

# EnergyTag Governance Structure

The EnergyTag Initiative is a non-profit organisation bringing together organisations that support the **mission of “defining and building the market for granular energy certificates”**. As such, its governance structure and core activities as performed by the EnergyTag Secretariat and Working Groups are all designed to deliver on this specific mission.

## Overall Governance Structure



## Advisory Committee

- **Purpose:** Ensure robust steering and governance of the EnergyTag Initiative over the long-term in alignment with the stated mission of the EnergyTag Initiative.
- **Roles:** The Advisory Committee is made up of a *Chair* and *Advisory Committee Members*

1. **Chair (Interim):** Phil Moody
2. **Suggested Advisory Committee Members (Interim):**
  - i. **Ben Gerber** – M-RETs
  - ii. **Katrien Verwimp** – Enunda
  - iii. **Savannah Goodman** – Google
  - iv. **Toby Ferenczi** – EnergyTag Founder, Granular
  - v. **Simone Accornero** - Flexidao
  - vi. **Taylor Sloane** - AES
  - vii. **Doug Miller** - CEBA
  - viii. **Bruce Douglas** - Eurelectric
  - ix. **Lucy Hunt** - Re-source/WSCBD
  - x. **Taylor Leyden** - Microsoft
  - xi. **Jared Braslawsky** - iREC
  - xii. **Adam White** – RECs International

3. **Advisory Committee Secretary:** Killian Daly

- **Nominations:** The interim Advisory Committee has been nominated by Chair (Phil Moody). Official advisory members shall be elected by EnergyTag members in due course. Any EnergyTag member may nominate themselves. The Chair is elected by the Advisory Committee members and ratified by EnergyTag members.
- **Meetings:** Convened by default at the beginning of every quarter. Exceptional meetings are possible upon request. The Annual meeting shall be the final quarterly meeting of each year.
- **Responsibility:** Advisory committee members hold no legal responsibility.
- **Decision Making:**
- Decisions made by the Advisory Committee are categorised as either “Normal Decisions” or “Exceptional Decisions”.
- Decisions are made by the Advisory Committee, with each member having one vote when voting on issues. The meeting is quorate when members or proxies holding at least [fifty] percent of the votes are present.
- 1. “Normal Decisions” require a standard majority (i.e. more than fifty percent of votes cast in favour of the motion); while
- 2. “Exceptional Decisions. require a qualified majority (i.e. more than [seventy] percent of votes cast in favour of the motion)

#### **Normal Decisions:**

1. Nominate working group chairs
2. Overview and confirm election of working group chairs.
3. Nominate secretariat members
4. Resolution of any dispute.
5. Review the accounts and spending of the initiative.
6. Review the future budgets of the initiative.
7. Review and confirm the governance of the working groups.
8. Frequency of review of the GC Scheme Standard and GC Use Case Guidelines.

#### **Exceptional Decisions:**

1. Change to the Standard and Guidelines
2. Change to the Internal Regulations and Articles of Association
3. Applications for membership
4. Exclusion from membership
5. Method of calculating voting rights and voting procedures
6. Dissolution and liquidation of the EnergyTag Initiative
7. Maximum membership fee.

#### - **Responsibilities**

## **Secretariat**

- **Purpose:** To ensure the smooth operational performance of the EnergyTag initiative
- **Roles and Members:**
  1. Chair: Phil Moody
  2. Founder: Toby Ferenczi (interim)
  3. Operations Manager: Killian Daly
- **Meetings:** The EnergyTag secretariat meets on at least a weekly basis.
- **Key Activities:** The key activities of the secretariat include:
  1. General Administration
  2. Human Resource Activities
  3. Supporting smooth running of working groups

4. Onboarding of new members
5. Marketing and Communications about the EnergyTag initiative in line with the standard, guidelines and mission
6. Developing initial positions that may be proposed to working groups, in-line with EnergyTag mission, guidelines and governance
7. Interacting with policymakers to raise awareness of EnergyTag, in-line with EnergyTag mission, guidelines and governance.

## Working Groups

### Working Group Overview

- **Purpose:** To work on delivering the three primary pillars of meeting the EnergyTag Initiatives mission:
  1. **WG1 - Standards and Guidelines:** Publish and maintain the *EnergyTag Granular Certificate Scheme Standard*, to ensure schemes are standardised and interoperable and the *EnergyTag Granular Certificate Use Case Guidelines* to facilitate harmonisation of the usage of Granular Certificates.
  2. **WG2 - Demonstrators:** To house the EnergyTag Demo Projects and facilitate the development of the first *Granular Certificate Markets*.
  3. **WG3 - Advocacy and Policy:** To identify key regulatory updates and align on *advocacy for the use of Granular Certificates* to enable more temporal electricity sourcing.
- **Roles:** The members of each working group may hold one of four key roles that group
  1. Chair
  2. Facilitator
  3. Editors
  4. Reviewers.
- Further details are provided in the next section of the document specific to working group governance.
- **Working Group Chairs**
  1. **WG1:** Phil Moody
  2. **WG2:** Adam White
  3. **WG3:** Toby Ferenczi (interim)
- **Members:** The members of each working group are listed publicly
- **Meetings:** Working group meeting are held every 6-8 weeks.
- **Key Activities and Ways of Working:** Listed in detail per working group in the next section.

### Working Group Roles

Each Working Group may include the following roles. Additional roles may be adopted and documented by the Working Group.

- **Chair:** Responsible for ensuring working group activities are aligned with purpose of the working group. Elected by the members of that workgroup.
- **Facilitator:** Responsible for organizing activities around developing, maintaining, and updating the specification(s) developed by the Working Group. Facilitators are also responsible for determining consensus and coordinating appeals. Each Working Group will designate one or more Facilitator for that Working Group. A Working Group may select a new or additional Facilitator(s) upon Approval of the Working Group Participants. Nominated by chair of the working group and confirmed by the Advisory Committee.

- **Editors:** Responsible for ensuring that the contents of the documents and other outputs reflect the mission of EnergyTag and the decisions that have been made by the Working Group. The process by which this may be ensured is by drafting of initial positions by the Editors and then receiving feedback from group participants through a consultation period. The Editors, along with the Facilitator and the Chair, are then responsible for ensuring this feedback is considered with suggested modifications accepted or rejected and justification of this choice being noted and fed back to the Participant who originally shared it. Editors are nominated by the Chair of the working group.
- **Participants:** “Participants” are those members that participate and make contributions to the Working Group. Where output documents are being redacted, Participants will be asked to review the Note that the Market Development working group as a distinct type of Participant called “Demo/Market participant” to indicate participants directly involved in a demonstrator project or a GC marketplace. Any EnergyTag Member may be a participant of the any of the EnergyTag Working Groups provided their continue compliance the EnergyTag Membership Agreement terms.

## Working Group Decision Making

- **Consensus-Based Decision Making.** Working Groups make decisions through a consensus process (“Approval” or “Rejected”). While the agreement of all Participants is preferred, it is not required for consensus. Rather, the Chair will determine consensus based on their good faith consideration of a number of factors, including the dominant view of the Working Group Editors and Participants and nature of support and objections. The Facilitator will document evidence of consensus in accordance with these requirements. Consensus will not be deemed to have been met in the event of a sustained objection from one or more than Working Group participants.
- **Appeal Process.** Decisions may be appealed, and that appeal will be considered by the Chair and Facilitator in good faith and considering to what extent the appeal benefits the EnergyTag mission. The chair will respond in writing within a reasonable time. If appeals are unresolved for a sustained period they may be sent to the Advisory Committee for review and closure.
- **Mission-driven:** All decisions and positions of the EnergyTag Initiative are guided its fundamental purpose. Therefore, any appeals that are not aligned with the mission of the initiative may be dismissed as such.

## Working Group Details

### Working Group 1 - Standards and Guidelines

- **Purpose:** Publish and maintain the *EnergyTag Granular Certificate Scheme Standard*, to ensure schemes are standardised and interoperable and the *EnergyTag Granular Certificate Use Case Guidelines* to facilitate harmonisation of the usage of Granular Certificates.
- **Outputs:** The publication of i) The Granular Certificate Scheme Standard Document and . These documents are to be reviewed on an annual basis unless otherwise specified by the EnergyTag Advisory Committee. The facilitation of compliance and audit with these documents as required.
- **Roles:**
  1. Chair: Phil Moody
  2. Facilitator: Killian Daly
  3. Editors: List in spreadsheet

- 4. Participants: List in spreadsheet.
- 5. Drafting team: Made up of the Chair, Facilitator and Editors.
- **Process:** The process for delivering on the purpose and outputs above must be transparent and must aim at achieving wide alignment amongst as many participants as possible. An overview of key process steps are outlined below:
  1. **Document Drafting:** The Chair, Facilitators and Editors draft the documents. Each section as a list of lead authors ultimately responsible for the outputs of that section and co-authors responsible for contributing to that section. Once a draft is complete and consensus is reached amongst the working team, it is an official draft and may be released for consultation. The drafting team meets on a weekly basis during the drafting periods to discuss major issues to ensure alignment.
  2. **Draft consultation:** Officials drafts are sent out to all working group participants for review. Any participants may provide feedback and propose specific modification to the document provided they are justified. Any participant may provide feedback in the feedback template provided.
  3. **Consultation Review and Draft Update:** The drafting team is responsible for reviewing each element of feedback with the Editors responsible for each section either as lead author or co-author responsible for suggesting whether specific proposed modifications should be accepted/rejected. The Chair and the Facilitator shall review these suggested positions and ensure their position is aligned with that of the Editors and the EnergyTag message. If not, the Chair and Facilitator shall discuss the issue with the relevant editors. Once an aligned position is achieved on each comment and/or suggested modification, changes are made to the document to reflect the updated position by the Editors, Facilitator and Chair. Each participant that provided feedback shall receive feedback from the Drafting team on their comments and the reasoning for accepting/rejecting any suggestions.
  4. **Document finalisation:** Once steps 1-4 have been iterated sufficiently (as defined by group chair), the document is finalised and becomes either an EnergyTag Standard, which or a set of EnergyTag Guidelines.
  5. **Standard / Guidelines Publication:** The documents are then published officially to the entire EnergyTag community as the most recent version of that document.
  6. **Facilitating Compliance:** The redaction and publication of guidelines to facilitate the auditing of compliance with the EnergyTag Standards and guidelines where required.

### Working Group 2 - Market Development (To be Refined)

- **Purpose:** Facilitate the development of the first GC markets by i) housing and providing a forum for exchange for the EnergyTag demo projects on topics of common interest ii) providing support to market development activities where necessary.
- **Outputs:** May include i) demo survey ii) audit testing and iii) market enabling toolkits. along with other outputs required by the working group.
- **Roles:**
  1. Chair: Adam White
  2. Facilitator: Killian Daly
  3. Editors: NA (none required yet)
  4. Participants: **List in spreadsheet.**
  5. Drafting team: Made up of the Chair, Facilitator and Editors. (none required yet)
- **Process:** The process for delivering on the purpose and outputs above must be transparent and must aim at achieving wide alignment amongst as many participants as possible and shall follow the Working Group Decision Making Process.

### Working Group 3 - Policy and Awareness (To be co-created with WG)

- **Purpose:** To create a forum to build awareness of and promote the usage of Granular Certificates amongst key stakeholders and to develop and advocate common positions on this niche topic for many. Advocacy is not the core purpose of EnergyTag, and we will seek to identify and work with partners where possible to advocate for GCs.
- **Outputs:** May include i) lists of relevant policy initiatives and standards updates where GC could play a role ii) position papers to advocate for common positions that advance EnergyTag mission.
- **Roles:**
  1. Chair: Toby Ferenczi
  2. Facilitator: Killian Daly
  3. Editors: NA (none required yet)
  4. Participants: [List in spreadsheet.](#)
  5. Drafting team: Made up of the Chair, Facilitator and Editors. (none required yet)
- **Process:** The process for delivering on the purpose and outputs above must be transparent and must aim at achieving wide alignment amongst as many participants as possible and shall follow in particular the Working Group Decision Making Process. Essentially the process of this working group follows the following steps:
  1. **Issue Identification and awareness:** Identifying regulations/standards where GCs could be useful or which currently impeded GCs and ensure that WG members are aware of these issues and know how to contribute to the relevant discussions. Specifically, EnergyTag will maintain an open spreadsheet “Policy Compass” summarising global topics of interest for GCs.
  2. **Developing Positions:** The working group may develop common positions on GC topics of interest that are;
    - Aligned with EnergyTag Mission
    - Aligned with the Standard and Guidelines.
  3. **Advocate and Raise Awareness:** EnergyTag may then raise awareness and advocate, with partners, of the existence of GCs and the benefits they can bring with policy makers, NGO and other key stakeholders.

## EnergyTag Ways of Working and Principles

The principles below outline the fundamentals of how EnergyTag performs its activities in accordance with proper Due Process. Due process means that any person (organization, company, government agency, individual, etc.) with a direct and material interest has a right to participate by: a) expressing a position and its basis, b) having that position considered, and c) having the right to appeal. Due process allows for equity and fair play. The following constitute the minimum acceptable due process requirements for the development of consensus.

**Openness:** Participation shall be open to all persons who are directly and materially affected by the activity in question. There shall be no undue financial barriers to participation. Voting membership on the consensus body shall not be conditional upon membership in any organization, nor unreasonably restricted on the basis of technical qualifications or other such requirements. Membership in a Working Group’s parent organization, if any, may be required.

**Lack of Dominance:** The development process shall not be dominated by any single interest category, individual or organization. Dominance means a position or exercise of dominant authority, leadership, or influence by reason of superior leverage, strength, or representation to the exclusion of fair and equitable consideration of other viewpoints.

**Balance:** The development process should have a balance of interests. Participants from diverse interest categories shall be sought with the objective of achieving balance.

**Coordination and Harmonization:** Good faith efforts shall be made to resolve potential conflicts between and among deliverables developed under this Working Group and existing industry standards.

**Consideration of Views and Objections:** Prompt consideration shall be given to the written views and objections of all Participants.

**Written procedures:** This governance document and other materials documenting the Community Specification development process shall be available to any interested person.

**Mission-driven:** All activities, decisions and positions of EnergyTag are guided by the fundamental purpose of the initiative.

**Level playing field.** In order to develop a robust market, the policies, guidelines and activities of the Working Groups, Advisory Committee and Working Groups must not favour any one organization or technology. Any decisions must be made in consideration of the best interested of all current and future market participants and service providers.

**Conflict of interest declaration** - Members of the Secretariat, Advisory Committee and Working Groups must acknowledge and declare any interests that could present potential opportunities for conflict. Members will refrain from voting or otherwise using their personal influence during any meeting at which the interest is contemplated by the disinterested members, in line with the EnergyTag conflict of interest policy (to be finalised).

## Data Privacy Notice

EnergyTag has a privacy policy that means we do not sell or rent your personal information to others.

- The EnergyTag Initiative collects information from representatives of its members to ensure that EnergyTag membership records are accurate and up-to-date. This information may include: name, organization/affiliation, title, phone number(s), email address(es), website address, profession/occupation,
- Personal information may be used for internal purposes by authorised The EnergyTag Initiative staff. Personal information will not be released to third parties except as noted below:
  1. The English authorities, including for example the publication in the official gazette of the officials of The EnergyTag Initiative
  2. The details of speakers at conferences and events supported by the The EnergyTag Initiative
  3. The details of contributors to articles published in periodicals
  4. Stakeholders in the guarantee of origin market.
- At the present time, we are aware of no other circumstances under which The EnergyTag Initiative will provide personal information to third parties.
- The EnergyTag Initiative encourages members' representatives to update and correct their personal information online. Alternatively, members may send updated information to the EnergyTag administrative offices.
- The EnergyTag Initiative retains information regarding EnergyTag members' representatives indefinitely.

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