

## ASI Standards Committee – Minutes – Teleconference

**Date:** 14 June 2017

### Antitrust Statement:

*Attendees are kindly reminded that the ASI is committed to complying with all relevant antitrust and competition laws and regulations and, to that end, has adopted an Antitrust Policy, compliance with which is a condition of continued ASI participation. Failure to abide by these laws can potentially have extremely serious consequences for the ASI and its participants, including heavy fines and, in some jurisdictions, imprisonment for individuals. You are therefore asked to have due regard to this Policy today and indeed in respect of all other ASI activity.*

### Participants:

**Chair:** Annemarie Goedmakers (Chimbo Foundation)

**Committee Members:** Catherine Athenes (Constellium), Karl Bath (BMW), Giulia Carbone (IUCN), Justin Furness (Council for Aluminium in Building), Philip Hunter (Verite), Justus Kammüller (WWF), Bjoern Kulmann (Ball), Jerome Lucaes (Rusal), Rosa Garcia Pineiro (Alcoa), Stefan Rohrmus (Schueco), Josef Schoen (Audi), Marcel van der Velden (Arconic), Neill Wilkins (Institute for Human Rights and Business).

**ASI Secretariat:** Fiona Solomon, Sam Brumale

**Proxies:** Jean-Pierre Mean (Transparency International), Tom Maddox (Fauna and Flora International)

**Apologies:** Jostein Soreide (Norsk Hydro), Christophe Boussebart (Nespresso), Roland Dubois (Rio Tinto Aluminium), Brenda Pulley (Keep America Beautiful), Marie-Josée Artist (VIDS - Association of Village Leaders, Suriname), Robeliza Halip (Asia Indigenous Peoples Pact)

**Invited:** None

### Documents circulated:

1. Meeting Agenda (including Meeting Action Log)
2. Minutes of previous meeting 3 May 2017 v1
3. Minutes of the ASI Standards Benchmarking and Harmonisation Working Group Meeting 22 May 2017
4. ASI Registered Specialist Procedure (version 1, draft 1) and application form.
5. ASI Pilot Program 2017 – Associations
6. Alternate Form [Word]
7. Proxy form for this meeting [Word]

### Meeting objectives:

1. Adopt minutes of the previous meeting.
2. Provide an update on the current public consultation process and normative documents
3. Provide an update on the Pilot Program and development of the ASI Assurance Platform
4. Provide an update on the ASI Auditor Accreditation
5. Discuss and review the circulated draft ASI Registered Specialist Procedure (version 1, draft 1)

### Items for discussion:

#### 1. Preliminaries

- a. Welcome.
- b. Apologies were noted, with proxies received from Jean-Pierre Mean and Tom Maddox.

- c. Justus Kammueler (WWF) was welcomed as a new Committee member, replacing Bernhard Bauske (WWF) who has moved to another project role.
- d. It was RESOLVED to accept minutes of previous teleconference meeting held on 3 May 2017 (version 1).
- e. Review of Actions Log – see list at end of Agenda. It was noted that WG meetings have been scheduled to discuss some of the remaining actions relating to the development of the Impacts/Monitoring and Evaluation program.

## 2. Standards Committee Update

- a. Brief report from Co-Chairs about Standards Committee update provided at the Board on 7 June 2017:
  - Jostein Soreide and Annemarie Goedmakers provided a short briefing to the Board noting good progress on ASI’s work program at the Montreal meeting of the Standards Committee, resulting in the consultation period opening on schedule.
  - They noted that if the pilot stage identifies issues that would merit deeper discussion at a second face to face meeting in 2017 (rather than via teleconference), the Board is asked to allocate resources to this if possible.
  - It was noted that there was a question asked during the Board meeting regarding Committee decision-making. During the Standards Committee teleconference, there was a follow-up question about how a major vs minor revision was defined. The Secretariat referred to the Consultation Plan ([available here](#)) which sets out the proposed scope for the Performance Standard minor revision, and was agreed by the Committee and put out for consultation in February 2017. The ASI Standards Setting Procedure ([available here](#)) also provides a general overview of the process to be carried out, and was agreed by the Committee in May 2016.

## 3. ASI Normative Documents and Public Consultation

- a. **Status update of current 60 day public consultation**
  - Consultation started 5 May 2017 as planned. Communications were via the ASI website, a launch email, and several ASI Newsletter and Member updates. Further reminders are also planned before the close of the period.
  - Two live webinars were held 25 May 2017 with positive feedback. The recorded webinar is available from the ASI website link [here](#)
  - Public consultation period ends 7 July 2017 and feeds into continued consultation via pilot program, which is also planned to start early July.
  - Feedback to date has been mainly general and positive regarding webinars/documents/progress, and some clarification questions.
- b. **Assurance Manual – Certification Scope and Membership Class**
  - The actions since the last meeting were noted:

<u>Previous Meeting Action:</u>	<u>Proposed wording:</u>
<p>At previous Standards Committee meeting, there were actions to:</p> <ul style="list-style-type: none"> <li>- Review the wording regarding casting activities in the Assurance Manual. This was done with proposed revised definitions shown in adjacent column.</li> <li>- Prepare a Fact Sheet on Certification Scope and Membership Classes, (which was circulated with meeting agenda) and available on the ASI website. Comment is being sought as part</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Casthouse:</b> Where molten aluminium in furnaces, usually sourced as Liquid Metal, Cold Metal and/or other alloying metals, is cast into specific Casthouse Products to meet customer specifications or supplied to a customer as Liquid Metal. Casthouse Products are defined in the ASI Chain of Custody Standard as Aluminium or its alloys in forms that include ingots, slabs, bars, billets, wire rod or other speciality products and which have a physical stamp or marking on or with the product that identifies the producing Casthouse and a unique identification number.</li> <li>- <b>Semi-Fabrication:</b> Rolling or extrusion of Casthouse Products, as an intermediate processing stage for</li> </ul>

of the consultation process.	<p>subsequent Material Conversion and/or further downstream processing and manufacturing of finished products. Examples of semi-fabricated products include sheet, foil, and can stock; extruded rod, bar, shapes, pipe and tube; and other mill products such as drawing stock, wire, powder and paste.</p> <ul style="list-style-type: none"> <li>- <b>Material Conversion:</b> Further processing (for example cutting, stamping, bending, joining, forging, product casting, packaging production etc) of Casthouse Products or semi-fabricated aluminium products, into products or components that are used in or sold for final assembly or filling and sale to end consumers.</li> </ul>
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#### c. Assurance Manual - Harmonisation

- o Feedback and recommendations from the Standards Benchmarking and Harmonisation Working Group were noted, including:
  - Expand criteria for cross recognition
  - Direct cross reference specific ASI Criteria to the parallel scheme requirements
  - Add weblink in Table for easy access to the parallel scheme
  - Framework for addition of new schemes as these develop over time (e.g. IRMA, Responsible Steel, etc.)
  - Specific comments regarding Table 3 in section 3.7 of the ASI Assurance Manual provided and shown in the Working Group meeting minutes (circulated).
- o These actions are recorded in the public consultation comments log and will be actioned in advance of the Pilot Program.
- o Another WG meeting is scheduled for 28 June 2017 to further discuss potential areas of harmonisation.
- o It was noted that there is also a workshop in London being organised for July 10 to discuss the potential for harmonisation and recognition of ASI CoC material by construction sector schemes. The WG and Committee will be updated on progress in this area.

#### 4. Pilot Program and ASI Assurance Platform

##### a. Update on Pilot Program planning and status of ASI Assurance Platform:

- o ASI Assurance Platform development is well underway and on track for readiness testing and use during Pilot Program.
  - The Assurance Platform functions as a complex database structure at the back-end, with user-friendly interfaces on the front end. Members seeking Certification in 2018 can use the pilot period to enter data and will still have access to it going forward, including the ability to use it to populate future Self Assessment processes.
- o Training material has been developed for delivery in June and July (webinar and in-person workshop) and a webinar recording will also be made available for later viewing. Further live webinar sessions can also be arranged on request.
- o Interest received from Members and non-members (including 2 smaller recyclers) to participate in the pilot. While it is difficult to predict the exact number and depth of piloting, it was noted that around 25 members have a 2 year certification timeframe, and it is likely that at least half will take the opportunity to do a detailed pilot process.
- o A document inviting Associations to participate in and provide feedback during the ASI Pilot Program has been issued. It sets out some ideas for how Associations could work independently, or with their own members, to be an active part of the pilot process.

## 5. ASI Auditor Accreditation Processes

### a. Update on ASI Auditor Accreditation :

- The Auditor Accreditation Procedure and association application form has been finalised and was approved by the ASI Board on June 7.
- Invitations were sent to interested auditors and parallel schemes on June 9 and the procedure and application form will be posted on the ASI website. The June newsletter will also cover this milestone and invite further interest.
- It was confirmed that potential conflicts of interest relating to auditing and consulting apply the principle that auditors must not audit systems or processes which they or their firm had a direct role in establishing or advising, as this compromises their independence.

### b. ASI Registered Specialist Procedure (version 1, draft 1):

- A draft procedure has been developed for technical experts that wish to become ASI Registered Specialists for their specific knowledge or expertise that can support implementation and/or assessment of ASI Standards.
- It was noted that:
  - The use of a Registered Specialist is not an ASI requirement
  - A Registered Specialist that has offered consultancy to a Member as it relates to ASI cannot be part of that Member's Audit team.
  - A Registered Specialist cannot be employed by a Member or an ASI Accredited Auditor (whether permanent full time, part time or casual employment or an employment contractor).
  - The timeframe for potential conflicts is the last 3 years.
  - ASI will respond to any concerns raised about performance or behaviour of Registered Specialists and they can be removed from the registration list.
- Further feedback from the Committee on the draft procedure was invited.

### c. ASI Oversight Mechanism (version 1, draft 1):

- Drafting is underway for a procedure that describes the oversight mechanisms to control, review and improve the ASI Accreditation and Certification processes.
- The procedure will align with oversight requirements in *ISO/IEC 17011:2006 Conformity assessment – General Requirements for Accreditation bodies accrediting conformity assessment bodies* and the *ISEAL Codes of Good Practice for Assuring Compliance with Social and Environmental Standards*.
- Finalisation of this procedure will be postponed until after the revised ISEAL Code, which is currently being reviewed, is adopted by ISEAL (expected in November 2017).
- The current ASI Complaints Mechanism includes within its scope complaints about the performance or behaviour of ASI Accredited Auditors. While there is reference to this in the draft oversight procedure, it will be further highlighted for clarity.

## 6. AOB

- a. The ASI Constitution sets out that the Standards Committee must have a minimum of 4 Civil Society + 2 Indigenous Peoples Advisory Forum (IPAF) representatives (equivalent to a third of the Committee) and a maximum of 10 Civil Society + 2 IPAF representatives (equivalent to half of the Committee). Currently the Committee has 8 Civil Society representatives and it was noted that discussions continue with several potential new participants.
- b. In response to a question, several other new members in June were also noted: Amcor, Aludium and GDA (German aluminium association).
- c. The decision-making process following the consultation period and pilot were discussed. From the next meeting on July 26, through the pilot period, and following its conclusion in September, feedback from these processes will be brought to the Committee to discuss and agree actions and next steps. These will be covered across a series of

teleconferences and if possible/necessary, an additional face to face meeting towards the end of the year (pending availability of resources).

- d. The Chair noted for transparency that some civil society members had convened a separate meeting to discuss issues of interest. In addition to the question of civil society representatives discussed above, concerns were discussed of the future credibility of the ASI certification due to the years it would take before issues considered by a majority of members as a major revision while a minority sees them as minor or essential. For example, the timing of review of GHG issues in the context of the 1.5/2 deg pathway. It was noted that work on this will take place in parallel with the rollout of the ASI Performance Standard, and that this is already on the agenda of the next GHG Working Group meeting scheduled for July 11. A paper has been prepared by a consultant in this area for discussion by the WG.

#### 7. **Next Committee teleconference** - Wednesday 26 July 2017