

ASI Standards Committee

FINAL Teleconference Minutes

25 January 2023

Before we begin...



Anti Trust Compliance

Compliance with *ASI Antitrust Policy (February 2021)* is a condition of continued participation in ASI activities. Participants should have due regard to this Policy today and in all other ASI activities. Feel free to raise concerns or questions with the Secretariat and/or Chair(s).

- https://aluminium-stewardship.org/wp-content/uploads/dlm_uploads/2017/10/ASI-Antitrust-Compliance-Policy-02-2021-.pdf

Acknowledgement of Indigenous People

ASI acknowledges Indigenous Peoples and their connections to their traditional lands where we and our Members operate. We aim to respect the cultural heritage, customs and beliefs of all Indigenous People and we pay our respects to Elders past, present and emerging.

Ways of Working

- We are a multi-stakeholder organisation.
- Dialogue is at the heart of everything we do.
- We welcome all participants and enable the full participation of all attendees
- We value diversity of backgrounds, views and opinions, which lends itself to healthy debate and improved outcomes.
- We express our views and listen to the views of others in a respectful and professional way

Agenda

	Topic	Lead	Slides	Documents Circulated/Linked	Time (mins)	Objective
Governance	1. Welcome, Introduction & Apologies	Chairs	4	2. ASI - SCMemberApptAlternateForm 18Jan23.doc 3. ASI - SCMemberApptProxyForm 18Jan23.doc 4. SC Disclosure of Conflicts of Interest/Duty.docx	5	
	2. Previous Meeting Minutes	CB	5	5. DRAFT Minutes ASI SC Teleconference 07Dec2022.pdf	5	SC decision: approve publication on website
	3. Previous meetings ACTIONS	CB	6			SC update
Short term (Q1 2023)	4. Clarifying amendment to PS10.8	CB	7		5	SC decision: amend wording of 10.8(c)
	5. Guidance Revision	Secretariat	8-10	https://aluminiumstewardship.box.com/s/xkv4i0wkwfmg6qitukx18lvkxfrzivsh : 6. DRAFT_180123_ASI Glossary V1.1.docx 7. DRAFT_180123_ASI Performance Standard Guidance V3.1.docx 8. DRAFT_180123_ASI Chain of Custody Standard - Guidance V2.1.docx 9. DRAFT_180123_ASI Claims Guide V3.docx 10. ASI Guidance documents – Substantive wording changes	15	SC update: • Tracked editorial changes • Substantive changes proposed in separate document SC decision: • Agreement to timeline
	6. Information Management System	LB	11-12		10	SC update
	7. CoC Material Accounting Tool	KM	13	https://aluminium-stewardship.org/wp-content/uploads/2023/01/CoC-MAT.xlsx	5	SC update: • CoC MAT content & launch
	8. “Driving Force Automotive Supply Chains and Forced Labor in the Uyghur Region” – research and recommendations	Kendyl Salcito	14	https://www.shuforcedlabour.org/drivingforce/	30	SC discussion & considerations for: • Guidance and/or Criteria updates; • ASI Assurance processes; • development of training, webinars and other supporting material.
Mid term (2023)	9. Working Groups Update	CB	15		10	SC update: • Nature Positive WG • Climate Change WG
ACTIONS	10. AOB, next meeting & close	Chairs	16		5	Define ACTIONS, next meeting

1. Welcome, Introduction & Apologies, Conflicts of Interest



Attendees (<https://aluminium-stewardship.org/about-asi/asi-standards-committee/>)

1. Andy Doran (Novelis)
2. Annemarie Goedmakers (Chimbo Foundation)
3. Emma Watson (Science Based Targets Initiative)
4. Gesa Jauck (Trimet)
5. Guilbert Ebune (Arconic)
6. Hugo Rainey (WCS)
7. Ioannis (John) Koufopoulos (Elval)
8. Kendyl Salcito (Nomogaia) *
9. Kristen King (Ardagh)
10. Louis Biswane (KLIM)
11. Marcel Pfitzer (Mercedes-Benz Group AG)
12. Nadine Schaufelberger (Ronal AG)
13. Nicholas Barla (IPAF; Catholic Bishops' Conference of India)
14. Olivier Néel (Constellium)
15. Patrick Brading (Hydro)
16. Sinika Lein (Otto Fuchs)
17. Steve Bater (Emirates Global Aluminium) *

ASI Secretariat (<https://aluminium-stewardship.org/about-asi/asi-team/>)

- Andrew Wood, Director of Sustainable Investment & Legal
- Camille Le Dornat, Learning Manager
- Chinelo Etiaba, Membership Director
- Chris Bayliss (CB), Director of Standards
- Klaudia Michalska (KM), Impacts Analyst
- Laura Brunello (LB), Standards Co-ordinator
- Marieke van der Mijn (MvdM), Director of Partnerships
- Mark Annandale, ASI Indigenous Peoples Advisory Forum Advisor
- Penda Diallo, Qualitative Research Manager
- Vicky Tran (VT), Assurance and Accreditation Manager

Apologies:

Proxies:

* ASI Standards Committee co-Chair

2. Previous Meeting (7 December) Minutes

- Propose the Committee accept minutes for publication on ASI website

➤ For decision

Approved

- ACTION: Secretariat to publish to website [COMPLETE]

3. Previous Meeting (7 December) – ACTIONS



	Topic	ACTIONS
Governance	1. Welcome & Introduction	
	2. Previous Meeting Minutes	<ul style="list-style-type: none"> Approved; Secretariat to publish to website [COMPLETE]
	3. WG ToR Update	<ul style="list-style-type: none"> Secretariat to publish the WG ToR to the website [COMPLETE]
	4. Standards Setting Procedure	<ul style="list-style-type: none"> Secretariat to publish the Standards Setting procedure to the website [COMPLETE]
Short term (Q1 2023)	5. Guidance Revision	<ul style="list-style-type: none"> Secretariat to identify major substantial changes in circular documents on which Standards Committee should focus attention, in addition to tracked editorial and minor changes/text moves [UNDERWAY – ON TODAY'S AGENDA]
	6. Guidance for Auditors re PS 5.3	<ul style="list-style-type: none"> Start a discussion on Entity level Pathway development, prior to delivery of other initiative (RMI etc) outcomes, within Climate Change Working Group (January 2023)[UNDERWAY – 1 Jan meetings]
	7. Guidance: Verification under PS 5.1	<ul style="list-style-type: none"> Secretariat to develop a draft matrix of materiality (emissions as a share of sector-wide) against verification effort required by the Entity (Q1 2023). Secretariat to ensure Guidance is clear that verified data even if verified for other purposes (e.g. reporting to authorities) meets the expectations of Criterion 5.1 Secretariat to continue discussions with data providers on access to databases and insights,
Long term (2024+)	9. Outcomes-Based Standards	<ul style="list-style-type: none"> Secretariat to include reference to EU Best Available Techniques reference documents (BREFs) [ONGOING] Stay abreast of (and incorporate into discussions) developments on revisions to the EU Industrial Emissions Directive, including the potential incorporation of water quality criteria. [ONGOING]
ACTIONS	10. AOB, next meeting & close	<ul style="list-style-type: none"> Standards Committee members to review the report by next meeting (January 2023) [UNDERWAY – ON TODAY'S AGENDA]; Secretariat to share the report with (non-SC) ASI Members who are referenced in it [COMPLETE]

4. Clarifying amendment to PS10.8 (proposal)

10.8 Working Time. The Entity shall:

- a. Comply with Applicable Law and industry standards on Working Time (including Overtime working hours), public holidays and paid annual leave.
- b. Ensure Workers have, at a minimum, an average of one day off per seven-day period.
- c. **Ensure the workday is 8 hours on average over a six-month period.**

Intent of Criterion is not accurately reflected in wording of (c) – e.g. impact on part-time workers.

Auditor is likely to understand the intent of (c) but, for clarity, the sub-criterion could be reworded:

- c. Ensure the workday **does not exceed** 8 hours on average over a six-month period.

For decision

ACTION:

- Secretariat to develop example calculations for possible inclusion in Guidance (using ILO resources; https://www.ilo.org/empent/areas/business-helpdesk/faqs/WCMS_DOC_ENT_HLP_TIM_FAQ_EN/lang--en/index.htm) for next meeting;
- Standards Committee to take a decision on amendment to criterion language and inclusion of example calculations in Guidance at next meeting.

5. Guidance Revision

- A list of substantive changes to the Guidance documents has been circulated to the Standards Committee for review. This concerns:
 - ASI Performance Standard Guidance (v3.1),
 - ASI Chain of Custody Standard Guidance (v2.1),
 - Glossary (v1.1),
 - ASI Claims Guide (v3).
 - The editorial changes can be found in [tracked changes](#) in the Word documents.
 - Standards Committee feedback welcomed over the coming weeks.
 - Propose to seek Committee recommendation to ASI Board to accept amendments by end February (next SC meeting); opportunity for additional SC meeting before end Feb, if desired.
 - ASI Board approval sought by early April.
 - Publication and release of Information Management System (see following) in second week April.
- For decision: timeline for Committee review and recommendation to ASI Board

5. Guidance Revision



Performance Standard Guidance

- PS 2.4 Responsible Sourcing
- PS 2.6 Human Rights Impact Assessment
- PS 2.10 Closure, Decommissioning and Divestment:
- Principle 9 Human Rights
- Appendix 5: 'Supplier Due Diligence Checklist'

Chain of Custody Standard Guidance

- Principle 8. "Mass balance System: CoC Material and ASI Aluminium"/"Material Accounting System: CoC Material and ASI Aluminium"
- CoC 8.1 Material Accounting System
- CoC 11.1 Claims
- Appendix 1: "Supply Chain Assessment Tools"

Substantive changes – Glossary

- Claims Guide defined terms (Transformation of a Product)
- Watershed

5. Guidance Revision – ASI Claims Guide

- No new rules or requirements were added or created
- Removed redundant and repetitive text
- Aligned all the terms for different types of claims etc.
- We have rebranded and re-structured the Guide to make the guide clearer and more user-friendly (i.e., clear claim types, what needs to be approved or not)
- Removed sections that refer only to CoC Certification and moved them to the CoC Guidance Document
- Migrated to Confluence

Key updates

Existing

Non-member leverage claims hidden amongst CoC claims table

No clear approval process for Members who customers (non-Members) who want to use ASI logo on-product

No visual examples Product-Related Claims (on and off-product)

No ASI Claims terms and definitions included in the Glossary

Update

→ Clear section how non-members (downstream customers) can leverage claims

Clear approval process for Product-related claims where non-Members leverage On-product claims

→ Visual examples Product-Related Claims (on and off-product)

→ ASI Claims terms and definitions in the Glossary (i.e., Transformation of a product)

5. Guidance Revision – ACTIONS

- Secretariat to re-circulate redline Microsoft Word versions of the following for review:
 - Performance Standard v3.1 Guidance
 - Change to previously circulated version: inclusion of “Appendix 6: Guidance for ASI Performance Standard implementing Entities: recognition of Indigenous Peoples”
 - Chain of Custody Standard v2.1 Guidance
 - Glossary v1.1
 - Claims Guide v3
 - Summary of substantial changes
- Standards Committee to review, with comments and questions to Secretariat by next Committee meeting;
- End February Committee meeting: decision on recommendation to ASI Board (April).

6. Information management system



- Information management system (Confluence platform) populated with ASI Performance Standard v3, DRAFT Guidance v3.1 and DRAFT Glossary
- Between now and March 2023: addition of CoC Standard and Guidance and Claims Guide, in parallel with Standards Committee review of Word documents
- Public launch in April.
- Text(s) will be available both as a PDF (traditional format) and on the Confluence portal.
- Standards Committee:
 - Continues to support the development of the system;
 - Published PDFs should remain the formally approved (ASI Standards Committee recommended and ASI Board approved) versions of the Standards and Guidance documents.

6. Information management system



2.1 Environmental, Social and Governance Policy

 Created by Billy Dixon
Last updated Dec 13, 2023 by Vicky Tait - 1 info read - 10 people viewed

The Entity shall:

- Implement integrated or stand-alone Policies consistent with the environmental, social and governance practices included in this Standard.
- Have senior management endorse the Policies and support through provision of resources.
- Review the Policies at least every 5 years.
- Review the Policies on any changes to the business that alter Material environmental, social and governance risk(s).
- Review the Policies on any indication of a control gap.
- Communicate the Policies internally and externally as appropriate.

Application

This Criterion applies to all Facilities

Background

Policies demonstrate Business commitment and enable effective communication with Affected Populations and Organisations.

Implementation

Policies

7. CoC Material Accounting Tool

- ASI developed CoC Material Accounting Tool (CoC MAT)
- With the CoC MAT, Entities can:
 - Prepare to fulfil the CoC Standard requirements more efficiently.
 - Align Material Accounting Systems with all the requirements included in the ASI CoC Standard.
 - Track their current CoC Material Input %, CoC Material Output %, and maximum CoC Material availability at any point in time to control and plan future CoC Material sales.
 - Save time to generate the Annual CoC Material Report to ASI.

[Download the CoC MAT on ASI website](#)

[Overview video on YouTube](#)

7. CoC Material Accounting Tool – DISCUSSION

- Committee is pleased to see this developed and launched quickly – will be useful for Entities;
- Will Auditors be trained on its application?
 - Auditor regular calls with ASI Secretariat;
 - Training under development (for Entities and Auditors) – launch in 2023.
- Inclusion in upcoming Guidance revision?
 - Yes, see circulated redline Chain of Custody V2.1 Guidance
- Mild concern expressed that Auditors may view use of the Tool itself as a mandatory requirement for material accounting:
 - ASI Secretariat noted that its use is optional (and it is designed for adaptation by Entities) and drew attention to the language included in Guidance under CoC Criterion 8.1 Material Accounting System:
 - *“ASI developed the CoC Material Accounting Tool (CoC MAT) to support CoC Certifying Entities, in building their own CoC Material Accounting Systems. The Tool was designed to be ready to use for all types of Entities, regardless of their size and position along the aluminium value chain. Entities can choose to use the CoC MAT to manage their own Material Accounting System or incorporate elements of it in their existing systems if they wish. Use of the Tool is optional.”*

8. “Driving Force: Automotive Supply Chains and Forced Labor in the Uyghur Region” – research & recommendations



- <https://www.shuforcedlabour.org/drivingforce/>
- For Committee discussion
- ASI system implications
 - Guidance and/or Criteria updates;
 - Assurance processes;
 - Development of training, webinars and other supporting material.

8. DISCUSSION

- As requested at the previous Standards Committee meeting (7 December), Dr Kendyl Salcito presented an overview of the research undertaken by her organisation NomoGaia, in partnership with Sheffield Hallam University, in particular as it pertains to automotive aluminium supply chains.
- Dr Salcito presented as the NomoGaia representative (ASI Civil Society Member) not as co-Chair of the Standards Committee.
- Specific businesses and business linkages identified in the published report (whether ASI affiliated or not) were not discussed by the Committee.
- Attendees, recognising that some of the issues under discussion were beyond the mandate of the Standards Committee, agreed that the ASI Board should be appraised of the research and published report and requested the ASI Secretariat to do so at the next ASI Board meeting (2 Feb 2023) **[COMPLETE]**.
 - ASI Board have recommended a refresher to be given to Standards Committee representatives on ASI's antitrust policy.
- A number of attendees highlighted the sensitivity of the topic, both for individual Entities but also for the organisation as a whole and requested that the ASI Secretariat seek legal advice before (and during) the progression of discussions at both ASI Board and Standards Committee.

8. ACTIONS

Standards Committee to develop additional Guidance for Auditors under Principles 9 and 10 of the Performance Standard (in particular Criteria 9.1 HRDD and 10.3 Forced Labour) and within the Assurance Manual, to provide clarity around:

1. Supply chain, including clarification around customers of members, as well as suppliers to members;
2. The limits of Assurance with respect to verification of supply chain risks (a responsibility of the Business/Entity);
3. The issuance of Conformance ratings and situations where Auditors are unable to rate, due to external factors (e.g. where there is an inability to ask certain questions or to receive frank and complete answers), which may include the following:
 - Noting that verification of a particular Criterion was not possible and excluding that Criterion from conformance (with potential remedial actions required);
 - Noting a non-conformance against a particular Criterion if the Entity was not able to verify conformance sufficiently (with remedial actions); or
 - Where the Criteria, in respect of which conformance is unable to be verified, are significant, failing to certify the Entity (with remedial actions).

9. WGs Update

- Nature Positive WG
 - ASI is organising a Feb 2023 knowledge-sharing session (+ FFI, ResponsibleSteel, Anglo American) on the TNFD framework and LEAP;
 - Utility of corporate disclosure framework in an asset/Entity certification scheme to be determined
- Climate Change WG
 - 1st Feb calls (multiple timezones) to kick off Entity-level 1.5 degree method, as requested by SC
 - Initial discussion - recommendations on:
 - Choice of sectoral pathway(s)
 - Fixed Boundaries (easier to define, more challenging for companies to gather data) vs Entity-specific scope (could get complicated – multiple SDAs, easier to gather data) and implications for (scope 3) data flow

10. ACTIONS, Next Meeting & Close

- Agree any final post-meeting actions and timeframes for Committee members
- Agree actions for Secretariat
- Date(s) of next meeting
 - Wednesday 1st March 1300-1500 CET
- Chairs and Secretariat thanks to all participants and close of meeting

10. ACTIONS

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Short term (Q1 2023)	4. Clarifying amendment to PS10.8	<ul style="list-style-type: none"> Secretariat to develop example calculations for possible inclusion in Guidance (using ILO resources; https://www.ilo.org/empent/areas/business-helpdesk/faqs/WCMS_DOC_ENT_HLP_TIM_FAQ_EN/lang--en/index.htm) for next meeting; Standards Committee to take a decision on amendment to criterion language and inclusion of example calculations in Guidance at next meeting.
	5. Guidance Revision	<ul style="list-style-type: none"> Secretariat to re-circulate redline Microsoft Word versions for review [COMPLETE]; Standards Committee to review, with comments and questions to Secretariat by next Committee meeting; End February Committee meeting: decision on recommendation to ASI Board (April).
	6. Information Management System	<ul style="list-style-type: none"> SC Continues to support the development of the system; Published PDFs should remain the formally approved (ASI Standards Committee recommended and ASI Board approved) versions of the Standards and Guidance documents.
	8. "Driving Force Automotive Supply Chains and Forced Labor in the Uyghur Region" – research and recommendations	<ul style="list-style-type: none"> The ASI Board should be appraised of the research and published report and requested the ASI Secretariat to do so at the next ASI Board meeting (2 Feb 2023) [COMPLETE]; Standards Committee to develop additional Guidance for Auditors under Principles 9 and 10 of the Performance Standard (in particular Criteria 9.1 HRDD and 10.3 Forced Labour) and within the Assurance Manual.
ACTIONS	10. AOB, next meeting & close	<ul style="list-style-type: none"> Wednesday 28th February 1300-1500 CET