



DEVELOPMENT OF NEW STANDARDS AND METHODOLOGIES AND THEIR UPDATES



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Development of new standards and methodologies (standards) and their updates

Preamble and aim

Carbon Standards International AG (CSI) develops various standards and methodologies (methodologies often referred to as "methodology" in the voluntary carbon market) in order to promote positive carbon cycles.

This document describes how they are developed, updated and published.

1. Development of new standards and methodologies (standards)

Step 1 – Development

New standards are developed by CSI's strategic Product Development Department in close collaboration with the Scientific Committee (Ithaka). This happens in constant communication with the Product Manager (PM) and Standard Alignment Manager.

Step 2 – Expert consultation

CSI can set up an Expert Group or search for experts in the respective market who have knowledge about the specific topic and involve these individual experts into the evaluation of the standard. The first version is shared with these selected experts who proofread and comment it. The comments of the experts are reviewed by the Scientific Committee and if necessary included into the standard. The Scientific Lead creates a pre-final version of the standard or methodology for publication. This is done in close communication with the Standard Alignment Manager, who ensures that the contents of different standards correspond, requirements are feasible and all CSI standards have the same structure, wording, etc.

Step 3 - Publication

The pre-final version is published on the website www.carbon-standards.com to start the public consultation. CSI informs all stakeholders all over the world who signed up for its newsletter about the public consultation which is open for 30 days. Feedback is collected during the public consultation and shared on the website of CSI. The Technical Committee reviews the feedback and comments them on the website.

The updated version is published on the website and also the changes of the version (in the correction mode). A newsletter with the information about the changes is sent out and the update is trained and discussed in webinars.

2. Updates of standards and methodologies (standards)

2.1. Regular updates

This chapter describes the workflows for regular updates of standards. Regular updates may also include internal and external requests for amendments.

Regular updates are carried out by CSI and after instigation by CSI. The intervals for regular updates may vary depending on the standard but should be carried out at least every three years.

Step 1 - First version

The first draft prepared by the Scientific Committee (Ithaka). This draft is first assessed by the Technical Committee at CSI. This draft will include all proposals that have been received since the last update and are available from CSI for the amendment process in the list of topics for standard updates. Details of the first draft can already be discussed

in advance with associations, stakeholders, scientists, authorities, etc. This will result in the first version, which will be prepared by the Scientific Committee. This is done in close communication with the Product Managers (PM) and the Standard Alignment Manager.

Step 2 – Experts and Expert group

If an external expert group has been appointed for the standard (currently in case of European Biochar Certificate), this first version is sent to the expert group and is proofread and commented by them. The comments of the expert group are reviewed again and commented by the Scientific Committee. This exchange goes on for about three rounds, then there is the pre-final version.

If no external expert group has been set up for the standard, mentioned, this step is omitted. In this case, the first version is transferred to the pre-final version by the scientific management.

Step 3 - Public consultation

The pre-final version goes into public consultation for 30 days. Feedback is collected during the public consultation and shared on the website of CSI www.carbon-standards.com. In a first step, the feedback from the public consultation is assessed by CSI Technical Committee and forwarded to the Scientific Committee together with the comments of the Technical Committee. The Scientific Committee responds to the feedback received during the public consultation and brings the standard into the final version. This is done in close communication with the Product Managers (PM) and the Standard Align Manager.

Step 4 - Publication

The final version is published on the website and communicated in a newsletter to everyone who is registered for the newsletter. The newsletter and the website provide transparent information on the updates made from the previously valid to the current version.

The final version of the standard is valid as of its publication. Transition periods may be defined, which in turn must be communicated and published.

3. Exceptional updates to standards and methodologies (standards)

An extraordinary update is always preceded by at least one internal or external request for standard amendments.

3.1. Application to the Scientific Committee

Internal and external amendment requests for standards may lead to the need for an extraordinary update. The CSI Technical Committee submits a request to the Scientific Lead. The Scientific Committee assesses the request and comments on whether or not they consider an extraordinary update to be justified in this case.

In the event of negative feedback from the Scientific Committee, the positions are discussed as required. In case of disagreement, the CSI Board of Directors may be consulted, which will make the final decision.

If the change process is followed up with an extraordinary update, steps 1-4 described above apply mutatis mutandis.

3.2. Minor changes

In the case of minor changes (e.g. correction of errors, translation errors), rule updates can be made by CSI without an ordinary or extraordinary update.

Rule Updates (aimed to be included into the next standard revision – therefore have a temporary use)

- E.g. QM document as a temporary solution for a problem
- E.g. reply on standard amendment requests

In this case, the changes are made after consultation with the Scientific Committee and the new version is published according to step 4 above.

When that's done it should be part of the history of standards.

3.3. Urgent clarifications

Urgent clarifications or corrections may be required. In such cases, CSI may, after consultation with the Scientific Committee, publish an Annex or consider this urgent clarification as a minor amendment. For minor amendments, the procedure is the same as described in the chapter 2. "Updates of standards and methodologies (standards)".

4. History of standards and methodologies (standards)

The updated version is published on the website and the changes of the version are published in the correction mode. The version history of the standards and methodologies can be found on the respective website of the service (see www.carbon-standards-com).