

Rules of Procedure of the technical advisory committee of Bau EPD GmbH

Tracking of the versions

Version	Comment	As of
1.0	Introduction of version numbers, revision and/or extension to meet requirements for an accredited body according to ISO 17065.	20.04.2022
2.0	Supplements according to ISO 17065 chapter 5.2.1 Tasks of the advisory board	2023-09-20

1 Definition of the technical advisory committee of Bau EPD GmbH, regulations regarding voting rights

Based on the shareholders' agreement, the technical advisory committee (TAC) of Bau EPD GmbH, hereinafter referred to as the "advisory committee", shall comprise up to 13 members. One member each shall be appointed by the shareholders (ÖGNI and ÖGNB) as representative bodies, another member shall be provided by the chairperson of the Austrian PCR committee. The remaining members shall be appointed to the advisory committee by the shareholder representatives as representatives of business, science and research, industry, commerce and trade. The election shall in principle be held every 3 years. A renewal shall be possible for an indefinite period. As long as fewer than 13 members express interest in a seat in the advisory committee, the advisory committee members shall be automatically appointed for an indefinite period of time as long as they do not resign from office.

Any legal entity may be a member of the advisory committee. Each member of the advisory committee shall have exactly one vote on the advisory committee and nominate a person to exercise voting rights at advisory committee meetings and to serve as a point of contact for the Management. This person may be represented. For each member of the advisory committee, up to 3 persons may be present at advisory committee meetings. External experts may also be called in for individual specialist topics in consultation with the Management.

The resolutions and decisions of the advisory committee shall in principle be recommendations for the shareholders' meeting of Bau EPD GmbH (the advisory committee has no right to issue instructions), but the resolutions of the advisory committee shall be treated with the highest priority by the Management or the representatives of the shareholders in the sense of a joint orientation and steering of the EPD programme in Austria, which is to be supported by all interested parties.

The resolutions of the advisory committee shall in general be adopted sociocratically in order to comply with item 7 of the shareholders' agreement:

... When adopting resolutions, the advisory committee shall, as far as possible, find the consensus of all members and decide unanimously; if this proves impossible in the meeting of the advisory committee, it shall adopt the resolution in this advisory committee meeting with a majority of 2/3 (two thirds) of the votes cast.

In the event of a tie, the respective chairperson shall have the casting vote ...

Exceptions to the above regulations:

When evaluating the quality policy with regard to impartiality requirements and ensuring non-discrimination in accordance with item 4.2 of ISO 17065, voting rights shall be restricted to those members of the advisory committee who represent independent, ideally non-profit organisations with the necessary expertise to do so. Direct customers of Bau EPD GmbH and their association representations shall only have the right to make relevant recommendations and provide relevant information. An odd number of members shall be assigned to the work of evaluating the impartiality of the GmbH. The decision shall be made by simple majority. Abstention shall not be possible in this case.

2 Objectives and tasks of the technical advisory committee:

Strategic goal definition:

The primary objective of the advisory committee's activities is to optimise the Austrian programme for the issuance and use of EPDs (environmental product declarations) for construction materials.

The aim is to create advantages at national and international level for all holders and creators of EPDs (= product manufacturers) as well as the users of the data information of the EPDs (architects, planners, engineers, specialist consultants and building contractors in the context of their LCA assessments on building level for building certificates).

The costs to be borne by product manufacturers for EPDs are to be minimised by recognition of their EPDs in all EU countries.

Tasks and activities of the advisory committee to achieve the strategic goals

- Exchange information and provide advice on sector-specific technical issues relating to EPDs in all the industries covered; provide support for the product group forums and support within the framework of the PCR committee;
- Provide support to the construction materials industry for the optimal representation of environmental properties in an EPD;
- Take measures to present and secure the competitiveness of Austrian construction products in the environmental field with the help of the Austrian EPD programme;
- In particular, support the goals of ECO Platform (<http://www.eco-platform.org>) for the swift harmonisation of EU-wide EPD programmes with a view to the mutual recognition of EPDs in all markets. The aim of ECO Platform is to establish a European core EPD based on the EN 15804 and ISO 14025 standards with the same content, layout and trademark. The quality of verification needs to be harmonised in a reliable manner so that manufacturers can have their EPDs recognised in all markets without barriers. Austrian EPDs should correspond to the European core EPDs in all points and be available as soon as possible in uniform databases available throughout Europe. The advisory committee is to communicate the goals and opportunities of ECO Platform to the manufacturers in the respective industry.

- Implement, assist or support public events that deal with the topics of sustainability, and in particular the aspects of environmental and health compatibility in connection with construction products, components and building structures;
- Observe and evaluate the activity and also cooperate in the relevant bodies of Austrian and European legislation, standardisation and approval of construction products and components;
- Initiate and support as well as publish research works, studies and surveys;
- Inform the public about the activities of Bau-EPD GmbH, inform the general public about significant developments concerning sustainable construction, in particular with regard to construction products and components;
- Carry out joint marketing and public relations activities with regard to environmental declarations and their use;
- One important goal - to be achieved in the medium term - is also the further development of standards for the environmental assessment of construction products. (Are the chosen indicators relevant at all? Which indicators might be missing?)
- Evaluate the quality policy of Bau EPD GmbH with regard to impartiality and ensuring non-discrimination in accordance with ISO 17065 (acting office-holders, rules and procedural instructions, content of PCR, handling of projects and external communication, justification of rejections of applications for verification, etc.). A clear report on the existing regulations and their change processes will be submitted by the Management and must be used as a basis. The evaluation relates to samples of the relevant documents, these must be presented at the advisory committee meeting. Complaint management according to the applicable rules of Bau EPD GmbH in M-Doc 35.

Tasks of the TAC as per ISO 17065:

The TAC acts as mechanism for safeguarding its impartiality. The mechanism shall provide input on the following:

- a) the policies and principles relating to the impartiality of its certification activities;
- b) any tendency on the part of a certification body to allow commercial or other considerations to prevent the consistent impartial provision of certification activities;
- c) matters affecting impartiality and confidence in certification, including openness.

3 Organisation and functional processes in the technical advisory committee:

Meetings of the technical advisory committee of Bau-EPD GmbH:

The advisory committee shall meet at least once a year.

At the request of at least one third of the members of the advisory committee, further meetings of the advisory committee shall be convened. The invitations to an advisory committee meeting will be sent out by the

chairperson of the advisory committee of Bau-EPD GmbH by email with a notice period of at least 4 weeks. The invitations shall include the agenda.

After due invitation, the advisory committee shall constitute a quorum if more than half of its members are present. If members are unable to attend, they may be represented by a named person (without written power of attorney). The advisory committee may unanimously (all votes) waive the form requirement and notice period.

Minutes shall be taken of all resolutions adopted by the advisory committee. These minutes shall be sent to the members of the advisory committee within one month at the latest.

The resolutions adopted by the advisory committee shall have the character of recommendations for the Management of Bau-EPD GmbH, see item 1 of the Rules of Procedure. The advisory committee shall be promptly informed in writing of any consideration of its recommendations.

Any resolutions on the assessment of impartiality shall be implemented on a mandatory basis in order to comply with the requirements of ISO 17065 and Accreditation Austria.

If the Management of the programme operator does not follow the inputs of this mechanism, the advisory committee/arbitration board shall be entitled to take independent action (inform authorities, accreditation bodies, stakeholders, etc.). When taking independent action, the confidentiality requirements regarding the client and programme operation shall be taken into account.

Exclusion of advisory committee members

The advisory committee may submit a request to the Management for the exclusion of an advisory committee member.

Possibility to enlarge the advisory committee to more than 13 members

The enlargement shall be possible through an amendment to the shareholders' agreement.

Cooperation and financial support by the advisory committee

The members of the advisory committee will support Bau EPD GmbH in the start-up phase, in the handling of special projects (such as accreditation or notification, standardisation work, special tasks in public relations, cooperation with bodies relevant for Type I marks, participation in working groups for relevant laws and regulations on national and international level, etc.) with reasonable amounts, which may be agreed on a case-to-case basis. Contribution amounts for seats on the advisory committee may vary, but the decision on how funds are spent is made by all members on a sociocratic basis if possible.

From the time when Bau EPD GmbH can finance itself exclusively through customers/products, this contribution will no longer be levied, or it will be gradually reduced.