

Assessor-Institute call

Meeting Slides

9 November 2023

Confidential: not for further circulation or citation

cradletoconcrete
products
innovation
institute

Proposed agenda

ITEM	OBJECTIVE
1 Update on post-Taskforce follow-up	Information sharing
2 Setting up an Institute-Assessor communications network	Seeking support for Assessors to nominate one staff member to work with Angela and others
3 Certification operations update	To open a discussion of how to handle various frictions in process – in particular delays and backlog
4 Extensions policy	Seek ideas for resolution of multiple extensions
5 Progress update on list of '118 issues'	To respond requests for an update on this
5 Fees policy	To socialise options on fees and get ideas/feedback
6. A.O.B.	

Update on post-Taskforce follow-up

NY Workshop follow-up

- **Priority** now is get these Task Teams organized so that there is enough time to generate ideas for the next C2CP II Board meeting in January or February in NY.
- On **team compositions** - co-convenors identified for each task team and now sending out invitations - both those that expressed a preference and also asking others to join their group
- On the **number and scope of Task Teams**: "Future certification products and tools" merged with value-proposition team, hence the scope of that second team has been broadened to include products ("2. Our value-proposition, products and communication"):
- On **phasing** - rather than start all teams at once we will delay the Institute-focused team for a few more weeks. here is a suggested template

Task Team	Co-Convenors
1. The transition to 4.1	Michelle Molloy and Cedric Wintraecken
2. Our value-proposition, products and communication	Nina Tooley and Kristoff Debrandere
3. Material health collaboration	Meg Whittaker and Kolton Kitterman
4. Certification business model - ensuring regulatory credibility and scalability	Jeff Hogue and Tim Glaz
5. Strengthening the Institute	Victoria Woo and Jan Berman

Output for C2CP II Board: Task Team 1 - The transition to 4.1				
Proposal	Rationale	Pros/benefits	Cons/costs	Level of team support (x/10)
1. Proposal 1				
2. Proposal 2				
etc				

SSC Update [in square brackets]

<https://c2ccertified.app.box.com/file/1338161444778>

Material Health

- Modify the Restricted Substances List to more closely align with leading regulations. **[approved]**
- Other proposals **[in November]**

Product Circularity

- Modify to better encourage reuse, remanufacturing, and similar pathways. Other required updates are primarily in reference documents, User Guidance, and forms. **[approved]**

Clean Air & Climate Protection

- Provide more options for achieving the targets to use renewable electricity and address greenhouse gas emissions in manufacturing and ensure alignment with best practice. **[approved]**

Water & Soil Stewardship

- Move third-party effluent quality and supply chain related requirements (which have proved to be quite demanding for Bronze and Silver levels) to higher achievement levels. **[approved]**

Social Fairness

- Modify Bronze level requirements to monitor and verify performance to reduce documentation while still ensuring the category is aligned with leading international guidelines (e.g., UN Guiding Principles and OECD). **[approved most of the changes – a few more remaining]**

Packaging, environmental policy and management, and animal welfare [November – hopefully in the 2 SSC meetings scheduled for next week]

Setting up an Institute-Assessor communications network

Creating an Assessors/Institute Communications network

- **Why:** to create better communications alignment between Institute and Assessors, and join forces in the common effort of communicating about the C2C Certified.
- **What:** a collaborative network where we will share information, challenges, opportunities and plans around communications, and seek shared solutions as necessary.
- **Who:** the person responsible to communicate about C2C Certified in your organization (and in longer-run perhaps some 'lighthouse company' communications leads?)
- **How:** regular video-calls, and an email group for more frequent ad-hoc exchanges
- **Next step:** each AB please nominate one person to join the network, and share the following information to Angela Antolini (aantolini@c2ccertified.org): Name, Role, contact details (email/phone)

Certification operations update

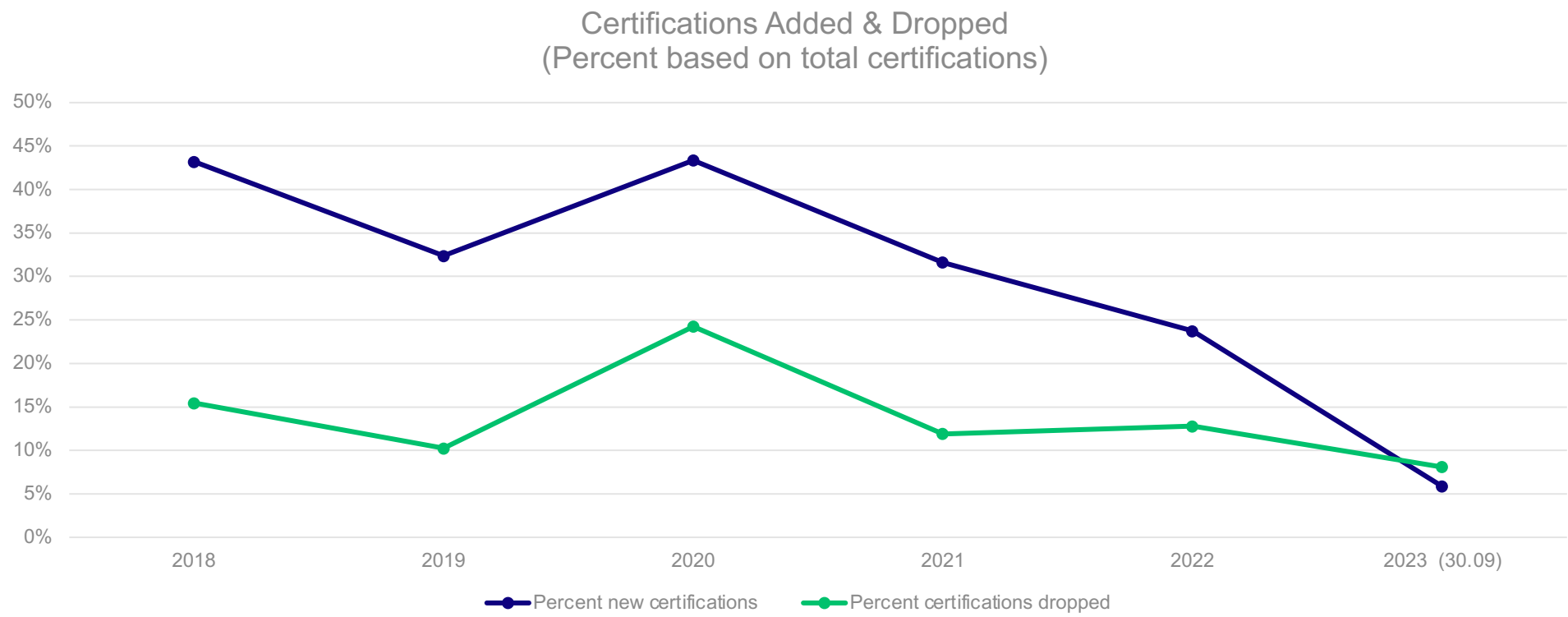
Issues

- Modification of Institute review process – pilot more selective risk-based approach and only review complete and sufficient quality ASFs. 4.1 timing...
- Strengthening review capacity: Cert team hiring (2 just joined, 1 vacancy) and consultant support; contracting external review company
- Recommence annual Assessment Body audits (in-person or remotely)
- Improving ASF quality: improvements but need greater internal QA before submission
- Addressing problem projects more systematically: quarterly review/status meetings between Cert team and each Assessor team (r.t. one per client)
- Company communications: Institute involvement, systematic updates
- 4.1 Transition issues: Task Team 1 (collect any questions in chat)
- Assessor training

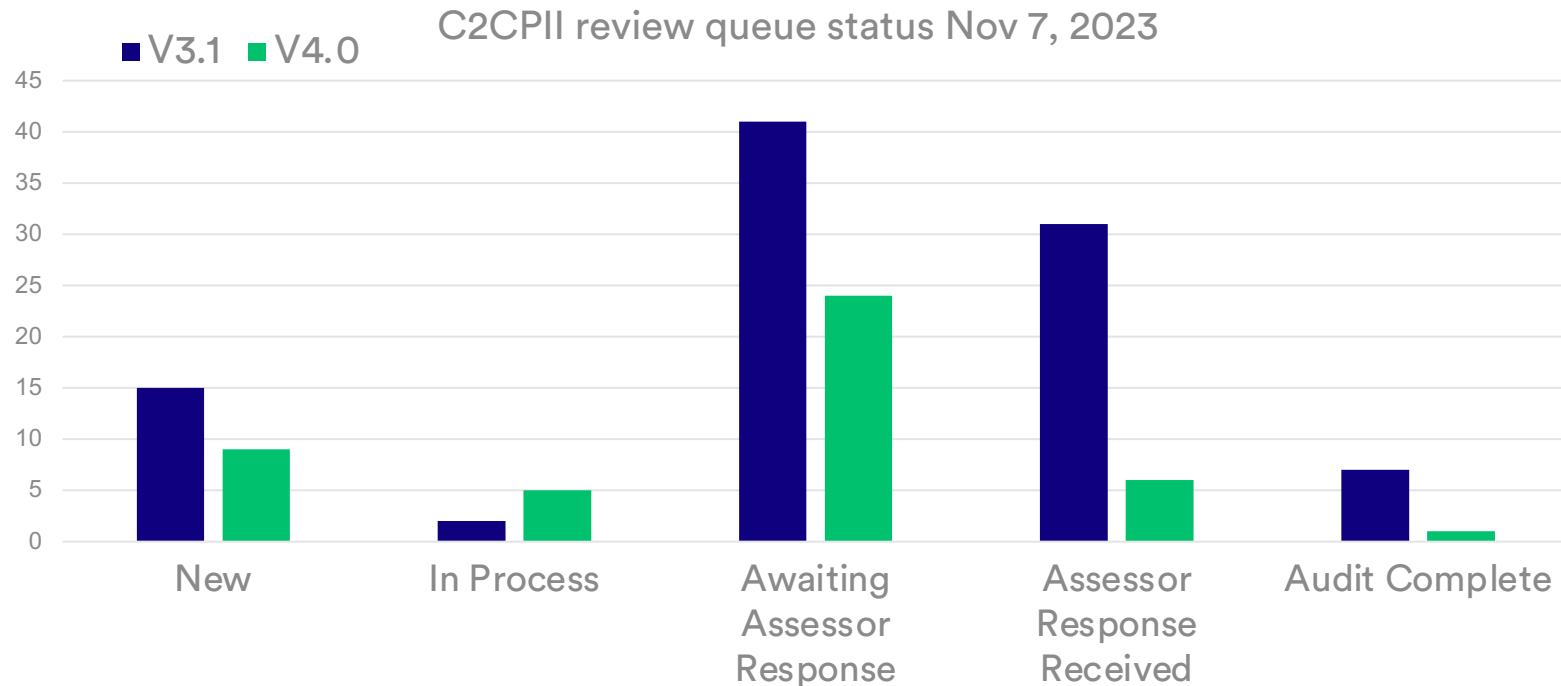
Data Snapshot – Certifications as of Oct 1

		Certifications Issued (2022)	Certification Targets (2023)	Under Assessment by Assessors	Under Review by C2CP II	Certifications Issued (YTD)
V.3.1	New	219	55	3	15	56
	Recert	325	351	112	84	244
	Subtotal	544	406	115	99	300
V4.0	New	6	81	43	35	23
	Recert.	11	38	50	13	5
	Subtotal	17	119	93	48	28
TOTAL		561	525	208	147	328

Data snapshot: inflow vs outflow of certifications (September)



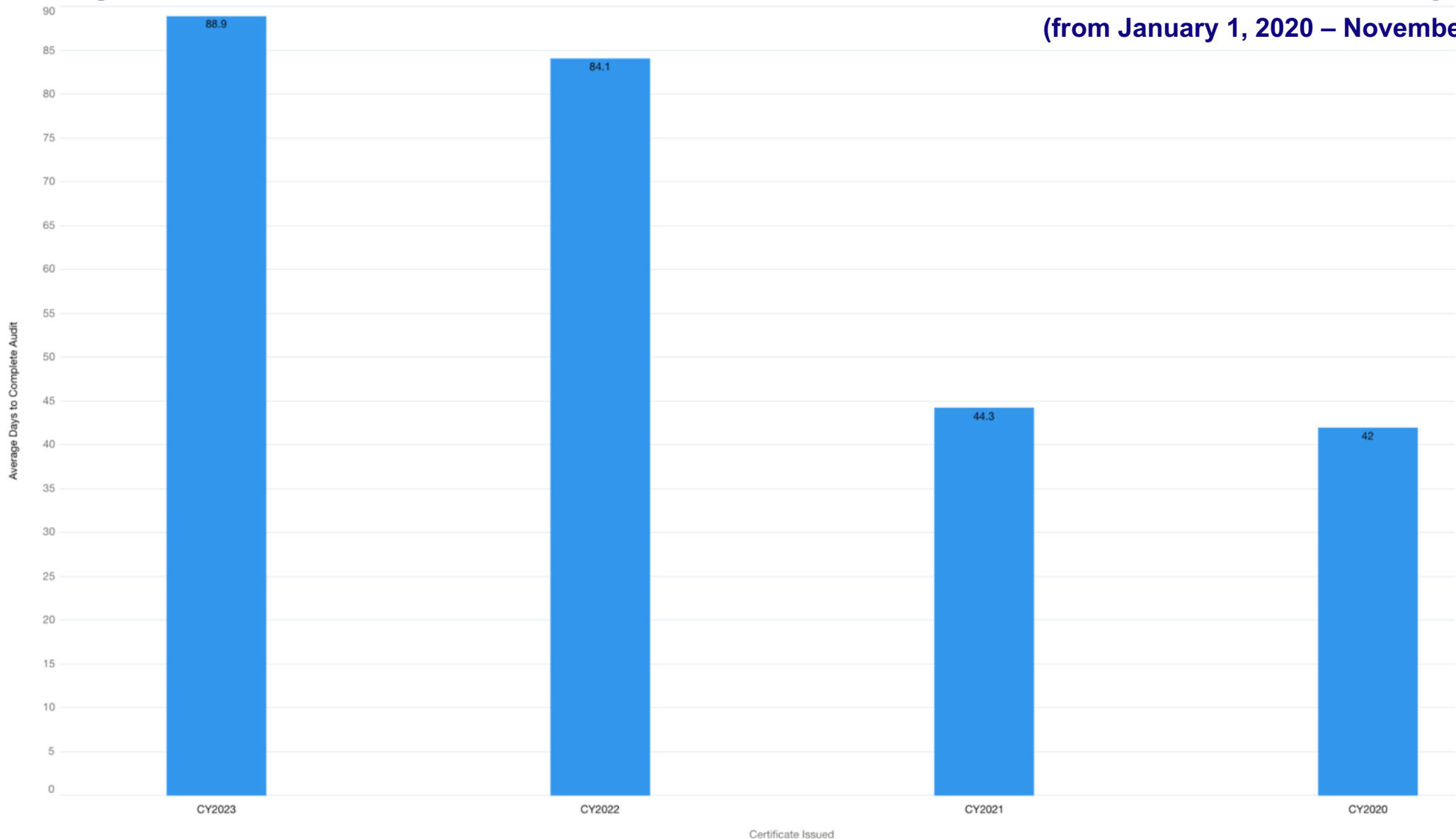
Data snapshot: queue diagnostics (07 Nov 23)



- *New*: ASF received, review not started yet
- *In Process*: ASF review started
- *Awaiting Assessor Response*: review questions have been sent to assessor for revision/explanation
- *Assessor Response Received*: C2CPH reviews assessor's responses
- *Audit complete*: pending certification decision

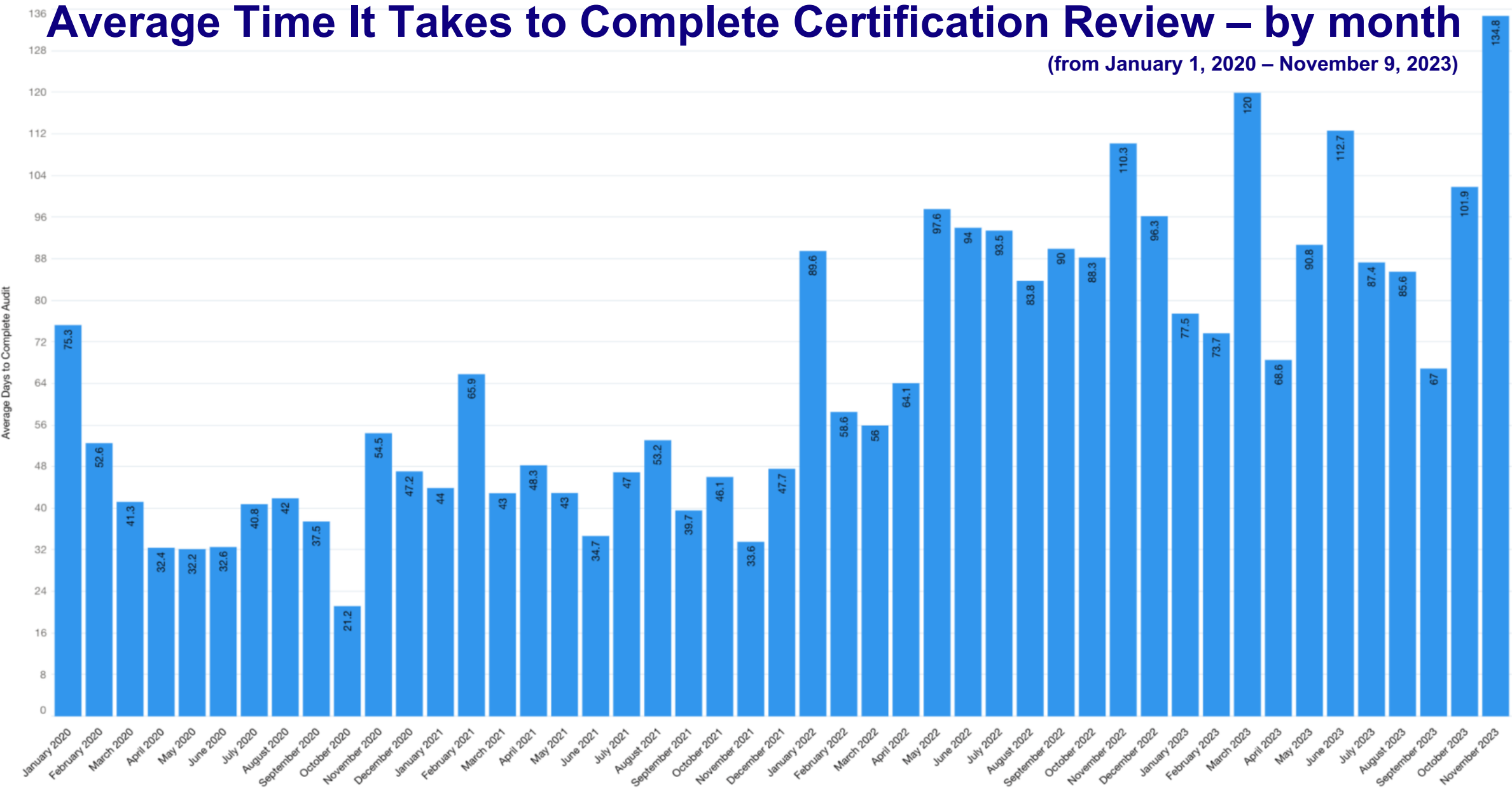
Average Time It Takes to Complete Certification Review – by year

(from January 1, 2020 – November 9, 2023)

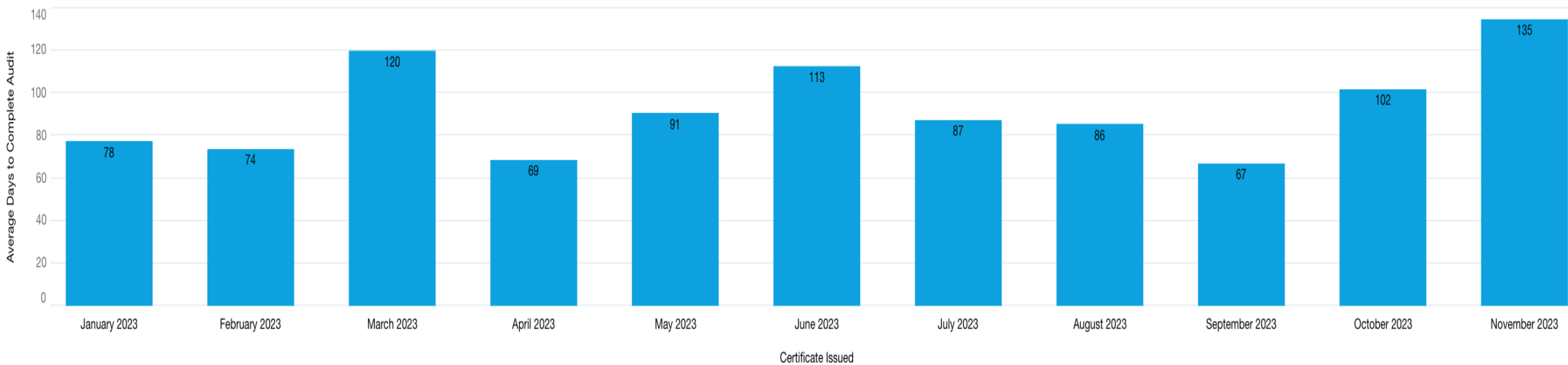


Average Time It Takes to Complete Certification Review – by month

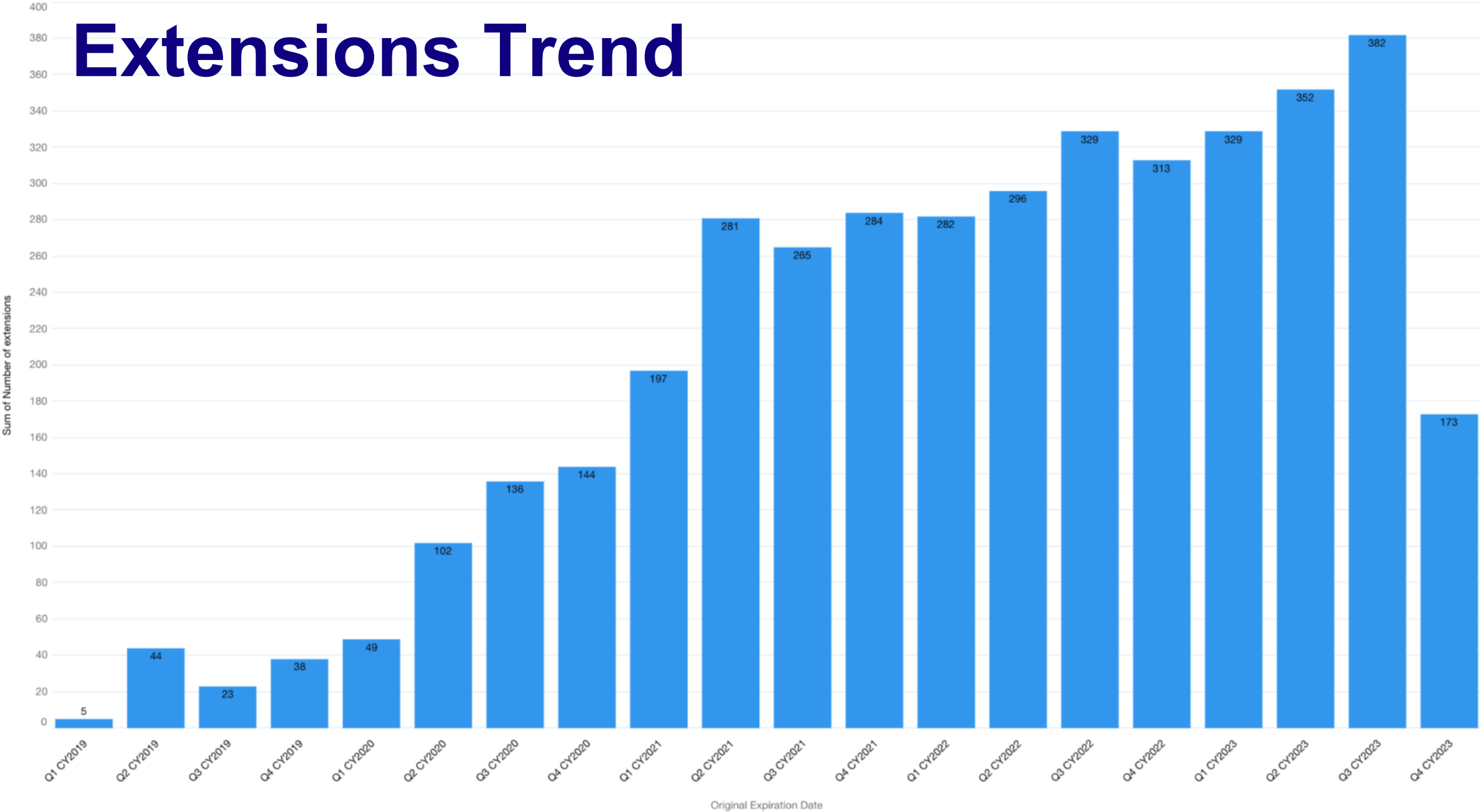
(from January 1, 2020 – November 9, 2023)



Average Time It Takes to Complete Certification Review – 2023

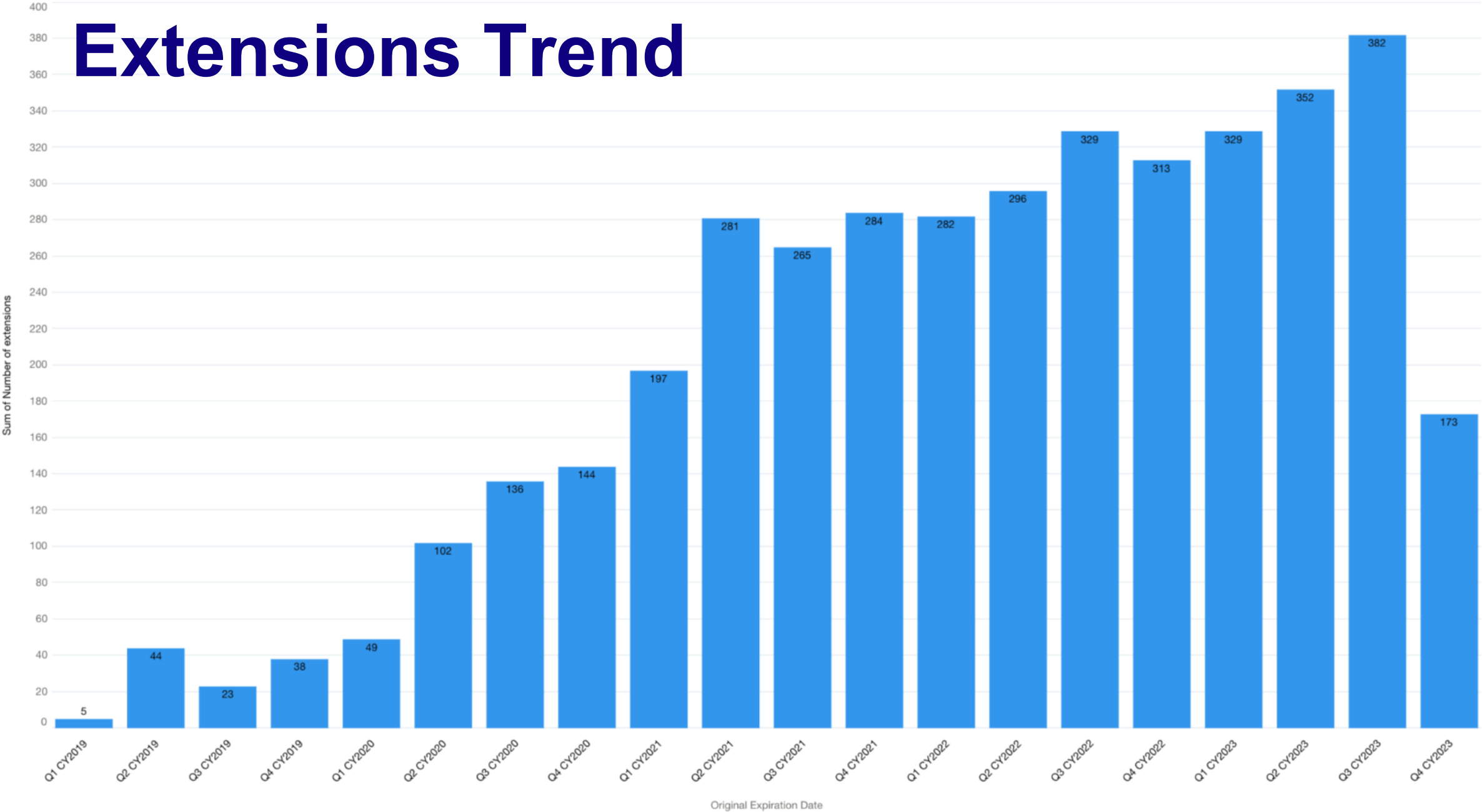


Extensions Trend



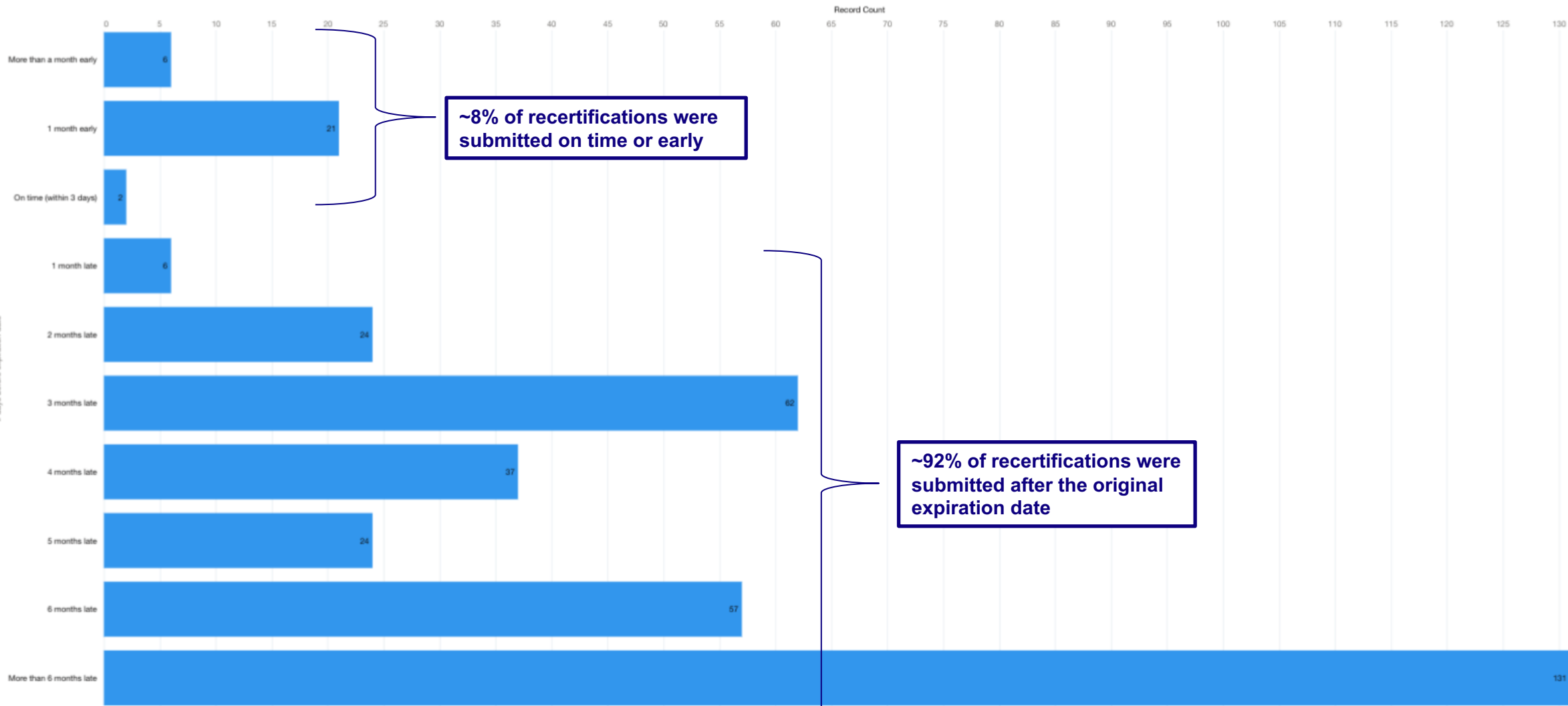
Extensions policy

Extensions Trend

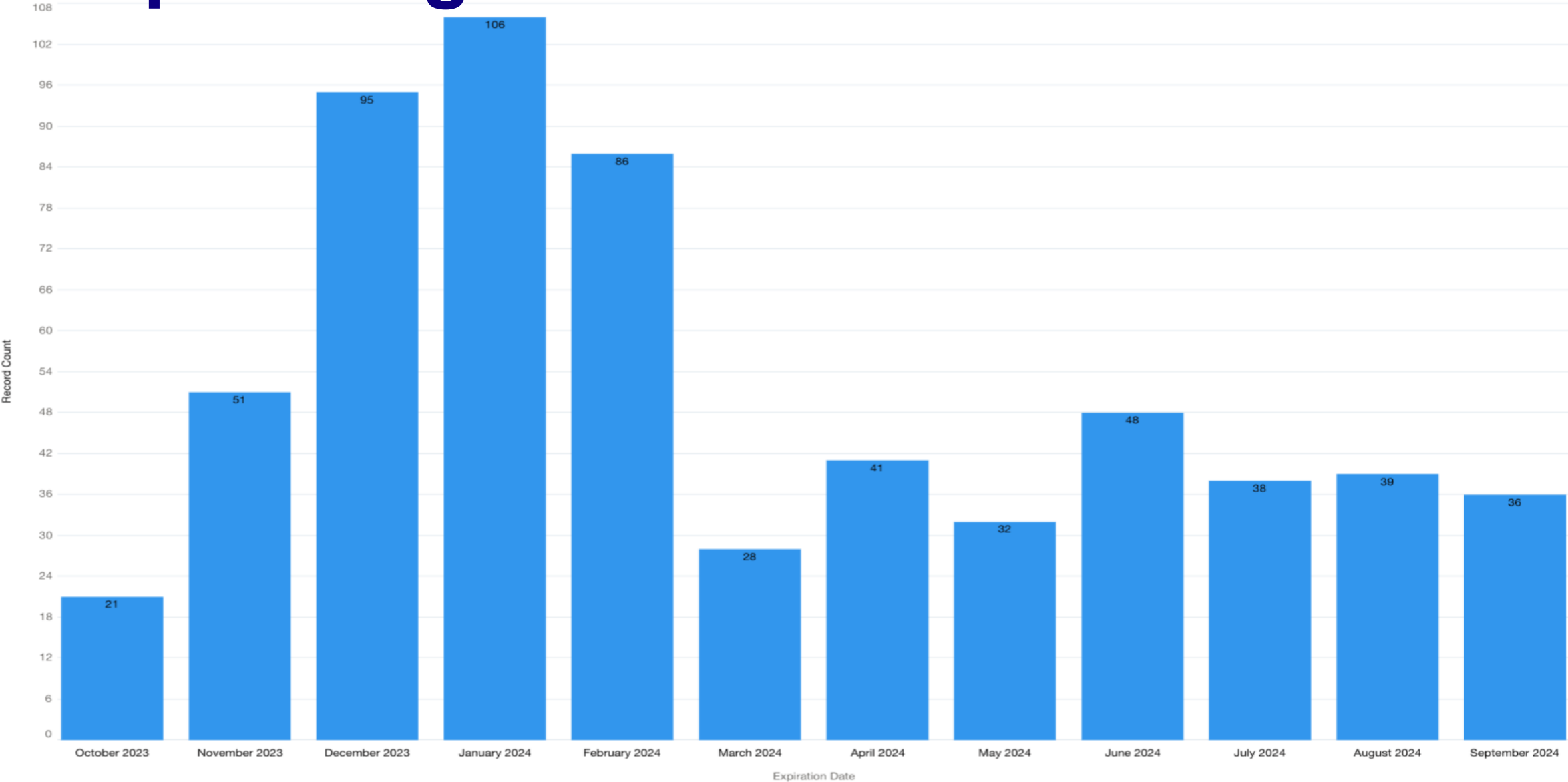


ASF Submission Times

(for ASFs submitted between November 9, 2020 – November 9, 2023)



Upcoming Re-Certifications



Progress update on 114 issues list

Assessor Feedback form update

- See updated columns to the feedback form and a few new comments in blue font - here in [the sheet](#)
- User Guidance update will be key next step
- Many of the required guidance updates are already in a draft guidance. For some comments/concerns, a solution is already noted in the feedback form. Some new content creation is also still required, including consultant work to define chain of custody requirements for verification of cycled content.

Do the proposed V4.1 standard changes address the remaining (open) concerns?		
Yes	15	12%
Partially	24	19%
No	86	69%
n/a – completed/closed*	26	
Total number of comments*	151	
*114 comments received Oct-Nov 2022 + 37 received in July 2023. 17% of total are closed. 23% of initial are closed.		
If no or partially, what will (or may) address the concern? Required follow up tasks (more than one is required for some issues):		
User Guidance update	54	47%
Forms	19	17%
Track 2 tasks	12	10%
MHAM update	12	10%
List of approved labs	5	4%
Standard recognition work	4	3%
Virtual site visit protocol	2	2%
V3.1-V4 compatibility review	2	2%
Standard clarification	2	2%
Reference document update	2	2%
Homogeneous Materials Method (update?)	1	1%
Grand Total	115	100%

Fees policy

Seeking ideas and sharing some dilemmas

- Revenue needs
- Differentiation for company size – possible in certificate pricing?
- Product grouping – some ideas
- Positive incentive for pre-expiry ASF submission
- Community fee – differentiation and (ideally) reducing
- Timing of any changes