

# Minutes IWPB SteerCo Brussels

## 19 November 2012

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### Participants

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### **1. Minutes London meeting**

Correction on decision making process suggested by Bart Dehue decisions on the adoption of technical standards will be made by the "IWPB Steering Committee" instead of "Technical Work Group".

### **2. Work structure**

#### **Foundation**

Partially included in ToR for inspection companies (recommendations).

An extensive study on the foundation might be needed but there is not yet an agreement on that.<sup>1</sup>

According to PPS, we need at least 600 Euros to contact a German lawyer

#### **Scheme development**

Key issues: the following elements are the essentials of a scheme that need to be established.

- Name
- Foundation
- Secretariat
- Board
- Advisory Board
- Technical Committee
- Standard: principles, criteria & indicators, audit and certification requirements, sanction rules

What is the best way of establishing them?

1. From within the existing GGL organization, modifying all the existing elements and performing some housekeeping to get rid of the elements of GGL we do not like/need.
2. From outside GGL, creating a new scheme primarily based on GGL framework and organizing a transition from GGL (and LBE, Drax) towards the new scheme.

We do not need to make the decision right now. We should properly inform RWE/Essent, SGS and Control Union about this open choice. In the meanwhile, we can build all the elements of the new scheme under the leadership of our SteerCo. When they will be ready, we will then make the decision to step into GGL or to continue independent work (within about 2, 3 months). In the meanwhile, we need some interactions between GGL organization and IWPB.

#### ACTIONS.

- A. Make a mail to CU and SGS about the ToR and inform them on this issue and our acceptance of their offer.
- B. AVW makes a list of questions that we have to answer to make a choice 1 vs 2 and establish a strategy.
- C. We do not designate a representative to the GGL advisory board meeting of Dec 7 but suggest IWPB to participate as observer to next executive board meeting: the person will be designated according to agenda.

### **ToR and offers received from SGS/CU on harmonization track**

The Document with remarks done by Bart Dehue was reviewed and slightly changed. It will be sent my e-mail today to SGS and Control Union.

### **Overall WGs**

#### Governance/Organization (short term and long term)

- Board +decision making
- Advisory board: regulators, other authorities, EC, NGO's, Universities, producers, traders
- Foundation
- Secretariat
- Website
- New members
- Independent legal entity
- Accreditation

#### Technical Standards (+ GHG)

- Forest
- Mill, Pellet factory
- CoC

#### Communication

- Communication plan incl. representation of IWPB
- Website
- Stakeholder's meetings
- Papers
- Seminars
- Brochures

## Manning of work groups

- Governance/Organization  
Members: DR, PPS, MS, AVW  
Deliverable by the next meeting: ToR, activity programme (= road map) and budget
- Communication  
Members: AV, YR, VT  
Deliverable by the next meeting: communication plan
- **Technical WGs with inspection companies**
  - A. Standard and Audit procedure of the pellet factory  
Members: BD, YR, PPS  
Deliverable Feb 1<sup>st</sup> : guidelines for standard and audit of the pellet factory
  - B. Standard and audit procedure for assessment of the raw material supplier  
Members: NB, BD  
Deliverable Feb 1<sup>st</sup> : guidelines for standard and audit for the raw material
  - C. Chain of custody standard and audit procedure and risk assessment  
Members: VT, YR  
Deliverable Feb 1<sup>st</sup> : CoC standard
  - D. Sanction procedure, secretariat, accreditation and foundation  
Members: DR, PPS, AVW  
Deliverable Feb 1<sup>st</sup> : agreement of CU/SGS on sanction procedure, secretariat and skills of auditors

We have to make sure that SGS and Control Union work collaboratively.

## 3. Other ToRs

- ACTION: MS and DR circulate initial draft for:
  - o SteerCo (including decision process)
  - o Advisory GroupTo be finalized in the next meeting.
- AVW will provide a view of procurement's issues and circulate (legislation + internal company driven)

## 4. AOB and next meeting(s)

Next meeting: 19 December 2012 in Schiphol.

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