

EnergyTag



EnergyTag Governance

Version 2



EnergyTag Governance V2

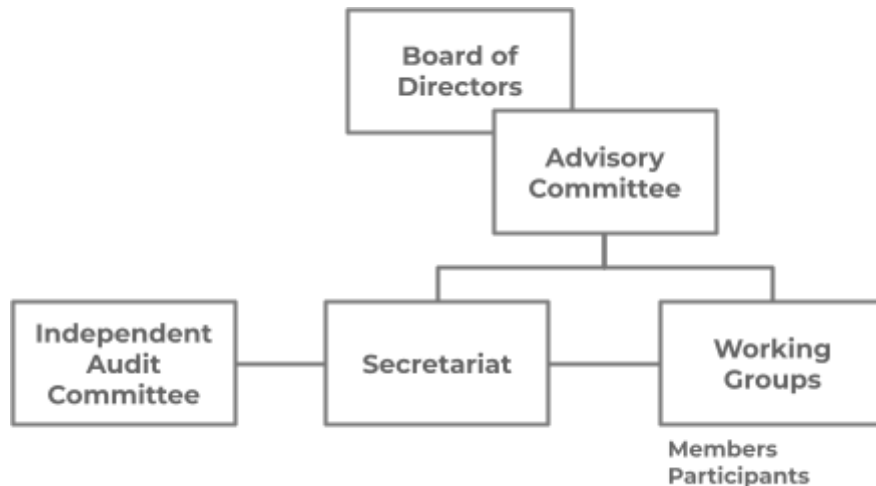
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A Mission-Driven Governance

EnergyTag Ltd. is a non-profit organization [registered in the United Kingdom](#). It brings together organizations that support EnergyTag's **mission “to carry on activities which benefit the clean energy industry and to define and build a market for granular energy certificates”**. This mission is enshrined in the Initiative's Articles of Association and, as such, its governance structure and operational activities (as performed by the EnergyTag Secretariat and Working Groups) are all designed to deliver on this specific mission. The Governance of the Initiative has been designed to be robust, transparent, and sufficiently streamlined to ensure EnergyTag can continue to deliver on its mission at the pace needed of all initiatives focused on tackling the climate crisis.

Governance Structure



EnergyTag is organized and governed through a number of key functions, each with their own distinct set of responsibilities (see Decision-Making Matrix in the next section for details):

- Advisory Committee (AC):** The primary advisory and decision-making body for certain key strategic activities proposed by the Secretariat and the Working Groups. The AC is not responsible for financial decisions or those relating to change of entity structure. Made up of a Chair, Secretary and 10-14 members, representing a broad geographical spectrum of subject-matter experts. Meets every 6-12 weeks.
- Board of Directors (BoD):** Holds ultimate legal responsibility for the organization, overseeing key financial and other fiduciary decisions and ratifies key items decided by the Advisory Committee. The Board of Directors is made up of a minimum of three and a maximum of five Directors and meets on a quarterly basis. EnergyTag is, at least initially, a limited non-profit company under UK law.
- Secretariat:** Runs the operations of the initiative. Led by the General Manager. Responsibilities include ensuring smooth operations of the Working Groups and the Independent Audit Committee.
- Working Groups (WG):** Provide a forum for discussion and delivery of the EnergyTag mission through the three strategic pillars of the initiative: i) Standards & Guidelines, ii) Market Development, and iii) Policy and Awareness. Each working group has a Chair and members/participants, meeting every 6-8 weeks.
- Independent Audit Committee (IAC):** Responsible for deciding the outcome of audits for compliance with the EnergyTag GC Scheme Standard and GC Use Case Guidelines based on the recommendations of the report of the auditors. To ensure impartiality and discretion, the IAC is independent of the other functions of EnergyTag.

- **Members:** Members are organizations from the EnergyTag community that have formally agreed to becoming members and have signed the [EnergyTag Membership Agreement](#) (currently it is proposed that membership is free). The major difference between the Members and Participants is that members may vote in elections. Currently, no membership is proposed.
- **Participants:** The EnergyTag community is made up of all those who sign up to the initiative mailing list and working groups (“Participants”). Anyone can become a Participant of the community for no cost and start contributing. The community is a core part of EnergyTag’s principle of openness in delivering its mission.

Decision-Making Responsibilities Matrix

The [Decision-Making Matrix](#) describes the key decisions of EnergyTag.

Decision Type	Decision	Charter	Board of Directors	Advisory Committee	Working Groups	Secretariat	Independent Audit Committee
Legal Structure	Modification of Charter	Make Difficult	Propose & Ratify	Informed			
Legal Structure	Dissolution of EnergyTag	Make Difficult	Propose & Ratify	Informed			
Governance	Director Composition	Refer to	Propose & Ratify	Advise			
Governance	Modify Decision-making Matrix		Ratify	Decide (e)			
Governance	Modify Standard & Guidelines		Ratify	Decide (e)	Propose		
Governance	Modification of AC Voting		Ratify	Decide (e)		Propose	
Governance	Advisory Com. Composition		Ratify	Propose & Elect			
Governance	Secretariat General Manager		Propose & Ratify	Advise			
Governance	Working Group Chairs			Decide	Propose & Elect		
Governance	Ind. Audit Committee Chair		Propose & Ratify	Decide		Propose	
Governance	Ind. Audit Committee Composition		Ratify	Decide			Propose
Governance	Working Group Dispute Resolution			Decide	Propose		
Strategy	Communication Policy		Ratify	Advise		Propose	
Strategy	Recruitment Policy		Ratify	Advise		Propose	
Strategy	Equality & Diversity Policy		Ratify	Advise		Propose	
Strategy	Marketing Strategy		Ratify	Advise		Propose	
Strategy	Expense Policy		Ratify	Advise		Propose	
Strategy	Working Group Mission		Ratify	Decide	Propose		
Strategy	Budget		Ratify	Advise		Propose	
Strategy	Sign-off accounts		Ratify	Advise		Propose	
Strategy	Membership Policy		Ratify	Decide		Propose	
Strategy	Participant Policy		Ratify	Decide		Propose	
Operations	Partnerships Agreements		Ratify	Advise	Propose	Propose	
Operations	Working Group Operation & Admin					Execute	
Operations	Communications					Execute	
Operations	Marketing					Execute	
Operations	Recruitment					Execute	
Operations	Fundraising		Ratify	Advise		Propose	
Operations	Advocacy (Mission-Aligned)	Defined				Execute	
Operations	General Advocacy		Ratify	Advise	Propose	Propose & Execute	
Operations	Auditor Selection		Ratify				Decide
Operations	Auditing Admin					Execute	Execute
Operations	Auditing Outcomes Adjudication		Ratify		Advise		Decide
Operations	Auditing Guidelines			Decide	Advise		Propose
Operations	Relationship Management					Execute	
Operations	Exclude Members		Ratify	Decide (e)			
Operations	Social Media Posts					Execute	

Roles & Responsibilities

This section builds on the structure and key decisions laid out in the previous sections to provide more detail on the purpose and operation of each of the key governance roles of the initiative and outlining their key responsibilities.

Advisory Committee

- **Purpose:** Ensure robust governance and strategic alignment in line with the mission of the initiative based on expert input. Give advice and make decisions on key topics related to the activities of EnergyTag as outlined in the decision-making matrix. It is intended that the Advisory Committee is the primary advisory and decision-making body for certain substantive decisions regarding certain strategic activities of EnergyTag as outlined in the decision-making matrix. The AC is not responsible for financial decisions or those relating to change in entity structure.
- **Roles:** The Advisory Committee is made up of a *Chair (EnergyTag Funded)*, a *Secretary (EnergyTag Funded)*, and *Advisory Committee Members (Volunteer basis)*.
 - **Chair:** Phil Moody (Interim appointment).
 - **Secretary:** Killian Daly.
 - **Advisory Committee Members:** EnergyTag AC members that serve in a personal basis rather than on behalf of their organization:

#	ID	Name	Organization	Category	Region
1	AW	Adam White	RECs	NGO	Europe
2	BD	Bruce Douglas	Eurelectric	Producers	Europe
3	BG	Ben Gerber	M-RETS	Registry	US
4	JB	Jared Braslawsky	I-REC Standard Foundation	Registry	World
5	KV	Katrien Verwimp	Enunda	Audit	Europe
6	SA	Simone Accornero	Flexidao	Registry	Europe
7	SG	Savannah Goodman	Google	Consumer	US
8	TF	Toby Ferenczi	Granular	Markets	Europe
9	TL	Taylor Leyden	Microsoft	Consumer	US
10	TS	Taylor Sloane	AES	Producer	US

- **Nominations:** Advisory Committee members shall be elected by EnergyTag AC every two years, starting at the beginning of the year or on a rolling basis as members leave the committee. The first Advisory Committee has been nominated by the Chair and the Secretariat and is Confirmed in the Advisory Committee. Any EnergyTag member organization may nominate a representative. If the conditions of membership have been decided, then the Advisory Committee members would have to be members of EnergyTag. The Chair is elected by the Advisory Committee members. Advisory Committee members and the Chair may serve a maximum of three two-year terms. The

membership must have no less than ten members and no more than fourteen members, excluding the Chair and Secretary. Moreover, it must have at least two consumer representatives, at least two producer representatives, at least two Certificate registry representatives to ensure diversity and a lack of dominance from one sector.. The EnergyTag Advisory Committee and Board of Directors shall also have the right to suspend or cancel participation of the Member if the Member fails to meet its responsibilities as a member of the Advisory Committee. Members of the Advisory Committee may resign their membership, with three months notice, at any time via email to the Chair of the Advisory Committee.

- **Meetings:** Every 6-12 weeks. The Annual meeting shall be the final meeting of each year.
- **Advisory Committee Membership Agreement:** Advisory Committee members must agree to conform to the [Advisory Committee Terms of Membership](#), committing to:
 - Conform to the mission of EnergyTag.
 - Fulfil the EnergyTag Governance commitments laid out in this document.
 - Make free the time necessary to effectively perform duties and responsibilities. At least 70% Advisory Committee meeting attendance requirement per annum.
 - Declare any related/conflicting interests in the [Conflict Register](#).
 - Sign a non-disclosure agreement.
 - Agree to conform to the [EnergyTag Code of Conduct](#).
- **Voting and Quorum:** Aim is to achieve unanimity, but if a vote is required:
 - Each member has one vote, when voting on issues. Each member may hold two proxy votes. The Chair does not usually vote except where a Casting vote is required.
 - The meeting is quorate when members or proxies holding at least [50] percent of the votes are present or represented.
 - “Normal Decisions” require a standard majority (i.e. more than [50] percent of votes cast in favour of the motion). If the AC is split 50/50 then the Chair has the Casting Vote.
 - “Exceptional Decisions” require a qualified majority (i.e. more than [70] percent of votes cast in favour of the motion). Denoted by (e) in decision-making matrix.
- **Responsibilities:**
 - Perform duties in order to further the mission of EnergyTag “to define and build a market for granular energy certificates”.
 - Vote on decisions based on the decision-making matrix of EnergyTag.
 - Commit the time required to ensure delivery of the responsibilities of an Advisory Committee member and respond in a timely fashion to requests for input.
 - Provide year-round guidance and feedback on strategic direction through Advisory Committee meetings, including pre-reading and request for feedback.
 - Provide ad-hoc guidance and feedback on specific topics or issues..
 - Help the Secretariat execute its duties.

- Help EnergyTag to link to potential funders and advise on approach throughout the year when fund-raising.
- Help EnergyTag make relevant new connections..
- It should be noted that Advisory Committee members are not legal directors of the EnergyTag organization. Advisory Committee members do not take any personal responsibility or liability for any consequences of the decisions, actions or activities taken by EnergyTag. The positions, actions, or activities taken by EnergyTag are not necessarily those of all the Advisory Committee members. For absence of doubt, it shall be clear that in no event will either EnergyTag or the Advisory Committee Member be liable to each other or to any other Member or third party under this agreement for lost profits, lost revenue, lost sales, loss of use, loss of data or any incidental, consequential, direct, indirect, punitive, or special damages, whether or not such party had advance notice of the possibility of such losses or damages.

Board of Directors

- **Purpose:** Required to take legal responsibility and make key financial and structural decisions for the organization so long as it remains a UK registered company. Ensure robust governance and continuity in line with the mission of the initiative. See decision-making matrix for summary of responsibilities.
- **Roles:** The Board of Directors will be composed of a minimum of three Directors at all times. All Directors serve on a voluntary basis, with expenses covered. The current composition of the Board of Directors:
 - Executive Director: Killian Daly,
 - Director: Andreas Gunst,
 - Director: Phil Moody.
- **Nominations:** Directors are proposed and ratified by the Board of Directors themselves with the Advisory Committee able to advise. Directors may serve a maximum of three two-year terms.
- **Meeting Frequency:** Every three months. The Annual meeting shall be the final meeting of each year.
- **Director Agreement:** Directors must sign an agreement which solely commits each Board member to:
 - Conform to the mission of EnergyTag “to define and build a market for granular energy certificates”.
 - Fulfil legal and governance commitments required of a Director of a non-profit company registered in the United Kingdom.
 - Fulfil the EnergyTag Governance commitments laid out in this document.
 - Make free the time necessary to effectively perform duties and responsibilities. At least 80% Quarterly Board meeting attendance requirement per annum.

- Declare any related/conflicting interests.
- Sign a non-disclosure agreement.
- Agree to conform to the [EnergyTag Code of Conduct](#).
- **Voting and Quorum:** Aim is to achieve unanimity, but if a vote is required:
 - Each member has one vote, when voting on issues.
 - The meeting is quorate when members or proxies holding at least [50] percent of the votes are present or represented.
 - “Normal Decisions” require a standard majority (i.e. more than [50] percent of votes cast in favour of the motion); while
 - “Exceptional Decisions” require a qualified majority (i.e. more than [70] percent of votes cast in favour of the motion).
- **Responsibilities:**
 - Perform duties in order to further the mission of EnergyTag.
 - Vote on decisions based on the decision-making matrix of EnergyTag.
 - Provide governance and legal backstop (including fiduciary responsibilities, registry at Companies house, reviewing financial statements etc.).
 - Year around and time sensitive availability for reviewing key company documents.
 - Be available when corporate admin sign-off is required (e.g bank accounts, financial statements etc.).
 - Provide year-round guidance and feedback on our strategic direction through Board meetings.
 - Commit the time required to ensure delivery of the responsibilities of a Director and respond in a timely fashion to requests for input.
 - Help EnergyTag to link to potential funders and advise on approaches throughout the year when we are raising funding.
 - Help EnergyTag make relevant new connections.

Secretariat

- **Purpose:** To ensure the smooth operation of EnergyTag.
- **Roles and Members.** Unless stated otherwise, the Secretariat is Funded by EnergyTag:
 - General Manager: Killian Daly (EnergyTag Funded).
 - Operations Coordinator: Yevheniia Kyrychenko (EnergyTag Funded).
 - Energy Analyst : Vivek Bhosale (EnergyTag Funded).
 - Advisor: Phil Moody (EnergyTag Funded).
 - Advisor: Katrien Verwimp (EnergyTag Funded).
- **Nominations:** The General Manager is proposed and ratified by the Board of Directors and decided by the Advisory Committee. All other members of the Secretariat may be executed by the Secretariat General Manager in accordance with the Recruitment policy.

- **Meetings:** Ongoing operational function of the organization.
- **Secretariat Agreement:** Members of the Secretariat must sign an agreement committing to:
 - Fulfil legal and governance commitments required of officials of non-profit companies registered in the United Kingdom, as well as those required of officials of EnergyTag and set out in [EnergyTag Code of Conduct](#).
 - Fulfil the EnergyTag Governance commitments laid out in this document.
 - Declare any related/conflicting interests.
 - Sign a non-disclosure agreement.
 - Agree to conform to the [EnergyTag Code of Conduct](#).
- **Responsibilities:** The key activities of the Secretariat include:
 - Perform duties in order to further the mission of EnergyTag.
 - Propose and execute the various operational and administrative responsibilities as listed in the decision-making matrix of EnergyTag.
 - Perform all other “day-to-day” operational tasks that are typically required to ensure the effective operations of EnergyTag including but not limited to: Community management, recruitment, outreach, fundraising, advocacy, marketing, communications, budgeting, expense management etc.
- **Funding:** Funding the Secretariat is the primary funding requirement of the Initiative, to cover personnel costs (see above) and other operational expenses (e.g Legal, Marketing, Communications...). Grant funding is the primary funding source of the Initiative, and the current strategy is for that to remain the primary funding mechanism going forward. To date, EnergyTag has secured funding from three sources:
 - Google.org,
 - Subak,
 - EIT Innoenergy,
 - European Climate Foundation,
 - Tides Foundation.

Independent Audit Committee (IAC)

- **Purpose:** To ensure robust, independent auditing of GC Schemes and Use Cases.
- **Roles and Members:**
 - Chair: Katrien Verwimp (EnergyTag Funded).
 - Advisory: Phil Moody.
 - Secretary: Killian Daly.
 - Auditors: To be appointed (at least two).

- **Nominations:** The Chair is nominated by the Board of Directors and decided by the Advisory Committee. The Chair proposes all other roles to the IAC, whose final composition is decided by the AC and Ratified by the BoD.
- **Meetings:** At least every three months or as required to ensure smooth IAC operation.
- **IAC Agreement:** Members of the IAC must sign an agreement committing to:
 - Commit the time necessary to ensure the proper function of the IAC.
 - Perform duties with absolute impartiality and discretion, as is normal for robust auditing processes.
 - Declare any related/conflicting interests.
 - Sign a non-disclosure agreement to ensure the independence and discretion of the IAC.
- **Responsibilities:** The key activities of the IAC include:
 - Define and maintain the EnergyTag auditing guidelines and checklist.
 - Propose and approve a list of auditors that may perform audits for EnergyTag.
 - Adjudicate on audit reports to decide whether Schemes/Use cases are compliant or not.
 - Adjudicate on any potential disputes related to auditing.

Working Groups

- **Purpose:** Provide a forum for discussion and delivery of the EnergyTag mission through the three strategic pillars of the Initiative: i) GC Standards & Guidelines, ii) GC Market Development, and iii) GC Policy and Awareness:
 - **WG1 - Standards and Guidelines:** Publish and maintain the *EnergyTag Granular Certificate Scheme Standard*, to ensure schemes are defined, standardised and interoperable and the *EnergyTag Granular Certificate Use Case Guidelines* to facilitate harmonisation of the usage of Granular Certificates. Develop and publish other Standards and/or Guidelines if deemed necessary.
 - **WG2 - Market Development:** Forum for EnergyTag Demo Projects and facilitate the development of the first Granular Certificate Markets by tackling key issues and potentially developing documents or other materials to tackle key barriers to building GC markets.
 - **WG3 - Policy and Awareness:** Identify policies where GCs are useful or which currently impede GCs. Develop positions on these topics that are i) Aligned with EnergyTag Mission and/or ii) Aligned with the Standard and Guidelines. Coordinate efforts to raise awareness and advocate, with partners, for these mission-aligned positions that will help build a market for GCs.
- **Roles:** The members of each working group may hold one of four key roles in that group. Except for those in the EnergyTag Secretariat, all roles are voluntary:
 - Chair,

- Secretary,
- Editors,
- Reviewers.

- **Working Group Chairs**
 - **WG1:** Phil Moody,
 - **WG2:** Adam White (Interim),
 - **WG3:** Killian Daly.

- **Meetings:** Working group meetings are held every 6-8 weeks.

Working Groups Mission & Governance

This section focuses on the Mission and Governance of the EnergyTag Working Groups.

Working Group Stakeholders

Working Groups are made up of various stakeholders which may be made up of the following roles. Additional roles may be adopted and documented by the Working Group.

- **Chair:** Responsible for ensuring Working Group activities are aligned with the purpose of the Working Group and with EnergyTag's mission. The Chair is responsible for determining consensus and coordinating appeals along with the Secretary. The Chair is elected by the members of that Working Group and confirmed by the Advisory Committee. The Chair is a mandatory role for each Working Group and must be a Member of EnergyTag.
- **Secretary:** Responsible for organizing operational activities for developing, maintaining, and updating the Standards and Guidelines developed by the Working Group. Secretaries are also responsible for determining consensus and coordinating appeals along with the Chair. The Secretary is nominated by the Chair of the working group and is usually a member of the EnergyTag Secretariat. The Secretary is a mandatory role for each Working Group.
- **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 generally involves the drafting of initial positions by the Editors and then receiving feedback from group Contributors through a consultation period. The Editors, along with the Secretary 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 Contributor who originally shared it. Editors are nominated by the Chair of the Working Group. Editors are a mandatory role for Working Group 1. Other Working Groups may appoint Editors for developing positions, should that be deemed necessary.
- **Contributors:** Any member of EnergyTag can be a Contributor to a Working Group. This gives them the right to attend Working Group meetings, nominate a Chair for election, vote in Working Group elections and provide input on member-only consultations.
- **Participants:** All Working Groups can be attended by anyone on the EnergyTag mailing list as a Participant. Participants can contribute to public consultations. However, Participants do not have voting rights.

Working Group Decision-Making

- **Mission-Driven:** All decisions and positions of EnergyTag are guided by and must support its fundamental mission "to carry on activities which benefit the clean energy industry and to define and build a market for Granular Energy Certificates". Therefore,

any appeals that are not aligned with the mission of the initiative may be dismissed as such based on the judgement of the Chair and/or the Advisory Committee.

- **Consensus Based Decision-Making:** Working Groups strive for consensus in the decisions that are made. While the agreement of all stakeholders 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 Members, the nature of support and objections and the degree to which support and objectives are aligned to EnergyTag's mission. The Secretary will document evidence of consensus in accordance with these requirements. Consensus will not be deemed to have been met in the event of an Appeal by one or more participants, which will require adjudication as part of the Appeals Process.
- **Appeal Process:** Decisions may be appealed, and that appeal will be considered by the Chair and Secretary 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.

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 and amendment as required of various versions of: i) The Granular Certificate Scheme Standard Document, and ii) The Granular Certificate Use Case Guidelines. The facilitation of compliance and audit with these documents as required and will be led by the Independent Audit Committee.
- **Working Group Stakeholders:**
 - **Chair:** Phil Moody.
 - **Secretary:** Killian Daly.
 - **Editors:** Listed in GC Scheme Standard publication.
 - **Contributors:** To be appointed as Participants become Members.
 - **Participants:** Listed in the EnergyTag mailing list.
- **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. Decision-making follows the Working Group Decision-making rules defined above. An overview of key process steps are outlined below:
 - **Document Drafting:** The Chair, Secretary, and Editors ("Drafting Team") draft changes to the documents. Each section has 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 Drafting Team, it is an official draft and may be released for consultation. The Drafting Team meets on a weekly or bi-weekly basis during the drafting periods to discuss major issues to ensure alignment.

- **Draft Consultation:** Official drafts are sent out to all Working Group Contributors for review for member-only consultation, and to the entire working group mailing list (Contributors and Participants) for Public consultations. Any Contributors may provide feedback and propose specific modifications to the document, provided they are justified.
- **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 suggested modifications should be accepted/rejected. The Chair and the Secretary shall review these suggested positions and ensure their position is aligned with that of the Editors and the EnergyTag mission. If not, the Chair and Secretary 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 of the Chair, Secretary and Editors. Each Contributor that provided feedback shall receive feedback from the Drafting team on their comments and the reasoning for accepting/rejecting any suggestions.
- **Document Finalisation:** Once steps 1-3 have been iterated sufficiently (as defined by group Chair), the document is finalised and becomes either an EnergyTag Standard or Guidelines.
- **Standard/Guidelines Publication:** The documents are then published on the Publications sections of the EnergyTag website, free and open to anyone.

Working Group 2 - Market Development

- **Purpose:** Accelerate the availability of GCs and development of GC markets through any activity or service deemed necessary by the GC market and the Working Group as useful. This Working Group also provides a forum to the EnergyTag demo projects to facilitate an exchange and best practices for accelerating GC markets.
- **Outputs:** Outputs will depend on market need but could include GC Registry acceleration activities, GC Marketing content, Technology and Data Standardisation, GC Market Statistics or any other output required by the market.
- **Working Group Stakeholders:**
 - **Chair:** Adam White (Interim).
 - **Secretary:** Killian Daly.
 - **Editors:** May be appointed if required.
 - **Contributors:** To be appointed as Participants, become Members.

- **Participants:** Listed in the EnergyTag mailing list.
- **Process:** The process to be adopted is dependent on the output being delivered by the Working Group and, therefore, cannot be described in a standardised manner here. The process decided upon by the Working Group must adhere to terms of this Governance document and should draw on best practices from other Working Groups.

Working Group 3 - Policy and Awareness

- **Purpose:** To identify and help advocate for policies aligned with EnergyTag's mission by providing a forum for exchange and for developing common positions. 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, iii) campaigns to coordinate responses. Advocacy would be performed by EnergyTag and potential partners.
- **Working Group Stakeholders:**
 - **Chair:** Killian Daly.
 - **Secretary:** Killian Daly.
 - **Editors:** May be appointed if required.
 - **Contributors:** To be appointed as Participants, become Members.
 - **Participants:** Listed in the EnergyTag mailing list.
- **Process:** The following key steps are followed in developing policy positions:
 1. **GC Issue Identification:** 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 GC related Positions:** The Working Group may develop common positions on GC topics of interest that are aligned with EnergyTag's Mission. Initial draft positions are proposed by the EnergyTag secretariat or by a group of Editors, selected by the working group Chair to work on specific topics. Once drafted, positions will be open for comment to Contributors/Participants. Position must be aligned with the EnergyTag mission and decision-making process as defined above.
 3. **Advocate and Raise Awareness:** EnergyTag may raise awareness and advocate, with partners, of the existence of GCs and the benefits they can bring with policymakers and other key stakeholders.

Governance Principles

The principles below outline the fundamentals of how EnergyTag developed its Governance and intends to perform its activities.

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.

Due Process: Any person (organization, company, government agency, individual, etc.) with a direct and material interest has a right to participate in the initiative by: i) expressing a position and its basis, ii) having that position considered, and iii) having the right to appeal. Due process allows for equity and fair play.

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.

Equality, Diversity, and Inclusion: EnergyTag is committed to encouraging equality, diversity, and inclusion across the community and eliminating discrimination. The aim is for our community to be truly representative of all sections of society, and for each stakeholder to feel respected and contribute openly and freely. EnergyTag's EDI policy provides further detail on this important topic.

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

Coordination and Harmonization: Good faith efforts should be made to resolve potential conflicts between and among deliverables of EnergyTag and existing industry standards.

Consideration of Views and Objections: Prompt consideration should be given to the written views and objections of all stakeholders in EnergyTag.

Written Procedures: This governance document should be available to any interested person via the EnergyTag website.

Mission-Driven: All activities, decisions and positions of EnergyTag are guided by the fundamental mission of the initiative to define and build a market for "Granular Energy Certificates".

Level Playing Field: In order to develop a robust market, the policies, guidelines and activities of the initiative and its Working Groups must not favour any one organization or technology. Any decisions must be made in consideration of the best interests of all current and future market participants and in delivering EnergyTag's mission.

Conflict of Interest Declaration - Members of the Board of Directors, Secretariat, Advisory Committee, Independent Advisory Committee and Working Group Chairs 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.

Data Privacy

EnergyTag has a privacy policy that means we do not provide personal information to officials, members or third parties, except where required by law.

- EnergyTag 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 EnergyTag 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 EnergyTag.
 2. The details of speakers at conferences and events supported by EnergyTag.
 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 EnergyTag will provide personal information to third parties.
- EnergyTag encourages members' representatives to update and correct their personal information online. Alternatively, members may send updated information to the EnergyTag administrative offices.
- EnergyTag retains information regarding EnergyTag members' representatives indefinitely.

Annex - Summary of Significant Governance Amendments

Version - ID	Amendment	Approved by
V2 - 1	<p>Clarification that AC is not responsible for financial decisions or those relating to change of entity structure but rather advising and deciding on certain key activities outlined in updated decision making matrix.</p> <p>Justification: <i>To ensure AC members are not considered shadow directors.</i></p>	AC# 5 on 28-February-2023
V2 - 2	Killian Daly replaces Toby Ferenczi as WG3 chair.	AC# 4 on 29-February-2023
V2 - 3	Killian Daly appointed Director.	BoD #0 on 26-October-2022