

CFP Communication Program

Rules on establishment and operation of review panel for emission factor

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Japan Environmental Management Association for Industry

<Purpose of this document>

Article 1

This document prescribes the rules on establishment and operation of "the review panel for emission factor" (hereinafter called "the review panel") that conducts audit of basic secondary data required for the operation of the CFP Communication Program (hereinafter called "the CFP Program"), under the CFP Program operated and managed by JEMAI (Japan Environmental Management Association for Industry).

<Tasks>

Article 2

The review panel shall develop the requirements for basic secondary data to be released and used in the CFP Program, and conduct final judgment and check on the result of verification of basic secondary data.

<Constitution>

Article 3

- (1) The review panel shall consist of about 10 committee members.
- (2) Each committee member shall be commissioned or dismissed by the chairperson of JEMAI from among those intellectuals knowledgeable about LCA (life cycle assessment) and CFP (Carbon Footprint of Products).
- (3) The term of office of a committee member of the review panel shall be 2 years, but any committee member shall not be prevented from being re-commissioned. For a committee member who is commissioned in the middle of the fiscal year, the remaining period until the end of the fiscal year shall be deemed to be 1 year of his/her term of office.

<Chairperson>

Article 4

- (1) The review panel shall select one chairperson from the committee members.
- (2) The chairperson shall chair the review panel meeting and control the proceedings of a meeting.
- (3) If the chairperson is unable to attend the review panel meeting, a person being appointed by the chairperson in advance shall perform the duties of the chairperson.

<Requirement for review panel meeting>

Article 5

In principle, the review panel shall be held to conduct an audit with the attendees of a majority of the committee members.

<Discussion and coordination>

Article 6

If any matter arises that needs to be discussed or coordinated by the review panel (which includes development of the requirements for basic secondary data to be used, and checks and final judgment on verification results related to basic secondary data), the review panel shall make a decision on such matter by a majority of the present committee members. If the votes are equally divided, the chairperson shall make a final decision on it.

<Compliance>

Article 7

- (1) The committee members shall conform to the separately prescribed "Rules for the handling of ethical and confidential matter."
- (2) In the event that any act of a committee member was found inappropriate against the "Rules for the handling of ethical and confidential matter," the chairperson of JEMAI can dismiss the committee member.

<Confidentiality>

Article 8

The committee members shall not divulge any confidential information obtained through their tasks to a third party. This rule shall apply even after the committee members are dismissed.

<Disclosure of the review panel>

Article 9

In principle, the review panel meetings and the meeting minutes shall not be disclosed to the public.

<Request for preparatory research>

Article 10

The review panel can request the secretariat for a preparatory research that will contribute to an audit.

<General affairs>

Article 11

Summons and general affairs of the review panel shall be handled by the secretariat in JEMAI.

Supplementary provision

This document shall come into effect on July 2, 2012.