



# CB Alignment Meeting

25<sup>th</sup> of August 2022 – Agenda & Minutes

<b>Host</b>	Certification team (CNG)
<b>Present</b>	Ecocert, Preferred by Nature, Certification team CNG
<b>Minute-taker</b>	Certification team (CNG)

## Agenda:

	Topic	Duration
1	Welcome	10
2	Update from the team	5
3	Comments regarding audit reports	15
4	Questions to CB staff	30
5	Heads up	10
6	Closure	5

## Presentation:

Presentation attached. **Below minutes are additions to the slides presented.**

## Minutes:

### 1. Welcome/ Introduction

Topic	Summary of discussion	Conclusion/ Action
<b>Introduction</b>	Two new members of the CNG certification team introduce themselves.	N/a

### 2. Updates from CNG's Certification Team

Topic	Summary of discussion	Conclusion/ Action
<b>Exceptions</b>	We have started logging exceptions in the client's TEAMS folder. CNG cert. team will also email them directly to the CB.	
<b>Fictitious baseline</b>	Proposal has been submitted to Adv. Board, meeting is scheduled for sept. CNG cert. team will report back about the outcome.	
<b>Req 1.5</b>	Does it also apply to services? Can be the case, but the company needs to demonstrate (with a materiality analysis) that there scope 3 emissions are less than 40%.	

### 3. Topics to discuss

Topic	Summary of discussion	Conclusion/ Action
<b>Check of data in modelling systems</b>	Yes all agree that it is still important to check in such systems (on sample basis) on the correctness of the emission factors or remodelling exercise. If no access to the tool or system, then the client (or the footprint calculator) needs to give access to the CB during, or prior to the audit.	
<b>Mention clearly the figures in the audit report</b>	It is very useful for CNG to clearly include in the audit report what the PCF is, multiplied by the amount of sales. CNG cert. team will amend the template to make it easier to fill out this information	CNG cert. team will update the template.



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<b>Upload evidence</b>	Please upload all docs, also contract of offsets and label approvals.	Action CNG cert. team: check internally if there is a contract for offsets required during the initial audit. If the client does not sell yet as certified, do they still need to sign an offset contract with CNG?  Action CNG cert. team: develop visual of the offset payment structure
<b>Climate Policy</b>	Be careful - publication of Climate Policy is now mandatory for 2 <sup>nd</sup> yr clients.	
<b>CNG providing quotation support in Masterlist</b>	Yes, useful if CNG provides some insight into the client so CB's know roughly what kind of quotation they should draft.	
<b>Questions on new AP and T&amp;C Policy</b>	Extension certificates to be signed by previous auditor and 2 <sup>nd</sup> reviewer.	
<b>Rule if not selling as certified for &gt; 1 yr</b>	<b>Important topic! If client does not sell over more than a year, CBs would still want to enforce an audit, before the client is selling.</b>	<b>Action CNG cert. team: take up internally and develop formal policy to be integrated with AP.</b>
<b>On the job support for new auditors</b>	Establish a minimum – 3, 4 or 5 audits as trainee - being witnessed, depending on the quality and track record of the auditor.	Action CNG cert. team: develop proposal to be integrated with AP as formal policy in the future.
<b>Quality management system</b>	CNG Consultants had some questions about what these systems should actually look like. The spirit: If there is no SOP for document management system or M&E system that is OK, but it should be self-evident that the system is serving its purpose.	
<b>Training F2F</b>	Concerns regarding investments for travel costs are raised by the CB's.	
<b>Birthday CNG</b>	Please let CNG cert. team know if you come to the birthday of CNG on the 6 <sup>th</sup> of October.	

## Heads up

Topic	Summary of discussion	Conclusion/ Action
<b>New templates</b>	CNG marketing has developed new templates for the certificates, we will send them to you soon, and also the new audit report template	
<b>CB monitoring</b>	As an ISEAL requirement: CNG cert. team is working on a first version of a monitoring report (to be filled in by CB's) – first monitoring cycle will be on 2022, discussed between CNG and CB in Q1 2023 (see req. 4.1. of the Assurance Protocol). Input welcome!	
<b>New masterlist vs 2</b>	CNG cert. team is working on a new dashboard (a Masterlist 2.0) and will soon give a short presentation on this for which we will schedule a separate meeting.	



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<b>Sliddeck</b>	New presentation slide deck available, we will share with you.	Action CNG cert. team: share with CBs
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#### 4. AOB / extra time

Topic	Summary of discussion	Conclusion/ Action
<b>Next meetings</b>	Masterlist version 2.0 – 11 oct CB alignment meeting – 22 nov	CNG cert. team to organise both meetings.