



DONOR READINESS CHECKLIST

Australian Tech Reuse for Good Charter

Use this checklist to determine whether your organisation is ready to start a technology reuse program.



Find out more and sign the Charter at
www.techreusecharter.org.au

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1 Goals and internal support

- ☐ Have we identified why we want to repurpose technology (e.g. reducing e-waste, sustainability, social impact or ESG)?
- ☐ Have we identified the people who need to be involved (e.g. IT, procurement, legal, privacy, cyber security, sustainability and finance)?
- ☐ Do we have an internal champion or executive sponsor to help drive the program?

2 Technology and equipment

- ☐ Do we know what devices are available for reuse?
- ☐ Have we identified the approximate number, type and condition of those devices?
- ☐ Have we checked whether devices are owned, leased, covered by an IT Asset Disposal (ITAD) agreement or part of an existing technology refresh cycle?
- ☐ Have we identified a small number of suitable devices for a pilot?

3 Safe and responsible reuse

- ☐ Have we confirmed who is responsible for secure data wiping?
- ☐ Have we considered any legal, privacy, cyber security and asset management requirements before devices leave our organisation?
- ☐ Have we checked that devices can be unlocked, updated and prepared for reuse?

4 Partnerships and distribution

- ☐ Have we identified an experienced refurbishment or donation partner?
- ☐ Have we discussed what types of devices are most useful for the communities they support?
- ☐ Do we understand who will manage refurbishment, distribution and recipient support?
- ☐ Have we considered how recipients will access connectivity, digital skills or other support through our partners?

5 Planning and reporting

- ☐ Do we understand the likely costs of our technology reuse program?
- ☐ Have we agreed how the program's environmental and social impact will be measured and reported?
- ☐ Are we ready to start with a small pilot before scaling our program?