



## **ECO Platform Technical Working Group (TEWOG)**

### **Rules of Procedure**

#### **BACKGROUND & PURPOSE**

The mission of ECO Platform covers a number of aspects which require technical inputs, including:

1. Advocate for all Stakeholders around Building and Construction LCA
  - Participation of ECO Platform in initiatives of EC, standardization bodies and NGOs.
  - Networking with relevant initiatives worldwide. Communicate on the use of EPD in Green Public Procurement and Green Building / Infrastructure Certificates.
  - Provide position papers.
2. QM of verified product data
  - Continue to develop and maintain common verification guidelines and audits for each ECO EPD Programme.
  - Support technical collaboration with harmonization, mutual recognition and resolving disputes.
3. Enabler of Success
  - Improve collaboration with players down the value chain (data users) as well as up the value chain (data providers / manufacturers). Ensure speed and flexibility in the development and execution of projects.

TEWOG provides the forum within ECO Platform to discuss technical issues, develop solutions and provide technical guidance and recommendations to the Board. TEWOG is owner of the technical governance documents "ECO Platform Standards".

#### **THE MANDATE**

The task of TEWOG is to support ECO Platform in resolving technical issues and developing a ECO Platform position on these issues, providing technical guidance and recommendations to the Board.

Specifically, TEWOG are responsible for developing and maintaining the ECO Platform Standards, particularly with regard to:

- LCA Calculation
- Verification of EPD
- Verification processes for Tools and their resulting EPD

TEWOG is also responsible for providing technical guidance on issues related to the introduction of the CPR Acquis – this includes the review and response to European Commission documents and input as an Observer to the Committee of Notified Bodies.



## **COMPOSITION AND ORGANIZATION OF THE TEWOG:**

The TEWOG operates under the governance framework established by ECO Platform.

Membership in the TEWOG and Task Groups is open to representatives from ECO Platform member organizations. Membership is voluntary and based on expertise in relevant technical fields. Members are expected to actively contribute to the objectives of the TEWOG. Each ECO Platform member can assign representatives to the TEWOG. The main contact person of a member organization assigns the representatives to the Working Groups via the member area of the homepage.

Members are expected to disclose any potential conflicts of interest related to specific agenda items. Members with conflicts of interest may be recused from relevant discussions and decisions.

TEWOG is managed by a TEWOG convenor appointed by the BoD – this role can be shared by two or more co-convenors if agreed by the BoD. The TEWOG convenor[s] are responsible for leading the TEWOG in accordance with the mandate and representing the TEWOG externally as needed. The TEWOG convenor[s] report to the BoD and are supported administratively by the Head Office. The Head Office assists in coordinating meetings, maintaining records, and communicating with stakeholders.

TEWOG meetings must be held at least once a quarter, but are held more frequently on a monthly basis as determined by the Convenor[s]. Usually all meetings are held virtually. Meeting agendas are circulated in advance, and minutes are kept to document discussions and decisions.

TEWOG meetings are used for reporting and decision-making, while working tasks get delegated to task groups (TG) or to individuals.

The TEWOG may establish task groups (TG) as necessary to address specific technical issues. TEWOG issues a mandate to each task group, in which the task with the objective, a target date and timeline, required competency for TG members, and the time and effort commitment requirements for TG members are defined.

Task groups should be put together effectively and should elect a TG convenor or TG co-convenors. The Task Group must have a group composition appropriate to the task. Care should be taken to ensure that members have the necessary expertise and are willing to contribute with voluntary work. The duration of a task group is usually limited, namely until the task has been completed. In order to avoid disruptions, a change of persons during the work processes should be avoided. However, if additional manpower or expertise is required in a task group, it is possible to replace or add people. TGs should report regularly to TEWOG on their progress.

## **RULES OF PROCEDURE OF THE TEWOG:**

These rules of procedure are intended to guide the operation of the TEWOG within ECO Platform, fostering collaboration and technical excellence.

### **Invitation to Meetings**

Invitations to TEWOG meetings are to be sent with all required documents for decisions at least 7 days in advance. However, the next meeting dates should be announced at least 4 months ahead, e.g. via the calendar in the member area.

Invitations are sent by the TEWOG convenor[s] to all TEWOG members. The Head Office will support the TEWOG convenor[s] in preparation and invitation on demand.

## **Decisions by TEWOG**

TEWOG will take decisions of different types, namely:

1. Proposals to amend documents of the ECO Platform Standards (EPS)
2. New rules / requirements impacting calculation rules and/or verification guidelines etc.
3. Proposals for approval by the BoD, as Common Position Statements
4. Mandates for Task Groups
5. Delegated/mandated decisions (Responding to and making decisions on enquiries from other working groups or the BoD)

Votes can take place either

- to decide on draft decisions previously submitted with the invitation to the meeting, or
- to decide on the re-wording of submitted decisions discussed at the meeting.

The following are authorised to submit proposals for decision

- BoD
- MD
- Convenors of Working Groups / Task Groups
- Quality Manager
- TEWOG members from at least 5 ECO Platform member organisations together

Quorum: After correct invitation, at least 15 members are to be represented in a meeting, of which at least 5 have to be Full Members (established ECO EPD POs). Each participating member (not representative) has one vote. In the event of a tie, the convenor of the TEWOG meeting shall have the casting vote.

Decisions are typically made by consensus, but voting will be used whenever necessary. In the event of a vote, a simple majority of voting members present is required for a decision to pass. For this purpose, a simple majority must be obtained both in the vote of all members (including the Full Members) and in the vote of the Full Members alone.

In the event that members are unable to attend a meeting, the member has the option of handing over their vote to another member or the chairperson of the meeting. In the case of votes on draft resolutions submitted in advance, a member may also cast their vote in advance. The transfer of votes or advance votes must be submitted in writing (by email) to the Head Office up to 24 hours before the start of the meeting.

## **Consultations**

The following process applies for more complex and important work in order to bring about decisions in an organised manner, ensure sufficient participation of all members and remain efficient and agile.

Once initial proposals have been drawn up, these can be presented and made available to all members for comment with an appropriate deadline (consultation). All comments should then be responded to in a transparent and appropriate manner. Once the initial proposal has been revised taking into account the comments, the revised proposal is sent to all TEWOG members for voting.

## **Documentation and Reporting**

TEWOG meetings are recorded in minutes. The minutes of the meeting, together with the relevant attachments, are sent to all TEWOG participants within 14 days of the meeting and/or posted in the TEWOG online area. A minute taker is appointed before each TEWOG meeting for this purpose.

Relevant decisions of TEWOG are to be reported by the TEWOG convenor[s] to the Head Office and the BoD in the days after the meeting. Proposals for approval are to be submitted formally by the TEWOG convenor[s] to the BoD. The Head Office can support TEWOG convenor[s] in communication, administration and formal submittals on request by TEWOG convenor[s].

In case of decisions to be published or communicated to members, the TEWOG convenor[s] will inform the Head Office accordingly and take care for appropriate action.

### **Interfaces**

It is the responsibility of the TEWOG convenor[s] to maintain the interfaces with other parts of the organisation, especially the other working groups. Duplication of work or even contradictory results should be avoided. Responsibilities should be strictly observed.

Above all, this means that a request is made to another working group for work or decisions that lie within its area of responsibility if this is necessary for the fulfilment of its own task. Alternatively, the establishment of a joint task group can also be considered.

In the event of unclear responsibilities, the head office should be notified to seek clarification.

### **Time and effort commitment for TEWOG members**

Members are expected to attend TEWOG meetings and read and respond to documents which are circulated for review. Members are expected to participate in Task Groups on issues which are relevant to them. The commitment is expected to be regular attendance at TEWOG meetings, and responding to circulated documents.

### **Competency for TEWOG members**

Members do not have to have any competency to join TEWOG but are expected to increase their knowledge through attendance at TEWOG meetings and through participation ECO Platform events. TEWOG Meetings are not intended to be training events however.

### **Conflict of Interest and Bias**

As TEWOG members are expected to have experience of working with EPD, they may have some bias or potential conflicts of interest relative to the overarching need of ECO Platform. Their bias or conflict of interest should be explained when relevant, and if necessary, the member should recuse themselves if their interest overrules the needs of ECO Platform.