Climate Neutral Certification Program

Webinar – January 2021

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INTRODUCTION

Welcome

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Program Manager Certification

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International Business Development Manager Certification

Agenda

1. Introduction (5 min)

2. Some ‘theory’ (40 min)
   A. The Spirit of the Standard
   B. How to implement the Standard?
   C. Certification Procedure

3. Reduction Plan Template – demo (15 min)

   * Break (5 min) *

4. Quiz (35 min)

5. Conclusions & Q&A (20 min)

6. Annex 1: Self-assessment (Optional)

General notice

1. Please turn off camera
2. We "mute" everyone
3. Q&A moment after each agenda item and at the end of the presentation
4. Please enter questions in chat or ‘raise hand’

Kindly note this webinar will be recorded, for internal and external learning purposes.

Why a new program?

- **Paris Agreement** prescribes: *'a net zero global balance between GHG emissions and reductions by 2050'*.

- This requires: **drastic actions**, rapid innovation, perception change and system changes.

- Climate Neutral Certification Program: 'Paris Target' is translated into an **Annual Reduction Target:**
  - **C**ertified clients reduce their emissions year after year, little by little:
    - **ORG:** down to **0%** **by** **2050**,
    - **PROD/ SERV: with 25% by 2030.**

- When complaint with the **annual reduction target** + **offseting** remaining emissions to net zero, clients are **'climate neutral'** and **'on track with Paris'**.
  - Certified clients may make claims and use the Climate Neutral Trademark.

- Why a new and more stringent certification program?
  1) It's urgent that we really act, and we act now!
  2) Further professionalism of CNG

Core Program Documents

A) Climate Neutral Standard

B) Assurance Protocol

C) Trademark & Claims Policy

For development trajectory (and all documents), see here.

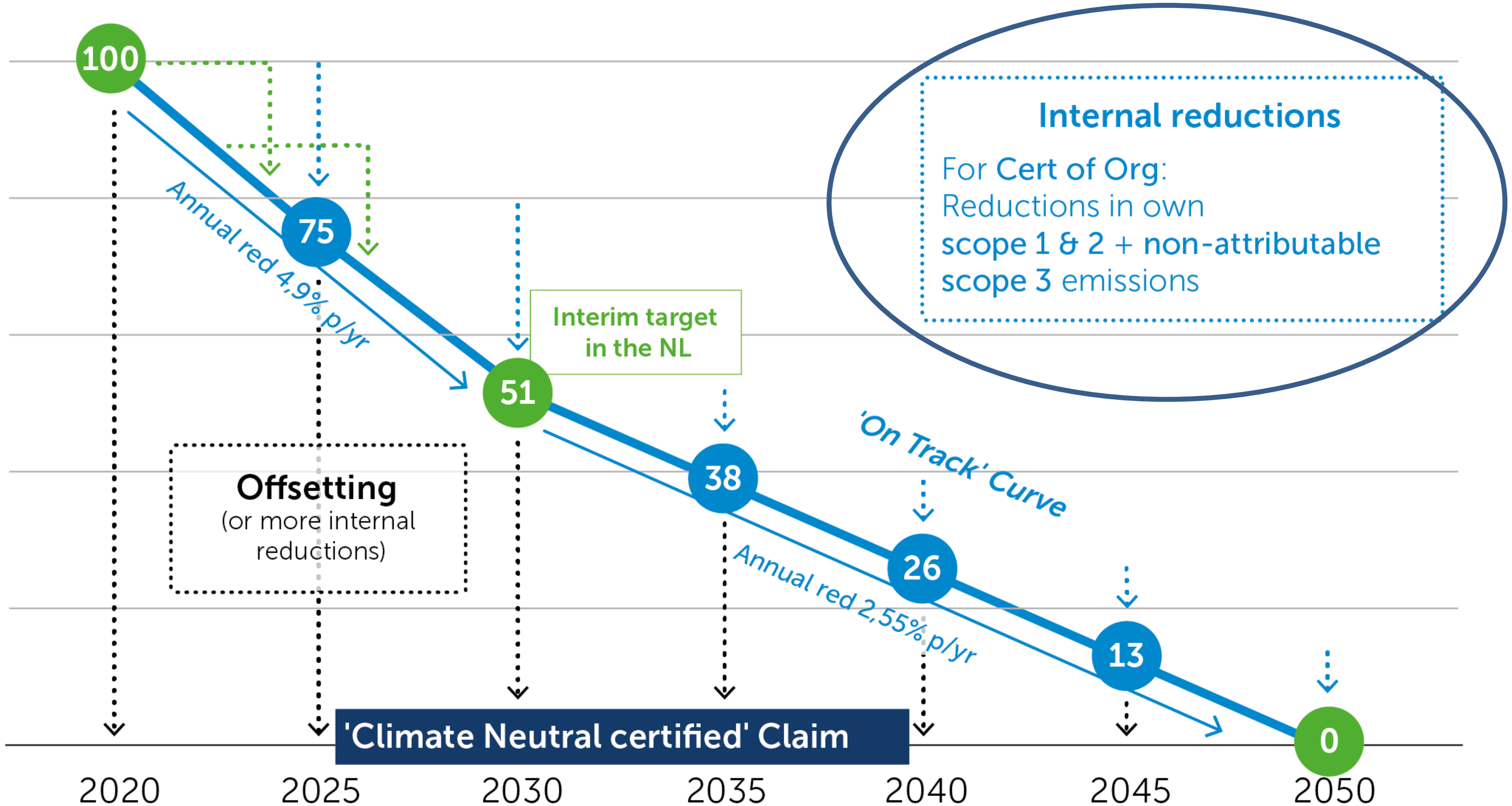
Currently subscribed to ‘*ISEAL Insight*’, see here.

New website currently being developed, see here.

THE 'SPIRIT' OF THE STANDARD

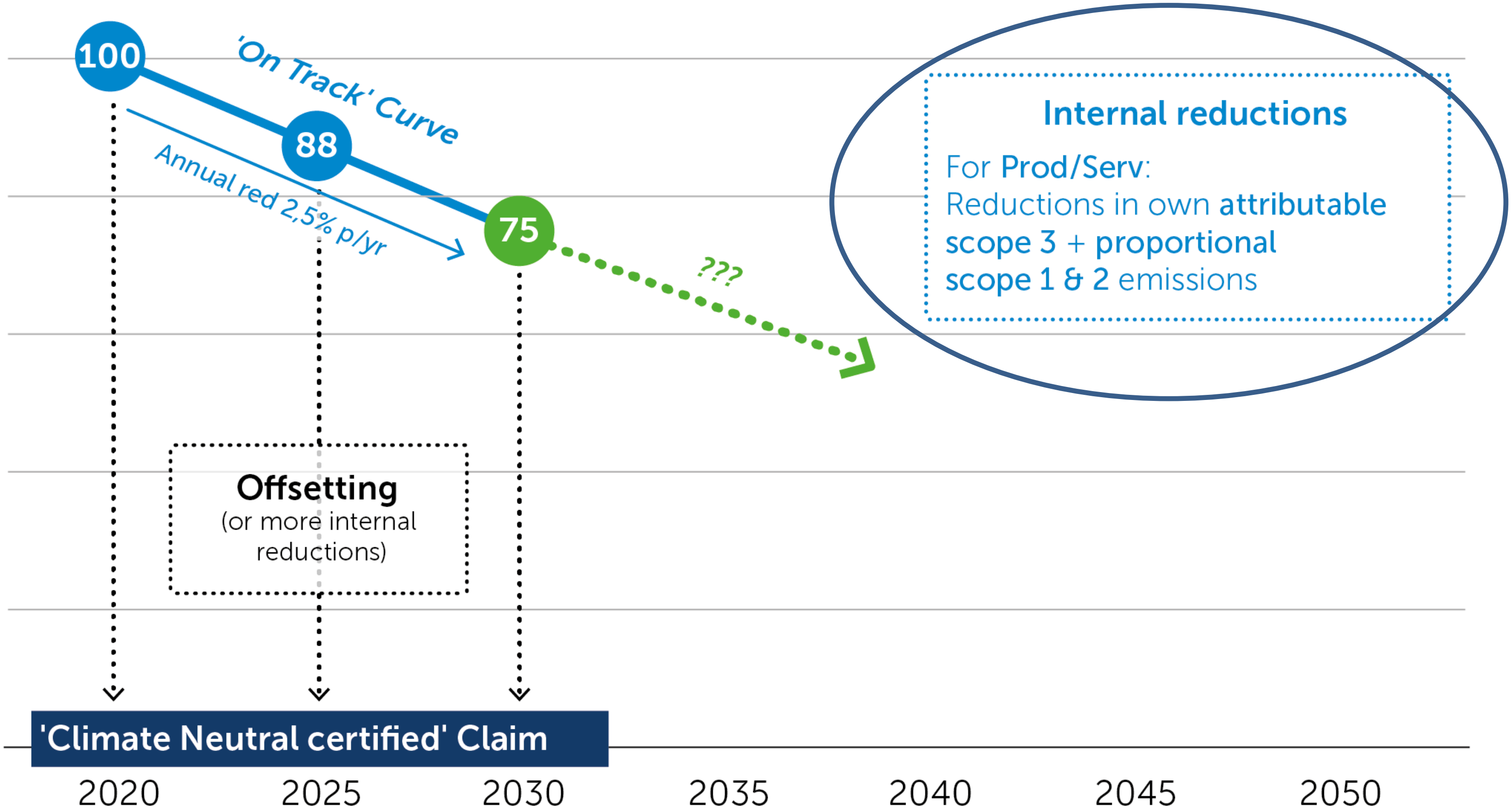
The program in a nutshell: C-ORG

- Assumptions: baseline year is 2020 + national (interim) target of 49% reduction by 2030
- With 3 yr compliance flexibility, see: (---)



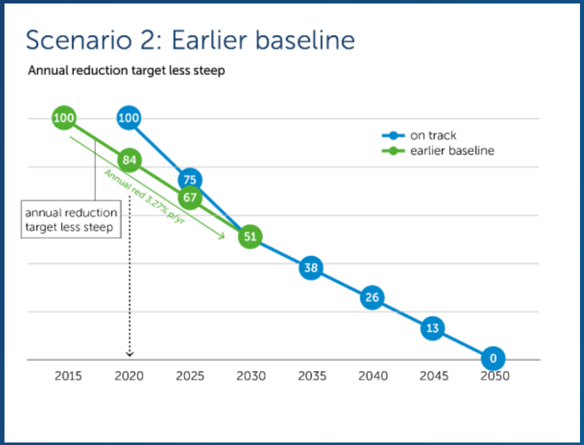
The program in a nutshell: C-PROD/C-SERV

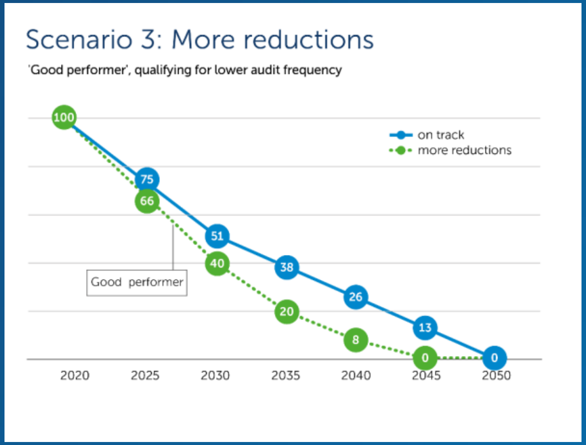
- Assumptions: baseline year is 2020 + no targets defined yet after 2030.
- Also with 3 yr compliance flexibility

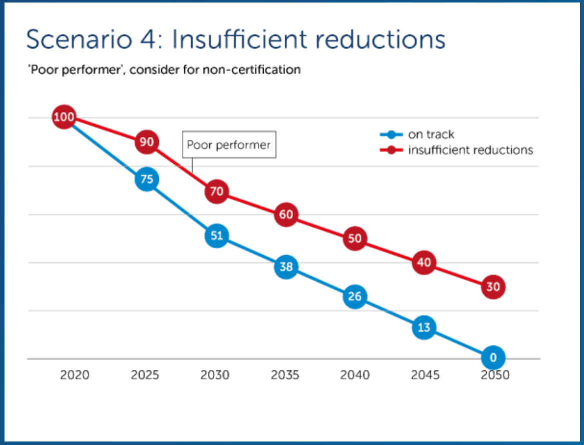


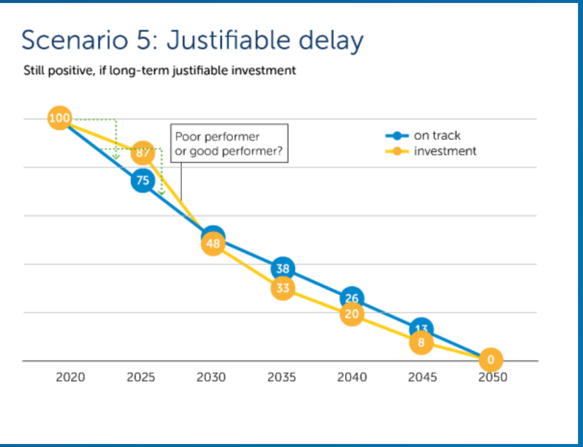
But, what happens in real life?

- **3-year flexibility rule**
- **Earlier baseline to ‘count’ reductions achieved in the past**
- **Good performer: audit benefits**
- **C-Prod flexibility rules:**
  1. **‘80% Materiality Approach’**
  2. **‘Mass Balance Approach’**
  3. **‘Gradual Improvement Approach’**
  4. **‘Tier Approach’**
  5. **‘Insetting Approach’**
- **Sector Benchmark Process – alignment with sector complexity, e.g. lower ART**
- **Justifiable delay, e.g. investment only gives result after 3 years**
- **Relative target allowed (adjust/ correct baseline footprint if needed)**





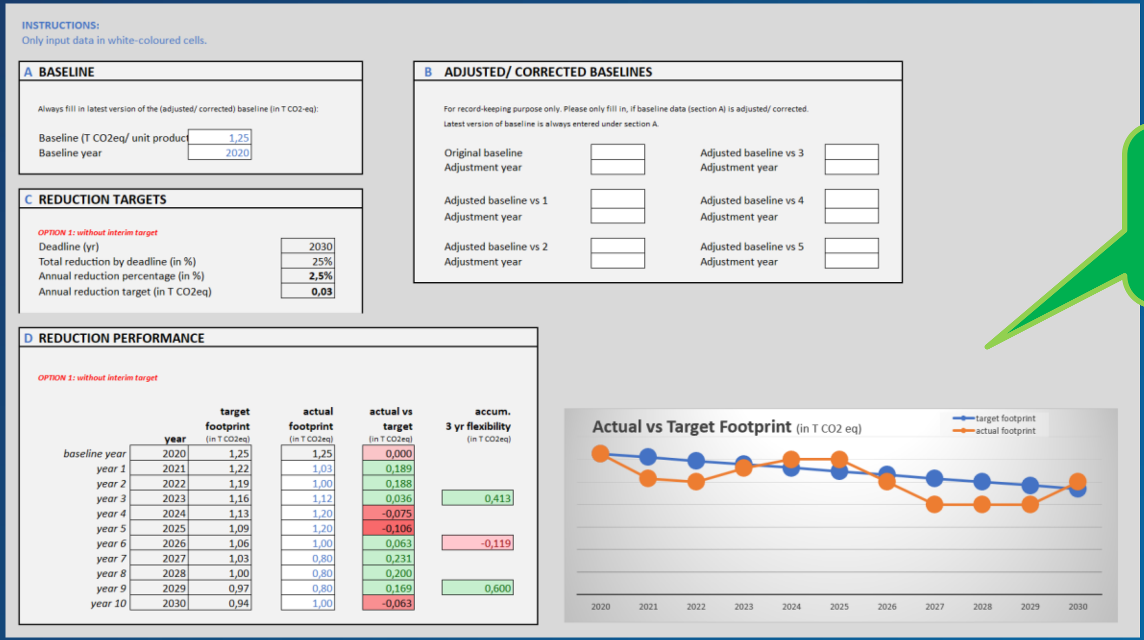




Reduction Calculation Tool

It does not matter how the reduction is achieved, as long as the footprints show, year after year, a lower number* !

* equalling the Annual Reduction Target



INSTRUCTIONS:
Only input data in white-coloured cells.

A BASELINE

Always fill in latest version of the (adjusted/ corrected) baseline (in T CO2-eq):

Baseline (T CO2eq/ unit product	1,25
Baseline year	2020

B ADJUSTED/ CORRECTED BASELINES

For record-keeping purpose only. Please only fill in, if baseline data (section A) is adjusted/ corrected.
Latest version of baseline is always entered under section A.

Original baseline Adjustment year		Adjusted baseline vs 3 Adjustment year	
Adjusted baseline vs 1 Adjustment year		Adjusted baseline vs 4 Adjustment year	
Adjusted baseline vs 2 Adjustment year		Adjusted baseline vs 5 Adjustment year	

C REDUCTION TARGETS

OPTION 1: without interim target

Deadline (yr)	2030
Total reduction by deadline (in %)	25%
Annual reduction percentage (in %)	**2,5%**
Annual reduction target (in T CO2eq)	**0,03**

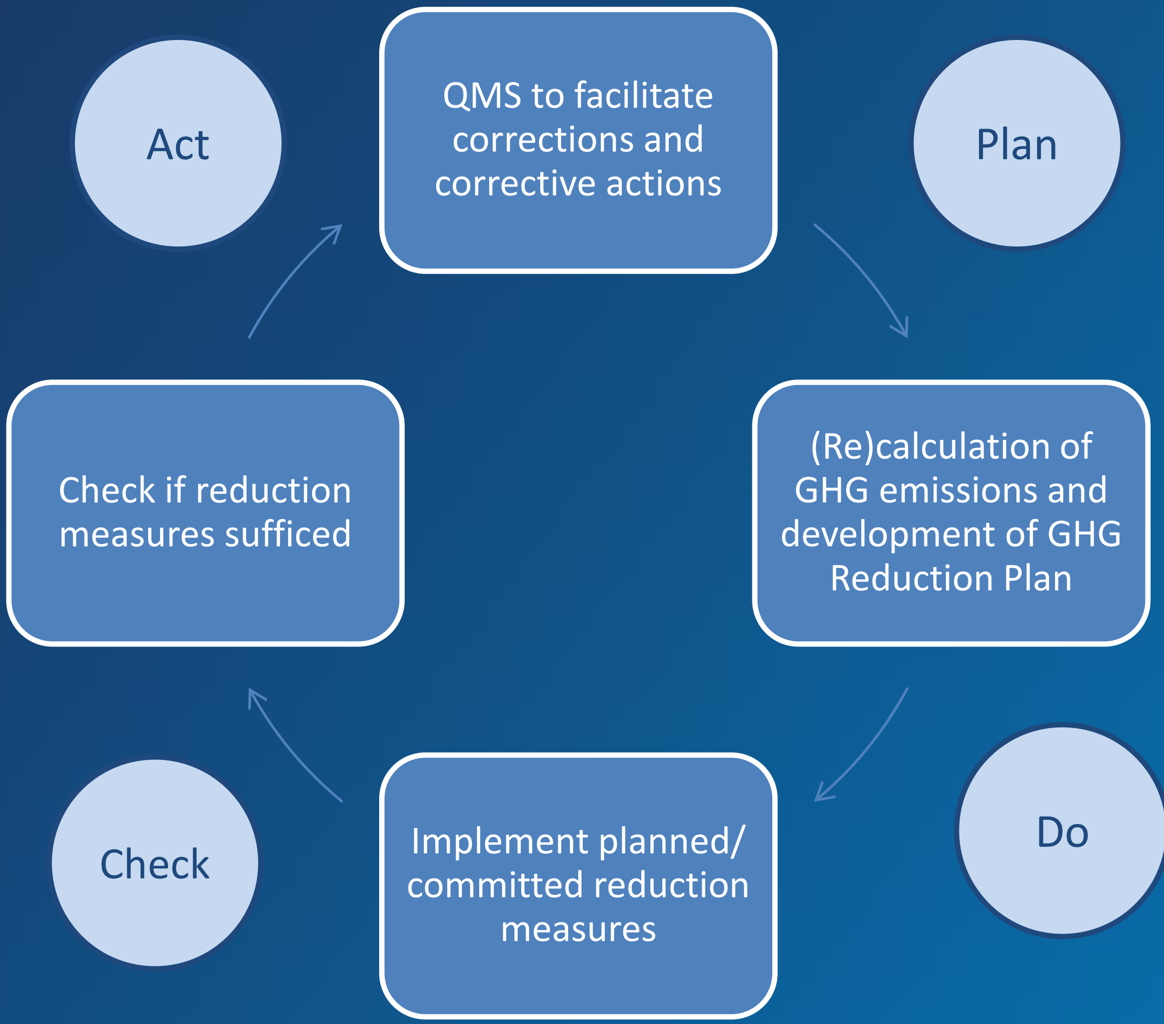
D REDUCTION PERFORMANCE

OPTION 1: without interim target

	year	target footprint (in T CO2eq)	actual footprint (in T CO2eq)	actual vs target (in T CO2eq)	accum. 3 yr flexibility (in T CO2eq)
baseline year	2020	1,25	1,25	0,000	
year 1	2021	1,22	1,03	0,189	
year 2	2022	1,19	1,00	0,188	
year 3	2023	1,16	1,12	0,036	0,413
year 4	2024	1,13	1,20	-0,075	
year 5	2025	1,09	1,20	-0,106	
year 6	2026	1,06	1,00	0,063	-0,119
year 7	2027	1,03	0,80	0,231	
year 8	2028	1,00	0,80	0,200	
year 9	2029	0,97	0,80	0,169	0,600
year 10	2030	0,94	1,00	-0,063	

Snapshot from the 'Reduction Calculation Tool'
(Annex 6a and 6b of the Standard)

Continious improvement cycle



HOW TO IMPLEMENT THE STANDARD?

Structure of the Standard

Standard for Organisation

Standard for Product/ Service

5 Steps – with CORE & GENERAL criteria:

1. Quality Management System (Ch. 1)
2. Organizational & Operational Boundaries (Ch. 2)
3. GHG Footprint Calculation (Ch. 3)
4. GHG Reduction Plan (Ch. 4)
5. Public reporting & claims making (Ch. 5)

The road to compliance… (1)

Step	Activity	Who
1a	**Determine the certification-scope:** • Organisation, product or service. Or a range of products or services? Or both? • What makes sense and what is sufficiently ambitious? • Criterion 1.5: organisations with >40% scope 3 emissions shall gradually include supply chain emissions (product/ service certification).	Carbon Advisor with client

Step	Activity	Who
1b	**Establish the 'Quality Management System' (internal organisation):** • Helps to achieve the CORE criteria; • Management commitment: allocate sufficient budget, resources and manpower; • Implement Document Management System and M&E system; • Develop 'Climate Policy Document' to make public commitment; • Conduct self-assessment (optional).	Client (optionally with CNG consultant)

Step	Activity	Who
2	**Stap 2: Determine organisational and operational boundaries of the footprint:** • Be as ambitious as possible, to make impact and to prevent 'greenwashing'! • Treat similar clients fairly - 'Sector Benchmark Tool' developed.	Client (optionally with CNG consultant)

Certification of Organisation	Certification of Product / Service
- all **significant scope 1 + 2** emission sources - all **non-attributable scope 3** emission sources (e.g. business travel and employee commuting)	- the **proportional scope 1 + 2** emission sources - all **attributable scope 3** emission sources directly attributable to the product/ service

The road to compliance... (2)

Step	Activity	Who
3a	**Calculate and ascertain CO2eq footprint** • All GHG emission sources included? • Eligible calculation method / methodology? • (Primary) data input (usage data) correct and credible? • (Secondary) data sources eligible ('Data-Databases'). • Control and justification of input data: evidence to substantiate data, including assumptions and sub-calculations documented?	Client (optionally with CNG consultant)

Step	Activity	Who
3b	**Step 3b: calculate and ascertain baseline footprint & Annual Reduction Target** • 1st verified footprint is baseline; • Year after year, the client should reduce with figure defined as the 'Annual Reduction Target': (see table below) • Earlier baseline can be set, or baseline can be adjusted or corrected (relative target is possible, see GHG Protocol). **Example:** ▪ 2020 footprint is ascertained as Baseline at 1500t CO2eq. ▪ Client has between 2020 and 2050 (30 years) to get to zero. ▪ Thus, client should reduce annually: (1500/30) = 50t CO2eq.	Client (optionally with CNG consultant)

Certification of Organisation	Certification of Product / Service
- In 2050 – emissions reduced to 0 - Interim target if applicable, e.g. in NL emissions should be reduced with 49% in 2030	- In 2030 – emissions reduced with 25% (to 75%) compared to baseline.

The road to compliance… (3)

Step	Activity	Who
4a	**Develop Internal GHG Reduction Plan** • Short – medium – long term plan of planned/ committed measures and activities • Includes calculation and substantiation, that shows that Annual Reduction Target can be achieved • Sufficient budget and resources allocated	Client (optionally with CNG consultant)

Step	Activity	Who
4b	**Implement reduction activities and measures** • Execute and implement these measures and activities, e.g. install new led lightning, drive electric company cars, reorganise business processes, contract other supplier, etc.	Client (optionally with CNG consultant)

Step	Activity	Who
4c	**Evaluation and correction** • Are we still ‘on track’? If not, implement corrections and corrective actions (following the M&E system). • By repeating step 4a, 4b, 4c, the client becomes a ‘learning organisation: plan-do-check-act cycle!	Client (optionally with CNG consultant)

Step	Activity	Who
4d	**Offset remaining emissions** • Criteria for eligible offsets • Offset certificate or commitment available? • Quarterly CO2/ offset reports (optional for product certification)	Client (optionally with Carbon Advisor)

The road to compliance… (4)

Step	Activity	Who
5	**Logo approval** - CNG has developed communication material. - Request CNG to consent trademark use & claims  	Client with CNG communication dept

Step	Activity	Who
6	**The audit (CNG is NOT involved)** • Client is responsible to schedule audit with eligible CB (list made public in March). **Client will sign audit contract with CB.** • Prior to audit, CB may request information such as the 'Climate Policy Document', the footprint, the Reduction plan, etc. • During the audit, the auditor will **request evidence** of: A) footprint calculation; method, data input and data sources, and B) achievement of the required reductions and if the Reduction Plan will achieve the required reductions in the future. • After the audit, the CB may issue non-conformities. • CB checks CNG's trademark approvals and accuracy of claims.	Client with CB

Step	Activity	Who
7	**Making claims** • Only if certification decision is positive. • Claim shall correspond with agreed certification scope and boundaries; cannot over-claim. • All rules are documented in 'Trademark & Claims Policy.	Client (optionally with CNG communication dept)

CERTIFICATION PROCEDURE

The certification process (1)

#	Time	Activity – 1st time certification
1	Any time	• Client informs CNG about wish to get certified • CNG shares all relevant documentation and program documents with client. • Client and CNG sign contract (**Program Fee**)
2 - 5	**Deadline X: end Q1**	• Client selects **Footprint Calculator** (FC), signs a contract and shares all usage and footprint data with FC • FC challenges client, creates **footprint** as required in the Standard, and shares footprint report *OR:* • Client makes footprint report itself
6 - 7	appr. mid Q2	• March: **List of approved CBs** available (Ecocert, Preferred by Nature) • Client contacts CBs, **requests quote**, and selects the preferred one • Client and CB sign (draft) contract (**Audit Fee**). **PLEASE BE AWARE THAT:** - **CNG IS NOT INVOLVED IN AUDIT CONTRACT FORMATION** - **CB'S HAVE A RESPONSE- AND AUDIT LEAD-TIME**

Q1:
Ideally, client conducts self-assessment

CNG can support with consultancy

For details, see Assurance Protocol, section 2.3

The certification process (2)

#	Time	Activity – 1st time certification
8 - 9	3 wks prior to audit	Client submits a list of ‘required documents’ to CB prior to audit Based on these documents, CB prepares **(draft**) audit plan
10	**Deadline Y: end Q2**	**CB conducts audit**
11	1 wk later	Auditor makes draft audit report, describes the **minor and major non-conformities**, and makes recommendation for 2nd reviewer
12	3 wks later	**2nd reviewer reviews recommendation and issues final report:** **a)** **Positive** -> certificate is issued **b)** **Negative**, with chance for correction -> ‘Interim Review’ scheduled **c)** **Negative**, without chance for correction -> non-certification or suspension

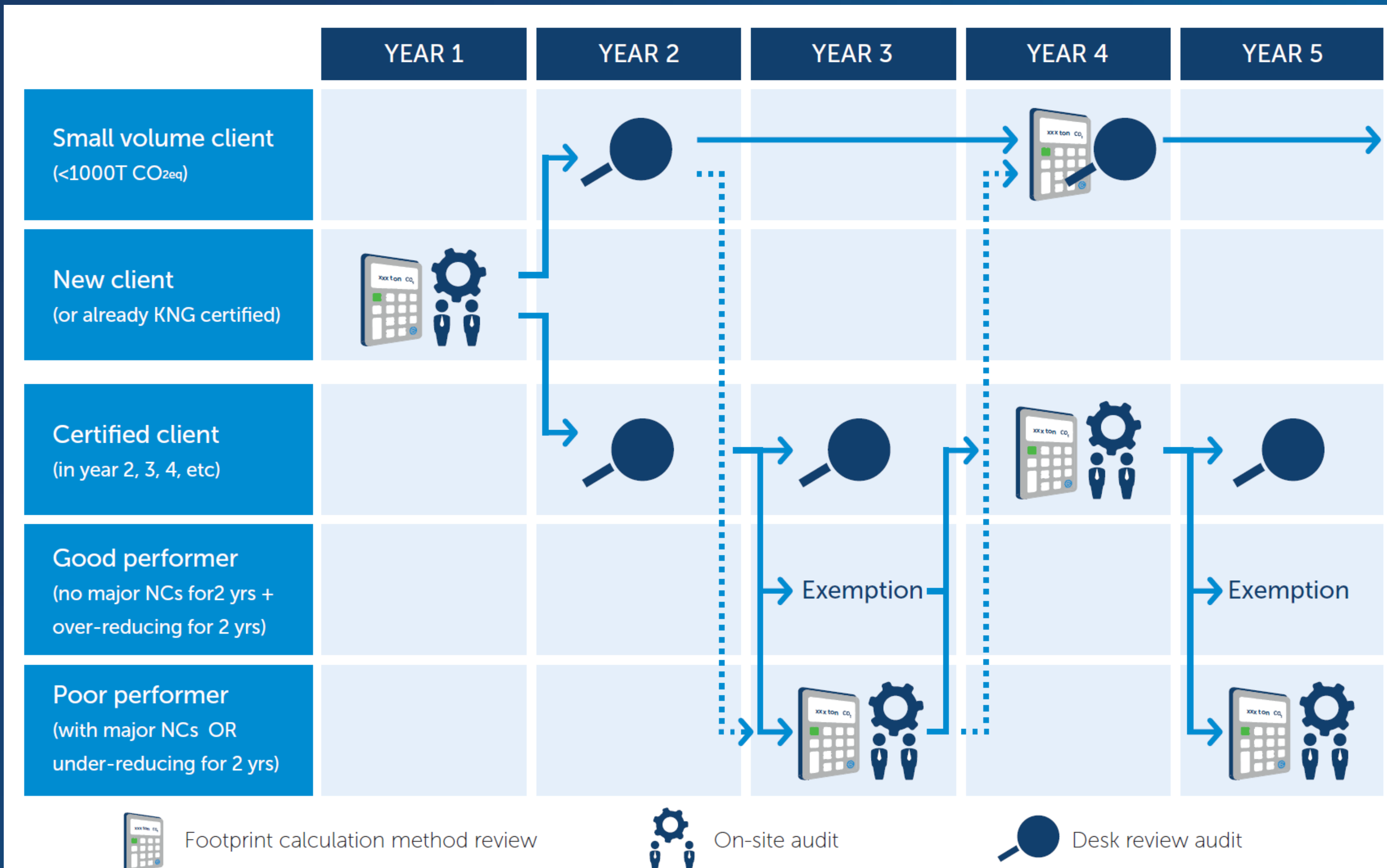
Issuance of non-conformities

	Major NC	**Minor NC**
What is it?	• System breakdown • Failure to comply with Core criterion • Failure to provide essential evidence -> e.g. incorrect footprint output, insufficient reduction achieved	• No direct effect on the outcome of the client's performance • NC for supporting / optional criteria -> e.g. chapter 1 criteria
When solved?	Priority basis, correction + corrective action within max 3 months	Deadline for correction + corrective action agreed by CB and client
How solved?	Interim Review	Interim review or waved to next audit

Interim review:

- CB checks compliance for NCs only
- Desk-review when possible
- Costs are for client

Audit frequency



Audit fee calculation (1)

Type	Certification of the Organisation		Certification of a Product/Service[10]	
	Footprint of the organisation (in T CO2-eq/yr)	# of workdays[11]	Footprint of the (combined) product(s) or service(s) (in T CO2-eq/yr)	# of workdays[12]
Desk Review Audit	<1,000	0.25 workday	Differs per type of product/ service	1 – 2 workdays, depending on complexity of supply chain and calculation methodology (including reviews of supply chain tiers, see notes below)
	1,000-10,000	0.5 workday		
	>10,000	1 workday		
On-site Audit	<1,000	0.5 workday	Differs per type of product/ service	1 – 3 workdays, depending on complexity of supply chain and calculation methodology (including reviews of supply chain tiers, see notes below)
	1,000-10,000	1 workday		
	>10,000	1.5 workdays		

Daily auditor rate	Europe, North America, Australia	Africa, Asia, South America
Junior Auditor	700 – 1200 EUR	400 – 900 EUR
Senior Auditor	1000 – 1500 EUR	600 – 1100 EUR

The better prepared, the more efficient the audit.

- Only indicative guidelines, CB to decide. For exact rules, see Assurance Protocol, section 2.6 and 2.7
- Audit fee also depends on client's performance (audit frequency) and number of non-conformities.

Activity	# workdays that may be charged	Expenses
Audit preparation, including review of footprint calculation	Max. 0.5 workday if self-assessment was submitted. Max. 1 workday if self-assessment was not submitted.	A. 0,5 or 1 * **daily auditor rate** (table 8)
Regular audit (on-site or desk review)	See table 6 for **audit duration timeframe**	B. duration in hrs * **daily auditor rate**
Audit report writing	Max 0.5 workday	C. 0,5 * **daily auditor rate**
Travel time	Based on actual travel time	D. X hrs * 70% of **daily auditor rate**
Total fee CB may charge to Client (in EUR)		**A + B + C + D**

Audit fee calculation (2)

Examples: assuming a good performer, assuming daily auditor rate **1,200 euro** (excl. VAT)

Year 1 - on site audit

- Audit preps: 0.5 day (if self-assessment was done, otherwise max 1 day)
- Actual audit: 0.5 day
- Reporting: 0.5 day
- Travel time: tbd

TOTAL: 1.5 DAY * 1,200 EUR excl VAT = 1,800 EUR (excl VAT + travel time)

Year 2 - desk review

- Audit preps: 0.5 day (if self-assessment was done, otherwise max 1 day)
- Actual audit: 0.25 day
- Reporting: 0.5 day
- Travel time: NO

TOTAL: 1.25 DAY * 1,200 EUR excl VAT = 1,500 EUR (excl VAT)

Year 3 - audit exemption (because of good performance in year 1 + 2)

- Audit preps: 0 day (if self-assessment was done, otherwise max 1 day)
- Actual audit: 0 day
- Reporting: 0 day
- Travel time: NO

TOTAL: 0 DAYS * 0 EUR excl VAT = 0 EUR (excl VAT)

»» TOTAL ANNUAL FEE OVER 3 YEARS = (1,800 + 1,500 + 0)/3 = 1,100 EUR

REDUCTION PLAN TEMPLATE - DEMO

EXAMPLE - Reduction Plan Summary

CERTIFICATION OF AN ORGANISATION

BASELINE YEAR	BASELINE FOOTPRINT (in T CO2eq)	ANNUAL REDUCTION TARGET (in T CO2eq)
2020	9000	300

1a. Fill in baseline year

1b. Fill in baseline footprint

1C. Adjust years if applicable.

NB: Start year is 1st year of certification.

Only input data in green cells

Anticipated reduction (compared to baseline)

#	Desciption of reduction measure	Status of measure (planned, committed, achieved)	Signature management (pending, confirmed, rejected)	Short-term yr 1-3: 1 (2021)	2 (2022)	3 (2023)	Medium-term yr 4-10: 4 (2024)	5 (2025)	6 (2026)	7 (2027)	8 (2028)	9 (2029)	10 (2030)
1	400 solar pannels on rooftop: 200 pannels in 2021 and 200 pannels in 2022	COMMITTED	CONFIRMED	30	30								
2	Electric company cars, 5 in 2022 and 10 in 2025	PLANNED	PENDING		60			120					
3	Purchase GoO	COMMITTED	CONFIRMED			2300							
4	Improved machinery, two-phased approach (from gas use to electricity use)	PLANNED	PENDING							4000			
5	Gradual reduction of business flights	PLANNED	CONFIRMED		10		10		10		10		10
6													
7													
8													
9													
10													
11													
12													
	TOTAL ANTICIPATED REDUCTION			30	100	2300	10	120	10	4000	10	0	10
	Forecasted footprint			8970	8870	6570	6560	6440	6430	2430	2420	2420	2410
	Target footprint			8700	8400	8100	7800	7500	7200	6900	6600	6300	6000
	Actual footprint			9000	8660	7000	7000	7000	7000	7500	6600	6300	5000
	Target vs Forecasted			-270.00	-470.00	1530.00	1240.00	1060.00	770.00	4470.00	4180.00	3880.00	3590.00
	Target vs Actual			-300.00	-260.00	1100.00	800.00	500.00	200.00	-600.00	0.00	0.00	1000.00

#	Long-term >yr 11: 11 (2031)	12 (2032)	13 (2033)	14 (2034)	15 (2035)	16 (2036)	17 (2037)	18 (2038)	19 (2039)	20 (2040)
4						2300				
TOTAL ANTICIPATED REDUCTION	0	0	0	0	0	2300	0	0	0	0
Forecasted footprint	2410	2410	2410	2410	2410	110	110	110	110	110
Target footprint	5700	5400	5100	4800	4500	4200	3900	3600	3300	3000
Actual footprint	5000	4750	4700	4350	4000	4000	4000	3600	4000	4000
Target vs Forecasted	3290.00	2990.00	2690.00	2390.00	2090.00	4090.00	3790.00	3490.00	3190.00	2890.00
Target vs Actual	700.00	650.00	400.00	450.00	500.00	200.00	-100.00	0.00	-700.00	-1000.00

#	21 (2041)	22 (2042)	23 (2043)	24 (2044)	25 (2045)	26 (2046)	27 (2047)	28 (2048)	29 (2049)	30 (2050)
TOTAL ANTICIPATED REDUCTION	0	0	0	0	0	0	0	0	0	0
Forecasted footprint	110	110	110	110	110	110	110	110	110	110
Target footprint	2700	2400	2100	1800	1500	1200	900	600	300	0
Actual footprint	2500	1700	1700	1500	1500	1500	900	600	500	500
Target vs Forecasted	2590.00	2290.00	1990.00	1690.00	1390.00	1090.00	790.00	490.00	190.00	-110.00
Target vs Actual	200.00	700.00	400.00	300.00	0.00	-300.00	0.00	0.00	-200.00	-500.00

2a. Enter all reduction measures.

NB: Add rows, if applicable.

2b. Enter the status of the measure.

NB: Choose from:
planned, committed, achieved.

2c. Enter if management has signed for measure.

NB: Choose from:
pending, confirmed, rejected.

2d. Enter the anticipated reduction in the year of implementation.

NB: Each measure has an indefinite redution impact, however, only enter the quantified reduction once (in the year of implementation).
NB: All figures need to be quantified and substantiated (sub-calculations, assumptions, evidence are clarified). For this, sub- tabs can be inserted, see for instance tab:"*Example ORG - Measure 1*".

GLOSSARY:

- **Forecasted footprint:** The 'anticipated' footprint in that year, if the reduction measures were fully implemented.
account the reduction oblications (Annual Reduction Target). Target footprint is 0 by 2050.
- **Actual footprint:** The real footprint in that year, verified by the auditor and entered by the client after the audit.

4. Fill in actual footprint, verified by CB after audit.

NB: In this example, fictive numbers are entered for all years, for illustration purpose.

Kindly note this template is WIP. Expected release date: Feb.’20.

Expected changes:

- Include option for interim, national (prescribed) and/ or company target.
- Develop similar template for PROD/ SERV
- Considering integration with Reduction Calculation Tool

BREAK

Please be back in 5 min

QUIZ

Scan this QR code to join

Or : www.ahaslide.com/B1Acc

Use a random name if you want to remain anonymous.

The faster you respond, the more points you get!

Quiz – Q&A’s (1) NL

Juiste antwoorden zijn geel gemarkeerd

1. Een bedrijf verkoopt 5 verschillende type plastic buizen, waarvan ze er 1 (product XYZ) als gecertificeerd op de markt willen brengen. Welke emissies moeten er meegenomen worden in de voetafdruk van product XYZ?
A) alle scope 3 emissies
B) alle scope 1, 2, en 3 emissies
C) alle significante scope 1 en 2 emissies + vanuit scope 3 woon-werk en zakelijk reizen
D) scope 3 product emissies + proportioneel deel van C).

2. Ik ben een zogenoemd ‘small volume client’, in het 2e jaar van certificering. Wat is dan mijn max T CO2 volume, hoe vaak krijg ik een audit, en in welke vorm:
A) <500 T CO2eq, elk jaar, on-site
B) <500 T CO2eq, om het jaar, on-site
C) <1000 T CO2eq, elk jaar, desk review
D) <1000 T CO2eq, om het jaar, desk review

3. Ik heb al heel veel reductie gedaan in laatste 5 jaar. Telt dat mee? Wat is het meest juiste antwoord?
A) In het eerste jaar van certificering wordt de baseline vastgesteld. Dat is de nul-punt meting, dus eerdere reducties vallen daar buiten.
B) Nee, helaas.
C) Ja, maar alleen als tijdens de 1e audit een baseline voetafdruk (van 5 jaar terug en met vergelijkbare emissies) kan worden gevalideerd.
D) Ja, maar alleen als die reducties gekwantificeerd kunnen worden.

Quiz – Q&A's (1) EN

Correct answers are marked yellow

1. A company sells 5 different types of plastic tubes, of which they want to sell 1 (product XYZ) as certified. What emissions should be included in the footprint of product XYZ?

A) all scope 3 emissions
B) all scope 1, 2, and 3 emissions
C) all significant scope 1 and 2 emissions + from scope 3: commuting and business travel
D) scope 3 product emissions + proportional part of C).

2. I am a so-called 'small volume client', in the 2nd year of certification. What is my max T CO2 volume, how often do I get an audit, and in what form:

A) <500 T CO2eq, every year, on-site
B) <500 T CO2eq, every other year, on-site
C) <1000 T CO2eq, every year, desk review
D) <1000 T CO2eq, every other year, desk review

3. I've made a lot of reductions in the past 5 years. Do they count? What is the most correct answer?

A) The baseline shall be established in the first year of certification. That is the zero-reference point, so previous reductions are not included.
B) No, unfortunately not.
C) Yes, but only if during the 1st audit a baseline footprint (that goes back 5 years and has similar emissions) can be validated.
D) Yes, but only if those reductions can be quantified.

Quiz – Q&A's (2) NL

4. Wat is de '3-year flexibility rule'?
A) De klant heeft 3 jaar de tijd om 'on track' te komen met z'n Annual Reduction Target.
B) De klant mag in jaar 1 en 2 nog te weinig reduceren, maar zal in het 3e jaar 3 maal de Annual Reduction Target moeten behalen.
C) De auditor zal pas een major Non-Conformity kunnen geven in het 3e jaar (indien de klant niet voldoende heeft gereduceerd).
D) Allen zijn van toepassing.

5. Wat schrijft criterium 1.5 van de Standard voor, voor organisaties met >40% scope 3 emissies?
A) De organisatie moet binnen 2 jaar ook gecertificeerd gaan worden voor (een aantal van hun) producten/ diensten.
B) De organisatie moet de scope 3 emissies in kaart brengen en met keten partners gaan samenwerken om vanaf het 1e jaar deze emissies te verlagen.
C) Idem als A), maar dan in jaar 5.
D) Geen van allen
**(na het 1e jaar van certificering tegen de nieuwe standaard)*

6. Een klant wil op 1 juli gecertificeerd zijn. Wanneer zou de klant uiterlijk de audit moeten aanvragen bij de CB?
A) Als meerdere audit offertes wenselijk zijn, moet de klant rond half april contact opnemen met de CB's (ervan uitgaande dat de voetafdruk af is).
B) Er is geen garantie dat de klant kan worden gecertificeerd op 1 juli, omdat er altijd NC's kunnen zijn die het proces vertragen.
C) A & B zijn juist
D) A & B zijn onjuist

Quiz – Q&A's (2) EN

4. What is the '3-year flexibility rule'?
A) The client has 3 years to get 'on track' with his Annual Reduction Target.
B) The client may still reduce insufficiently in year 1 and 2, but will have to reach 3-times the Annual Reduction Target in the 3rd year.
C) The auditor will not be able to issue a major Non-Conformity until the 3rd year (if the client has not reduced sufficiently).
D) All apply.

5. What does criterion 1.5 of the Standard prescribe for organization with >40% scope 3 emissions?
A) The organisation must also be certified for (some of their) products/ services within 2 years.
B) The organisation must identify the scope 3 emissions and actively work with chain partners to reduce these emissions from the 1st year onwards.
C) Ditto as A), but in year 5.
D) None of them
**(after the 1st year of certification against the new standard)*

6. A client wants to be certified on July 1st. When should the client request the audit from the CB at the latest?
A) If multiple audit quotes are desirable, the client needs to contact the CBs around mid-April (assuming the footprint is completed).
B) There is no guarantee that the client can be certified on July 1st,because there can always be NCs that delay the process.
C) A & B are correct
D) A & B are incorrect

Quiz – Q&A's (3) NL

7. Good Performers kunnen een audit exemption krijgen - wat is dan vereist?
A) De klant had afgelopen 2 jaren geen major non-conformities en heeft meer gereduceerd dan nodig was (volgens de Annual Reduction Target).
B) De klant had afgelopen 2 jaren helemaal geen (major en minor) non-conformities.
C) De klant had afgelopen jaar geen major non-conformities en heeft meer gereduceerd dan nodig was (volgens de Annual Reduction Target)
D) De klant had afgelopen jaar helemaal geen (major en minor) non-conformities.

8. Wat is de functie van het sector benchmark proces?
A) Het waarborgt dat de ene klant op dezelfde manier wordt geëvalueerd door de CB als zijn gecertificeerde competitor.
B) Het staat toe om binnen een bepaalde sector sector-afspraken te maken, die dan gelden voor alle gecertificeerde klanten binnen die sector.
C) Het staat toe om bepaalde criteria van de standaard aan te scherpen of juist te verzwakken, mocht dat in een bepaalde sector nodig of gebruikelijk zijn.
D) A, B en C zijn allen juist.

9. Welke exacte bronnen en berekeningen moet ik laten zien voor mijn voetprint berekening? Is daar een template voor?
A) Er is geen template, maar Annex 1 vat de verplichte emissiebronnen samen. Ook moeten alle subberekeningen, veronderstellingen en databronnen worden opgenomen.
B) Er is geen template, omdat er te veel verschillen zijn tussen alle gecertificeerde klanten, d.w.z. elk heeft zijn eigen methodologie.
C) CNG gebruikt de tool "*CO2 Management*" voor verschillende gecertificeerde klanten, welke ook subberekeningen, veronderstellingen en databronnen vereist.
D) A, B, en C zijn allen juist.

Quiz – Q&A's (3) EN

7. Good Performers can get an audit exemption - what is required?
A) The customer had no major non-conformities for the past 2 years and has reduced more than necessary (according to the Annual Reduction Target).
B) The customer had no (major and minor) non-conformities for the past 2 years.
C) The customer had no major non-conformities last year and has more reduced than necessary (according to the Annual Reduction Target)
D) The customer had no (major and minor) non-conformities at all last year.

8. What is the function of the sector benchmark process?
A) It ensures that one client is evaluated in the same way by the CB as his certified competitor.
B) It allows sector agreements to be made within a particular sector, which then apply to all certified clients within that sector.
C) It allows to tighten or weaken certain requirements of the standard, should it be necessary or common for clients in a particular sector.
D) A, B and C are all correct.

9. What sources and calculations should I demonstrate for my footprint calculation? Is there a template for that?
A) There is no template, but Annex 1 lists the mandatory emission sources. Also, all sub-calculations, assumptions and data sources should be included.
B) There is no template, because there are too many differences between all certified clients, i.e. each has its own methodology.
C) CNG uses the tool *"CO2 Management"* for several certified clients. Also this tool requires sub-calculations, assumptions and data sources.
D) A, B, and C are all correct.

CONCLUSIONS

&

Q&A

Final tips!

1. In **footprint** (or annex report): include all sub-calculations, assumptions and data sources. If a certain emission source is not included, or if certain assumptions are made or a certain emission calculation is composed of sub-calculations, **explain why and how**!

2. **Reduction plan**: Likewise, include the reductions' sub-calculations, assumptions and data sources, and **quantify** how the Annual Reduction Target will be achieved, year after year.

3. **Gather all evidence PRIOR** to the audit, and choose a logical documents management system (logical file names, version control) so that the **auditor can easily find** what (s)he is looking for.

4. Conduct a self-assessment to determine if you are audit-ready; **pretend you are the auditor** and need to judge all underlying evidence and documents.

5. Schedule the audit well in advance, to make sure you have **'your spot' reserved**.

6. Ask CNG for support, if you want to **prevent non-conformities** (and lots of ping-pong communication and thus high audit fees).

Focus coming months on an accurate and complete (baseline) footprint (with evidence) and a 1st version of a quantified reduction plan

More information or support

CNG's Consultancy Team can help you with the development of your footprint or reduction plan, or conduct a pre-assessment.

Kindly contact your 'Carbon Advisor', for general questions or technical support.

To stay-up-to-date, please check our current and new website regularly.

Any other questions?

Many thanks!

ANNEX 1: SELF-ASSESSMENT

Tool:

Annex 7:

Self-Assessment

Requirements - Ch. 1: QMS

KEY OBJECTIVES:

1. Is the CO certified for the correct certification scope and is the right certified entity chosen?

2. Is the CO's Management System robust enough to support the implementation of the criteria in chapter 2, 3, 4 and 5
-> e.g. proper data collection and management system?
-> e.g. functioning M&E system?

3. Is sr. management committed and are sufficient resources and time allocated for reduction activities?
-> e.g. public reduction commitment (Climate Policy)

Requirements - Ch. 2 + 3: Boundaries & Footprint (1)

KEY OBJECTIVES – CH 2:

4. Has the CO made a serious attempt to set the operational and organizational boundaries sufficiently ambitious and extensive?

5. Does the GHG Emission Sources Overview list all mandatory (and optional) GHG emission sources, and complies with the rules in Annex 1 (List of Mandatory and Optional GHG Emission Sources) and Annex 2 (Sector Benchmark Tool)?

KEY OBJECTIVES – CH 3:

6. Has the CO made a serious attempt to use primary data (based on real usage) where possible, but at least for all direct emissions resulting from its own operations?

7. Have the emissions -for each GHG emissions source- been calculated adequately, using an eligible method, correct usage data and eligible emission factors and secondary data sources?

Requirements - Ch. 2 + 3: Boundaries & Footprint (2)

KEY OBJECTIVES – CH 3 (CONT'D):

8. Is the final outcome of the footprint calculation documented in a report, shared with the auditor prior to the audit and updated in the Reduction Calculation Tool?

9. Is evidence available that substantiates all (primary or secondary) data input in the method, and is this easily accessible for the auditor?
-> If assumptions, complex (non-retrievable) sub-calculations, uncertainties or externalities are applicable, are these clarified for the auditor?

10. FIRST YEAR: Is a clear baseline footprint + year ascertained?
-> Is the Annual Reduction Target correctly calculated, taking into account the end target and interim targets (if applicable)? Have these figures been inputted in the Reduction Calculation Tool?

11. CONSECUTIVE YEARS: Has the Reduction Calculation Tool been updated with adjusted or corrected baseline figures and Annual Reduction Target (if applicable)?

12. Is the CO (and its sr. management) conscious of its reduction obligations for the coming X years?

Requirements - Ch. 4: Reductions

KEY OBJECTIVES – CH 4:

13. Is there a realistic GHG Emission Reduction Plan with concrete (quantified) and committed reduction measures that are endorsed by sr. management, and which suffice to achieve the Annual Reduction Target?

14. Have the implemented emission reduction measures and activities been effective so that the Annual Reduction Target has been achieved, and if not, if appropriate corrections and corrective actions have been implemented, so that the CO is 'back on track' and has become a 'learning organization'.

15. Are the baseline footprint and baseline year as well as the Annual Reduction Target correctly reflected in the Reduction Calculation Tool year-after-year, and is this tool periodically reviewed and updated with adjustments or corrections in the baseline or changes in the Annual Reduction Target?

16. Did the CO do sufficient offsetting based on the footprint of the previous calendar year, and has the CO a commitment to offset for the coming year?

Ch. 4 Reductions (1)

Tool:
Reduction Plan Template
(currently being developed)

-> ACTION: Yr 1 (in the short run):

Develop a quantified reduction plan

EXAMPLE - Reduction Plan Summary
CERTIFICATION OF AN ORGANISATION

BASELINE YEAR	BASELINE FOOTPRINT (in T CO2eq)	ANNUAL REDUCTION TARGET (in T CO2eq)
2020	9000	300

1a. Fill in baseline year

1b. Fill in baseline footprint

1C. Adjust years if applicable.

NB: Start year is 1st year of certification.

Only input data in green cells

#	Desciption of reduction measure	Status of measure (planned, committed, achieved)	Signature management (pending, confirmed, rejected)
1	400 solar pannels on rooftop: 200 pannels in 2021 and 200 pannels in 2022	COMMITTED	CONFIRMED
2	Electric company cars, 5 in 2022 and 10 in 2025	PLANNED	PENDING
3	Purchase GoO	COMMITTED	CONFIRMED
4	Improved machinery, two-phased approach (from gas use to electricity use)	PLANNED	PENDING
5	Gradual reduction of business flights	PLANNED	CONFIRMED
6			
7			
8			
9			
10			
11			
12			

Anticipated reduction (compared to baseline)

#	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
	Short-term yr 1-3			Medium-term yr 4-10							Long-term >yr 11				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	30	30													
2		60			120										
3			2300												
4							4000								
5		10		10		10		10		10					
6															
7															
8															
9															
10															
11															
12															
TOTAL ANTICIPATED REDUCTION	30	100	2300	10	120	10	4000	10	0	10	0	0	0	0	0
Forecasted footprint	8970	8870	6570	6560	6440	6430	2430	2420	2420	2410	2410	2410	2410	2410	2410
Target footprint	8700	8400	8100	7800	7500	7200	6900	6600	6300	6000	5700	5400	5100	4800	4500
Actual footprint	9000	8660	7000	7000	7000	7000	7500	6600	6300	5000	5000	4750	4700	4350	4000
Target vs Forecasted	-270.00	-470.00	1530.00	1240.00	1060.00	770.00	4470.00	4180.00	3880.00	3590.00	3290.00	2990.00	2690.00	2390.00	2090.00
Target vs Actual	-300.00	-260.00	1100.00	800.00	500.00	200.00	-600.00	0.00	0.00	1000.00	700.00	650.00	400.00	450.00	500.00

#	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049	2050
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1															
2															
3															
4	2300														
5															
6															
7															
8															
9															
10															
11															
12															
TOTAL ANTICIPATED REDUCTION	2300	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forecasted footprint	110	110	110	110	110	110	110	110	110	110	110	110	110	110	110
Target footprint	4200	3900	3600	3300	3000	2700	2400	2100	1800	1500	1200	900	600	300	0
Actual footprint	4000	4000	3600	4000	4000	2500	1700	1700	1500	1500	1500	900	600	500	500
Target vs Forecasted	4090.00	3790.00	3490.00	3190.00	2890.00	2590.00	2290.00	1990.00	1690.00	1390.00	1090.00	790.00	490.00	190.00	-110.00
Target vs Actual	200.00	-100.00	0.00	-700.00	-1000.00	200.00	700.00	400.00	300.00	0.00	-300.00	0.00	0.00	-200.00	-500.00

2a. Enter all reduction measures.

NB: Add rows, if applicable.

2b. Enter the status of the measure.

NB: Choose from:
planned, committed, achieved.

2c. Enter if management has signed for measure.

NB: Choose from:
pending, confirmed, rejected.

2d. Enter the anticipated reduction in the year of implementation.

NB: Each measure has an indefinite redution impact, however, only enter the quantified reduction once (in the year of implementation).
NB: All figures need to be quantified and substantiated (sub-calculations, assumptions, evidence are clarified). For this, sub- tabs can be inserted, see for instance tab:"*Example ORG - Measure 1*".

GLOSSARY:

- **Forecasted footprint:** The 'anticipated' footprint in that year, if the reduction measures were fully implemented.
account the reduction oblications (Annual Reduction Target). Target footprint is 0 by 2050.
- **Actual footprint:** The real footprint in that year, verified by the auditor and entered by the client after the audit.

4. Fill in actual footprint, verified by CB after audit.

NB: In this example, fictive numbers are entered for all years, for illustration purpose.

If you implement all these measures, will the Annual Reduction Target be achieved?

Ch. 4 Reductions (2)

-> Action: In consecutive years:

Monitor your performance, and act if needed!

Tool:
[Annex 6a & 6b]: Reduction Calculation Tool

Annex 6b: Reduction Calculation Tool - for Certification of a Product/Service

NOTE: This Reduction Calculation Tool can only be used in the Excel format of the Standard, and is therefore displayed as a picture in the leaflet format of the Standard.

INSTRUCTIONS:
Only input (overwrite) data in cells with green-coloured text. Examples are already filled in and are purely indicative.

A BASELINE

Always fill in latest version of the (adjusted/ corrected) baseline (in T CO2-eq):

Baseline (T CO2eq/ unit product)	1,25
Baseline year	2020
Volume indicator	100 units sold

B ADJUSTED/ CORRECTED BASELINES

For record-keeping purpose only. Please only fill in, if baseline data (section A) is adjusted/ corrected.
Latest version of baseline is always entered under section A.

Original baseline		Adjusted baseline vs 3	
Adjustment year		Adjustment year	
Adjusted baseline vs 1		Adjusted baseline vs 4	
Adjustment year		Adjustment year	
Adjusted baseline vs 2		Adjusted baseline vs 5	
Adjustment year		Adjustment year	

C REDUCTION TARGETS

Deadline (yr)	2030
Total reduction by deadline (in %)	25%
Annual reduction percentage (in %)	**2,5%**
Annual reduction target (in T CO2eq)	**0,03**

D REDUCTION PERFORMANCE

* Please enter footprint correction, if supplier has used offsets, see criterion 3.4 E)

	year	target footprint (in T CO2eq)	actual footprint *(for offsetting)* (in T CO2eq)	footprint correction *(if applicable*)* (in T CO2eq)	reduced footprint *(for reduction target)* (in T CO2eq)	reduced vs target (in T CO2eq)	accum. 3 yr flexibility (in T CO2eq)
baseline year	2020	**1,25**	1,25	0,00	**1,25**	**0,000**	
year 1	2021	**1,22**	1,03	0,02	1,05	0,169	
year 2	2022	**1,19**	1,00	0,10	1,10	0,087	
year 3	2023	**1,16**	1,12	0,00	1,12	0,036	0,293
year 4	2024	**1,13**	1,20	0,01	1,21	-0,080	
year 5	2025	**1,09**	1,20	0,00	1,20	-0,106	
year 6	2026	**1,06**	1,00	0,06	1,06	0,002	-0,184
year 7	2027	**1,03**	0,80	0,00	0,80	0,231	
year 8	2028	**1,00**	0,80	0,00	0,80	0,200	
year 9	2029	**0,97**	0,80	0,00	0,80	0,169	0,600
year 10	2030	**0,94**	0,94	0,00	0,94	-0,002