d704e64b87913c24bd89219fd3%7C0%7C0%7C638448136469233512%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=7Efjq2zBKWMPY1GlWwFe3zyZpY0ib%2FW80v%2BPjjV%2BccM%3D&reserved=0).
	+ If encountering any difficulties with the online form, the questionnaire in Annex 1 may be used as an alternative. Kindly send the completed questionnaire via email to tsbsg5@itu.int.
 |
| Format of submission | * + Part A and Part B must be completed in every submission, while Part C may be submitted if there is any significant input.
	+ Part B and Part C are to be submitted as individual documents.
	+ Part C is to be omitted if there is no significant initiative or project able to be identified.
 |

## Part A: Respondent information

1. Particulars of the organization responding to this Questionnaire and details of the contact person

|  |  |
| --- | --- |
| Country |  |
| Entity/Organization |  |
| Address |  |
| Contact Person |  |
| Telephone No. |  |
| E-mail Address |  |

1. Please state the role and responsibility of your organization (mark (X) where applicable)

|  |  |
| --- | --- |
| Government – Policy maker, Regulator | [ ]   |
| Equipment manufacturer | [ ]   |
| Telecom operator | [ ]   |
| NGO, activist, environmentalist | [ ]   |
| R&D/Academic institution | [ ]   |
| Other | [ ]   |

If other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Part B: Policy/initiative(s)

1. Who was/were the responsible party/parties in enforcing policy(ies)/initiative(s) related to circular economy? Please specify the respective policy(ies)/initiative(s) and the corresponding party/parties involved. Leave empty if no policy(ies)/initiative(s) enforced/implemented.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Policy/Initiative** | **Responsible party(ies)** | **Summary of the Policy/Initiative** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

\* Please add/remove line if more/less

1. Was there an example or use cases for the implementation of the above policy(ies)/initiative(s)? Please specify the respective policy and the corresponding example/use case involved. Leave empty if no policy enforced.

**Example/Use Case** (repeat this table for more than 1 example/use case)

|  |  |
| --- | --- |
| **Project Name** |  |
| **Related Policy(ies)/Initiative(s)** |  |
| **Project Abstract** |  |
| **Challenges** |  |
| **Lesson learnt** |  |

1. If your entity does not currently have any regulations or compliance, what is the alternative approach taken?

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Approach** | **Responsible party(ies)** | **Summary of the Approach** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

\* Please add/remove line if more/less

## Part C: Initiatives/Projects

For this Part, each response shall be provided in separate sheets for different initiatives/projects. Please replicate Sections (a) to (e) if there are multiple initiatives/projects.

**Section (A): Basic Information**

1. Name of Initiative/Project
2. Launching date, duration to date, and status (Ongoing/Ended)
3. Initiative owner
4. Level of the initiative (organisational/national/international)
5. Background (in 150–500 words)
6. Objectives
7. Target participants/audiences/market
8. Achievements and Outcomes

**Section (B): Activities Under the Initiatives/Project**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Activity** | **Budget Allocated (Low/Med/Hi)** | **Effectiveness (Y/N)** | **Outcomes** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

\* Please add/remove line if more/less

Notes:

* Effectiveness of the initiative/project is best supported qualitative or quantitatively, such as through studies or researches, or statistics. Such supports can be partially/fully demonstrated in the “Outcomes” column.

**Section (C): Relation to the Circular ICT Management Mechanism (mark (X) where applicable)**

|  |  |
| --- | --- |
| A. Digitalisation of circular design | [ ]   |
| B. Green and due diligence for public procurement of sustainable ICT products | [ ]   |
| C. Repairability and repair | [ ]   |
| D. Circular business models | [ ]   |
| E. Re-use and refurbishment | [ ]   |
| F. Regulated recycling | [ ]   |
| G. Public donation of decommissioned ICT devices | [ ]   |
| H. Extended producer responsibility | [ ]   |
| I. Environmental impacts: data transparency, accountability, verifiability | [ ]   |
| J. Stakeholder involvement | [ ]   |
| K. Circular markets | [ ]   |
| L. Others | [ ]   |
| If other, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

**Section (D): Success Factors**

What were the identified key success factors from implementing the initiatives?

|  |  |  |
| --- | --- | --- |
| **No.** | **Success Factors****(arranged by highest factor to lowest)** | **Descriptions** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

\* Please add/remove line if more/less

**Section (E): Risk Factors**

What are the identified risks and mitigating actions in implementing the initiatives?

|  |  |  |
| --- | --- | --- |
| **No.** | **Risks****(arranged by highest risks to lowest)** | **Descriptions** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

\* Please add/remove line if more/less

**Section (F): Key Challenges**

What are the key challenges in implementing the initiative/project? Provide brief details.

**Section (G): Community Engagement**

In the implementation of the initiative/project, were any of the following areas considered?

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Area** | **Yes/No** | **If “Yes” provide description** |
| 1. | Public awareness |  |  |
| 2. | Community Feedback |  |  |
| 3. | Benefits to the public |  |  |
| 4. | Commercial Value |  |  |
| 5. | Publications |  |  |

Appendix II

Best practices for implementing the circular economy policy and initiatives by ITU-T Member States/Entities

*(To be completed based on responses from Part A and Part B of the survey)*

|  |
| --- |
| **Best Practices with Existing Policy Enforced** |
| **No.** | **Member State** | **Policy Enforced on Circular Economy (Responsible Party)** | **Summary of the Policy** | **Use Case Related to the Policy** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |
| **Best Practices with No Existing Policy Enforced (Using Alternative Approaches)** |
| **No.** | **Member State** | **Alternative Approach on Circular Economy (Responsible Party)** | **Summary of the Approach** | **Use Case Related to the Approach** |
| **1.** |  |  |  |  |
| **2.** |  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_