

ASI Standards Committee – Minutes – Teleconference

Date: 9 April 2019

Antitrust Statement:

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Participants:

Co-Chairs: - Chair, Annemarie Goedmakers (Chimbo Foundation)

Committee Members: Catherine Athenes (Constellium), Steven Bater (EGA), Tina Björnestål (Tetra Pak), Giulia Carbone (IUCN), Justin Furness (Council for Aluminium in Building), Jean-Pierre Mean (Independent anti-corruption expert), Catherine Munger (Rio Tinto), Rosa Garcia Pineiro (Alcoa), Stefan Rohrmus (Schueco), Marcel van der Velden (Arconic), Rolf Varis (IGORA), Neill Wilkins (Institute for Human Rights and Business).

ASI Secretariat: Sam Brumale, Krista West, Marieke van der Mijn.

Apologies: Marie-Josée Artist (VIDS - Association of Village Leaders, Suriname), Nicholas Barla (Odisha Indigenous Peoples Forum, India), Karl Barth (BMW), Christophe Boussebart (Nespresso), Justus Kammüller (WWF), Adam Lee (IndustriALL Global Union), Tom Maddox (Fauna and Flora International), Hugo Rainey (Wildlife Conservation Society), Kendyl Salcito (NomoGaia), Jostein Soreide (Norsk Hydro), Alexey Spirin (Rusal).

Alternates / Proxies: Catherine Athenes (Constellium) proxy for Christophe Boussebart (Nespresso), Janne Katrine Patak (BMW) alternate for Karl Barth (BMW), Rosa Garcia Pineiro (Alcoa) proxy for Jostein Soreide (Norsk Hydro).

Invited: None

Documents circulated:

1. Meeting Agenda (including Meeting Action Log)
2. Minutes of previous meeting 30 January 2019 draft
3. ASI 2018 Governance Survey - summary of responses for SC 200219
4. Independent Assessment Review Panel Board Approved 19 Feb 19
5. Draft ASI Monitoring and Evaluation Plan (V9, 2 April 2019)
6. ASI M&E Indicators List and Details (2 April 2019) [Excel]
7. Draft agenda for in person ASI Standards Committee Meeting on 7 June 2019
8. Alternate Form [Word]
9. Proxy form for this meeting [Word]

Meeting objectives:

1. Adopt minutes of the previous meeting.
2. Discuss and provide feedback on the Standards Committee Terms of Reference.
3. Resolve to proceed with the implementation of the ASI Monitoring and Evaluation Plan (v9 02 April 2019) and related M&E Indicators (02 April 2019).
4. Discuss the draft agenda for the in-person Standards Committee meeting on 7 June 2019.

Items discussed:

1. Preliminaries

- a. The Co-Chair opened the meeting and welcomed everyone.
- b. Apologies and proxies received were noted.
- c. The objectives and approach for the meeting were presented.
- d. **RESOLVED to accept minutes of previous meeting held on 30 January 2019 (version 1).**
- e. Open actions from previous meetings not already covered elsewhere in the meeting shown at end of minutes.

Committee Discussion:

- None.

2. Standards Committee Update:

- a. **Annual Governance Survey [For Information]:** ASI conducted its annual governance survey, and the survey of 2018 was its third cycle. A report on the 2018 survey responses has been prepared for the Standards Committee. Key points included:
 - General:
 - Response rates have declined from the 2017 period, but can be seen in the context that increasingly members are joining to get certified and appear less interested in governance participation
 - While there is a decreasing engagement in the survey, there is also an increasing maturity of the organisation.
 - Standards Committee effectiveness:
 - Committee respondents thought the Committee was less effective in 2018 than 2017, though from general Members' perspective there was a slight improvement and more awareness of the Committee (perhaps in reflection of the launch of the program)
 - The various impacts of conflict around biodiversity-related topics often flavoured a variety of responses from Committee members.
 - Standards Committee improvement suggestions:
 - Ensure Standards Committee members are briefed on ASI governance structures. More guidance on consensus-based decision-making and what-if scenarios could be a useful addition to the next version of the Governance Handbook
 - Consider on-line voting mechanisms where relevant
 - Ensure the Committee Chair mediates discussion vs consideration to the role of independent mediation where appropriate rather
 - Reflect on the importance of respect and understanding different perspectives by Committee members
 - Reflect on the role of the Secretariat in discussions that are in conflict – survey shows they are being seen as both too closely involved vs insufficiently involved
 - Where there are active topics, focus the technical discussions and consensus-building within the relevant Working Group, while finding a way to efficiently brief and update the Standards Committee
 - Consider how to include representation / perspective from small organisations implementing the Standards
 - Increase the Committee's understanding of recycling issues
 - Include updates on Working Groups, Board etc in Committee agenda
 - Meeting minutes to reflect different positions taken in discussions.
 - Other positive and practical improvement suggestions include:
 - Requests to share Board minutes
 - Member webinars e.g. quarterly to hear general updates and able to ask questions

- Hear more from peers going through certification
- Clarify ASI membership class flexibility between groups and sites (Industrial Users vs Production and Transformation)
- Increase activity/progress in Working Groups, including cross-functional communication where appropriate, create opportunities for direct interaction
- AGM session topic ideas: modern slavery transparency reporting, LGBTI rights, science-based targets, team-building/creative thinking sessions with the right facilitator to address topics raised in governance survey, industry update, GHG accounting for CoC, decarbonising the aluminium value chain, material stewardship, downstream ‘influencers’
- Calendar of member obligations (certification)
- Outcomes/impacts information and case studies
- Increase choice of auditors
- More information on claims / promotional activities to explain ASI and ‘what customers get’.

Committee Discussion:

- Members noted that more transparency with the Board minutes would be helpful for greater understanding of the process and deliberations of the Board.

b. ASI Governance Review [For Information and Action]:

- The ASI Governance Review (as set out in the Constitution) to commence in Q1 CY 2019
- A scoping plan for the 2019 Governance Review has been prepared for Board discussion with development of the consultation and communication activities plan underway
- Scope includes the Standards Committee Terms of Reference (section 11a from [Governance Handbook](#)):
 - *Approve new and revised ASI standards and related normative documents for assurance, for adoption by the ASI Board as a By-Law based on good process having been followed and review of any material risks*
 - *Provide regular updates to the ASI Board during active standards setting periods, to enhance the early identification of any material risks to ASI which need to be addressed*
 - *Provide guidance on the consultation and engagement of stakeholders during standards development activities*
 - *Recommend that ASI convene working groups or forums on specific standards-related issues, so as to inform the development of guidance or standards development activities*
 - *Review and make recommendations to the Board on the design, implementation and continuous improvement of ASI Certification*
 - *Review and make recommendations on allowed claims relating to ASI certification and recommend courses of action to prevent misrepresentative claims*
 - *Review and make recommendations on ASI’s monitoring and evaluation of impacts, including the ASI Theory of Change*
 - *Provide guidance relating to the quality and impartiality of ASI’s certification and auditor accreditation activities*
 - *Conduct, with the support of the ASI Secretariat, and/or a person engaged by the ASI Secretariat, an annual review of the impartiality of the decision-making processes relating to ASI Certification.*

- Committee Members invited to comment and provide feedback on the Standards Committee Terms of Reference, such as clarification or suggestions for change.

Committee Discussion:

- One member asked if the Governance Handbook discussed Committee make-up based on membership class. The Secretariat confirmed that the balance of Committee membership is outlined in Governance Handbook.
- One member asked about the last bullet point regarding “conducting an annual review of the impartiality of the decision-making processes relating to ASI Certification”. The Secretariat responded that this process would be conducted by the Independent Accreditation Review Panel (IARP) as described in the Oversight Mechanism approved by the Committee in 2018. The Committee would receive a summary of the report issued the IARP.

c. Indigenous Peoples Advisory Forum 2019 Meeting [For Information]: The 2019 ASI Indigenous Peoples Advisory Forum (IPAF) meeting was held from February 25 to March 6 in Jharkhand, India. ASI was represented by the ASI Board Chair, CEO, Director of Learning and Director of Impacts and Partnerships. More than 30 participants from India, Australia, Ghana, Guinea, Suriname, Switzerland, Canada, Netherlands, UK and USA joined together to discuss:

- History, function and progress of IPAF, as well as current ASI activities and plans
- Follow-up actions include:
 - Further review of the ASI Monitoring and Evaluation Plan, in the area of evaluating outcomes and impacts of ASI Standards for Indigenous peoples
 - ASI Governance Review, with regards to the IPAF terms of reference in the ASI Governance Handbook and Constitution
 - Input into the BESWG regarding FPIC principles and Indigenous peoples perspectives
- An IPAF meeting report will be prepared and made publicly available when ready.

Committee Discussion:

- One member asked if the list of participants could be shared in advance of the full public report being published. The Secretariat will confirm with IPAF before sharing the list.

d. ASI Independent Accreditation Review Panel Update [For Information]: The Board approved the appointment of the initial five participants to the Independent Accreditation Review Panel (IARP). Information about the IARP circulated for information:

- Candidates cover a good mix of skills and background
- Individual IARP members have been appointed for a two-year term with an option to renominate up to a maximum of three consecutive terms, subject to approval by the Board
- Next steps include induction and training prior to IARP review of 2018 accreditation & certification decisions.

Committee Discussion:

- None

e. Accreditation and Certification Update [For Information]:

- Accreditations
 - ASI currently has 11 Accredited Auditor firms, with 2 new firms recently added: SGS China and Bureau Veritas Brazil

- One application under review
- New firms and scope expansions of existing firms (supply chain activities, countries, individual auditors), geographic coverage expanded to 78 countries.
- Initial round of annual reviews to maintain accreditation commenced
- Witness audits planning underway.
- Certifications:
 - Since the last Committee meeting, 9 new audit reports (7 PS and 2 CoC) have been submitted to ASI Secretariat for oversight assessment
 - Four new certifications announced with five pending final review
 - elementAI YTD:
 - 20 new self assessments initiated (12 PS and 8 CoC)
 - 17 new audits (12 PS and 5 CoC)

Committee Discussion:

- One member stated that in comparing the public summary reports there appears to be difference about how the audits are conducted. There was a concern that some auditors use the Standard Guidance rather than the criteria in the Standard and that there was interpretation between different auditors. The member suggested a need for more Guidance, similar to what is being done on Criteria 2.5.
- The Secretariat responded that there are several mechanisms to calibrate auditors including the oversight process. Additionally, ASI conducts feedback calls with members and auditors, specifically asking about any areas in the Standard where there was difference in interpretation and that these issues are all logged for discussion during the Standard Revision.
- The Secretariat stated that topics for future webinars and Guidance is being addressed alongside other work commitments and constraints.

f. Member and Auditor Training Update [For Information]:

- Deep Dive Chain of Custody Workshop in China on 19-20 March 2019. Attended by more than 50 representatives of 30 companies
- Upcoming sessions for 2019:
 - May 7-8 in Beijing China (Auditors)
 - May 9 in Beijing, China (Members)
 - May 30-31 in the Netherlands (Auditors)
 - June 2-3 at the ASI AGM, Molde, Norway
- Two new *InspirationAI* webinars:
 - Step by Step through the ASI Chain of Custody Standard (coming shortly)
 - The Aluminium Story (in collaboration with IAI)
- A reminder for the two human Rights Impact Assessment webinars:
 - Webinar 1: April 11, 16:00-17:00 UTC (<https://aluminium-stewardship.us10.list-manage.com/track/click?u=76e1739f033b4fd1950bedeb0&id=6894230d2b&e=93cc0708f3>)
 - Webinar 2: April 12, 04:00-05:00 UTC (<https://aluminium-stewardship.us10.list-manage.com/track/click?u=76e1739f033b4fd1950bedeb0&id=c3b4a2cc3d&e=93cc0708f3>)
- ASI has more fully developed their online learning with a dedicated online learning platform 'Thinkific'. The boarder educational information will be maintained on the public platforms to enable stakeholder learning.

Committee Discussion:

- Following a query raised by a member, the Secretariat confirmed that the two HRIA webinars will cover the same material but repeated for two different time zones. Both webinars will be recorded so any differences in the Q&A can be captured.

g. ISEAL Update [For Information]:

- Independent evaluation of ASI against the ISEAL Standards Setting Code scheduled to be complete by mid-2019. This is a process required to achieve full ISEAL membership (by the end of 2019)
- A Peer Review against the ISEAL Assurance Code will also be conducted in 2019, by ASI of another ISEAL member and vice versa. This is expected to be a useful learning exercise and feed into the review of the ASI Assurance Model.

Committee Discussion:

- None.

3. Standards Committee 2018 Work Program Update:

a. Working Group Update [For Information and action] – All Working Groups have met at least once this calendar year. All working groups have reviewed the draft M&E Plan and related indicators (feedback included in agenda item 3b). Summary of other key outcomes and actions:

- Biodiversity & Ecosystem Services Working Group (31 January 2019 and 14 February 2019):
 - Revised proposal from the mining members of the WG to review the biodiversity protected areas-related requirements in the Performance Standard (and supporting Guidance was presented)
 - Revised proposal was welcomed and there was acknowledgement of the changes proposed
 - Feedback and further comment on the proposal was invited. Nothing has been received at this stage
 - An alternative proposal is being prepared by the CSO members of the WG for presentation at a future meeting
 - Some WG members also proposed the review of the Chain of Custody Standard include biodiversity aspects to be part of the responsible sourcing due diligence requirements.

Committee Discussion:

- One member asked if the feedback on the proposal from mining companies had been received. IUCN responded that the IUCN/WWF/FFI response and its own proposal has been delayed for several reasons and that it was recognized that this needed to be finalized. A suggested timeframe of one week was set for its delivery.
- Environmental impacts Working Group (13 March 2019):
 - WG agreed review guidance to support implementation of the environment related requirements in the Performance Standard and to prepare for the next revision round.

Committee Discussion:

- None.

- Greenhouse Gas Working Group (11 February 2019):
 - Presentation from IAI about Science Based Targets (SBT) Initiative Project sponsored by IAI, funded by the Alcoa Foundation and managed by WRI. The project aims to identify viable pathways and tools for aluminium companies to set science-based targets, as well as understand the current reasons
 - SBT project is aimed at companies rather than a sector-based approach and will also look at the integration between scope 2 emissions and the energy infrastructure associated with aluminium production
 - Members invited to be involved
 - A recorded webinar about the Project can be accessed via the following link: <https://wri.zoom.us/recording/share/8YEjDAKUGsSl6V0ow3YHGKH-lj14pi7UjGZKbxmPnPywLumekTziMw?startTime=1547042603000>
 - Guidance and methodologies to support Entities throughout the supply chain to establish context based and meaningful GHG reduction targets, based on scientific rationale.

Committee Discussion:

- One member stated that it was very positive to see ASI moving ahead with work on greenhouse gas related SBT.
- One member raised concerns that SBT often are better adapted to primary production but less applicable in mid-stream companies. The Secretariat responded the work of IAI and WRI aims to move away from a sector-based approach but to focus on a company-based solution, which could potentially address these types of concerns. It was added that this type of feedback would be useful to pass along to IAI/WRI.

- Human Rights Working Group (21 February 2019):
 - Final discussion and comments on the HRIA guidance including clarification of intent, use and language
 - Next step to include development of guidance on Human Rights due diligence.

Committee Discussion:

- None.

- Recycling and Material Stewardship Working Group (12 March 2019):
 - General agreement about the scope of the work plan for 2019 and in preparation for the next revision cycle, the following areas could also be explored:
 - Certification of traders and scrap collectors
 - Greater information and guidance around the application of criteria 4.4 regarding the recycling strategy
 - Case studies and examples illustrating what is expected for the material stewardship criteria to help inform members implementing the requirements as well as auditors assessing an Entity's conformance with the requirements
 - Work with European Aluminium to develop guidance to assist integration of SME's including due diligence requirements for responsible sourcing.

Committee Discussion:

- None.

- Standards Benchmarking and Harmonisation Working Group (13 February 2019):
 - Document ASI's procedure for Standards Benchmarking and Harmonisation (ISEAL improvement opportunity)
 - Review additional external certification standards and parallel initiatives for recognition (for example, ISO 45001-2018 for OHS Management Systems)
 - Importance to have ASI standards recognised externally was agreed, especially in the downstream building sector such as BREEAM.

Committee Discussion:

- One member asked about the IRMA Standard. The Secretariat responded that the IRMA Standard is part of the Working Groups scope and would be reviewed once it was fully launched.
- One member stated that ISO 19001 (compliance management systems) is currently transitioning to being a fully certifiable Standard. The Secretariat agreed that this could be reviewed for benchmarking and harmonisation by the Working Group.

b. ASI Monitoring and Evaluation Plan [For Resolution] – Review and discuss final draft of ASI's Monitoring and Evaluation Plan (draft 9 22 March 2019) and ASI M&E Indicators List and Details (4 Feb 2019, Excel), as circulated for discussion.

- Clarification of indicators and supporting comments based on feedback from Working Group Meetings:
 - Biodiversity & Ecosystem Services WG noted that University of Cambridge, WCMC, WCS and others are preparing biodiversity metrics which ASI may wish to consider. These include a forest integrity metric and quantifiable threat mapping. The metrics are not yet finalized and should be available for consideration for future versions of the M&E Plan
 - No objection to the proposed indicators from Environmental Impacts WG:
 - However, there was discussion about what trends or analysis the waste quantity data (for bauxite residue, SPL and dross) can be derived especially as factors such as number of certified members, or process related variability (ore quality, process variations, etc) can influence the waste amounts. This will be monitored as data is collected over time
 - One member from the Environmental Impacts WG noted the importance of knowing the zero situation in terms of the base case for comparison of data collected overtime
 - Indicator #18 has been expanded to look at proportion of bauxite residue treated by other methods, not just lagooning
 - General agreement on the GHG-proposed indicators. Clarification on Indicators 16 and 17 recommended regarding source was reference to type of energy (i.e. coal fired, gas fired, solar, wind, hydro, etc)
 - The Human Rights WG was supportive of the M&E Plan. Also supportive of establishing a case study to identify indicators relating to forced labour with a focus on positive actions taken by certified entities such as training, due diligence and reporting (e.g. commitments relating to modern slavery, etc), that can be added to a future revision of the Plan
 - Recycling & material Stewardship WG agreement about the RMS-related indicators in the M&E Plan. It was recommended that the scope of the recycling rates study in Indicator XXI be sure to define the material lifecycles (long vs short-lived products) and the methodologies used to determine recycling rates

- The Standards Benchmarking & Harmonisation WG supported the M&E Plan and suggested inclusion of a new indicator to quantify the number of seeking ASI certification due to requests from the business partners and customers. New indicator added:
 - Level 1 #7 Number of companies that join ASI (as PT or IU) to seek ASI certification as a result of a request from their business partners/customers
- Other changes include:
 - Expansion of the details pertaining to Level 1, Level 2 and Level 3 indicators (section 9)
 - Position on data analysis including how to compare data with the current or zero state:
 - Level 1 indicators 1 – 15 and 28 & 29, will have zero as the baseline
 - Some indicators will not require a zero state such as Level 1 indicator 27, where collected data will be used to validate for Chain of Custody claims and mass models
 - Other indicators including 16 – 26, will be collected and over time, analysed and case studies (Level 2/3) will be conducted to evaluate impacts, establish significance
- M&E Plan is a dynamic document that will be regularly updated based on outcomes from the collected data and/or to address emerging issues
- Review of the ASI Website on Theory of Change is underway with a renewed focus on Outcomes and Impacts with real-time updates for some indicators, case-studies, stories of change, infographics, academic articles and reports.

Committee Discussion:

- One member asked about what the steps are ahead once this program is approved. The Secretariat responded that ASI has been collecting member and certification related data since inception. However other data relating the certified entities such as waste or GHG emission levels will be collected as per the schedule and frequency in the Plan, mostly by 30 June for data relating to the previous calendar year.

Resolved to finalise and issue the ASI Monitoring and Evaluation Plan (v1), subject to any agreed amendments.

- c. AGM Week / In-Person Standards Committee Meeting Agenda [For Information and action]**
- Registrations opened on January 31: <https://aluminium-stewardship.org/event/asi-agm-week-2019/>
 - Sunday 2 June:
 - ASI Board Meeting (Day 1)
 - ASI Training (Part 1)
 - Monday 3 June:
 - ASI Board Meeting (Day 2)
 - ASI Training (Part 2)
 - Tuesday 4 June:
 - AGM for ASI Members in the morning including the Standards Committee Panel Session – an opportunity for the ASI Standards Committee to discuss the standards work program, and to answer questions from the moderator and the audience
 - Afternoon is Conference Program (Day 1)

- Wednesday 5 June – ASI Conference Program (Day 2)
- Thursday 6 June – Site tour to hydro Sunndal Aluminium Smelter
- Friday 7 June – Standards Committee Meeting. First draft of the meeting prepared and circulated. Objectives include:
 - Finalise Standards Committee Terms of Reference for ASI Governance Review
 - Presentation and update from all Working Groups
 - Begin planning for the 2020 Standards Revision Cycle
- Draft agenda presented:

Time	Topic	Items	Participants
8.30am for 8.45am	Arrival, tea and coffee		All
8.45am – 9am	1. Welcome and overview	a. Co-Chairs welcome b. Roundtable introductions and apologies, alternates and proxies c. Standards Committee Meeting objectives d. RESOLUTION to adopt minutes of the previous meeting. e. Action Log (open and not already covered in agenda)	Co-Chair
9am – 9.45am	2. Standards Committee	a. Standards Committee – Terms of Reference (final review for ASI Governance Review) b. Overview of Committee governance and culture c. Team-building exercise	ASI Secretariat
9.45am – 10.30am	3. Brief Reports from Working Groups (Part 1)	a. Representatives from each Working Group invited to present (20 minutes each): <ul style="list-style-type: none"> • Progress to date • Any 'sticky issues' • Next steps b. Biodiversity and Ecosystem Services Working Group c. Environmental Impacts Working Group d. Greenhouse Gas Working Group	WG Representarives
10.30am – 11am	Break		All
11am – 12.30pm	4. Brief Reports from Working Groups (Part 2)	a. Human Rights Working Group b. Recycling and Material stewardship Working Group c. Standards Benchmarking and Harmonisation Working Group	WG Representarives
12.30pm – 1.30pm	Lunch (and Group photo)		All
1.30pm – 2pm	5. Learnings since launch of the ASI Certification Program	a. Presentation on key learnings gathered since the 2017 launch and the suggested improvements associated with the ASI Certification Program: <ul style="list-style-type: none"> • Feedback from post certification interviews (Members and Auditors) • Post Launch Improvement Log b. Update on Outcomes and Impacts since the launch.	ASI Secretariat
2pm – 4.30pm	6. 2020 Standards Revision Planning Group Workshop (Afternoon tea served during workshop at 3.30pm)	a. Divide into 3 or 4 groups. b. Each group is to brainstorm, discuss and suggest the scope for review of: <ul style="list-style-type: none"> • ASI Performance Standard & Guidance • ASI Chain of Custody Standard & Guidance • ASI Assurance Model • ASI Claims Guide c. Summarise the suggestions, with justification and report back to the Committee.	All
4.30pm – 5pm	7. Chairs Recap	a. Agree any final post-meeting actions and timeframes by Committee members. b. Agree actions by Secretariat. c. Chairs and participants invited to share reflections on meeting d. Chairs and Secretariat thanks to all participants and close of meeting e. Next Meeting – Teleconference 6 August 2019	Chairs / All
6.00pm	Committee Dinner (TBA)		All

Committee Discussion:

- One member noted that to make best use of the time during the afternoon workshop session to discuss potential changes to the normative documents, it would be better to have proposals and revision topics prepared. The Secretariat responded that the afternoon discussion can build on suggestions and lessons gathered since the 2017 launch and that the Secretariat would present these suggestions as a starting point. It was noted that if there were other specific proposal, to raise these in advance so that they can be shared before the meeting.
- One member asked how the discussion on biodiversity will be moved forward with so little time devoted to the topic. The Secretariat responded that the first step is to have the WG to move the topic ahead so that the SC has tangible recommendations to look at. It was also pointed out that this relates to all of the working groups, not just the BESWG.
- The member then raised the question about what would happen if the BESWG could not reach consensus. The Secretariat responded that the working group could present one or more options for review and discussion by the Committee.
- Following a query raised by a member, it was confirmed that PowerPoint presentations can be used.

- One member asked who would be attending the SC meeting in Molde from the WGs. The Secretariat responded that some WG members will be attending the AGM and those members will be asked to stay for the morning of the SC meeting.
- d. **Second Standards Committee in Person Meeting [For Information]** – The second 2-3 days in-person SC Meeting is planned for week commencing 23 September 2019.
- Location and agenda details to be finalised after the June meeting
 - Focus on deeper topic-based content and standards-setting activities with elected and/or thematically interested participants (Standards Committee and Working Group/s).

Committee Discussion:

- One member asked about the option for a professional facilitator/mediator for this second in-person meeting. The Secretariat responded that planning for this meeting was in its inception but that the opportunity for a professional facilitator/mediator is available if requested. Another member supported the use of a professional facilitator/mediator for the September meeting.
4. **AOB, and closing remarks**
- TBD / None raised by participants.
5. **Next Committee meeting** – *7 June 2019* Molde, Norway.