



International Organization for Standardization
Organisation internationale de normalisation
Международная организация по стандартизации

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Your ref. ISO/TMB - IWA
Our ref.

Date 2015-06-29

IWA - Invitation to an international workshop on Guidance Principles for Addressing Sustainability Criteria in Secondary Resources Management – Focus on Metals

Dear ISO Members,

Following approval by the Technical Management Board of a proposal from SNV (Switzerland), we are pleased to enclose the draft program and registration form for a workshop for the purpose of developing an International Workshop Agreement on *Guidance Principles for Addressing Sustainability Criteria in Secondary Resources Management – Focus on Metals*

Meeting dates: Kick-off meeting:

14 October 2015, 16:30-19:30

Workshop Session #1:

- 15 Oct 2015, 09:00 a.m. to 18:00 p.m.
- 16 Oct 2015, 08:00 a.m. to 12:30 p.m.

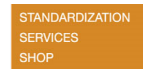
Location: The Davos Congress Centre, Room TBC
Talstrasse 49a, 7270 Davos Platz, Davos, Switzerland

We would be grateful if you could publicize this event in your country.

Yours faithfully,

Sophie Clivio
Secretary to the Technical Management Board

Encl.: - Draft meeting agenda;
- Preliminary draft IWA contents;
- Registration form.



Invitation for an International Workshop Agreement (IWA)

Guidance Principles for Addressing Sustainability Criteria in Secondary Resources Management – Focus on Metals

Introductory note

International initiatives on standards and traceability mechanisms are emerging in order to ensure the sustainability of extraction and production of primary raw materials. However, many other product clusters are still missing, while additional life-cycle stages of products, such as the recycling phase, are still not considered. Moreover, responsible recycling practices that are emerging on a small-scale (e.g. on precious metals) go unnoticed and metals recovered in socially and environmentally responsible ways do not have enough access to the international commodity markets, nor are recognized with better prices or otherwise. To address this gap, sustainability criteria for the management of secondary resources in current and emerging stewardship initiatives are needed, as well as their corresponding conformity assessment and traceability schemes.

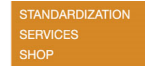
It is the purpose of this IWA to develop “Guidance Principles for Addressing Sustainability Criteria in Secondary Resources Management (Guidance Principles)”. These Guidance Principles have the aim to recommend suitable environmental and socio-economic aspects for secondary metals management (i.e. collection, pre-processing, final processing and disposal) to be considered within the current and emerging metal stewardship initiatives, in particular regarding the context and needs of micro, small and medium size enterprises in developing countries.

The ISO/TMB approved with Resolution 25/2015 the proposal for an IWA on Guidance Principles for Addressing Sustainability Criteria in Secondary Resources Management – Focus on Metals and allocated the secretariat to SNV (Switzerland). The development of this IWA will be performed as given in the detailed timeline in document Annex A.

This invitation addresses partners from the metal and recycling sectors including the end-processing industry of secondary metals and Original Equipment Manufacturers as well as researchers, NGOs, Governments’ representatives, standardization organizations and consultancies to bring their expertise and knowledge to the development of this IWA.

The IWA process outlined will start with the Kick-off meeting (14 Oct) and the IWA Workshop Session (WS) #1 (15 and 16 Oct) and will last until October 2016 (see Annex A). In order to be able to follow the discussions and substantially contribute to reaching agreements, we strongly encourage your participation during the Kick-off meeting and the whole IWA Workshop Session #1. To register please fill in the form in Annex C. If you cannot join these events, you can still be active participant of next Sessions and during the public reviews and we will ensure that you receive updates and invitations to be part of the next steps.

The Kick-off meeting and the IWA Workshop Session #1 are organized in conjunction with the WRF 2015 Conference (www.wrforum.org/events/wrf-2015/), to be held in Davos, Switzerland, which considers the ISO IWA themes at its core and will be part of the WRF 2015 Conference program. If interested, in Annex C you will have the possibility to also register to the WRF 2015 Conference (12-14 Oct).



Content

| | |
|---|---|
| 1. Dates, times and venue of the Kick-off meeting and Workshop Session #1 | 2 |
| 2. Agenda "Kick-off meeting on October 14, 2015" | 3 |
| 3. Agenda "WS #1 on October 15 and 16, 2015" | 3 |
| 4. Participation and registration | 4 |
| 5. Travel and Hotels information | 4 |
| 6. Workshop officials | 4 |
| 7. Timeframe and milestones | 4 |
| 8. Contribution to food and beverage costs | 5 |
| 9. Contact points | 5 |

1. Dates, times and venue of the Kick-off meeting and Workshop Session #1

Dates:

Kick-Off meeting:

- 14 Oct 2015, 16:30 p.m. to 19:30 p.m.

Workshop Session #1:

- 15 Oct 2015, 09:00 a.m. to 18:00 p.m.
- 16 Oct 2015, 08:00 a.m. to 12:30 p.m.

Venue: The Davos Congress Centre, Room TBC

Address: Talstrasse 49a, 7270 Davos Platz, Davos, Switzerland

2. Agenda “Kick-off meeting on October 14, 2015”

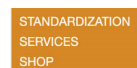
The following draft of the agenda is suggested. The reference language proposed is English.

| | |
|--|---|
| Opening of Kick-off meeting | Mathias Schluep (WRF) |
| Welcoming words | SECO |
| Roll call of participants | All |
| Adoption of the draft agenda | All |
| Process ISO's International Workshop Agreement (ISO/IWA) | Rolf Widmer (SNV) |
| Background and motivation of the IWA | Mathias Schluep (WRF), Rolf Widmer (EMPA) |
| Introduction of draft ISO/IWA” Guidance Principles for Addressing Sustainability Criteria in Secondary Resources Management – Focus on Metals” (GP) | Sonia Valdivia (WRF) |
| Confirmation of positions and participants <ul style="list-style-type: none"> - Chairman - Vice-Chairman - Secretary - Members of the drafting/review panel - Wider consultation groups | All |
| Confirmation of timeline | All |
| Approval of the decisions taken at the kick-off | All |
| Management and distribution of documents | Rolf Widmer (SNV) |
| Any other business | All |
| Closure of the meeting | Mathias Schluep (WRF) |

3. Agenda “WS #1 on October 15 and 16, 2015”

The following draft of the agenda is suggested. The reference language proposed is English.

| | |
|--|----------------------|
| Opening of the workshop | Sonia Valdivia (WRF) |
| Adoption of the draft agenda | All |
| Review the IWA GP Draft 0 document <ul style="list-style-type: none"> - Discuss comments raised on IWA GP Draft 0 including outline and content and reach agreement | All |
| Approval of the decisions taken at the WS #1 | All |
| Any other business | All |
| Closure of the meeting | Sonia Valdivia (WRF) |



4. Participation and registration

Participation in the IWA is open to any interested organization/company.

Participation is open to registered participants only.

Please indicate your participation for the Kick-off meeting and the **WS #1** by sending the filled in registration form to Mr. Rolf Widmer, e-mail: rolf.widmer@snv.ch; until **14th September 2015** at the latest.

The registration form is given in Annex C.

5. Travel and Hotels information

Information on how to get to the Davos Congress Centre is provided in Annex D. Please indicate in the registration form if an invitation letter is needed for visa application. A hotel list with special conditions will be sent to the participants after their registration.

6. Workshop officials

The workshop will be chaired by Mr. Mathias Schluep and co-chaired by Sonia Valdivia (World Resources Forum).

SNV provides the secretariat consisting of Mr. Rolf Widmer (SNV).

7. Timeframe and milestones

Following the ISO rules for developing an IWA, the process is divided into several steps. The following overview outlines the main milestones. Please take into account that the proposed date for the kick-off workshop differs from the date indicated in the proposal in order to keep the time limits.

Annex B shows the ISO development process in general.

| Date | Event/Task | Location | Deliverable | Objective |
|--------------------------|---|---------------|--|--|
| 2015-06-30 | Submission of invitation to ISO members and other stakeholders | | Invitations submitted | Must date Invitees requesting for / requiring funding should confirm by 17 July |
| 2015-10-14 | IWA Kick Off Meeting in Davos, in conjunction with the WRF Conference | Davos | GP Draft 0 of the annotated outline (Sections 1 and 2) approved GP Draft 0 of Section 1 | Presenting IWA project Agreeing on timeline and additional experts to be invited Approving the Drafts 0 of the annotated outline and of section 1 to be discussed at the Workshop session #1 |
| 2015-10-15/16 | IWA Workshop session #1 in conjunction with the WRF Conference | Davos | List of comments of the GP Draft 0 of the annotated outline (Sections 1 and 2) and the GP Draft 0 of Section 1 | Debating/integrating comments on the Draft 0 of annotated outline (sections 1 and 2) and Draft 0 of GP section 1 |
| 2015-11-23 to 2015-12-20 | Public review- Section 1 | Online | List of comments on section 1 | Getting relevant feedback from key stakeholders that are not able to participate in the Workshops. |
| 2016-01-30 | IWA Workshop | Conf. call or | List of agreed comments of the GP | Debating/integrating comments on the GP Draft 1 of Section 1 and GP Draft 0 |



| | session #2 | physical | Draft 1 of Section 1 and GP Draft 0 of Section 2 | of Section 2 of IWA document |
|--------------------------|---|------------------------|---|--|
| 2016-02-29 To 2016-03-21 | Public review- Section 1 Public review – Section 2 | Online | List of comments on sections 1 and 2 | Getting relevant feedback from key stakeholders that are not able to participate in the Workshops. |
| 2016-04 (3 days) | IWA Workshop session #3 | Conf. call or physical | List of agreed comments GP Draft 2 of Section 1 and GP Draft 1 of Section 2 | Debating/integrating final comments on the Draft 2 of section 1 IWA document and of Draft 1 of section 2 |
| 2016-07 (1 day) | IWA Workshop session #4 | Conf. call or physical | List of agreed comments GP Draft 2 of Section 2 | Debating/integrating comments on the Draft 2 of section 2 |
| 2016-07 | IWA publication – Section 1 | | GP v1 section 1 published ISO/IWA GP v1 | ISO/IWA public version – Section 1. |
| 2016-10 | IWA publication – Section 2 | | GP v1 section 2 published ISO/IWA GP v1 | ISO/IWA public version – Section 2. |

8. Contribution to food and beverage costs

An amount of US\$ 100 is charged to the participants of the Kick-off meeting and Workshop Session #1 (Oct, 14-16 2015).

This helps to partially cover the costs of the venue and catering. The difference is kindly sponsored by the Swiss State Secretariat for Economic Affairs (SECO) through the Sustainable Recycling Industries (SRI) Programme (www.sustainable-industries.org).

Following the submission of the registration form you will receive detailed instructions from the World Resources Forum Association (WRFA) to proceed with the payment.

Please note that the registration will be confirmed upon reception of the payment.

9. Contact points

SNV Secretariat:
Mr. Rolf Widmer
Senior technical officer

E-mail: rolf.widmer@snv.ch
Phone: +41 52 224 5423
Fax: +41 52 224 5474

Postal address:
Swiss Association for standardization (SNV)
Bürglistrasse 29
CH-8400 Winterthur
Switzerland



- Annex A Proposal for an IWA on Guidance Principles for Addressing Sustainability Criteria in Secondary Resources Management – Focus on Metals
- Annex B ISO process for development of IWA
- Annex C Registration form IWA kick-off
- Annex D Directions to The Davos Congress Centre

Proposal for an International Workshop Agreement (IWA)

Guidance Principles for Addressing Sustainability Criteria in Secondary Resources Management – Focus on Metals

Proposer: The World Resources Forum Association (WRFA) through SNV (Swiss Association for Standardization), Swiss Member Body of ISO. SNV is willing to provide secretariat support to the IWA document.

1. Background of this IWA proposal

The World Resources Forum Association (WRFA)¹ is an independent non-profit international organization that serves as a platform connecting and fostering knowledge exchange on resources management amongst business leaders, policy-makers, NGOs, scientists and the public.

One of the flagship activities of the WRFA is the Sustainable Recycling Industries (SRI) Programme (<http://www.sustainable-recycling.org/>) whose objective is the sustainable integration and participation of Micro, Small and Medium Enterprises (MSMEs) from developing and transition countries in the global recycling of secondary resources.

The SRI programme is funded by the Swiss State Secretariat of Economic Affairs (SECO) and is jointly implemented with the Institute for Materials Science and Technology (Empa) through three linked programme components: (a) Life Cycle Inventories development in selected regions; (b) Capacity Building on sustainable recycling for MSMEs in selected developing and transition countries; and (c) international Roundtable on Sustainable Recycling Industries (SRI Roundtable).

The SRI Roundtable has the aim to bring together key actors, experts and organisations in the field of sustainable management of secondary resources to jointly develop **“Guidance Principles (GP) for Addressing Sustainability Criteria in Secondary Resources Management”**.

Following the publication of the GP, the Roundtable is intended to test them in SRI participating countries, such as India, South Africa, Colombia, Ghana, Egypt and Peru. Findings and learnings from the testing exercise will help refining future activities to be agreed by the Roundtable (i.e. development of GP focusing on other secondary materials such as plastics).

Based on WRFA and Empa’s experience in recycling activities in developing countries and following a consultation with key national, regional and international partners, the existence of

¹ <http://www.worldresourcesforum.org/>

a gap between general guides addressing all kinds of products (ISO Guide 82) and the ones specific for materials (e.g. Aluminium Standard Initiative – Performance Standard, RSB Principles & Criteria for Sustainable Biofuel Production) became evident. It was also confirmed that there is insufficient guidance for metal recyclers in developing countries especially on the treatment and monitoring processes.

SNV, the Swiss Association for Standardization (SNV), as a direct representative of global and European standardization efforts (through the ISO and CEN respectively) is supporting this proposal and is willing to provide the secretariat for this IWA

The IWA has been identified as a suitable mechanism to respond to the need for international consensus on GP in terms of timing, the consensus process and the international outreach.

2. IWA Proposers

The following organization is proposing the development of this IWA:

World Resources Forum Association (WRFA) Secretariat
Empa building, Lerchenfeldstrasse 5 CH-9014 St. Gallen Switzerland
Phone: +41 71 554 0900
<http://www.worldresourcesforum.org/>

2.1. Objectives of this IWA

The objective of this IWA is the development of a document with the title “**Guidance Principles (GP) for Addressing Sustainability Criteria in Secondary Resources Management – Focus on Metals**”.

These GP shall ensure that environmental and socio-economic aspects of secondary metals management (collection, pre-processing, end-processing and disposal)² are taken into account in current and emerging standards on specific metals, in particular regarding the context and needs of MSMEs in developing countries. Considering that resources recovered after their end-processing go back to the same or a different product life cycle, they are in line with and support the ‘circular economy’ approach.

It is proposed that the initial development and publication will be in the form of an IWA with the possibility to develop this IWA further into a full ISO standard according to ISO procedures.

The IWA shall consist of two sections, but in one document. However it is suggested to elaborate the sections in sequence, as shown in the workshop plan.

The sections are:

² According to the Solving the E-Waste Problem (Step) White Paper with ‘Recommendations for Standards Development for Collection, Storage, Transport and Treatment of E-waste’ (2014), recycling operations are typically executed in two steps: 1) preprocessing, which prepares the e-waste for material recovery, and 2) end-processing, which consists of material recovery prior to the incineration or landfilling of any remaining material.

Section 1: Sustainability criteria

Section 2: Governance

2.2. Benefits of this IWA

The proposed IWA would benefit the implementation of the SRI Programme for the following reasons:

- Appropriate timeline as established in Annex B of the IWA Guidelines. Publication expected in less than 16 months. Credible international consensus process.
- Increases global outreach of the SRI Programme through synergies with the ISO network.
- Review required after 3 years to extend validity and update relevance of the IWA document.

ISO would also benefit from WRF's participation as proponent due to the following reasons:

- Broader participation of stakeholders (i.e. from developing countries) and world-wide known experts on recycling activities from WRFA's network.
- Resources available.

Beneficiaries of the implementation of the resulting IWA would be as follows:

- MSMEs and formal/informal workers in the recycling sector of secondary metals, as well as the affected communities, in developing countries.
- Value chain holders, also from industrialized countries such as end -processing industry for secondary metals and original equipment manufacturers (OEMs)

3. The IWA process

The IWA process shall ensure that key actors, experts and organisations in the field of sustainable management of secondary metals cooperate in order to develop internationally recognized GP that shall serve the interest of the recycling industry world-wide with a specific focus on MSMEs in developing countries.

Therefore, the IWA process would include the participation of at least the following key stakeholders:

- ISO members interested in and available to contribute to this activity.
- Government representatives, including representatives of developing countries.
- International (Intergovernmental) Organizations and Cooperation Agencies related to the topic.
- Metal and recycling associations and industries, including the end-processing industry for secondary metals.
- Original Equipment Manufacturers (OEMs) and related industry associations.

- Standard setting initiatives for sustainable metals.
- NGOs.
- Experts and research institutions.

In addition to the ISO members, stakeholders from 16 countries and regional and global organizations have been identified and most of them have already declared interest in participating (See Annex I).

Moreover, this IWA process would also bring benefits to stakeholders as follows:

- Open participation in the international workshop of key national, regional and international stakeholders active and concerned about secondary resources management. First hand comments and contributions are not only feasible, but desired.
- Potential linkage with SRI's activities for testing the GP in SRI participating countries.

4. Cooperation

Cooperation and liaisons with relevant bodies may be identified at the kick-off meeting or at subsequent IWA meetings in conjunction with the World Resources Forum Conference, Davos, Switzerland.

5. Workshop plan

| Milestone | Event | Deliverable | Objective |
|--------------------|---|---|--|
| 2015 March | Submission to ISO TMB | | Approval from TMB members |
| 2015 Sept | Finalization of working draft 0 by the Secretariat | GP Draft 0 of the annotated outline ³ (sections 1 and 2) ⁴ and Draft 0 of section 1 | Provide a first version of the annotated outline to be discussed at the kick-off meeting and workshop session #1. |
| 2015 Oct (1/2 day) | Kick Off Meeting in Davos, in conjunction with the World Resources Forum Conference | Approved GP Draft 0 of the annotated outline (sections 1 and 2) and Draft 0 of section 1 | Presenting IWA project Agreeing on timeline and additional experts to be invited Approving the Drafts 0 of the annotated outline and of section 1 to |

³ An annotated outline includes the title, aim of the document and a description of the main audience. It also indicates the items that might be covered with a short summary, keywords and proposed length per item. It also includes initial references to be considered.

⁴ Section 1 includes the sustainability criteria and section 2 the governance aspects.

| | | | |
|------------------------------------|--|--|--|
| | | | be discussed at the Workshop session #1 |
| 2015 Oct (2 days on 15 and 16 Oct) | Workshop session #1 in conjunction with the World Resources Forum Conference | GP Draft 0 of the annotated outline (sections 1 and 2) and section 1 | Debating/integrating comments on the Draft 0 of annotated outline (sections 1 and 2) and of section 1 |
| 2015 Dec | Public review- Section 1 | Draft 1 of section 1 | Getting relevant feedback from key stakeholders that are not able to participate in the Workshops. |
| 2016 January (1 day) | Workshop session #2 By Conference call, if necessary | GP Draft 2 of section 1 and Draft 0 of section 2 | Debating/integrating comments on the Draft 2 of section 1 and Draft 0 of section 2 of IWA document |
| 2016 Feb | Public review-Section 1 | Draft 3 of section 1 | Getting relevant feedback from key stakeholders that are not able to participate in the Workshops. |
| 2016 March (3 days) | Workshop session #3 By Conference call, if necessary | GP Draft 4 of Section 1 and GP Draft 0 of section 2 | Debating/integrating final comments on the Draft 4 of section 1 IWA document and of Draft 0 of section 2 |
| | Public review – Section 2 | GP Draft 1 of section 2 | Getting relevant feedback from key stakeholders that are not able to participate in the workshops. |
| 2016 May (1 day) | Workshop session #4 By Conference call, if necessary | GP Draft 2 of section 2 | Debating/integrating comments on the Draft 2 of section 2 |
| 2016 May | IWA final version – Section 1 | Submitted GP v1 section 1 | Debating/integrating substantive and editorial comments on the GP v1 section 1 of IWA document. |
| 2016 June | Public Review | GP Draft 3 of section 2 | Getting relevant feedback from key stakeholders that are not able to participate in the Workshops. |
| 2016 July (1 day) | Workshop session #5 By Conference call, if necessary | GP Draft 4 of section 2 | Debating/integrating comments on the Draft 4 of section 2 |
| 2016 July | IWA publication – Section 1 | GP v1 section 1 published ISO/IWA GP v1 | ISO/IWA public version – Section 1. |
| 2016 August | IWA final version – Section 2 | Submitted GP v1 section 2 | Debating/integrating substantive and editorial comments on the GP v1 section 2 of IWA document. |
| 2016 October | IWA publication – Section 2 | GP v1 section 2 published ISO/IWA GP v1 | ISO/IWA public version – Section 2. |

Annex I

Annex 1: Proposed list of potential stakeholders. NOTE: List is not exhaustive

A. Per country and type of organization

| | | | |
|----|---|-------------|----------------------|
| 1 | Sims Metal Management (SimsMM) | PRIVATE | Australia |
| 2 | ECOBAS3R | PRIVATE | Chile |
| 3 | Samsung Heavy Industries | PRIVATE | South Korea. |
| 4 | reciclametal | PRIVATE | Ecuador |
| 5 | British Metals Recycling Association (BMRA) | ASSOCIATION | England |
| 6 | Renault | PRIVATE | Francia |
| 7 | EPA Ghana | Government | Ghana |
| 8 | German Ministry for Environment | Government | Germany |
| 9 | German Mineral Resources Agency | Government | Germany |
| 10 | German Ministry for Foreign Affairs | Government | Germany |
| 11 | China Railway Group Limited | PRIVATE | Hong Kong |
| 12 | PROME | PRIVATE | Mexico |
| 13 | WERBA | PRIVATE | Montevideo / Uruguay |
| 14 | SMRANZ (Scrap Metal Recycling Association of New Zealand) | ASSOCIATION | New Zealand |
| 15 | MRA(METAL RECYCLERS ASSOCIATION OF SOUTH AFRICA) | ASSOCIATION | South Africa |
| 16 | DESCO (Electronic Recycler) | PRIVATE | South Africa |
| 17 | Metalco Recycling | PRIVATE | South Africa |
| 18 | Skansa | PRIVATE | Sweden |
| 19 | SNV | ISO member | Switzerland |
| 20 | EMPA | RESEARCH | Switzerland |
| 21 | TB added | | Switzerland |
| 22 | Dutch Ministry of Environment | Government | The Netherlands |
| 23 | ISRI (Institute of scrap Recycling Industries, Inc.) | ASSOCIATION | USA, Washington DC |

B. Regional and global organizations and listed per type of organization

| No | Name | Type | Regional/Global |
|----|--|------------------|-----------------|
| 24 | WEEEE Forum | Network | Europe |
| 25 | Eurometeaux | ASSOCIATION | Europe |
| 26 | European Commission, DG Enterprise | Government | Europe |
| 27 | BRI (Bureau of International Recycling) | ASSOCIATION | Global |
| 28 | [Former] Platinum Roundtable | ASSOCIATION | Global |
| 29 | Fair Trade | ASSOCIATION | Global |
| 30 | Global e-Sustainability Initiative | ASSOCIATION | Global |
| 31 | IRMA (Initiative for Responsible Mining Assurance) | ASSOCIATION | Global |
| 32 | The Responsible Jewellery Council | ASSOCIATION | Global |
| 33 | The Aluminium Stewardship Initiative (ASI) | ASSOCIATION | Global |
| 34 | Worldsteel Association | ASSOCIATION | Global |
| 35 | World Gold Council | ASSOCIATION | Global |
| 36 | World Resources Forum | ASSOCIATION | Global |
| 37 | Basel Convention | IGO | Global |
| 38 | ITU | IGO | Global |
| 39 | Minamata Convention | IGO | Global |
| 40 | OECD | IGO | Global |
| 41 | UNEP IRP | IGO | Global |
| 42 | UNU StEP | IGO | Global |
| 43 | UNIDO | IGO | Global |
| 44 | ISO | INT ORGANISATION | Global |
| 45 | SOMO | NGO | Global |
| 46 | WorldLoop | NGO | Global |
| 47 | WWF | NGO | Global |

| | | | |
|----|---------------------|---------|--------|
| 48 | Alcoa | PRIVATE | Global |
| 49 | Apple | PRIVATE | Global |
| 50 | HP | PRIVATE | Global |
| 51 | Intel | PRIVATE | Global |
| 52 | Samsung Electronics | PRIVATE | Global |
| 53 | Sony | PRIVATE | Global |
| 54 | Tata | PRIVATE | Global |
| 55 | Toshiba | PRIVATE | Global |
| 56 | Toyota | PRIVATE | Global |
| 57 | Umicore | PRIVATE | Global |
| 58 | Volkswagen | PRIVATE | Global |

ISO's International Workshop Agreements (IWAs)

The IWA model is a quick way to obtain a recognized ISO document for your work. It is designed to be a flexible model so the format and content of the IWA, and the process to obtain it, are largely decided by the proposing organization.

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|--|---|--|---|---|
| Make the proposal | Get ISO/TMB approval | ISO/CS circulates the details of the workshop | Hold the workshop and agree the document | Publish the IWA |
| <p>Approach ISO Central Secretariat or any ISO member with your proposal.</p> <p>Your proposal should include:</p> <ul style="list-style-type: none"> ✓ Purpose and justification ✓ Relevant documents ✓ Lists of organizations that may be interested ✓ Indications of any ISO member body willing to act as Secretariat ✓ An estimate of the number of meetings if more than one is envisaged ✓ Details of any proposed special arrangements for distribution of the IWA | <ul style="list-style-type: none"> • ISO/CS then circulates your proposal to the ISO/TMB for approval (checking any proposed distribution arrangements with the ISO/Sec-Gen). • The TMB will also formally assign / confirm the ISO member body who will be your secretariat for the project. • The ISO member body works with the proposer to decide full details of the Workshop: <ul style="list-style-type: none"> ✓ Price (if any fee) ✓ Time/Date/Venue ✓ Format ✓ Background ✓ Doc supply ✓ Process ✓ Chair | <ul style="list-style-type: none"> • A notification – with the full details agreed at Step 2 – is circulated to all ISO members (by ISO/CS) • ISO member bodies can then circulate the proposal as widely as possible in order to publicize it to potentially interested parties. <p>Note: Any organization or company or individual is allowed to attend.</p> | <ul style="list-style-type: none"> • At the meeting the Chair (nominated in advance) will be confirmed. • During the whole IWA process, the Chair must be impartial and seek to ensure the maximum amount of consensus possible has been achieved. • Document is drafted and circulated to the workshop participants. • This can be repeated until the Chair believes that the best possible consensus has been obtained. <p>Note: One possible mechanism is that the workshop participants work online on a dedicated Web site.</p> <p>Note: Multiple meetings can take place if necessary.</p> | <ul style="list-style-type: none"> • The final draft of the IWA is sent by the secretariat to ISO/CS. • ISO/CS formats the document – giving it the relevant ISO cover page / logo. • ISO/CS then supplies the document to all its member bodies who can supply it as they see fit. • Any special arrangements for the distribution of the IWA should be put in place here. |
| Start - ISO/CS will normally take less than one month to process your proposal | Maximum of three months | Three months (90 days) advance notice is required before holding the workshop. | This stage depends on the scope of the IWA. However, aim to finish in three months or less | One month |

Should not take longer than 12 months – aim for less.

ISO's International Workshop Agreements (IWAs)

What is an IWA?

An IWA is an ISO document produced through a workshop meeting rather than through the full ISO technical committee process. Market players and other stakeholders directly participate in developing an IWA and do not have to go through a national delegation.

What subjects do they cover?

An IWA can be produced on any subject

Why should I choose the IWA?

An IWA will:

- Involve the main players from your target sector (public or private) and allow a sector to develop clear rules on an issue.
- Give visibility to your professional practices or reference documents (ISO is a highly recognized international body).
- Help you shape the future direction of the subject and influence any future ISO standard.
- Allow you to develop relationships within a profession or sector.
- Create understanding and co-ordination amongst your various stakeholders.
- Share best practice in a sector.
- Improve quality and interoperability.
- Lead to worldwide visibility due to ISO members' distribution networks.
- Help you to develop a members-only forum to communicate using, for example, a dedicated Web site.

Who will be involved?

Anyone can propose an IWA and anyone can participate in developing one. An ISO member body will be assigned to help you organize and run the workshop. This gives the project credibility by ensuring that the basic principles of international standardization (transparency, fairness and consensus) are applied.

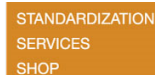
How much will it cost?

There are different ways of financing the costs of the IWA – in particular the workshop meeting(s). In some cases, the participants are charged a fee to attend; in others, a charge is made for the resulting document. You can also cover the costs yourself as an organization. Whatever the mechanism, the costs can be decided by you and the ISO member body that acts as your secretariat.

How do I start?

The process of developing an IWA is detailed on the preceding page in five-steps. To start, you can approach ISO/CS or an ISO member body for an informal discussion of your proposal.

- E-mail tmb@iso.org to contact ISO Central Secretariat directly, or click on the URL below to find an ISO member body <http://www.iso.org/isomembers>



Annex C

REGISTRATION FORM

**For participating in the Kick-off Meeting and Workshop Session #1 of the IWA on
“Guidance Principles for Addressing Sustainability Criteria in Secondary Resources
Management – Focus on Metals”**

To be held in Davos, Switzerland, in conjunction with the WRF 2015 Conference

- ☐ **Please register me for the Kick-off meeting** (Oct. 14, 2015) and the **WS #1** (Oct. 15 and 16, 2015)

* If you are not able to join the Kick-off Meeting and/or the Workshop Session (WS) #1, please indicate the days of your absence: Oct 14, Oct 15 or Oct 16.

- ☐ **Please also register me for WRF 2015 Conference** (Oct. 12, 13 and 14, 2015)

* Note that you can choose to attend 1, 2 or 3 days of the Conference according to your preference (<http://www.wrforum.org/events/wrf-2015/program/>). More details will be sent to you upon reception of your registration form.

| | |
|---|--|
| Family name: | |
| First name: | |
| Mr. or Mrs: | <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. |
| Title: | |
| Company/Organization: | |
| Address: | |
| Country: | |
| Phone: | |
| E-mail : | |
| Invitation letter needed? (for visa application) Yes or No | |
| Dietary requirements* | |



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* Meals are all vegetarian. Please, indicate if you have other requirements.

We can only consider completely filled out registrations, please fill out every field.

Thank you.

For registration, please return this form by e-mail until **14 September 2015** to:

Rolf Widmer
Swiss Association for Standardisation (SNV)
Bürglistrasse 29
CH-8400 Winterthur
Switzerland

Phone: +41 52 224 5423
E-mail: rolf.widmer@snv.ch

Thank you very much for the completed registration form

Kind regards

Rolf Widmer
Secretariat: International Workshop Agreement (IWA) *“Guidance Principles for Addressing Sustainability Criteria in Secondary Resources Management – Focus on Metals”*

DIRECTIONS TO THE DAVOS CONGRESS CENTRE

Kick-off Meeting and Workshop Session #1 of the IWA on “Guidance Principles for Addressing Sustainability Criteria in Secondary Resources Management – Focus on Metals”

To be held in Davos, Switzerland, in conjunction with the WRF 2015 Conference

We recommend to travel to Davos by train:

- Trains can be boarded directly at Zurich Airport.
- Please visit www.sbb.ch to access train timetables.
- When traveling from Zurich Airport you will have to switch trains at “Zurich Main Station” and “Landquart”.
- The train ride takes approximately 2,5 hours. The time required to travel by (rental) car from Zurich Airport to Davos is approximately the same.

The Davos Congress Centre is 1 km away from the Davos train station (see the map below). If walking, you can take the Talstrasse and walk until you reach the venue. Otherwise, please take the buses 1, 4 or 7 at ‘Postplatz’ station and get off at the ‘Sportzentrum’ station from where you will need to walk 600 m to reach the venue.

