

TERMS OF REFERENCE FOR THE CAEP SUSTAINABILITY CERTIFICATION SCHEMES EVALUATION GROUP (SCSEG)

Amendment 1 – 18/November/2020

1. MANDATE

1.1 The SCSEG is a subgroup of CAEP mandated with developing technical recommendations to the Council on the eligibility of Sustainability Certification Schemes (SCS).

2. TASKS

2.1 In fulfilling this mandate, the CAEP SCSEG is tasked to:

- 1) undertake the evaluation of Sustainability Certification Schemes (SCS) against the eligibility requirements listed in the ICAO document “CORSIA Eligibility Framework and Requirements for Sustainability Certification Schemes”;
- 2) develop technical recommendations based on the above evaluation of SCS applicants for submission to the Council;
- 3) ensure that SCS around the world can receive advance notice of, and are given ample time to apply for, the evaluation by CAEP SCSEG, and conduct outreach as necessary, with the support of the ICAO Secretariat;
- 4) collect additional information from SCS and/or economic operators and issue guidance to the SCSs, as required;
- 5) monitor the compliance of the SCS contained in the ICAO document “CORSIA Approved Sustainability Certification Schemes” with the “CORSIA Eligibility Framework and Requirements for SCSs”, and make technical recommendations to Council to decide on the continuity of the SCSs being on the list of eligible SCS;
- 6) ensure SCS eligibility is re-assessed at least every five years; and
- 7) raise any technical issues to CAEP for consideration, including issues related to the ICAO document “CORSIA Eligibility Framework and Requirements for SCS”.

3. GOVERNANCE STRUCTURE

3.1 The SCSEG is subject to administrative guidance from CAEP and its members are nominated by CAEP Members. To ensure the independence of the SCSEG’s technical work, overlap of functions of SCSEG nominated members with those of a CAEP member should be avoided.

3.2 SCSEG Members are invited to observe the deliberations of CAEP and the CAEP Fuels Task Group (CAEP FTG) but the SCSEG technical work is independent of these bodies.

3.3 The SCSEG’s technical recommendations on the eligibility of SCS are contained in a report that is sent to CAEP Members and CAEP Observers who will have 30 days to provide comments on the report prior to the report being forwarded to the Council by CAEP. These comments from CAEP

Members and CAEP Observers are reported by CAEP to the Council alongside the report of the CAEP SCSEG.

3.4 Evaluations and reports from the SCSEG following the procedure described above and subsequent reporting to the Council could occur at any time during the CAEP cycle without the need of a formal CAEP meeting.

4. **EXPERTISE AND EXPERIENCE REQUIREMENTS**

4.1 In order for the CAEP SCSEG to undertake the tasks as outlined in paragraph 2 above, SCSEG members are required to meet at least two of the following five technical expertise and experience requirements, which have to be substantiated at the time of nomination:

- a) experience in the development or deployment of fuels for aviation which could fall under the definition of sustainable fuels or lower carbon fuels;
- b) experience in the design, development, operation or evaluation of SCS;
- c) experience in the development, assessment, or implementation of international standards relevant to aviation fuel, sustainability certification, or sustainable development;
- d) experience in fossil-based fuels, biomass, biofuel and/or agriculture value chain sustainability assessments and requirements; and
- e) experience in the development, assessment, or oversight of climate change policies and/or sustainable development policies.

4.2 In addition, it would be desirable (though not essential) that CAEP SCSEG members have experience with ICAO processes, in particular those related to CORSIA.

4.3 The collective membership of the CAEP SCSEG should cover all of the areas of expertise provided in Section 4.1.

5. **MEMBERSHIP**

Nomination of CAEP SCSEG members

5.1 In principle, the size of the SCSEG should be in the order of 14 to 16 experts, nominated by CAEP Members, taking into account the need for balanced geographical representation.

5.2 Nomination is to be made through the submission of a letter (or an email) to the CAEP Secretary, highlighting the areas of expertise and experience of the proposed expert, including a personal conflict of interest declaration and a statement of commitment by the proposed expert to the work of CAEP SCSEG for at least one full CORSIA compliance cycle (i.e., 3 years). Nominations would be considered for approval by CAEP.

Selection of Co-Chairpersons for CAEP SCSEG

5.3 The CAEP SCSEG selects two co-Chairpersons from among its members at its first meeting.

5.4 The co-Chairpersons should not be from the same geographical region.

Replacement of CAEP SCSEG Members during a CORSIA compliance cycle

5.5 The replacement of an existing CAEP SCSEG Member during a compliance cycle of the CORSIA is allowed, if the replacement member is approved by CAEP (through correspondence).

5.6 The replacement must meet the same criteria as outlined in the TOR.

5.7 The outgoing member's nominating CAEP Member should first be allowed to nominate a replacement.

5.7.1 If a replacement is not nominated by that CAEP Member or should CAEP reject the nominated replacement, the CAEP Secretary would then seek nominations from CAEP Members of the outgoing member's geographic region.

5.7.2 If a replacement is not nominated by CAEP Members from that geographical region or should CAEP reject the nominated replacement(s), the CAEP Secretary would then seek nominations from all CAEP Members.

5.7.3 Where possible, the replacement of CAEP SCSEG Members should be staggered over CORSIA compliance cycles to ensure continuity of knowledge and expertise.

6. AVOIDANCE OF CONFLICTS OF INTEREST

6.1 As a part of the nomination process, SCSEG nominees will have to present a personal declaration about potential conflicts of interest. The proposing CAEP Member will confirm that the nominee has made this declaration. SCSEG Members should not benefit materially from decisions made by the SCSEG. This could include employment by or having financial and/or commercial interest in any SCS or an economic actor along the fuel supply chain that would benefit from the expert's appointment. This has to be substantiated at the time of nomination, through a personal declaration.

6.2 The SCSEG co-Chairpersons may bring to the CAEP attention any serious concerns regarding a member's consistency with the TOR, which may become apparent in the course of the SCSEG's work, in particular concerns related to conflicts of interest.

7. WORKING METHODS

Modality and frequency of SCSEG meetings

7.1 Face-to-face meetings of the CAEP SCSEG are the primary means of organizing its work, making significant decisions and resolving substantive issues.

7.2 The CAEP SCSEG is also expected to conduct business via teleconferences and emails between the face-to-face meetings to progress the work.

7.3 The CAEP SCSEG will discuss and agree on a schedule of meetings, which can be reviewed later as necessary. The number of meetings should be sufficient to achieve its deliverables.

7.4 If changes to the meeting schedule or additional meetings are required, the co-Chairpersons will, after consultations with CAEP SCSEG Members, give notice of any changes in the meeting schedule and/or additional meetings.

Quorum for CAEP SCSEG recommendations

7.5 A majority of CAEP SCSEG Members from at least three geographical regions must be present at its meeting in order to constitute a quorum to make technical recommendations.

Working language for CAEP SCSEG meetings

7.6 The working language of the CAEP SCSEG is English. The recommendations of CAEP SCSEG are translated in all six languages, for consideration by the Council.

Decision process of CAEP SCSEG

7.7 The SCSEG's technical recommendations, including the underlining decisions by the SCSEG, are taken by consensus. If there is no consensus, then the prevailing and alternative conclusions will be described and substantiated, and presented to the Council for decision.

8. PUBLIC INFORMATION, TRANSPARENCY AND COMMUNICATION

8.1 Applications and other information submitted by SCSs will be publicly available on the ICAO CORSIA website, except for materials, which the applicants designate as business confidential.

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References:

ICAO Document 10126 (CAEP/11 report), Appendix F to the report on Agenda Item 9

[Council Decision 221/10](#) , Paragraph 4. b)