PCR DEVELOPMENT

REVIEWS' REGISTRATION

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1. GOAL

The goal of this procedure is to regulate the activities related to the development and use of Product Category Rules (PCR) within the *Programme Operator* **Carbon Footprint Italy**.

2. APPLICABILITY

This procedure is managed by the Secretariat of Carbon Footprint Italy and applies to the approval, development and maintenance of the *Product Category Rules* (PCR) related to the Carbon Footprint of Product (CFP) registrations.

3. ACRONYMS and DEFINITIONS

CFI: Carbon Footprint Italy

CFP: Carbon Footprint of Product

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. PCR

Product Category Rules (PCRs) are documents that provide the rules, requirements and guidelines for developing a CFP for a specific product category.

PCRs are necessary to ensure methodological approach uniformity and to allow comparability between CFP studies related to products of the same category.

The PCRs follow the requirements of ISO/TS 14027 and ISO 14067.

4.1 General overview

This procedure represents the main reference for PCRs development within the CFI *Programme Operator*.

PCRs shall be developed and published in English. Translated versions of PCRs may be published in addition to the English version, but the latter will have priority in case of discrepancies.

PCRs should be based on one or more CFP studies conducted according to ISO 14067 or relevant LCA studies, developed according to ISO 14044.

The PCRs should have a global purpose in terms of applicability at international level, and shall avoid trade barriers. They shall also be developed with the intention of publishing and allowing others to publish CFPs.

PCRs are developed by a PCR moderator, under the supervision of the CFI *programme operator*.

The development process of the PCR shall be open, transparent and participatory.

The CFI *Programme Operator* holds the copyright of the document to ensure the possibility of publishing, updating and spreading the PCR to all organisations interested in developing and registering a CFP.

The PCR development is a procedure consisting of the following steps:

1. Start (4.3.1)
2. Preparation (4.3.2)
3. Public consultation (4.3.3)
4. Approval and publication (4.3.4).

The PCR shall be kept updated in time (4.3.5) and can be withdrawn if expired (4.3.6).

4.2 Roles in PCR development

4.2.1 Secretariat

The SCT is responsible for ensuring that the process of PCR development follows the requirements of:

- the reference ISO standards (e.g. ISO/TS 14027 and ISO 14067);
- this procedure;
- other international guides aimed at harmonising PCR.

4.2.2 Technical-Scientific Committee

The CTS acts as a steering committee for the revision/update of the PCRs from a scientific point of view and for the approval of the final draft of the PCRs on the basis of their scientific consistency.

4.2.3 PCR Moderator

The PCR moderator has several tasks in the PCR development, which are:

- guide and be responsible for the entire preparation of the PCR drafts;
- provide the SGT a GANTT for the PCR development and inform the latter of any change;
- propose the scope of the product category and identify the relevant code in the UN CPC scheme;
- verify the possible existence of other PCRs for the same product category;
- invite stakeholders to consult the PCR and, consequently, collect and respond to their comments;
- revise the PCR on the basis of the comments received, compiling and publishing a summary of the comments accepted and rejected;
- accept the comments coming from the CTS and update the PCR;
- inform the stakeholders involved in the process, on the publication of the PCR;
- to remain the reference person for the entire duration of validity of the PCR. If this is not possible, the PCR moderator should contact the SGT and may suggest another person able to fill this role;
- take the initiative to start the PCR updating phase about six months before the end of the current validity.

4.2.4 PCR Committee

In case several subjects show an interest in participating in the development of a PCR, it is possible to establish a PCR Committee that will operate under the coordination of the PCR moderator. The CFI *Programme Operator* has the responsibility to determine the establishment of a PCR Committee based on the requests presented by the interested parties.

4.2.5 Stakeholders group

The stakeholder group includes all the stakeholders invited to provide feedbacks to the PCR draft during the consultation phase.

4.3 PCR development

4.3.1 Initiation

In the initial phase of the PCR development, the category of product that will be covered by this PCR shall be defined. This category shall refer, as far as possible, to the function of the product and shall be defined according to the UN CPC international classification, in its most up-to-date version, thus allowing to define the scope of the PCR.

The development of a PCR follows the following steps:

1. Designation of a PCR moderator: the PCR moderator coordinates the development of a PCR and is designated by the *programme operator* on the basis of the request or the designation by stakeholders interested in the development of a PCR for a new product category.
2. Planning of the PCR development: the moderator shall develop a GANTT for the development of the PCR, including physical and/or virtual meetings. In the GANTT, estimated dates of the most important development phases shall be provided and any revision of the GANTT shall be communicated to the SGT.
3. Announcement of a PCR development: when deciding to start the development of a PCR, the SGT shall announce it on the CFI website, communicating: the initial name and the purpose of the PCR, the contact details of the PCR moderator and the Initial GANTT.

Each PCR has a validity of 5 years.

4.3.2 Preparation

The PCR is meant to determine, within the category of products to which it refers, which rules have to be followed in the CFP study in defining the system boundaries, or which quality requirements in data collection, as well as which functional and/or declared unit should be taken as a reference and which information should be included in the CFP.

Specifically, the PCR shall consider:

- General Information:
  - name of the PCR,
  - registration number and version,
  - contact details of the PCR moderator,
  - date of publication and last version,
  - validity date,
  - normative references.
- Scope of the PCR:
  - definition and description of the product category,
  - classification of the product using the UN CPC code,
  - geographical scope of the PCR.
- Goal and scope, life cycle inventory and life cycle impact assessment:
  - functional and/or declared unit,
  - system boundaries,
  - cut-off rules,
  - data quality requirements,

- allocation methods, including data gathering,
- indication of the life cycle stages not considered and omitted by the CFP,
- information to be included in the final stage of the life cycle, including the useful life of the product.

– Glossary,
– References.

When the PCR moderator has finalised the draft of a PCR for public consultation, the draft shall be submitted to the SGT. The SGT should check the draft before opening the public consultation to avoid clear contradictions with this procedure, to make editorial changes and to suggest clarifying improvements. In addition, the CTS, through the SGT, could provide some information and/or suggestions related to the scientific aspects of a PCR.

4.3.3 Public consultation

The consultation phase is necessary to ensure that the main actors involved in the product category life cycle are informed about the publication of the PCR, in order to report their comments and their proposals for changes before the document is made official as final version of the PCR.

This should be done in cooperation between the PCR moderator and the SGT, on the basis of a possible list of stakeholders proposed by the moderator.

Organisations/stakeholders that contribute to the consultation are included, upon explicit expression of interest, on the PCR page on the CFI website. Furthermore, anyone will be given the possibility to request to be part of the list of stakeholders.

The consultation shall be conducted as an open online participatory process. This process consists in the publication on the CFI website, by the SCT in collaboration with the PCR moderator, of:

– the PCR draft
– the template for comments
– an announcement about the public consultation, including timing.

This phase lasts one month for newly published PCRs, but may be shorter in case of updates.

The PCR moderator shall collect and analyse the received comments, updating the PCR draft and shall draw up **a summary of the accepted and rejected comments,** which shall then be published on the PCR page by the SGT.

4.3.4 Approval and publication

The PCR moderator shall then prepare the final draft of the PCR which shall take into account the comments received during the public consultation period.

The PCR moderator shall finally send the final draft of the PCR to the SGT. The latter, before proceeding with the publication of the PCR on the CFI website, shall send the final draft to the CTS which has the responsibility to express a scientific opinion on the final draft of the PCR.

The final draft of the PCR shall therefore be reviewed by the CTS, supported by the SGT, which will preliminarily examine the formal aspects of the PCRs to be in line with this procedure.

The results of the revision by the CTS shall be documented in a report that shall cover at least what is indicated in paragraph 7.4 of the ISO/TS 14027, reporting in conclusion if the PCR:

- is fully accepted;
- is accepted as a result of the inclusion of the comments received;
- requires further clarifications and modifications.

The PCR moderator shall ensure that the CTS comments are taken into account during the preparation of the final version of the PCR. In case the CTS needs further clarifications and modifications, the PCR moderator is responsible for providing a new draft version of the PCR.

When the PCR is definitively approved, the SGT shall complete the final editorial changes, assign the registration number and publish the PCR on the CFI website.

4.3.5 PCR updating

The PCR has a duration of 5 years. Six months before the expiry date of the PCR, it will be the moderator's responsibility to start a new phase of consultation for the updating of the document.

A review of the PCR may be necessary before it expires if, for example, market needs require it. The comments to the PCR can be sent to the CFI during the period of validity, thus triggering the need for its review before the expected expiration date.

On the other hand, in the event that no significant comment has been received during the period of validity of the PCR, the SGT will be entitled to proceed with the extension of the validity of the PCR.

4.3.6 De-registration of a PCR

Expired and no longer updated PCRs should be de-registered by the CTS.

4.3.7 PCR in other programme operators

The CTS evaluates the possible compatibility of single or all the PCR issued by other *programme operators*, and is able to directly recognise their validity.

For example, the PCRs of 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, it is possible 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 inform the *programme operator* owning the PCR about the review methodology and timing.

5. DISTRIBUTION

The present Regulation is available in the "CFI documents" section of website http://www.carbonfootprintitaly.it/en/.