

**ORGANISATIONAL STRUCTURE****REVIEWS' REGISTRATION**

PERFORMED REVIEWS		
REVIEW	DATE	OBJECT OF THE REVIEW
0	December 2017	Initial draft
1	January 05 th , 2018	Inputs from the ORP meeting of January 26 th , 2018 included
2	January 24 th , 2018	Body of the "CFI Directorate" added



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1. GOAL

The goal of this procedure is to regulate the composition and functioning of the institutional bodies of the *Programme Operator* **Carbon Footprint Italy**.

2. APPLICABILITY

This procedure applies to the four institutional bodies that regulate the operation of **Carbon Footprint Italy**.

It should be noticed that all the meetings and decision-making moments reported in this procedure can either take place through physical meetings in presence or through meetings via videoconference and remote voting.

3. ACRONYMS 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. ORGANISATIONAL STRUCTURE

4.1 General Overview

Aequilibria S.r.l., headquartered in P.le Martiri delle Foibe 5, 30175 Venezia Marghera (Venice - Italy), is the *Programme Operator* of **Carbon Footprint Italy (CFI)**.

The **CFI Directorate (DIR)** has the decision-making, managerial and financial responsibility of the entire operating structure.

The DIR, in particular, performs the following functions:



- defines the general directions of the CFI programme, taking into account the guidelines proposed by the Representative Body of the Parties (ORP) and by the Technical-Scientific Committee (CTS);
- defines the CFI Regulation, the CFI Price List and the CTS and ORP Regulations;
- approves any other CFI operational document produced by the three institutional bodies;
- approves CST's proposals;
- approves possible CFI registrations suspensions;
- approves the handling of complaints/appeals;
- represents the CFI with regard to companies, institutions, verifiers and stakeholders in general;
- maintains relations with institutional subjects (e.g. Ministry of Environment, Accredia, UNI, etc.)
- approves the collaboration agreements with other *Programme Operators* in terms of validity of the existing PCRs, upon agreement with CTS, and of mutual recognition of the verified Carbon Footprints (product, organisation or *Carbon Reduction*);

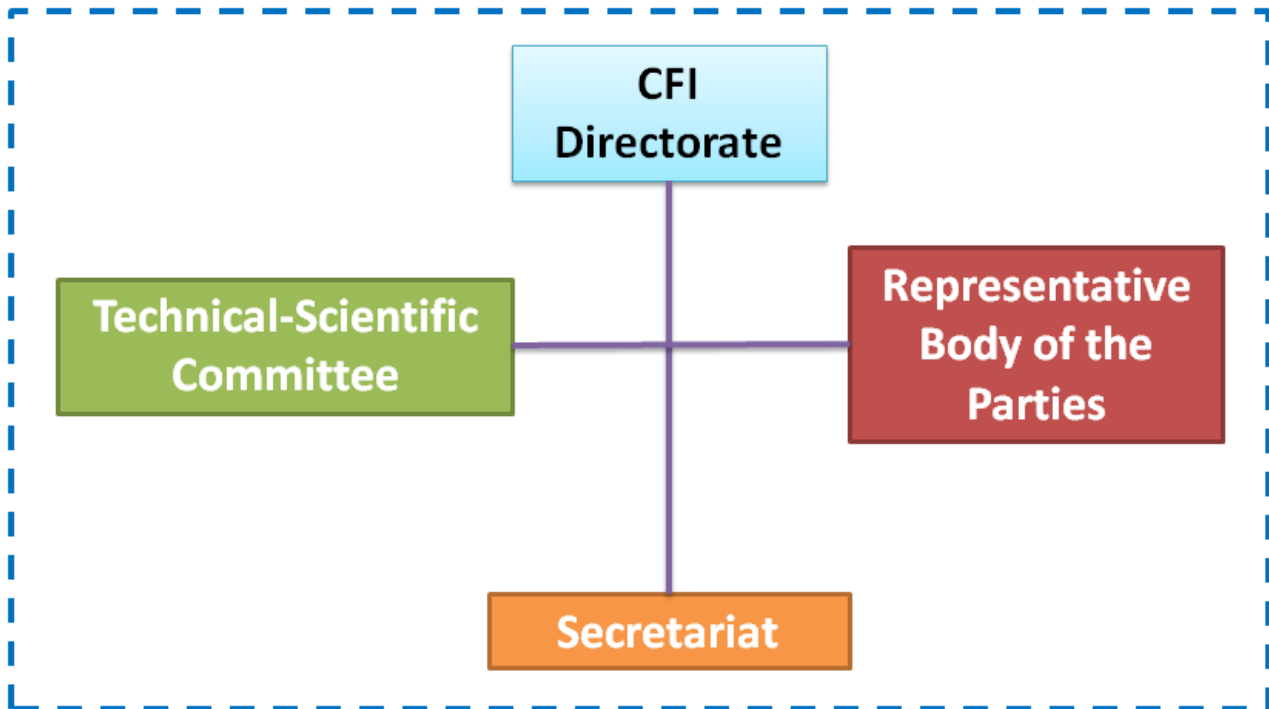
Additionally, The CFI *Programme Operator* operates through the following institutional bodies:

- a) Secretariat;
- b) Technical-Scientific Committee;
- c) Representative Body of the Parties.

The organisational chart that describes the functional links of the four bodies of the CFI is reported below.



Programme Operator CFI



4.2 Secretariat

The Secretariat (SGT) is responsible for the ordinary functioning of the CFI, both for administrative and operational aspects.

4.2.1 Composition of the Secretariat

In the SGT, an adequate amount of resources and skills will be involved, necessary for the performance of the related tasks.

4.2.2 Responsibilities of the Secretariat

The members of the Secretariat are in charge of the operational management of the whole program, especially of:

- management of the administrative secretariat of the program;



- preparation, maintenance and revision of the CFI Regulations, and any other CFI operational procedure, to be proposed to the DIR for approval, taking into consideration the applicable regulatory requirements (e.g. ISO 14067, ISO 14064- 1, ISO 15804, etc.);
- preparation, maintenance and revision of the PCR development procedures, according to the CTS recommendations;
- preparation and divulgation (e.g. through the publication on the website) of informative material related to the programme;
- management of the website and potential newsletter;
- publication of registrations related to the verifications of Carbon Footprint of Product, of Organisation and of Carbon Reduction;
- publication of the PCRs, subject to the proposal for approval by the CTS;
- management of complaints received from stakeholders and appeals made by owners of products and organisations registered in the CFI.
- check of the adequacy and completeness of the information transmitted by the applicants for the registration of their products or organisations in CFI, and proposal for the approval of their registration;

4.3 Technical – Scientific Committee

The members of CTS are selected among people with consolidated professional experience with environmental issues and CFI related topics, in particular in the Life Cycle Assessment (LCA) and/or in the calculation of Organisational GHG Inventories.

4.3.1 Composition of CTS

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 management of CTS impartiality is defined within the CTS Regulation.

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



4.3.2 Responsibilities 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 PCRs from other *programme operators*;
- supervises the review/update of PCRs with a scientific perspective;
- proposes the approval of the PCR based on 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 organised by the CTS coordinator.

4.4 Representative Body of the Parties

The ORP is the *stakeholders* committee, with the role of market representativeness and control of the CFI's impartiality.

4.4.1 ORP composition

The ORP is made up of representatives of the various stakeholders, for example, verifiers, trade associations, regional environmental protection agencies and organisations participating to the programme.

4.4.2 Responsibilities of the ORP

The ORP carries out the following activities:

- for the CFI, it represents the needs and expectations of the market;
- monitors the reliability of the programme and proposes possible improvement actions to the CFI *Programme Operator*;
- provides guidance to the SGT for the development and revision of the ORP Regulation;
- proposes to the CFI *Programme Operator* the minimum competence requirements for verifiers.



5. DISTRIBUTION

The present document is available in the "CFI Documents" section in the website www.carbonfootprintitaly.it/en/.