



**Ministry in the Office of the President in Charge of  
Information and Communication  
Technology**

**MINISTERIAL GUIDELINES N°1 of 25 OCTOBER 2011 RELATED TO  
IMPORTATION OF USED ELECTRONIC/ICT EQUIPMENTS**

**The Minister in the Office of the President in Charge of Information and Communication Technology hereby issues the following guidelines: to guide the importation, distributing of used Electronic equipments, computers and computer parts in Rwanda.**

**Preamble**

Electronic waste is considered to be one of the fastest growing waste sources in the world. The increasing market penetration in developing countries, rapid replacement market in developed countries and high obsolescence rate make the Electronic Waste one of the fastest growing waste streams. The dropping lifespan of electronic and electrical products, high consumerism of those products, low recycling rates and illegal transboundary movement from developed to developing countries will increase the Electronic Waste generated per year in Rwanda if uncontrolled.

Pursuant to the Law N° 43/2006 of 05/10/2006 determining the responsibilities, organization and functioning of the Rwanda Bureau of Standards (RBS) to undertake all activities pertaining to the development of Standards, Quality assurance and Metrology in the country;

Pursuant to the Organic law n° 04/2005 of 8/04/2005 determining modalities of protection, conservation and promotion of environment in Rwanda;

Given the Law n°44/2001 of 30/11/2001 governing telecommunications in Rwanda and National Information and Communication Technology;

Cognizant of the imperative to protect human health and safety as the environment from the potential risks related to e-waste, the Ministry of Information, Communication and Technology sets the following guidelines:

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## **Chapter I: PURPOSE OF THESE GUIDELINES**

**Article 1:** These guidelines are elaborated only for restricted and regulated importation of used computers and used computer parts not intended or intended for computer assembling.

**Article 2:** These guidelines are to support the Government Vision in promoting ICT use in Rwanda development while minimizing the potential adverse effect on human health and safety as well as the environment.

## **Chapter II: TERMS AND DEFINITIONS**

**Article 3:** For purposes of these guidelines, the following terms mean:

- (1) **Used computer** :Refurbished computers ( computer with “reused components”) or a computers whose age is more than one year and less than four years whether being in use or not.
- (2) **Waste:** A Computer whose age is more than four or equal to four years (4) old whether being in use or not.
- (3) **A new Computer:** A computer whose age is less than or equal to one year old from the date of its manufacture with relevant certificates such as Manufacturers/Supplier conformity declaration certificates.
- (4) **ISO:** International Organization for Standardization.
- (5) **IEC:** International Electrotechnical Committee.
- (6) **EAS:** East African Standard.

**Article 4:** The above definitions apply for used Computer parts.

## **CHAPTER III: GENERAL REQUIREMENTS**

**Article 5:** All computers shall be in compliance with EAS 390:2005; Information Technology Equipment safety requirements.

**Article 6:** No used computer shall be allowed to enter Rwandan territory for commercial purposes.

**Article 7:** Used Computers shall be allowed if they are intended for education purposes, personal use, church organization or orphans’ centers.

**Article 8:** Used Computers imported for Education purposes:



- (1) Shall be less than or equal to two (2) years old if it has been in use, and in good working conditions.
  - (2) Shall be less than four (4) years old if it has never been in use.
  - (3) Shall have a documented proof approved by the Ministry of Education justifying the intended use and quantity of computers imported.
  - (4) Shall be accompanied by a documented commitment of the Donor/Supplier that the goods supplied are in good working conditions and meet the requirements of these instructions
- (1) Shall be less than two (2) years old if it has been in use, and in good working conditions.

**Article 9:** Used Computers imported for personal use are limited to two per person and shall neither be subjected to approval nor technical requirements contained in these instructions.

**Article 10:** Used Computers imported for use in Churches and orphan centres shall respond to the same criteria as stated in **Article 8** except **8 (3)** where the documented proof of intended use shall be approved by District Authorities.

**Article 11:** Refurbished Computers shall be accompanied with a proof of conformity to safety standards signed by the certified and internationally recognized refurbishing company/supplier in line with the requirements of ISO/IEC 24700.

**Article 12:** Used computer shall be accompanied by a third party inspection certificate showing the history of where the computer has been used and for what it has been used for previously.

**Article 13:** Refurbished Computers imported for education purposes, church organizations or Orphanages:

- (1) shall not be more than one year old from the date of refurbishment;
- (2) Shall bear the words "Refurbished Computer" on the computer itself and on the packaging cover;
- (3) Shall bear full address of the refurbishing companies on the packaging cover.

**Article 14:** Used Random Access Memory (RAM), Microprocessors and Hard Disks are allowed to be imported for commercial purposes provided that the importer intention is not for computer assembling.

**Article 15:** Used computer parts in **article 14** shall be accompanied by a third party inspection certificate showing compliance to safety standards (EAS 390: 2005, ISO/IEC 24700) and good working condition along with a written commitment of the said inspection body to be held accountable in case of non compliance.



**Article 16:** There shall be a written agreement between the supplier and the intended user on conditions to comply with before shipment as well as the responsibility to safe disposal of used computers after they have served their purpose.

**Article 17:** Other Electronic/ICT equipments shall be brand-new.

**Article 18:** Used computers in **Article 8, 10 & 13** shall comply with the technical specifications that can be found in the annex 1.

**Article 19:** The Technical requirements in **Article 18** shall be revised from time to time as deemed necessary.

**Article 20:** Electronic/ICT Equipments stipulated in **Article 17** include but not limited to Type Approved Radio and Electronic Communication Terminal Equipments, Type Approved Network Infrastructure Equipments, Computers intended for commercial purpose, cameras, printers, watches, toys, Automatic Teller Machines(ATMs), photocopiers, and other equipments whose functions are fully of partly electronic.

**Article 21:** The Rwanda Utility Regulatory Agency shall communicate Type Approved Radio and Electronic Communication Terminal Equipments and Type Approved Network Infrastructure Equipments.

#### **Chapter V: OTHER REQUIREMENTS**

**Article 22:** Entrusted Import Inspectors shall keep records of the Used Computers indicating the quantity of Used Computers in their possession, agreements on safe disposal and submit, on request, copies of the records to the Regulator in Charge of e-waste management.

**Article 23:** In case of seized non-compliant electronic equipments and Used Computers /computer parts without the supplier's certificate and/or third party inspection certificate showing compliance to safety standards, the importer shall be responsible for their safe disposal and at his/her own cost.

**Article 24:** The Regulator in charge of E-waste management shall ensure adequate disposal of Used Computers/computer parts after they have served their purpose at the cost of the importer.

**Article 25:** These guidelines shall come into force on the day of their signature.

Done at Kigali, on 25/10/2011

  
**Dr. GATARE Ignace**



**Minister in the President Office in Charge of Information and Communication**

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**Annex 1: TECHNICAL SPECIFICATIONS FOR USED COMPUTERS**

<b>SN<sup>0</sup></b>	<b>ITEM</b>	<b>MINIMUM REQUIREMENTS</b>
<b>TYPE OF COMPUTER : DESKTOP WITH LCD MONITORS ONLY</b>		
1	Microprocessor speed	2GHz
2	RAM	2GB
3	Hard Disk	80 GB with extension possibility
4	Optical device	CD-RW/DVD-R or DVD+/-RW
5	Network	10/100Mbs Network adapter
6	Ports	2 USB Ports, audio in/out
7	Display	Flat screen with at least 800x600 resolution
8	Operating system	Microsoft Windows Vista all versions or newer versions of Microsoft windows/Equivalent operating system depending on the intended use except Home Edition.  ( English version only*)
9	Application software	Microsoft Office 2007 Standard/Professional Edition or higher version/Equivalent depending on the Operating system
10	Type approval	Type approved genuine products (Hardware and Software)
11	Preloaded software	in case of preloaded software, copies of the original CD-ROM for both operating system and application software as well as antivirus
12	LCD or Monitors	Flat screens
<b>SN<sup>0</sup></b>	<b>ITEM</b>	<b>MINIMUM REQUIREMENTS</b>

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TYPE OF COMPUTER : LAPTOP		
1	Microprocessor speed	2GHz
2	RAM	2GB
3	Hard Disk	80 GB
4	Optical device	CD-RW/DVD-R or DVD+/-RW
5	Network	WLAN 802.11 b/g/n@2.4GHz
6		Built – in 10/100Mbs Network adapter
7	Ports	2 USB Ports, audio in/out
8	Operating system	Microsoft Windows Vista all versions or newer versions of Microsoft windows/Equivalent operating system depending on the intended use except Home Edition( English version only*)
9	Application software	Microsoft Office 2007 Standard/Professional Edition or higher version/Equivalent depending on the Operating system
10	Type approval	Type Approved genuine products (Hardware and Software)
11	Battery life	2 Hours
12	Preloaded software	In case of preloaded software, copies of the original CD-ROM for both operating system and application software as well as Antivirus

\*Computers intended for use in schools and Orphanages