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| The International Teleocmmunication Union - Connecting the World. | **International telecommunication union**  **Telecommunication Standardization Bureau** | |  |
|  | | Geneva, 5 April 2024 | |
| **Ref:** | **TSB Circular 185**  **SG5/RU** | **To:**  - Administrations of Member States of the Union;  - ITU-T Sector Members;  - ITU-T Associates of Study Group 5;  - ITU Academia;  **Copy to:**  - The Chair and Vice-Chairs of Study Groups;  - The Director of the Telecommunication Development Bureau;  - The Director of the Radiocommunication Bureau. | |
| **Tel:** | +41 22 730 5356 |
| **Fax:**  **E-mail:** | +41 22 730 5853  [tsbsg5@itu.int](mailto:tsbsg5@itu.int) |
| **Subject:** | **Questionnaire on the best practices for implementing the circular economy** | | |

Dear Sir or Madam,

ITU-T Study Group 5 (*EMF, environment, climate action, sustainable digitalization, and circular economy*) at its last meeting (Geneva, 13–23 November 2023) agreed to disseminate the questionnaireon *the best practices for implementing the circular economy.* This survey is targeted at representatives from Administrations of Member States of ITU, ITU-T Sector Members, ITU-T Associates and ITU Academia.

Study Group 5, Question 7/5 (*E-waste, circular economy, and sustainable supply chain management*), is developing a Supplement on *Best practices for implementing the circular economy in ICT management*, with the aim of providing 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. The analysis of the results of the survey replies will support the Q7/5 work on the above Supplement.

I hereby invite you to participate in this survey, and would appreciate it if you would complete the questionnaire reproduced in **Annex 1** no later than **30 April 2024**. Please note, however, that for more efficient reply consolidation and analysis we kindly request that the following online version of the questionnaire be used: <https://www.research.net/r/SG5-circular-economy>. The form in Annex 1 could be used in case there are difficulties in using the online one.

I wish to thank you in advance for your participation in this survey. We value your opinion.

|  |  |
| --- | --- |
| Yours faithfully,  Seizo Onoe Director of the Telecommunication Standardization Bureau  **Annex:** 1 | This QR code redirects to the latest meeeting information at: http://handle.itu.int/11.1002/groups/sg5 |

**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](mailto: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.** |  |  |  |  |

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