



CO₂ PERFORMANCE LADDER

CO₂ Performance Ladder Harmonisation Act Procedure

Introduction

Harmonisation acts are normative decisions for the interpretation and manner of assessing the CO₂ Performance Ladder Handbook, which is determined by the Central College of Experts (CCvD). Harmonisation acts are prepared by the Technical Committee (or at auditor meetings) where the certifying institution auditors (Ladder CIs) consult with each other about differences in interpretation and the harmonisation of the CO₂ Performance Ladder assessments.

This procedure describes how harmonisation topics are placed on the agenda, how harmonisation acts are taken by the CCvD and how harmonisation acts are published.

1. Harmonisation acts agenda items

The harmonisation topic is a fixed agenda item in Technical Committee (TC) meetings.

- Harmonisation topics can be placed on the agenda by members of the CCvD, Ladder CIs and the SKAO administrative office.
- Harmonisation topics can be placed on the agenda at the latest 5 workdays before the subsequent TC meeting.
- When a harmonisation topic is too complex or substantive for a regular TC meeting, the topic is placed on the agenda of an auditor meeting to which all auditors from all Ladder CIs are invited.

2. Taking harmonisation acts

Harmonisation topics are discussed in the TC meeting or during auditor meetings. The harmonisation acts are numbered and indicated in bold in the minutes of the TC or auditor meetings.

A harmonisation act is a product of the TC. The TC draws up the draft text of the harmonisation act before it is submitted to the CCvD for approval.

The harmonisation act text intended for publication consists of:

- the topic;
- the harmonisation act;
- date of publication of harmonisation act;

and, insofar as applicable:

- a transition period;
- the assessment work method;
- the additional interpretation of criteria;
- the consequences of the scoring;
- the reason for the harmonisation act;
- the potential handbook amendment for a subsequent handbook revision, including draft text and handbook paragraph numbers where these changes are desired.



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3. Publication of harmonisation acts

Harmonisation acts are published on the SKAO website at the latest 10 workdays after CCvD approval.

Harmonisation acts are binding (normative) and apply upon publication on the SKAO website (www.skao.nl/en/harmonisation-acts) or at a later date specified in the harmonisation act.

All TC members are informed by email about newly published harmonisation acts. In addition, the harmonisation acts that are announced in a newsletter on the SKAO website.

4. Including harmonisation acts in the CO₂ Performance Ladder Handbook

Harmonisation acts reached and announced after the publication of the current version of the CO₂ Performance Ladder Handbook will be included as much as possible within the following version of the Handbook. Harmonisation acts that are already incorporated or outdated will remain available on the SKAO website for at least the transition period of a new handbook plus one year.

For all translations of normative documents, the Dutch version prevails in the event of deviations or differences of interpretation.