



Rules on Procedure Technical Committee

Version EU 04

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Document title: "Rules on procedure – Technical Committee"

Version: EU 04

Date: 18.06.2021

§ 1 Responsibility

- (1) In accordance with §11 of the company by-laws, REDcert relies on a Technical Committee. The Technical Committee has to provide the executive management with technical advice in its areas of responsibility related to the certification scheme. The executive management must listen to the Technical Committee prior to decisions in its areas of responsibility and must provide reasons vis-à-vis the shareholders for decisions taken contrary to the recommendations of the Technical Committee.

§2 Composition of the Technical Committee

- (1) The Technical Committee is comprised of 12 members who come from the economic groups involved in the production chain or their industry organisations and are appointed by the shareholders. The members of the Technical Committee must have sound knowledge and technical and professional expertise in all of the economic areas covered by the certification scheme and have to be familiar with the rules of the REDcert system and other branch-related certification schemes (quality management, environmental management, energy management). They represent the process steps production, trade and processing of biomass and biofuels.
- (2) Members of the Technical Committee must be natural persons and have the expertise defined in fig. (1) of these Article.
- (3) The members of the Technical Committee are appointed by the Shareholder Assembly at the recommendation of the shareholders for a term of 2 (two) years. The Shareholder Assembly may dismiss members of the Technical Committee at any time.
- (4) Members of the Technical Committee must communicate any conflicts of interest that arise between their activities in the Technical Committee and their other professional activities and obligations to the Chair of the Technical Committee immediately after becoming aware of these conflicts. In this case, the member of the Technical Committee may not participate in any voting. In addition, the shareholders may dismiss the member prematurely at any time.

- (5) The Technical Committee can and should ask relevant experts or representatives of other interested parties (from the sciences, government authorities and non-governmental organisations) to participate as guests in the meetings of the Technical Committee if the issues to be discussed require this.

§ 3 Convening the Technical Committee

- (1) The Technical Committee shall convene at the invitation of the Chair. The meetings usually take place at the company's registered office or at a meeting venue determined by a majority of the members of the Technical Committee present.
- (2) The Technical Committee shall also be convened when the executive management of the company considers this necessary.
- (3) The members of the executive management are entitled to take part in the meetings of the Technical Committee; they shall be granted the right to be heard at all times.
- (4) The executive managers can send one or more representatives to every meeting who may comment on the agenda items.
- (5) If a member of the Technical Committee or his or her acting representative is prevented from taking part in a meeting, s/he can transfer the voting right to other members of the Technical Committee. This power of attorney must be granted in writing.

§ 4 Meetings of the Technical Committee

- (1) The Chair shall convene the Technical Committee in writing, indicating the place, date, time and agenda with advance notice of at least two weeks; in urgent cases, the meeting may be convened within a reasonably short period of time.
- (2) The necessary documents shall be enclosed with the meeting agenda or subsequently provided to participants in a timely fashion.
- (3) The members may submit requests for agenda items.

- (4) A written transcript (minutes) is to be kept of every meeting including the place and date of the meeting, the participants, the agenda, the key content of negotiations and the proposals made to the executive management of REDcert GmbH by the Technical Committee. These minutes shall be approved by the Chair of the Technical Committee and sent to the members of the Technical Committee and executive management.

If a written objection is not received two weeks after receipt of the minutes, the minutes are considered approved.

§ 5 Confidentiality

The discussions of the Technical Committees are confidential; in particular, meeting minutes and discussion documents may not be shared with third parties without the consent of the executive management or the respective shareholder.

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