



## TECHNICAL-SCIENTIFIC COMMITTEE REGULATION

### REVIEWS' REGISTRATION

PERFORMED REVIEWS		
REVIEW	DATE	SUBJECT OF REVISION
0	June 1 <sup>st</sup> , 2018	First Emission
1	August 14 <sup>th</sup> , 2020	Section 4.3.2 modified to include the "PCR Development Procedure"



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## **1. GOAL**

The goal of this procedure is to regulate the activities of the institutional body "Technical – Scientific Committee" of the *Programme Operator Carbon Footprint Italy*.

## **2. APPLICABILITY**

This procedure applies to the institutional body "Technical – Scientific Committee" of Carbon Footprint Italy.

It should be noticed that all the meetings and decision-making occasions reported in this procedure can either take place through in-person meetings or through videoconferences and decisions taken remotely.

## **3. ACRONIMS and DEFINITIONS**

CFI: Carbon Footprint Italy

CTS: Technical–Scientific Committee

DIR: Directorate

ORP: Representative Body of the Parties

PCR: Product Category Rules

SGT: Secretariat

Verifiers: in this Regulation this term refers to a Verification Body, i.e. a body that performs independent third-party verification activities under accreditation according to Reg. 765/2008.

## **4. TECHNICAL–SCIENTIFIC COMMITTEE**

The Technical – Scientific Committee (CTS) is the technical-scientific support body for the regulation system of the programme.

### **4.1 Composition of the CTS**

The members of the CTS are selected among people with consolidated professional experience in environmental matters and in the subjects related to CFI, in particular in the Life Cycle Assessment (LCA) and/or in the calculation of Organisational GHG Inventories. CTS members are nominated by the CFI *Programme Operator*. The CTS is made of a number of members between 2 and 8.

For management impartiality reasons, the employees of Verifiers who act as independent third parties in the verification of the standards applicable to the registration in the CFI (e.g. ISO 14064-1 and ISO 14067) cannot be members of the CTS.

The CTS Coordinator is nominated by the CFI *Programme Operator*.



## 4.2 Responsibility of the CTS

The CTS carries out the following activities:

- provides guidance to the SGT for the drafting and revision of the procedure "PCR Development";
- provides guidance on the recognition of the PCRs of other *programme operators*;
- supervises the revision/update of PCRs from a scientific perspective;
- proposes the approval of the PCRs based on of their scientific consistency;
- proposes suggestions for the CFI *Programme Operator* technical evolution and future developments to the DIR;
- provides guidance to the SGT for the development and revision of the CTS Regulation.

The work of the CTS is managed by the CTS coordinator.

The date and agenda of the meeting will be communicated at least 15 days before the scheduled date.

## 4.3 Activities of the CTS

### 4.3.1 Rules for the development, approval and maintenance of the PCRs

The CTS, through the procedure "PCR Development", establishes the rules for the development, approval and maintenance of the PCR which, to be recognised within the CFI *Programme Operator*, shall be developed in accordance with ISO/TS 14027 and ISO 14067.

### 4.3.2 PCR compatibility with other programme operators

The CTS evaluates the potential compatibility of single or of all the PCRs issued by other *programme operators*.

For example, PCRs from the International EPD System are recognised from CFI programme.

In case the CTS considers a PCR to be only partially valid according to the CFI requirements, there is the possibility to request an update.

When an existing PCR has to be updated to fulfil the CFI requirements, or an expired PCR has to be updated/adapted according to the ISO 14067 or the CFI programme requirements, a review process is started according to section 6.5.2 of ISO/TS 14027.



Before the review process is started, it is necessary to obtain the approval of the *programme operator* owning the PCR for what concerns the review methodology and timing.

#### **4.3.3 Preparation of specific PCR**

The CTS supervises the development of the PCRs from a scientific perspective both for what concerns the first issue and the subsequent update. It is also responsible for delivering a scientific review on the PCR drafts before proceeding with their approval.

#### **4.3.4 Proposals for improvement on CFI and CTS operation**

Each member of the CTS can contribute with proposals and suggestions for the technical evolution, future developments and improvement on the operation of CFI and CTS. These proposals will then be discussed within the CTS during a meeting and, in case they are supported by the majority of the members, they will be transmitted to the DIR of the CFI.

#### **4.4 Impartiality management**

While operating within the CTS, members enter in contact with sensible information. In this regard, they are bound by confidentiality constraints.

The members of the CTS are asked to abstain from any decision concerning activities in which they have a direct interest.

#### **4.5 Meetings management**

CTS meetings take generally place in videoconference, but they can be held in person if necessary.

Videoconferences are recorded and stored in a dedicated web space, whose access is allowed to CTS members with specific individual credentials.

CTS meetings are managed by the CTS member representing the CFI, based on the CTS coordinator needs.

At least half of the members of the CTS shall attend the meetings. After the date and the agenda have been set, they are conducted by the DIR or the CTS coordinator.

### **5. DISTRIBUTION**

The present document is available in the "CFI Documents" section in the website [www.carbonfootprintitaly.it/en/](http://www.carbonfootprintitaly.it/en/).