

ASI Standards Committee

Teleconference
FINAL Minutes

23 May 2023, 1300 CEST

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	Documents Circulated/Linked	Time (mins)	Objective
Governance	1. Welcome, Introduction & Apologies	Chairs	2. ASI - SCMemberApptAlternateForm 23May.doc 3. ASI - SCMemberApptProxyForm 23May2023.doc 4. SC Disclosed Conflicts of Interest.docx	5	
	2. Previous Meeting Minutes	CB	5. DRAFT Minutes ASI SC Teleconference 01March2023.pdf	5	SC decision: approve publication on website
	3. Previous meetings ACTIONS	CB			SC update
	4. ASI Board meeting 5 April	CB	6. ASI 2022 Governance Survey – summary of responses for SC Apr2023 https://aluminium-stewardship.org/knowledge-hub/document-centre	10	SC update
	5. Standards Committee Civil Society Casual Vacancies	CB	7. Piet Wit CV.pdf	5	SC update
Short term (2023)	6. September in-person meetings	CB		10	SC update
	7. Assurance Manual Update	VT	11. Proposal_ASI Assurance Manual.docx	45	SC discussion/decision
	8. Outcomes-based standard DRAFT project proposal	CB	8. DRAFT ASI project proposal - integration of emission metrics in ASI Performance Standard indicators for the ASI performance standard V4.docx	20	SC update
	9. Climate Change WG update	CB	9. 04042023 CCWG_Agenda&Slides.pdf 10. DRAFT Archetypal ASI Entity Pathways 02-05-2023.xlsx	15	SC update
ACTIONS	10. AOB, next meeting & close	Chairs		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. Emma Watson (SBTi)
3. Guilbert Ebune (Arconic)
4. Hugo Rainey (WCS)
5. Jørgen Hanson, Alternate for Patrick Brading (Hydro)
6. José Rubio (Fauna & Flora International)
7. Kendyl Salcito (Nomogaia)
8. Kristen King (Ardagh)
9. Louis Biswane (KLIM)
10. Marcel Pfitzer (Mercedes Benz)
11. Nicholas Barla (IPAF)
12. Olivier Néel (Constellium)
13. Steve Bater (EGA)

Apologies

- Alexander Leutwiler (Nespresso)
- Nadine Schaufelberger (Ronal AG)
- Sinika Lein (Otto Fuchs)

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

- Camille Le Dornat, Learning Manager
- Chinelo Etiaba, Membership Director
- Chris Bayliss (CB), Director of Standards
- Dr. Gabriel Carmona Aparicio, Circularity Research Manager
- Klaudia Michalska, Impacts Analyst
- Laura Brunello, Standards Co-ordinator
- Mark Annandale, ASI Indigenous Peoples Advisory Forum Advisor
- Marieke van der Mijn, Partnerships Director
- Vicky Tran (VT), Assurance and Accreditation Manager

2. Previous Meeting (1 March) Minutes

- Propose the Committee accept minutes for publication on ASI website
- For decision:
- Committee AGREED

3. Previous Meeting (1 March) ACTIONS

	Topic	ACTIONS
Governance	2. Anti-Trust Refresher	<ul style="list-style-type: none"> Slides shared in Appendix 1 [COMPLETE]
	3. Previous Meeting Minutes	<ul style="list-style-type: none"> Approved; Secretariat to publish to website [COMPLETE]
Short term (Q1/2 2023)	6. ASI Standards Committee & Secretariat Actions re Assurance	<ul style="list-style-type: none"> Auditor Briefing to Standards Committee in Q2 2023, subject to availability; recent high-risk Audit as the subject preferred [ONGOING] Secretariat to explore AN additional face-to-face Auditor feedback session and discussion at September 2023 meeting [ONGOING] Reprisal risk text for inclusion in Q3/4 2023 update of the Assurance Manual [ONGOING – ON TODAY'S AGENDA] Committee to explore Criteria that account for specificities of Applicable Law in the next Standards revision cycle [ONGOING] RECOMMENDATION to ASI Board (April 2023): Revoke the current interim policy on remote audits, effective immediately; [COMPLETE] Standards Committee to develop and recommend text (for Board approval) on Force Majeure provision for remote audits to include in Q3/4 2023 Assurance Manual update [ONGOING]; Force Majeure provision for remote audits to be reviewed annually (as part of the scheduled review of Assurance Manual, along with other ASI Guidance) [ONGOING – ON TODAY'S AGENDA]
	7. Clarifying amendment to PS10.8	<ul style="list-style-type: none"> Amend PS 10.8 with clarifying text and RECOMMEND ASI Board adopt revised Performance Standard as a By-Law (April 2023) [COMPLETE] Include example calculations in PS 10.8 Guidance (v3.1) [COMPLETE]
	8. Guidance Revisions	<ul style="list-style-type: none"> Secretariat to revise Legacy Impacts text in ASI Glossary v1.1 [COMPLETE] Secretariat to include text on sound in PS 8.1 Guidance (v3.1) [COMPLETE] RECOMMENDATION to ASI Board (April 2023): adoption of revised ASI Performance Standard Guidance (v3.1), ASI Chain of Custody Standard Guidance (v2.1), ASI Glossary (v1.1), ASI Claims Guide (v3) as By-Laws [COMPLETE] Nature Positive Working Group to begin to develop sound and vibration Criteria towards ASI Performance Standard v4.0 [ONGOING]
ACTIONS	10. AOB, next meeting & close	<ul style="list-style-type: none"> Secretariat to propose date and location of September 2023 face-to-face Standards Committee meeting [ONGOING – ON TODAY'S AGENDA] Standards Committee civil society vacancies on next meeting agenda [COMPLETE] Latest Governance Survey results on next meeting agenda [COMPLETE]

4. ASI Board Meeting (5 April)

- The Board adopted as ASI By-Laws:
 - ASI Performance Standard V3.1
 - Subject to removal of proposed change under 2.4; seen as substantive and should undergo consultation.
 - *“A responsible sourcing Policy [...] applies to all products and services sourced by the Entity (e.g. Aluminium and precursor materials, alloying elements and auxiliary products entering the Certification Scope, energy carrier inputs, infrastructure, Contractors).”*
 - It was noted that the Guidance is not normative, so this could be addressed by some editing or clarification, or waiting until a later update. Since the Board’s role is to address process rather than content, it was agreed process-wise this aspect needed consultation before approval, however the rest of the updates could proceed without consultation.
 - ASI Chain of Custody Standard V2.1;
 - ASI Performance Standard V3.1 Guidance;
 - ASI Chain of Custody Standard V2.1 Guidance;
 - ASI Claims Guide V3
 - ASI Glossary V1.1
- Now live on website: <https://aluminium-stewardship.org/knowledge-hub/document-centre>, accompanied by communication products (factsheets, explainer videos), and in elementAI

4. ASI Board Meeting (5 April)

- The Board directed the Standards Committee to incorporate a Force Majeure provision on remote audits into the next update of the ASI Assurance Manual, prior to Board consideration of the recommendation to revoke the current ASI Interim Policy regarding Audits, Audit-Related Travel and Coronavirus (June 2020).
 - i.e. Interim Policy stands for now;
 - Board did not want a policy gap, even if no remote audits are currently in pipeline or foreseen.
- The Board resolved to approve and share the 2022 Governance Survey – Member Summary (pages 1-5) with ASI members; and the Standards Committee responses with the Standards Committee.
 - Key Standards Committee items:
 - Face to face meeting(s)
 - Use time wisely and on substantive issues only
 - Active participation (real time feedback/voting; slow down; encourage active)
 - Preparatory material to be circulated further in advance
 - Build Committee knowledge and clarify roles & responsibilities (training)

5. Standards Committee Civil Society Casual Vacancies – Nomination of Piet Wit

- Following consensus by the Standards Committee through e-mail communication, Piet Wit has been nominated to fill Civil Society casual vacancy on behalf of Daridibó. Board will consider Mr Wit's nomination at June meeting
 - Mr Piet Wit 40 years of global experience in integrated conservation and management of nature and natural resources:
 - Former Chair of IUCN's Commission on Ecosystem Management (2008-2016);
 - Former President of the Commission for Ecology and Development of the Netherlands Committee for International Nature Conservation;
 - Experience as Board member of Hustai National Park Trust (Mongolia), Foundation Reserves for the Przewalski Horse (The Netherlands), Foundation Chimbo (Chimpanzee conservation in West Africa) and Daridibó;
 - Representative on ASI Working Groups (some members will be familiar with Mr Wit through his contribution to the Biodiversity Ecosystem Services WG during the revision process).
- One Civil Society seat still vacant.
- [ASI Governance Handbook \(September 2021\)](#): *"If there are insufficient Civil Society members for the available Standards Committee seats, non-member civil society organisations will be invited to participate to fill any vacancies..."*

6. September 2023: in-person meeting

- Week commencing 25th September
- UK – Liverpool with half day Novelis Latchford recycling plant tour
- Two full day Committee sessions; half day session with Auditor(s)

➤ For discussion

- The Committee seeks to maximise meeting time, but limiting time on the road: longer and additional meetings, including afternoon of 25th and morning of 29th (three to three and a half meeting days)
- Auditor contact session is very important and adequate time should be assigned to this; questions for the Auditor should be focused on experience of ASI processes, challenges with implementation/assurance, etc. not an opportunity to interrogate specific certifications.
- The Committee would like to see an articulation of the meeting objectives.
- Plant tour is a welcome opportunity for Committee members, but is not to be regarded as a test case for standards implementation

➤ ACTIONS

- Chris Bayliss to circulate meeting objectives and draft schedule by 26/05/2023;
- Chris Bayliss to lock in dates (25-29 September 2023) and location (Liverpool, UK);
- Standards Committee to provide feedback on objectives and schedule by 05/06/2023.

7. Assurance Manual Update

- Proposal for delivery of FIRST DRAFT to Standards Committee in June, for review and recommendation to ASI Board in September

GENERAL UPDATES

- Remove redundant and duplicate information, restructuring, aligning terminology etc.
- Remove references to ElementAL but adapting new assurance platform
- Adapt Interim Policy regarding Audits, Audit-Related Travel and Coronavirus → Force Majeure Policy

CHAIN OF CUSTODY

- Manage incorrect reporting and purchases/sales errors in CoC Documents and proposal corrective actions

ASSURANCE AND AUDIT QUALITY/INTEGRITY

- Manage reprisal risks and their impacts on audit quality and integrity
 - Empowering auditors and Workers
 - Mechanisms to manage and remove Conflict of interest
- 'Provisional Certification' where there are high number Minor Non-Conformances
- Rotation of Lead Auditors or Auditing Firms

CONDUCTING AUDITS AND PLANNING

- Evaluating Risk Factors
- Review the number of samples of like Facilities for Multisite Sampling
- Further guidance on interviews and audit team compositions
- Obtaining Objective Evidence for Worker Interviews

Committee Decisions & ACTIONS (1)

- ✓ Approved to be included in the Assurance Manual update
- Applicable to Assurance Manual Update. Ongoing discussion required or topic to be assigned to Working Group.
- Not relevant to the Assurance Manual

#	Item	Status	WG	Further discussion needed?	Assurance Manual update
GENERAL					
1.	General and editorial updates	✓	-	No	Q4 2023
2.	Update references to ElementAL	✓	-	No	Q4 2023
3.	Update and include the Force Majeure Policy or provision for remote and hybrid audits (as an appendix) *	✓	-	No	Q4 2023
CHAIN OF CUSTODY					
4.	Corrective Action Plans for purchases of non-certified ASI Aluminium or Product and sold with as ASI Claim on CoC Documentation	→→	-	Yes, ongoing as part of CoC Standard revision (v3)	Not applicable
5.	Evaluation of CoC Standard Criteria should only be treated as pass or fail	→→	-	Yes, ongoing as part of CoC Standard revision (v3)	Not applicable
6.	Quantities reported for Criterion 1.7 of the Chain of Custody Standard should be audited either annually or be risked-based.	→→	-	Yes, ongoing as part of CoC Standard revision (v3)	Not applicable
7.	Mandatory Surveillance Audit one year after receiving ASI CoC Material	→→	-	Yes, ongoing as part of CoC Standard revision (v3)	Not applicable

Committee Decisions & ACTIONS (2)

#	Item	Status	WG	Further discussion needed?	Assurance Manual update
ASSURANCE AND AUDIT QUALITY/INTEGRITY					
8.	Managing reprisal risks and their impacts on audit quality*	→	Human Rights	Yes	Q4 2023
9.	Managing conflict of interest with a requirement to rotate lead auditors or Auditing Firms	→	-	Yes. There is support for the idea but how can we make this possible and retain experienced Auditors, and in light of the limited auditor pool in certain geographical areas?	For future updates
10.	8.5. The Audit Team: Audit Teams Compositions	✓	-	No. It was suggested that IPAF/IPs should be included in the audit team, where applicable.	Q4 2023
11.	Issue 'Provisional Certification' where there are high Minor Non-Conformances	→	-	Yes. There is agreement in principle, but it should be case by case basis. Auditors may be hesitant to issue a minor non-conformance to avoid meeting the threshold, this presents a potential conflict of interest risk. If it is risk-based, ASI Assurance capacity could be an issue as part of the Oversight process.	For future updates
CONDUCTING AUDITS AND PLANNING					
12.	5.3 Risk Factors: Auditors should evaluate risk separately from what Members reports as a risk	✓	-	No	Q4 2023 The pre-audit assessment should be prominent and be clear on how auditors should incorporate the information with the pre-audit assessment as part of their audit planning.
13.	5.9: Lack of Objective Evidence: Clarify the process	✓		No	Q4 2023
14.	6.1 Conformance Ratings (Table 13): Thresholds for Major Non-Conformance are not clearly defined, and too high	Discussion via email		Yes	To be determined

For next Committee Meeting

#	Item	Status	WG	Further discussion needed?	Assurance Manual update
CONDUCTING AUDITS AND PLANNING					
15.	6.2 Not Applicable Ratings: More clarity required				
16.	8.4.2. Multi-Site Entity Selection Guidelines for the Audit Scope: Review the number of samples of like Facilities for Multisite Sampling for Audits (Table 16 /17)				
17.	8.4.3 Selecting External Parties to Interview				
18.	8.6. Estimate Audit Time Requirements: Further guidance on interviews*				
19.	8.6: Estimate Audit Time Requirements: Emphasis on reporting time required (page 85)				
20.	8.6. Estimate Audit Time Requirements: Estimate Audit Time Requirements (Table 19)				
21.	8.11 Obtaining Objective Evidence: Worker Interviews				
22.	8.19 ASI Audit Reports – Minimum Mandatory Content: Auditors to Report on their engagement efforts according to 8.11.2 Conducting Engagement with Community Members				
23.	Managing conflict of interest: Conducting Compliance assessments in addition to Witness Assessment Audits				
24.	Information on the 'Additional Context' section for Certificate and Audit Reports				

8. Outcomes-based Standard

- DRAFT Request for Proposal (RfP)
- Expert input to decision making
- Delivery in Q4 2023
- Project Deliverables
 1. [Microsoft Excel] workbook containing:
 - List of emissions, effluents and wastes categorised by supply chain activity and process, with indication of environmental risks and prioritisation.
 - current and emerging regulatory thresholds for each in major producing areas and indicators of regional or emissions gaps, where relevant.
 2. A written report summarising the inventory by supply chain activity and environmental/social risk and outlining best in class performance, with accompanying technologies/practices.
- Secretariat also exploring if AI tools can help to access/organise some of this data
- Deliverable as basis for WG discussions on:
 - (Supply Chain Activity) specific Criteria
 - Possible Thresholds
 - Best Available Techniques

9. Climate Change WG update

- Regular calls (every 2-3 weeks)
- Focus on delivery of Entity-level method by Q3 2023
- DRAFT workbook developed for different parts of value chain
- ACTIONS from recent discussions:
 1. ASI Secretariat to improve clarity on scopes in documentation – what is in, what is not, for each stage;
 2. ASI Secretariat to “join up” processes to allow scope 1+2+upstream scope 3 production weighted slopes for a given aluminium output at all (or at least some defined) points in value chain
 - a. Model processes separately, to ensure that recycling and primary are transparently visualised and one is not “doing the work” for the other
 - b. Mass weighting (user-defined)
 - c. Use recycling gate-to-gate (scope 1+2) slope as proxy for remelt of cold metal (e.g. P1020 input to secondary casthouse) and dross
 - d. Optional alloying elements field, though difficult to model without a Mg/Si/other global slope – pragmatic treatment of alloying elements (initially): assume the same footprint as aluminium input for a given mass (and apply (c) for the emissions from remelt of such)
 - e. Scrap scope 3 field to be “non-null”, but populated with number(s) of users’ choice (prior to future discussion of environmental burdens/allocation)
 3. ASI Secretariat to model asset slopes individually for those within a given portfolio to identify if any divergence from the weighted slope
 4. Longer term – ASI Guidance on transparency and standardisation of data associated with material flow
 5. Issues for Secretariat to clarify:
 - a. Organic/non-energy balance emissions from recycling in IAI numbers? (assume not, as per EA). If not, whether and how to include
 - b. Rate of change of sectoral numbers? How to reflect changes in Entity target updates
 - c. CC WG members to review the options for downstream pathways previously shared, including environmental burden of scrap.

Agenda items 8 and 9

- Outcomes-based Standard project proposal agenda item not considered (ran out of time) – Standards Committee feedback via email sought by 5th June 2023
- Climate Change WG update agenda item not considered (ran out of time) – Chris Bayliss to keep Committee informed by email

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
 - Proposal:
 - 21st June
 - 26th July
 - August tbc
 - 25th-29th September face-to-face
- Chairs and Secretariat thanks to all participants and close of meeting

10. ACTIONS

	Topic	ACTIONS
Governance	2. Previous Meeting Minutes	<ul style="list-style-type: none">Approved; Secretariat to publish to website [COMPLETE]
Short term (2023)	6. September in-person meetings	<ul style="list-style-type: none">Chris Bayliss to circulate meeting objectives and draft schedule by 26/05/2023;Chris Bayliss to lock in dates (25-29 September 2023) and location (Liverpool, UK);Standards Committee to provide feedback on objectives and schedule by 05/06/2023.
	7. Assurance Manual Update	<ul style="list-style-type: none">ACTIONS ss per slides 12 and 13Remaining items for Standards Committee consideration (slide 14) on next meeting agenda
	8. Outcomes-based Standard	<ul style="list-style-type: none">Standards Committee to provide feedback on project proposal by 5th June 2023
	9. Climate Change WG update	<ul style="list-style-type: none">Chris Bayliss to keep Committee informed of developments by email