Assessor Meeting

13 June 2024

Confidential:

Not for further circulation or citation

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Proposed Agenda

1. Certification Process Update (Elwyn, Sebastian, Ben)
   - Process metrics and actions to improve
   - Product registry guidelines
   - Digital platform development
   - ISO task team

2. Products Update (Susan, Elwyn)
   - Version 4.1
   - Circularity standard
3. Profile Update
   - DGNB recognition
   - Other updates
4. AOB/Open discussion

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Data Snapshot – Certifications as of June 10

		Certifications Issued (2023)	Under Review by C2CPII	Certifications Issued –YTD (C2C; MHC)
Version 3.1	New	59	18	38 (25;13)
	Recert	286	95	136 (111;25)
Subtotal		345	113	174
Version 4.0	New	32	31	29 (10;19)
	Recert.	7	33	18 (7;11)
Subtotal		39	64	47
TOTAL		384	177	221

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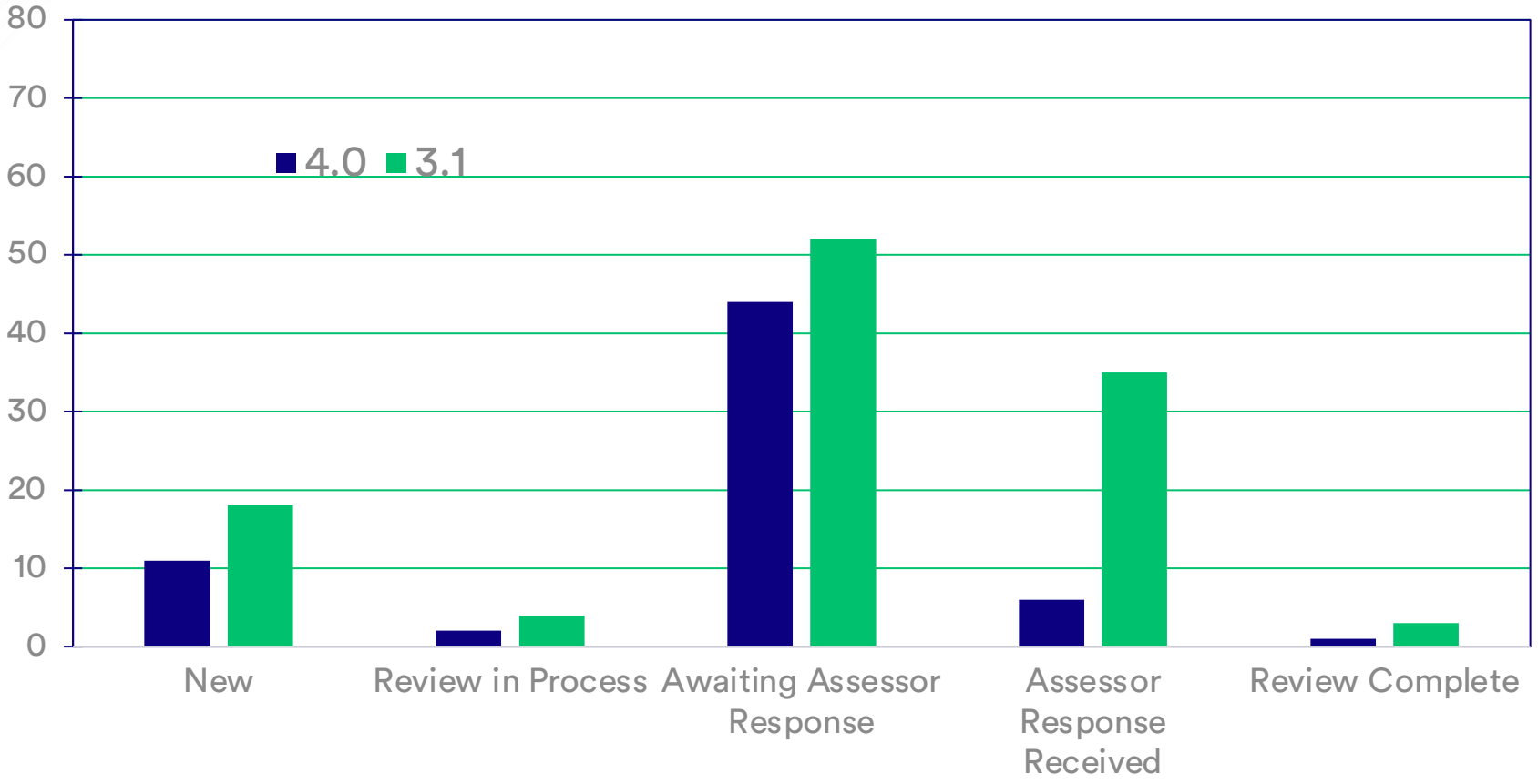
Assessments in C2CPII Queue

(As of 10 June 2024)



- ***New***: ASF received, but review not started yet (due to capacity or unpaid fees)
- ***Review In Process***: ASF review started by C2CPII
- ***Awaiting Assessor Response***: R eview questions sent to assessor for further information
- ***Assessor Response Received***: Assessor response received, but not yet reviewed
- ***Review complete***: Assessment p ending certification decision

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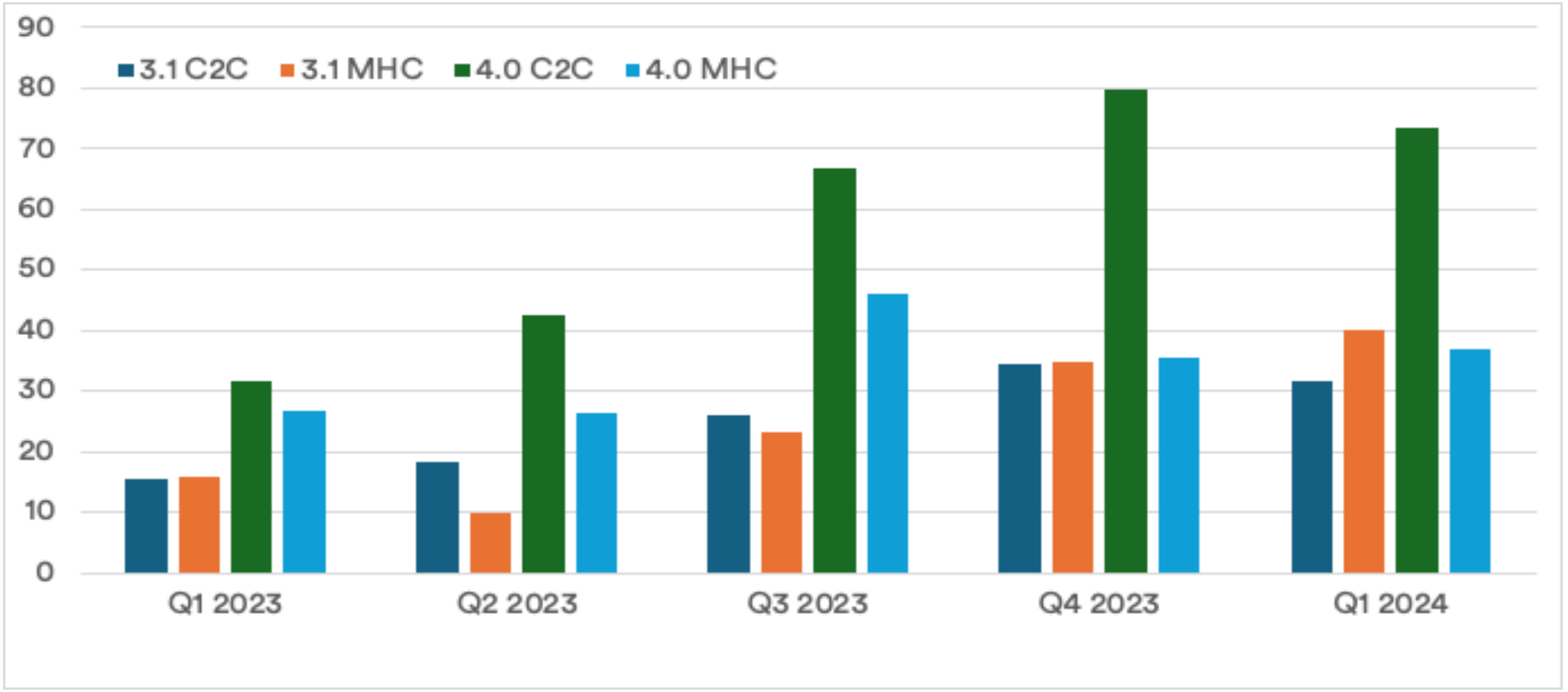
Initial Review Times

For all ASFs (new and recertifications, not PLCs or IARs) submitted from April 1, 2023 until April 1, 2024 the **average time to send initial comments** from C2CPII is:

- 27 days for V3.1 (Full C2C: 27, MHC: 26)
- 54 days for V4.0 (Full C2C: 71, MHC: 38)



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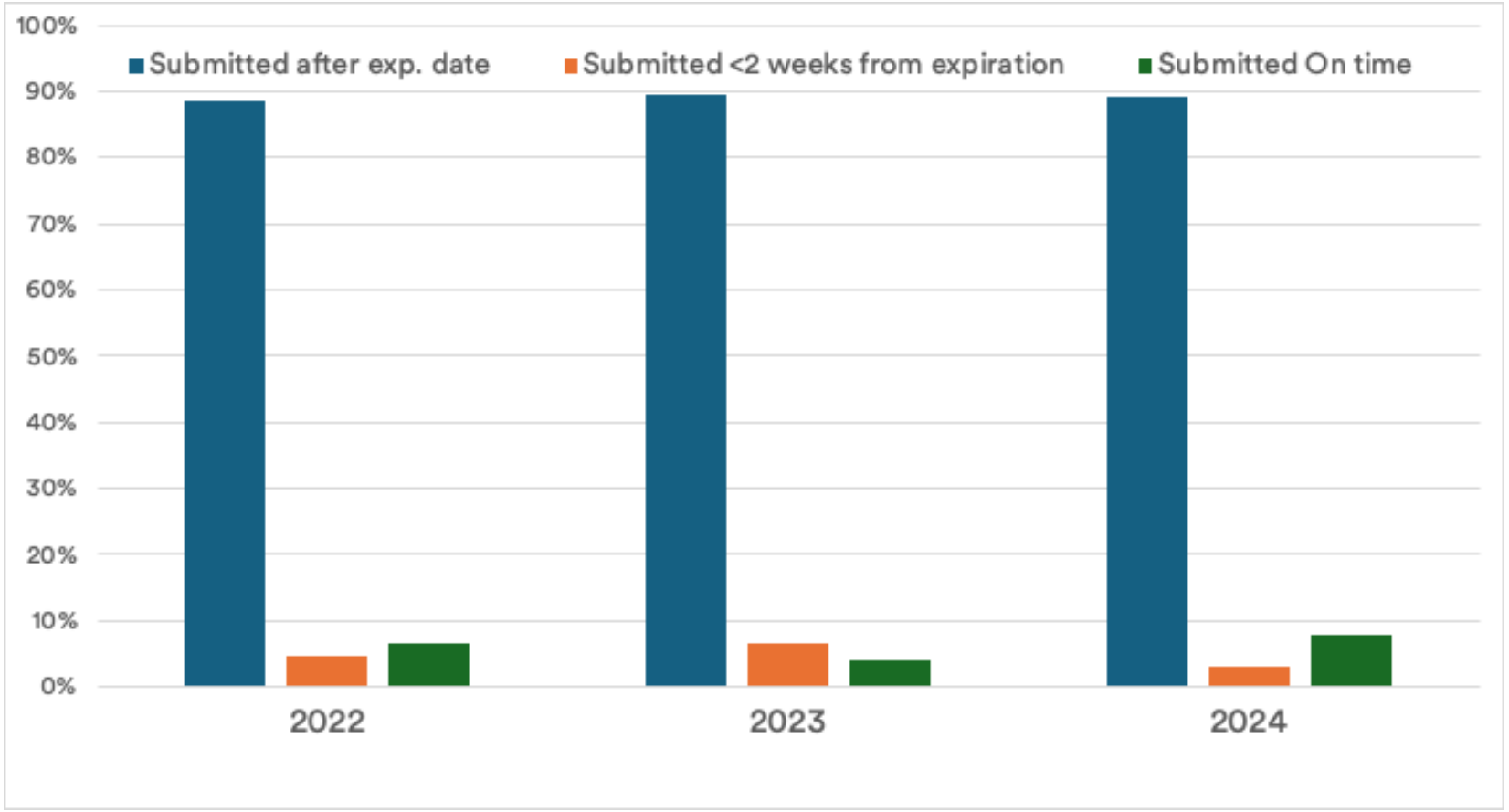
ASF Submission Times

(for ASFs submitted from January 1, 2021 – June 10, 2024)



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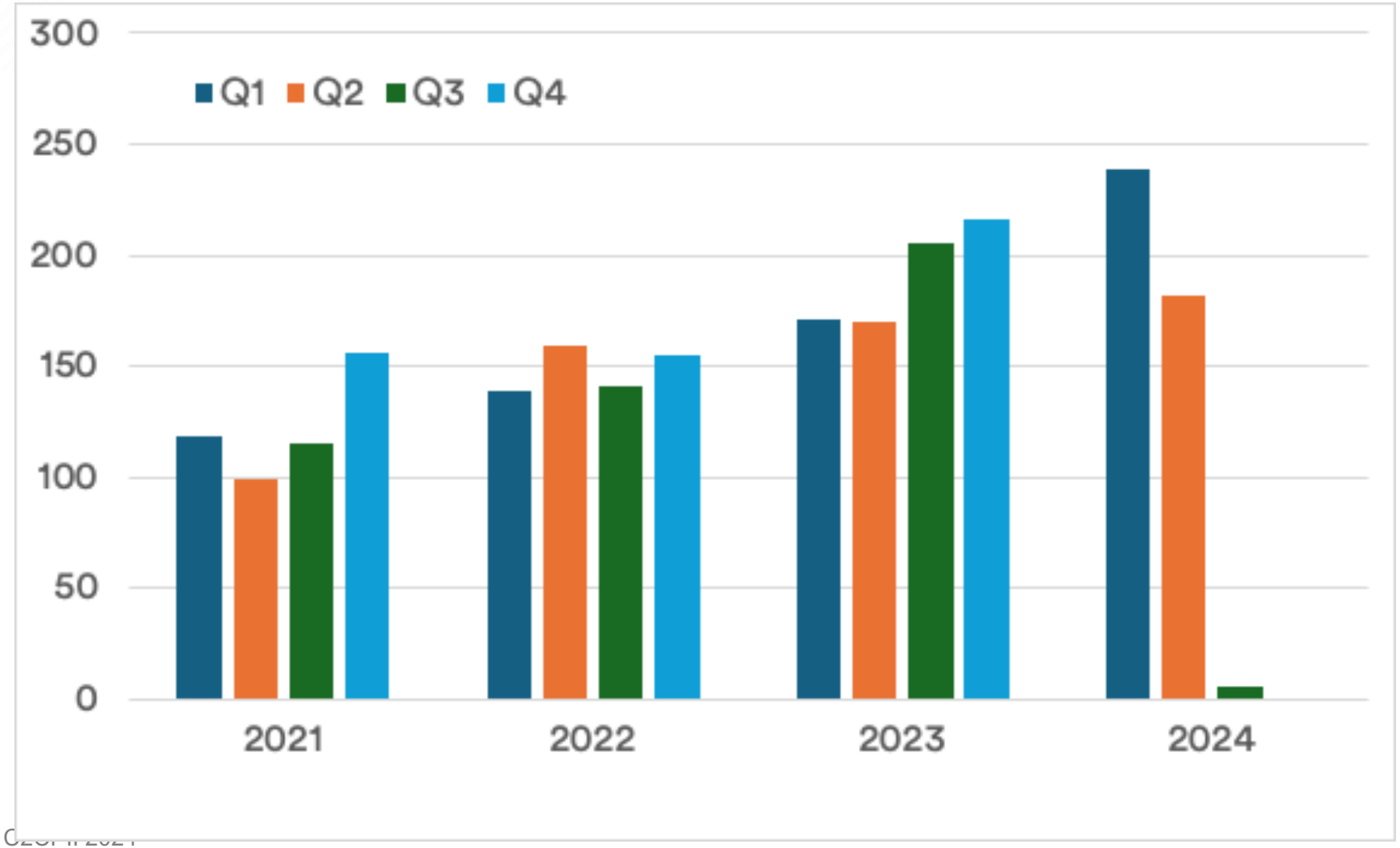
Extensions Trend

(since January 1, 2021)



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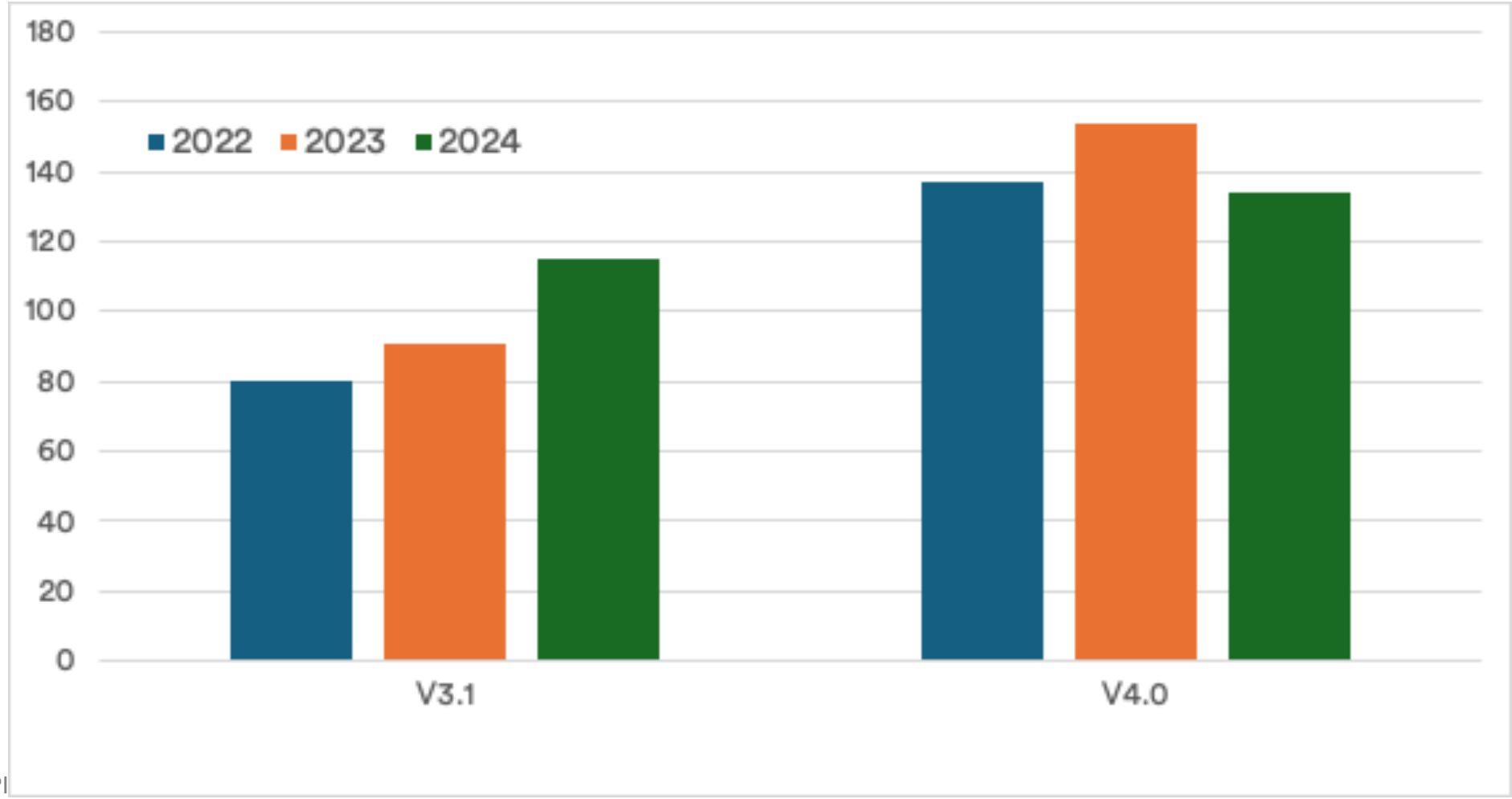
Time it Takes to Complete Certification Review

2022 and 2023 Full Year average; 2024 Year to Date June 10th



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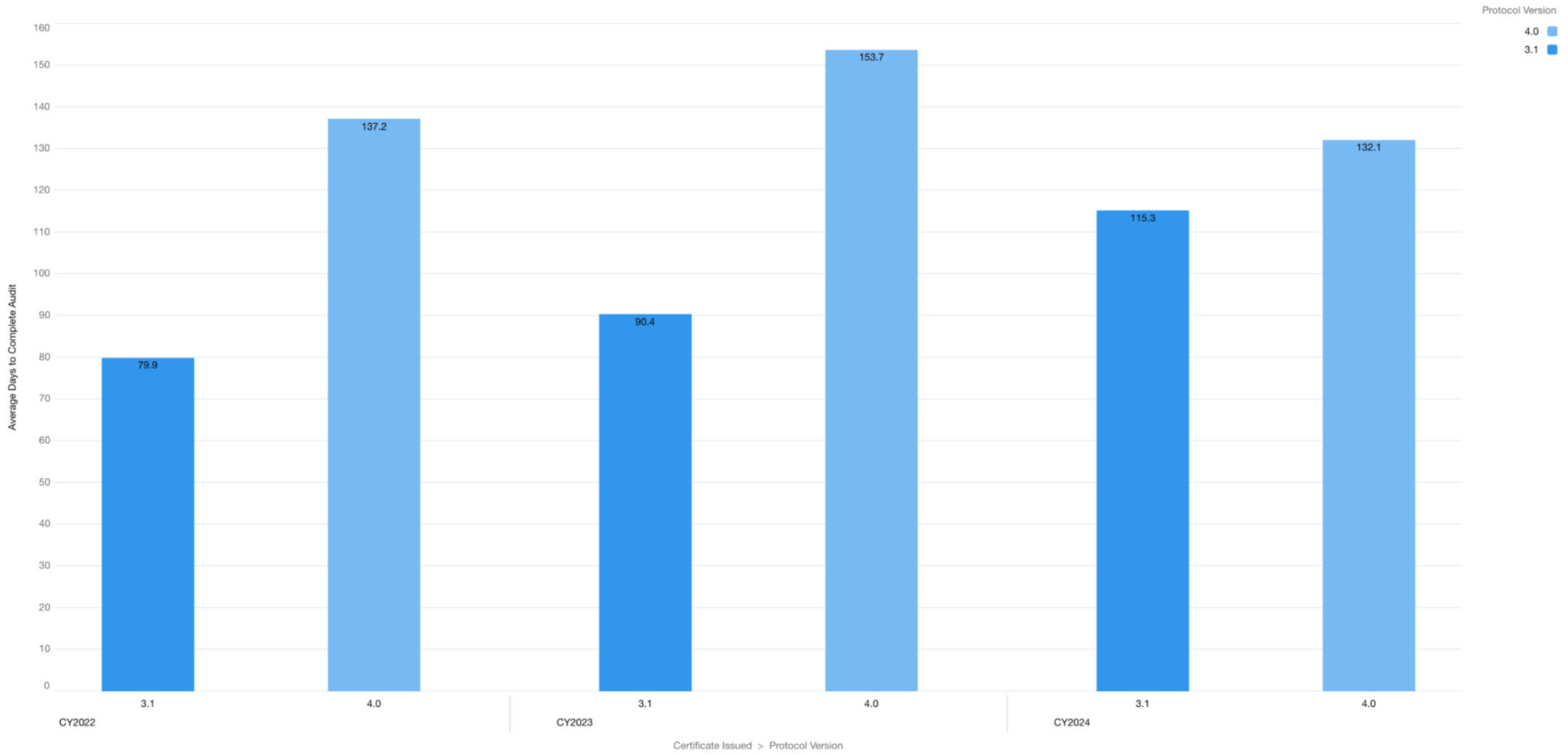
Average Time it Takes to Complete Certification Review

(For certificates issued from January 1, 2022 – June 10, 2024)



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Current ASF quality issues

- Administrative inconsistencies:
  - Files mentioned in the ASF cannot be identified in the supporting documentation as they may be absent or have a different filename. Examples include the citing of RSL declaration names in the BOM
  - Make sure the information on applicant company, product name and submission date is consistent across tabs "Instructions" and "Admin" (This info will be removed from "Instructions" tab in the V4.1 AS)
  - FMS process definitions: Make sure to list processes included in or excluded from the final manufacturing stage that differ from those listed in guidance and **rationale**. The latter is often not provided.
- Assessor explanations: be sure to complete these as requested, it helps speed up the review process by indicating where reviewers can find the relevant evidence

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Current ASF quality issues

Products covered and product descriptions

- C2CPII publishes the content of the tab "Products Covered" on the product registry. If there is information that is not to be displayed on the registry, please either remove it or clearly mark it as confidential and not to be published

- C2CPII has to frequently correct product descriptions that are not created according the guidelines for product listings in the product registry. Be sure the product description aligns with these guidelines and work with the applicant to submit an eligible description.

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C2CPII Actions & Next Steps

- Assessor training and practice assessment, including example ASF (completed in 2023)
- Risk-based ASF review approach (ongoing)
- One on one assessor calls to address problem areas (ongoing)
- Communications to cert holders/applicants (ongoing)
- Development of 'benchmark' Version 4.1 ASF to assist with reviewer consistency and effectiveness (ongoing)
- Digital platform with improved certification process (in development)
- Strengthening review capacity:
  - Training additional reviewers (ongoing)
  - Hiring new Certification Associates (ongoing)
- Version 4.1 updates to assessor training (Q3)

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Requested Assessor Actions & Next Steps

- Start recertification process sooner so ASFs are submitted well before the expiration date and paid extensions are not needed
- Improve ASF quality
  - Follow instructions and ensure all requested information is included in each ASF
  - Ensure all standard requirements have been met and QA'ed before submission
  - Address all questions/requests for additional information in response
  - No partially completed ASFs or responses

- Inform clients about:
  - Certification process (C2CPII review of ASF needed prior to cert issuance)
  - Current review timelines [days]: V4.0: 74 (C2C), 37(MHC); V3.1: 32 (C2C), 40 (MHC)
- Take Version 4.0 assessor training and practice assessment (Updates for V4.1 available asap)

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Addressing Pain Points

Desired Outcomes of a Digital Platform

Inefficient Data Collection & Data Handling	01	Streamlined Data Management
Data Privacy and Security Concerns	02	Enhanced Data Security Measures
Inefficient Communications	03	Integrated Communication & Workflow Efficiency
Document Control and Quality Issues	04	Robust Document Management System
Redundancy and Process Inefficiency	05	Reduced Redundancy and Improved Process Efficiency
Lack of Real-Time Updates & Transparency	06	Real-Time Updates and Enhanced Transparency

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Selecting the Right Platform (Partner)

Vendor Selection Process

May 6 — June 30 — July 31

1	2	3	4	5	6	7
Request for Information (RFI)	**Vendor Demos**	**Vendor Shortlist**	**Fit/Gap Analysis**	**Reference Calls**	**Request for Proposal (RFP)**	**Final Vendor Selection & Contract Signing**
Gather initial vendor capabilities and offerings for evaluation	Observe product demonstrations to assess functionality and fit	Narrow down to top contenders based on demo performance and fit	Identify compatibility and customization needs with preferred vendors	Contact other companies for feedback on shortlisted vendors' performance	Formalize specific requirements and expectations for final vendor selection	Choose the optimal vendor and finalize agreement through contract

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ISO Accreditation Task Team

- Collaborating to align certification system with ISO 17065 and 14024
- Let us know if you are interested in participating
- First monthly meeting: End of July (Date TBD)

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Products Update

Optimized products available for maximum impact

1. **Version 4.1 launched**
2. **Circularity certificate launched**

Susan Klosterhaus

Elwyn Grainger-Jones

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1 July 2024 – Version 4.1 Effective Date

Documents that will be available on the C2CPII website

- Version 4.1 Assessment Report Form (available now)
- CACP, WSS, SF Section 8.3 assessment forms
- Restricted substances declarations (signature/attestation issues pending legal input)
- Revised Bill of Materials
- Cradle to Cradle Certified Product Standard, Version 4.1 User Guidance (unformatted version)
- Recycled Content Materials Analyte List

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Version 4.1 Assessor Training

- Will be developed as quickly as possible after other V4.1 documents completed
- Online training modules, knowledge tests, practice assessment exercise will be required for all assessors by a deadline (TBD)

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Updated Version 4 Transition Policy

- Please see updated policy on V4.1 page of the C2CPII website
- Companies may apply for certification to Version 4.1 beginning 1 July 2024 (the Version 4.1 Effective Date).
- Applications and Assessment Reports for certifications to Version 4.0 will be accepted until 31 December 2025. Applications and ASFs received after this date will be required to certify to Version 4.1.

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Options for V4.0 to V4.1 Transition

Companies wishing to recertify their product(s) to Version 4.1 prior to their current Version 4.0 certification expiration date may do so via one of two ways:

- (1) Interim Assessment Review – An assessor must provide all updates in the V4.1 Assessment Report Form (additional information that needs to be provided for V4.1 is highlighted). The certification will expire on the date of the original Version 4.0 certificate. The IAR fee applies.
- (2) Early recertification – An assessor must submit a Version 4.1 Assessment Report Form following the same procedure used for a typical recertification, with all recertification requirements met. The recertification fee applies.

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Hybrid Version 4.0 Certifications

- Similar to the policy for Version 3.1 "hybrid" certifications, certification applicants may certify to whole categories of the Version 4.1 requirements as part of overall Version 4.0 certifications to assist in the transition to Version 4.
- All requirements within a given category must be assessed against either Version 4.0 or Version 4.1. It is not allowable to certify to a mix of both Version 4.0 and Version 4.1 requirements within a single standard category.
- Please submit the applicable information in the Version 4.0 and Version 4.1 Assessment Report Forms

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Version 3.1 to 4.x Transition Policy

Products currently certified to Version 3.1:

Recertification to Version 3.1:

- Product certifications expiring between 16 November 2022 and 31 December 2024 may recertify to Version 3.1 one additional time. (Note: The certification expiration date referred to is the original expiration date, not including any extensions)
- Assessment summary forms for these Version 3.1 recertifications will be accepted until 31 December 2024.

Should the policy be changed to add the following?

- Products certified to Version 3.1 for the first time after 16 November 2022 may recertify to Version 3.1 again if the ASF is received by 31 December 2024
- This may be done upon expiration or prior to the two-year certification ending (i.e., an 'early recertification')

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Circularity Certificate Update

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Profile Update

Greater external engagement for awareness, recognition and impact

- New program recognition
- EU legislation – mapping prepared – needs to be updated for version 4.1 - expected in September
- EU readiness – Green Claims Directive will be adopted on June 17th – we will update our path to EU readiness during H2
- Launch package 4.1 - under review
- Lighthouse ambassador program will be started in Q4
- Logo update – plan to launch together with Circular+
- Events – see next slide

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UPCOMING EVENTS

Institute

27 November Community Forum, Amsterdam tbc

External

12-13 June Innovation Forum, NL
14 June C2C Café (build environment) NL
20 June Plastic Recyclers Europe NL
25-26 June Sustainable Apparel and Textiles, US
26-28 June Pitti Imagine Filati, Italy
27 June Bouwgroep Partner Day, NL
1-3 July TexWorld Apparel Souurcing, France
3-4 September Munich Fabric Start
1-2 October Luxepack, Monaco
14-17 October Sustainable Brands, EU and US
12-13 November Sustainable Packaging Summit, NL