



GLOBAL
ELECTRONICS
COUNCIL

Sustainability for a Connected Future

Stakeholder Engagement Session: Facilitating Feedback on Key EPEAT Program Topics for Annual Policy Revision Process

June 14, 2023

Welcome



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Agenda

- Overview of Annual EPEAT Policy Revision Process
- Engagement Framework
- 2023 Discussion Topics: Deep Dives
 - Refinement and Improvement of Current CAB-Related Processes
 - EPEAT Program Technical Guidance & Requirements
 - GEC Criteria Revision Process
- Next Steps & Reminders

EPEAT Policy Revision Process



Original Research and Preparation (February – May)

Consultation with GEC-approved CABs (May – July)

Stakeholder Engagement Opportunity (May – August)

CAB Summit (July)

Comment Period Opens (October)

Informational Sessions on Proposed Revisions (November)

Comment Period Closes (December 31)

Release Revised Documents (Feb 15)

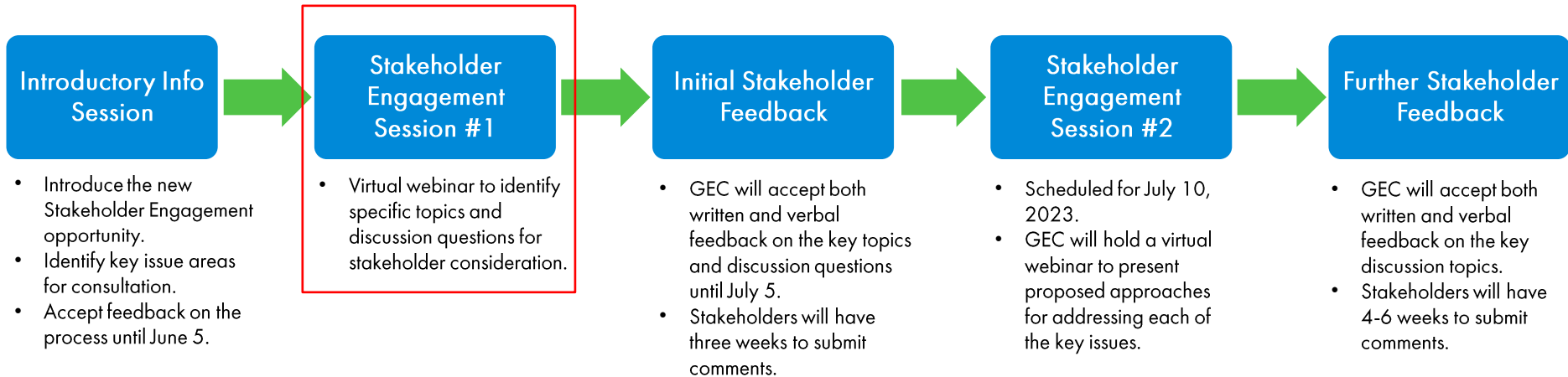
Effective: Revised Documents generally take effect (July 1)

Objective:

Engage wider variety of stakeholders earlier on in the annual policy revision process

Engagement Framework: What Can Stakeholders Expect?

- GEC is hosting a series of meetings to facilitate feedback on the key topics



Note: GEC will not issue a comment report, and comments will not be made publicly available. Instead, the information will be used to prepare the annual policy revisions.

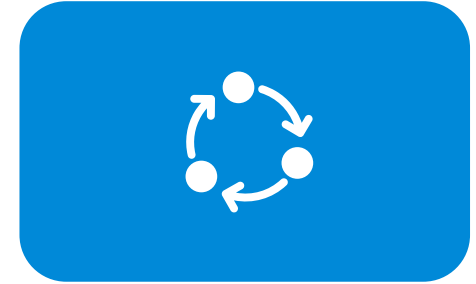
Stakeholder Engagement: Topics for Discussion in 2023



**Refinement and
Improvement of Current
CAB-related Processes**



**EPEAT Program
Technical Guidance and
Requirements**



**GEC Criteria Revision
Process**

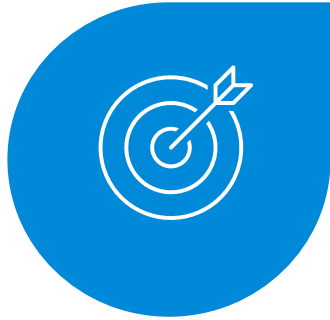
Discussion Topic #1

Refinement & Improvement of Current CAB-Related Process

Overview: Refinement & Improvement of CAB-Related Processes

- *EPEAT Conformity Assurance Implementation Manual (P66)* identifies the procedures that govern GEC-approved CABs, including approval of CABs, training requirements, accreditation, audit, performance metrics and suspension and termination, as well as requirements that must be followed during Documentation Review and Continuous Monitoring.
- The goal of this procedure is to ensure effective and robust management of CABs while ensuring consistency across CABs.
- The EPEAT Program understands stakeholders may have questions about CAB management or want more transparency.

Refinement & Improvement of CAB-Related Processes: Concepts to Address



Performance Metrics

Measuring effectively



CAB Mentored Work Phase

Participating Manufacturer desire for transparency



CAB Performance Improvement & Suspension

Participating Manufacturer desire for transparency



Auditor Proficiency and Training

Ensuring effective training

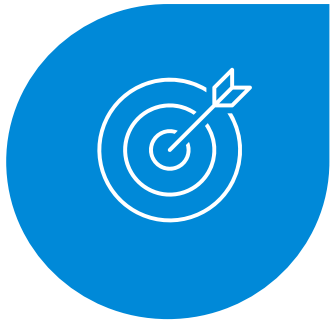
Refinement & Improvement of CAB-Related Processes: Performance Metrics



Performance Metrics

- There are 12 performance metrics in *P66* in four buckets: customer service, technical proficiency and training, nonconformance findings in annual EPEAT audits of CABs, Continuous Monitoring.
- Goal is to promote consistent and objective conformity decisions across all CABs and provide tangible measurements of CAB performance.
- Repeated or ongoing failure to meet one or more metrics may result in development of a Performance Improvement Assistance Plan. Failure to meet the same metric for three consecutive years is grounds for suspension or termination.

Refinement & Improvement of CAB-Related Processes: Performance Metrics



Performance Metrics

- Results of the reviews are not made publicly available.
- Want a solution for when prospective or current manufacturers inquire about CAB performance.
- Want to ensure we are effectively measuring useful metrics without causing unnecessary burden, and without measuring ineffective items.

Refinement & Improvement of CAB-Related Processes: Mentored Work Phase



CAB Mentored Work
Phase

- GEC supports and oversees newly approved CABs as they perform Documentation Review of their initial manufacturer clients.
- CABs may also be placed back on CAB Mentored Work Phase as part of performance improvement.
- The EPEAT Program does not disclose or identify which CABs are on CAB Mentored Work Phase.
- Want a solution for when prospective or current manufacturers inquire about review process when choosing to work with a CAB.

Refinement & Improvement of CAB-Related Processes: Performance Improvement



CAB Performance Improvement and Suspension

- Performance Improvement Assistance Plan (PIAP) is developed when metrics or requirements in P65 or P66 are repeatedly not met, or if there are complaints about a CAB's performance.
- A plan identifies goals, action items and deadlines that the CAB must meet to prevent suspension and/or termination.
- Suspension or termination can occur without a performance improvement plan occurring first. Grounds for this identified in P66 Section 5.6.2
- The EPEAT Program does not publicly share whether a CAB is on a PIAP or suspended.
- Manufacturers are notified if the CAB is terminated and given 12 months to engage a new CAB and complete the necessary Documentation Review.
- Want a solution for when perspective or current manufacturers inquire about CAB performance.

Refinement & Improvement of CAB-Related Processes: Auditor Proficiency



Auditor Proficiency and Training

- CAB Auditors are required to complete training to become qualified and complete all ongoing training requirements to maintain qualifications.
- Want to ensure training is effective to improve Documentation Review and Continuous Monitoring.
- Each manufacturer's evidence will be different, training tries to cover as many different types of evidence as possible but will be generalized and not custom to each manufacturer.
- Want to find efficient ways to support CABs when manufacturers have different evidence, unique scenarios, or when reviewing process-related Criteria such as CAP criteria where every manufacturer is different.
- Manufacturers must also be prepared to explain their evidence to CABs.

Discussion: Refinement & Improvement of CAB-Related Processes

- Are the existing performance metrics adequate? Are we missing any topics that need to be measured?
- Should results of CAB-related processes be available to Participating Manufacturers, potential manufacturers or publicly available?
- We opened up the Climate Criteria training to manufacturers, has this helped manufacturers understand the Criteria and better able to explain their evidence to CABs?
- How can we improve training for CABs?
- What performance metrics are more useful or meaningful to manufacturers?

Discussion Topic #2

EPEAT Program Technical Guidance & Requirements

Overview: EPEAT Program Technical Guidance & Requirements

- *EPEAT Conformity Assurance Implementation Manual (P66)* identifies the procedures that govern resources and responses to technical questions, including Clarifications, Conformity Requirements and Guidance Materials, Technical Questions, Conformity Guidance Group, Calibration Meetings and the CAB Summit.
- Manufacturers are expected to understand the Criteria to ensure they are conformant and explain their evidence to CABs.
- The goal of this procedure is to ensure effective and robust management of CABs while ensuring consistency across CABs.
- The EPEAT Program understands the need to ensure effective and consistent response to questions.

EPEAT Program Technical Guidance & Requirements: Concepts to Address



Resources

Developing useful resources



CGG Meetings

Provide high quality responses, efficiently



Clarifications

Use of Clarifications

EPEAT Program Technical Guidance & Requirements: Resources



Resources

- The EPEAT Program makes information explaining Criteria requirements and guidance available to GEC-approved CABs and manufacturers:
 - Trainings
 - Conformity Requirements and Guidance Materials
 - Recently Answered Questions document
 - Templates (e.g., declaration templates, annexes).

EPEAT Program Technical Guidance and Requirements: CGG



CGG Meetings

- The EPEAT Program seeks guidance on some technical questions, as necessary, through the Conformity Guidance Group (CGG).
- For clarifications and requests to examine equivalents, the EPEAT Program always seeks CGG input.
- For other topics, the EPEAT Program first takes steps to resolve the issue, and if it cannot be resolved, takes the topic to the CGG.
- The overarching process for the CGG is outlined in *P66*, but specific steps, such as timeframes to provide feedback are not identified.
- Not all edits to resources will be taken to the CGG, many times, a resource is edited to provide clarity, not to change evidence requirements or the intent of the Criterion.

EPEAT Program Technical Guidance & Requirements: Clarifications



Clarifications

- Clarifications are available for the Imaging Equipment and Televisions categories, not used otherwise.
- Clarifications may be issued if the wording in an EPEAT Criterion is ambiguous, or when requested.
- If a Clarification is warranted, the EPEAT Program then drafts the proposed Clarification and releases it for a 30-calendar day public comment period, as well as specifically seeking feedback from the Conformity Guidance Group.
- Clarifications provide additional information on interpreting the Criteria and how they should be implemented and do not change the criterion text.
- Clarifications are made available to manufacturers and CABs.

Discussion: EPEAT Program Technical Guidance & Requirements

- Do stakeholders have feedback on the CGG process or anything else they would like to see in the procedure?
 - Should meetings outcomes reports be published with Clarifications?
 - Should additional time be provided for feedback for both the CGG and Clarifications?
- When is a Clarification required, versus seeking guidance from the CGG?
- What additional resources do manufacturers need to be able to learn the Criteria and explain their evidence to their CAB?
 - Should we host meetings with manufacturers to review technical questions (similar to CAB Calibration Meetings)?
- What path should be followed if there is no definition available (e.g., there is no definition of “significant responsibility”).
- What additional templates would manufacturers and CABs like to see?
- What improvements would stakeholders like to see to existing resources?

Discussion Topic #3

GEC Criteria Revision Process

Overview: GEC Criteria Revision Process

- *GEC Criteria Development Process (P74)* Section 2.6 provides a high-level summary of the Continuous Maintenance Process for EPEAT Criteria. The *EPEAT Policy Manual (P65)* Section 4.3 classifies criteria revisions (Minor Criteria, Major Criteria, Full Product Category) for the purpose of developing implementation timeframes.
- The goal of continuous maintenance is to ensure that EPEAT Criteria remain relevant, continue to be impactful and incentivize leadership performance, and recognize changes in technology, science, and best practice.
- Criteria revisions are published no more frequently than on an annual basis. A revision may be considered upon request of stakeholders for several reasons including the need for clarification or correction of Criteria language, availability of new scientific evidence, and emerging best practices to reduce sustainability impacts.
- GEC assesses the need for a full criteria revision three years after Criteria were initially adopted for use in a product category.

GEC Criteria Revision Process: Concepts to Address



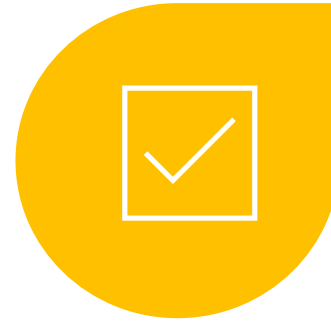
Stakeholder Engagement

Process for Full Criteria Revision



Full Criteria Revisions

Factors to Consider



Corrections & Clarity

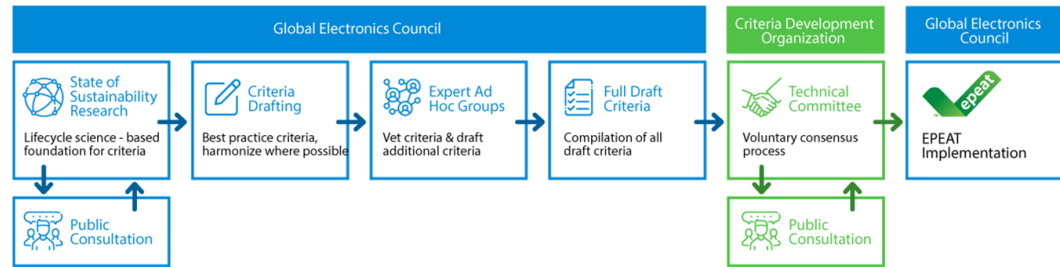
Role of EPEAT Program

GEC Criteria Revision Process: Stakeholder Engagement

In 2021, GEC introduced a new EPEAT Criteria development process:



Stakeholder
Engagement



Section 2.6 of the *GEC Criteria Development Process (P74)* provides a high-level summary of Continuous Maintenance for a Full Criteria Revision.

GEC Criteria Revision Process: Stakeholder Engagement



Stakeholder Engagement

Current procedure is summarized below.

- GEC assesses the need for a full criteria revision three years after Criteria were initially adopted for use for a product category.
- If the assessment results in a recommendation for a full criteria revision, GEC restarts the criteria development process beginning with State of Sustainability Research and proceeding through criteria drafting and voluntary consensus. The results of the assessment are included in the State of Sustainability Research. A 60-day public consultation period provides stakeholders with the opportunity to comment on the assessment for a full criteria revision.
- If the assessment determines that a revision is not required, GEC evaluates the need for a full revision of the Criteria every 12 months thereafter.
- GEC shares the outcome of the assessment with the Advisory Council and seeks their feedback on whether to proceed with a full revision.
- GEC makes the final decision as to whether to proceed with a full revision.

GEC Criteria Revision Process

Current GEC policy outlines factors to consider when assessing the need for a full criteria revision:



Full Criteria
Revision

- Stakeholder feedback and/or requests.
- Age and impact of existing Criteria, including how many manufacturers are claiming Optional Criteria.
- Comparison of existing Criteria against the current State of Sustainability Research to ensure Criteria reflect existing knowledge and best practices.
- Potential impact on and current capability of Participating Manufacturers to meet updated Criteria including design implementation, product lifecycle, and testing timeline.
- Ability of existing Criteria to meet institutional purchaser needs.

GEC Criteria Revision Process: Corrections & Clarity



Corrections &
Clarity

- *GEC Criteria Development Process (P74) states:*
 - *Revisions to the GEC Criteria are considered by Technical Committees, operating under the principals of voluntary consensus.*
- With the release of updated criteria, GEC anticipates the need to make minor corrections and clarify text, as the document resulting from voluntary consensus is rarely perfect (e.g., broken links, formatting anomalies, outdated/incorrect reference, etc.). GEC owns the criteria documents and would like to correct errors with appropriate consultation.

Discussion: GEC Criteria Revision Process

- For a Full Criteria Revision, GEC seeks to further develop its procedures. While we are open to consider any comments on Continuous Maintenance, some questions we'd like stakeholders to consider, include:
 - How and when should GEC solicit stakeholder feedback?
 - Should the State of Sustainability Research be updated in its entirety, or a supplemental assessment be prepared?
 - What should be the role of the Expert Ad Hoc Groups in the revision process?
- What factors should be considered in determining the need for a Full Criteria Revision?
- What are appropriate boundaries and process for the EPEAT Program in correcting errors, broken links, and clarifying language?

Next Steps & Reminders

- Submit feedback or call us!
- Feedback will inform GEC's development of proposed approaches for the various topics.
- Stakeholder Engagement Session #2 is scheduled for July 10, 2023. See Registration links on next slide.
- Participation is completely optional.
- Stakeholders do not have to participate in the webinars to contribute, feedback will be accepted from all stakeholders.

Submit feedback by July 5: email us epeat@gec.org

Upcoming Stakeholder Information Session: July 10, 2023

Call #1	Register in advance for Call #1 7am North America Pacific time on July 10, 2023 10am North America Eastern time on July 10, 2023 4pm Central European time on July 10, 2023 10pm Beijing time on July 10, 2023
Call #2	Register in advance for Call #2 11am North America Pacific time on July 10, 2023 2pm North America Eastern time on July 10, 2023 8pm Central European time on July 10, 2023 2am Beijing time on July 11, 2023
Call #3	Register in advance for Call #3 5pm North America Pacific time on July 10, 2023 8pm North America Eastern time on July 10, 2023 2am Central European time on July 11, 2023 8am Beijing time on July 11, 2023

Thank you for your participation