

**ENplus®**

**Quality Certification Scheme  
For Wood Pellets**



**Procedural document**

**ENplus PD 1001:201x**

**Structure and development of ENplus  
documentation**

**Final draft, 28 October 2018**

**European Pellet Council (EPC) / Bioenergy Europe, asbl**

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## FOREWORD

The European Pellet Council (EPC) is an umbrella organisation founded in 2010, representing the interests of the European wood pellet sector. Its members are national pellet associations or related organisations from 18 countries. The EPC is an organisational part of the Bioenergy Europe.

The EPC is a platform for the pellet sector to discuss the issues that need to be managed in the transition from a niche product to a major energy commodity. These issues include standardisation and certification of pellet quality, safety, security of supply, education and training, and the quality of pellet using devices.

In this regard, the EPC is the governing body of the ENplus® quality certification scheme and is constantly adapting this system according to market needs.

This document comes into force as of the date of its publication, on DD Month YYYY.

## INTRODUCTION

The key objective of the ENplus® scheme is to create and implement an ambitious and uniform certification quality system for wood pellets that will be used by the domestic and commercial heating sectors but also other players within the pellet market. The ENplus® Logo allows pellet quality to be communicated to customers and consumers in a transparent and verifiable way.

Wood pellets are a renewable fuel, produced mainly from sawmill residues. Wood pellets are used as a fuel for residential heating systems as well as for industrial burners. They are a refined fuel that can be damaged during handling. Hence, quality management should cover the whole supply chain, from the choice of raw material to their final delivery to the end-user.

Open, transparent and consensus-based participation of materially affected stakeholders at international as well as national levels is an essential element in the development of the ENplus® scheme.

This document is based on ISO/IEC Guide 59 as well as it respects the contractual agreement between Bioenergy Europe/EPC and DEPI that is the founder of the ENplus® scheme.

The term “shall” is used throughout this document to indicate those provisions that are mandatory. The term “should” is used to indicate those provisions which, although not mandatory, are expected to be adopted and implemented. The term “may” used throughout this document indicates permission expressed by this document, whereas “can” refers to the ability of a user of this document or to a possibility open to the user.

## 1 SCOPE

- 1.1 This document describes procedures for the development, revision and maintenance of the ENplus® Documentation. This ensures the objectivity, efficiency, transparency and consensus built amongst the participating interested stakeholders.
- 1.2 This document also outlines the structure of the ENplus® Documentation that is given in Annex 1 of the document.

## 2 NORMATIVE REFERENCES

2.1 The following referenced documents are indispensable for the application of this document as defined in its specific requirements. For dated references, only the relevant edition applies. For undated references, the latest edition of the referenced document (including any amendment) applies.

ENplus PD 1002:2018, *ENplus® procedures for investigation and resolution of complaints and appeals*

ISO/IEC Guide 2:1996, *Standardization and related activities - General vocabulary*

## 3 TERMS AND DEFINITIONS

### 3.1 Consensus

General agreement characterised by the absence of sustained opposition to substantial issues by any important part of the concerned interest and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.

Note: Consensus need not imply unanimity (ISO/IEC Guide 2)

### 3.2 ENplus® Documentation

Documents that include requirements, guidance and procedures of the ENplus® scheme.

Note: The ENplus® Documentation structure is shown in Annex 1 and includes ENplus® Standards, ENplus® Guidance Documents and ENplus® Procedures.

### 3.3 Enquiry draft

A proposed document that is available for public or stakeholder consultation.

### 3.4 Final draft

A proposed document that is available for formal approval.

### 3.5 Revision

Introduction of all necessary changes to the substance and presentation of a normative document.

Note: The results of the revision are presented by issuing a new edition of the normative document (ISO/IEC Guide 2).

### 3.6 Review

Activity of checking a normative document to determine whether it is to be reaffirmed, changed or withdrawn (ISO/IEC Guide 2).

### 3.7 Stakeholder

A person, group or organisation with an interest in the subject of the standardisation.

### 3.8 Standard

A document established by consensus and approved by a recognised body that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree or order in a given context.

Note: Standards should be based on the consolidated results of science, technology and experience, and aimed at the promotion of optimum benefits (ISO/IEC Guide 2).

### 3.9 Advisory Committee draft

A proposed document that is available generally for comments or voting within the Advisory Committee.

## 4 ORGANISATIONAL STRUCTURE AND RESPONSIBILITIES FOR DEVELOPMENT OF THE ENPLUS® DOCUMENTATION

### 4.1 ADVISORY COMMITTEE

4.1.1 The Advisory Committee is a temporary body that shall be established by extending the Editorial Committee for the purposes of bringing in the process the view of different stakeholders. Members of the Advisory Committee are appointed by the EPC Board of Directors mutually with DEPI.

4.1.2 The composition of the Advisory Committee provides for balanced representation of stakeholders with the aim of building consensus among participating interested stakeholders. The Advisory Committee shall consist of a maximum of 14 members representing key stakeholders as well as geographical scope for the envisaged application of the ENplus® scheme representing the following stakeholder categories:

- a) EPC Secretariat (2 members, also members of the EC);
- b) EPC members (2 members);
- c) DEPI (1 member, also a member of the EC)
- d) Business and industry relating to pellets production, trading and related services, and manufacturers of heating equipment (6 members);
- e) Conformity assessment bodies (2 members);
- f) Consumer interest (1 member).

4.1.3 The project leader shall participate in the Advisory Committee work without rights in the decision making.

4.1.4 Concerning recommendation for formal approval of the Final draft, the Advisory Committee aims at reaching consensus amongst its members and decides based on the following rules:

- a) a positive vote of a 2/3 majority of all members of the Advisory Committee;
- b) any negative vote which represents sustained opposition of an important part of the concerned interests to a substantive issue shall be addressed by discussion and negotiation within the Advisory Committee or between the concerned stakeholders.

### 4.2 EDITORIAL COMMITTEE

4.2.1 The Editorial Committee is a temporary body that coordinates the development / revision process.

4.2.2 The Editorial Committee shall prepare draft documents to be considered by the Advisory Committee taking into account comments and suggestions of the Advisory Committee members and carrying its own analysis.

4.2.3 The Editorial Committee shall consist of three members: two (2) representing EPC and its members, one (1) representing DEPI.

### 4.3 BIOENERGY EUROPE

4.3.1 Bioenergy Europe's responsibility in the ENplus® Documentation development process as the legal entity that covers the EPC shall be to provide a statement on the formal approval of the ENplus® Documentation when the EPC/Bioenergy Europe contractual and/or financial relationships are affected.

### 4.4 EPC GENERAL ASSEMBLY

4.4.1 The EPC General Assembly shall be responsible for the formal approval of ENplus® Standards.

Note: EPC as an organisational part of Bioenergy Europe has been given a mandate to govern the ENplus® scheme.

Note: The composition and decision making of the EPC General Assembly is defined in the EPC Statutes.

### 4.5 EPC BOARD OF DIRECTORS

4.5.1 The Board of Directors' responsibilities within the ENplus® Documentation development process shall be:

- a) Approval of project proposals;
- b) Establishment and dissolution of the Advisory Committee, and appointment of its members mutually with DEPI;
- c) Nomination of two members of the temporary Editorial Committee;
- d) Approval of ENplus® Guidance Documents and ENplus® Procedural Documents;
- e) Recommendation of the final drafts of ENplus® Standards for formal approval by the EPC General Assembly.

Note:

The various types of the ENplus® Documentation are formally approved by the Board of Directors or General Assembly. The structure of the ENplus® Documentation is given in Annex 1.

Note

The composition and decision making mechanisms of the EPC Board of Directors is defined in the EPC Statutes.

### 4.6 EPC SECRETARIAT

4.6.1 The EPC Secretariat shall be responsible, *inter alia*, for the implementation of these procedures. For this purpose, the Secretariat shall arrange all contacts between the Advisory Committee, Editorial Committee, the project leader, and the EPC Board of Directors.

4.6.2 In particular, the EPC Secretariat shall be responsible for:

- a) Preparation of the ENplus® Documentation development process and the project proposal;
- b) Providing secretarial and administrative support to the Advisory Committee and the Editorial Committee (if not carried out by the Advisory Committee or the Editorial Committee themselves);
- c) Announcing the start of the ENplus® Documentation development process;

- d) Administration of the public and EPC members consultations;
- e) Publication of the approved ENplus® Documentation.

#### **4.7 DEPI (DEUTCHES PELLETSINSTITUTE)**

4.7.1 As the legal owner of the ENplus® trademark, DEPI's responsibility in the ENplus® Documentation development process shall be to:

- a) Provide a statement on the approval of the project proposal relating to revision of the ENplus® Standards;
- b) Nominate one person to the Editorial Committee;
- c) Nominate a representative to the Advisory Committee;
- d) Appoint of the members of the Advisory Committee mutually with the EPC Board of Directors;
- e) Provide a statement on the formal approval of the ENplus® Documentation (Final draft).

#### **4.8 PROJECT LEADER**

4.8.1 The project leader shall be a person nominated by the EPC Board of Directors to lead the development and, in cooperation with the EPC Secretariat, the Advisory Committee and the Editorial Committee, to ensure realisation of the ENplus® Documentation development process.

4.8.2 The project leader shall be responsible for:

- a) Preparation of the agenda (or a part of the agenda) of the Advisory Committee and the Editorial Committee;
- b) Assistance to the EPC Secretariat and DEPI in their tasks;
- c) Record-keeping.

## 5 DEVELOPMENT OF THE ENPLUS® DOCUMENTATION

### 5.1 THE PROJECT APPROACH

5.1.1 The ENplus® Documentation shall be developed on the basis of a project approach. The project approach is outlined in the following tables:

Table 1 – Development process stages and associated documents;

Table 2 – Development process stages and associated responsibilities;

Table 3 – ENplus® Documentation and associated stages of the development process.

Table 1: Development process stages and associated documents

Development process stage	Associated Documents	
	Name	Abbreviation
Proposal stage	Project proposal	PP
Preparatory stage	Working draft	WD
Advisory Committee stage	Advisory Committee draft	ACD
Enquiry stage	Enquiry draft	ED
Approval stage	Final draft	FD
Publication stage	ENplus® Standards and or other document <sup>1)</sup>	ENplus ST, ENplus GD, ENplus PD <sup>1)</sup>

Note <sup>1)</sup>

The structure and identification of the ENplus® Documentation is included in Annex 1.

Table 2: Development process stages and associated responsibilities

Project stages		Responsibility
Proposal stage	Project development	EPC Secretariat
	Project approval	EPC Board of Directors, DEPI
Preparatory stage	Public announcement	EPC Secretariat
	Invitation to EPC members and interested stakeholders	EPC Secretariat
	Editorial Committee establishment	EPC Board of Directors, DEPI
	Advisory Committee establishment	EPC Board of Directors, DEPI
	Development of a working draft	Editorial Committee
Advisory Committee stage	Consideration of comments	Advisory Committee Editorial Committee
	Consensus building	Advisory Committee
Enquiry stage	Members consultation	EPC Secretariat Advisory Committee Editorial Committee
	Public consultation	EPC Secretariat Advisory Committee Editorial Committee
Approval stage	Doc. development report	Project Leader
	Bioenergy Europe's Statement	Bioenergy Europe
	DEPI's Statement	DEPI
	EPC Board of Directors approval	EPC Board of Directors
	EPC General Assembly approval	EPC Board of Directors EPC General Assembly
Publication stage		EPC Secretariat

Table 3: ENplus® Documentation and associated stages of the development process<sup>1</sup>

Project stages		ENplus® Standards	ENplus® Guidances	ENplus® Procedural Documents
Proposal stage	Project development	x	x	x
	Project approval	x	x	x
Preparatory stage	Public announcement	x		
	Invitation to EPC members and stakeholders	x		
	Advisory and Editorial Committee setting	x		
	Development of a working draft	x	x	x
Advisory Committee stage	Consideration of comments	x		
	Consensus building	x		
Enquiry stage	Members consultation	x	x	x
	Public consultation	x		
Approval stage	Doc. development report	x	x	x
	Bioenergy Europe's Statement	x <sup>3</sup>	x <sup>3</sup>	x <sup>3</sup>
	DEPI Statement	x	x	x
	EPC Board of Directors approval		x	x
	EPC General Assembly approval	x <sup>2</sup>		
Publication stage		x	x	x

Note 1: Table 3 contains the minimum required stages, but additional stages can be added as appropriate.

Note 2: The EPC General Assembly approves the ENplus® Standards based on recommendation of the EPC Board of Directors and the DEPI's statement.

Note 3: Bioenergy Europe's Statement is required when the ENplus® Documentation affects the EPC/Bioenergy Europe contractual or financial liabilities.

## 5.2 PROPOSAL STAGE

5.2.1 The proposal stage of the development process includes the development and approval of a Project proposal for the development of the ENplus® Documentation.

5.2.2 The Project proposal shall be prepared by the EPC Secretariat based on a request from the EPC members, the EPC Board of Directors, DEPI, or on the EPC Secretariat's own initiative. The Project proposal relating to the development or revision of the ENplus® Standards shall be approved by the EPC Board of Directors based on a positive statement from DEPI.

5.2.3 The Project proposal shall cover the following issues:

- a) clear identification of the issue (development of a new document or a new part or revision of an existing document);
- b) proposal for a Project Leader and an Editorial Committee;
- c) proposal for establishment of the Advisory Committee;
- d) requirements for representation of EPC members and interested stakeholders and their balanced representation;
- e) description of the project development stages and expected timetable;
- f) resources required for the development work and their sources.

## 5.3 PREPARATORY STAGE

### 5.3.1 Stakeholders mapping

5.3.1.1 The EPC Secretariat shall carry out a stakeholder mapping to identify the stakeholders relevant to the ENplus® Documentation development, as well as their needs and constraints to their participation.

### 5.3.2 Public announcement

5.3.2.1 The start of the development work shall be announced by suitable media as appropriate to afford the EPC members and interested stakeholders an opportunity to provide meaningful contributions to the development work.

5.3.2.2 The announcement shall include the objective, content and expected timetable of the development work and provide information on the opportunities for the EPC members and the interested stakeholders to participate and contribute to the process. The development of the ENplus® Standards shall be made in publicly accessible media, including the EPC website.

Note

The structure and identification of the ENplus® Documentation is included in Annex 1.

### 5.3.3 Establishment of the Advisory and Editorial Committee

5.3.3.1 The EPC Secretariat shall invite the EPC members, DEPI and interested stakeholders to nominate members of the Advisory Committee. The invitation may be done as a part of the announcement (see 5.3.2) or separately.

5.3.3.2 The EPC Board of Directors and DEPI shall consider all received nominations and shall mutually appoint members of the Advisory Committee following chapter 4.1.

5.3.3.3 The EPC Board of Directors, or the EPC Secretariat acting on its behalf, shall appoint two (2) members and DEPI one (1) member of the Editorial Committee as described in chapter 4.2.

#### **5.3.4 Working draft**

5.3.4.1 The Editorial Committee shall prepare a working draft of the relevant ENplus® document(s).

### **5.4 ADVISORY COMMITTEE STAGE**

#### **5.4.1 Consideration of comments**

5.4.1.1 The Advisory Committee stage shall be the principal stage at which comments from EPC members, DEPI and interested stakeholders are taken into consideration, with a view to achieving consensus on the content of the Advisory Committee's draft.

5.4.1.2 The EPC Secretariat or the Project leader shall provide the members of the Advisory Committee with an invitation to meetings and associated documents (working or Advisory Committee drafts) in a timely manner.

5.4.1.3 Comments and views submitted by any member of the Advisory Committee shall be considered in an open and transparent way and their resolution and proposed changes to the Advisory Committee drafts shall be recorded.

5.4.1.4 The Editorial Committee shall prepare draft documents taking into account comments and views of the Advisory Committee members.

#### **5.4.2 Consensus building**

5.4.2.1 The decision of the Advisory Committee to recommend a Final draft for formal approval (see 5.6) shall be taken on the basis of the consensus principle in compliance with chapter 4.1.4 of this document.

5.4.2.2 The Chair of the Advisory Committee shall be responsible, where necessary in consultation with the Project Leader, to judge whether there is sufficient support to move to the Approval stage, bearing in mind the definition of consensus.

### **5.5 ENQUIRY STAGE**

#### **5.5.1 Members consultation**

5.5.1.1 The Enquiry draft shall be circulated to the EPC members and DEPI for a 60 day consultation period. EPC members and DEPI each have an exclusive right to distribute the Enquiry draft to their internal bodies, as well as their members and/or affiliated organisations and consider their views and opinions in submitting the comments.

5.5.1.2 Where both the EPC members and the public consultation are required, the consultation period and methods defined for the public consultation (5.5.2) shall also apply to the EPC members' consultation.

5.5.1.3 Received comments and views shall be considered in an open and transparent way. A summary of these comments received, as well as proposed changes to ENplus® document(s)

shall be communicated in a timely manner to the EPC members and DEPI through E-mail communication, intranet or other appropriate means.

### **5.5.2 Public consultation**

5.5.2.1 The Enquiry draft shall be made available through the EPC website and upon request by other appropriate means to interested stakeholders and to the public for a 60 day public consultation.

5.5.2.2 The invitation to the public consultation, including its start and end, shall be made in a timely matter through its announcement on the EPC website, by e-mail and in other suitable media.

Note Results of the stakeholders mapping provides useful basis for the E-mail distribution.

5.5.2.3 Both the EPC Secretariat and DEPI should encourage their members to distribute information about the public consultation to stakeholders at the national level and support them in submitting their comments.

5.5.2.4 To encourage submission of comments on the Enquiry draft, public consultation should be supported by seminars, presentations to the public or to stakeholders, presentations, or conferences.

5.5.2.5 The received comments and views shall be considered in an open and transparent way by the Editorial and the Advisory Committees. A summary of the comments, as well as proposed changes to ENplus® documents shall be made available in a timely manner through the EPC website or upon request.

## **5.6 APPROVAL STAGE**

### **5.6.1 Documentation development report**

5.6.1.1 The Final draft shall be presented for the formal Approval stage together with a Documentation development report that provides the following evidence on the process compliance with the procedures of this document:

- a) a timetable of the development process;
- b) information on the announcement of the process and invitation to stakeholders supported by a list of invited and participating interested stakeholders and/or EPC members;
- c) information on public and/or EPC member consultations, along with a summary of comments and views , and result of their consideration;
- d) evidence on the consensus, including a summary of presented oppositions and their resolution.

### **5.6.2 Bioenergy Europe's Statement**

5.6.2.1 Where ENplus® Documentation affects the EPC/Bioenergy Europe's contractual and/or financial liabilities, the EPC Secretariat shall provide Bioenergy Europe with the Final draft of the ENplus® Documentation with the corresponding Documentation development

report and shall request Bioenergy Europe to provide its statement on the formal approval of the ENplus® Documentation.

### 5.6.3 DEPI Statement

5.6.3.1 The EPC Secretariat shall provide DEPI with the Final draft of the ENplus® Documentation with the corresponding development report and shall request DEPI to provide its statement on the formal approval of the ENplus® Documentation.

Note The structure and identification of the ENplus® Documentation is included in Annex 1.

5.6.3.2 Where DEPI provides a negative statement, the EPC Secretariat shall initiate a meeting between the EPC and DEPI to resolve the issue in question.

### 5.6.4 Formal approval by the EPC Board of Directors

5.6.4.1 The EPC Board of Directors shall formally approve the Final draft of the ENplus® Guidance Documents and Procedural Documents based on an affirmative statement from DEPI (see chapter 5.6.3). Where the documents or their revised part(s) affect the EPC/Bioenergy Europe's contractual and/or financial liabilities, the decision shall be supported by an affirmative statement from Bioenergy Europe (see chapter 5.6.2).

5.6.4.2 Where the Final draft has not received a sufficient number of votes to be formally approved, the EPC Board of Directors shall decide to:

- a) return the document to the previous development stages;
- b) approve modifications to the Final draft in agreement with DEPI; or
- c) cancel the project.

Note

The structure and identification of the ENplus® Documentation is included in Annex 1.

### 5.6.5 Formal approval by the EPC General Assembly

5.6.5.1 The EPC General Assembly shall formally approve the Final draft of the ENplus® Standards based on:

- a) a positive recommendation of the EPC Board of Directors;
- b) an affirmative DEPI's statement (see chapter 5.6.3);
- c) an affirmative Bioenergy Europe's statement (see chapter 5.6.2) where the documents or their revised part(s) affect the EPC/Bioenergy Europe's contractual and/or financial liabilities.

5.6.5.2 Where the DEPI's statement, the Bioenergy statement or the EPC Board of Directors recommendation is negative; or the Final draft has not received a sufficient number of votes of the EPC General Assembly to be formally approved, the EPC Board of Directors or the EPC General Assembly shall decide to:

- a) return the document to the Preparatory or to the Advisory Committee stage or
- b) cancel the project.

## **5.7 PUBLICATION STAGE**

5.7.1 Within four weeks of the formal approval of the ENplus® document, the EPC Secretariat shall correct any errors in the formally approved document, distribute the document to EPC members and make it publicly available on the EPC website.

## 6 TECHNICAL CORRIGENDA AND AMENDMENTS

### 6.1 GENERAL

6.1.1 A published ENplus® document may subsequently be modified by publication of:

- a) a technical corrigendum (or a corrected republication of the current edition);
- b) an amendment.

6.1.2 The EPC Secretariat shall decide, bearing in mind both financial consequences and the interest of users of the document, whether to publish the technical corrigenda or amendment as a separate document or to incorporate them into a new edition of the corrected and updated document.

### 6.2 TECHNICAL CORRIGENDA

6.2.1 A technical corrigendum may be issued to correct either:

- a) a technical error or ambiguity in the ENplus® document which could lead to incorrect or unsafe application of the ENplus® document, or
- b) information that has become outdated since publication, provided that the modification has no effect on the technical normative elements of the ENplus® document.

Note:

Technical corrigenda are not issued to correct errors that can be assumed to have no consequences in the application of the ENplus® document, for example minor printing errors.

6.2.2 The technical corrigenda shall be formally approved by the EPC Secretariat in agreement with DEPI, if necessary in consultation with the respective Advisory Committee.

### 6.3 AMENDMENTS

6.3.1 An amendment may be issued to alter and/or add to previously agreed technical provisions in an existing ENplus® document.

6.3.2 The procedures for developing and publishing an amendment shall follow the stages outlined in chapters 5.5, 5.6 and 5.7.

## 7 REVISION OF THE EPC TECHNICAL DOCUMENTATION

7.1 The ENplus® Documentation shall be periodically reviewed and subsequently revised in a timely manner. The procedures for the review and revision of the technical documentation shall follow the stages outlined in chapter 5.

## 8 APPEALS AND COMPLAINTS

8.1 Any substantive or procedural complaints or appeals shall be resolved using the EPC complaints and appeals resolution procedures outlined in ENplus PD 1002.

## 9 RECORDS ON THE DEVELOPMENT PROCESS

9.1 The following records of the project development process shall be prepared by a responsible body shown in Table 4 and maintained by the EPC Secretariat.

Table 4:

Records	Responsibility
Minutes of the EPC Board of Directors meetings	EPC Secretariat
Minutes of the Advisory Committee	Project Leader
Minutes of the EPC General Assembly	EPC Secretariat
Advisory and Editorial Committee members' comments and their consideration <sup>1)</sup>	Project Leader
EPC members' comments and results of their consideration <sup>1)</sup>	Project Leader
Public comments and results of their consideration <sup>1)</sup>	Project Leader
Documentation development report	Project Leader
Complaints and appeals resolutions	EPC Secretariat

Note<sup>1)</sup>: The form in Annex 2 to this document should be used to record the comments and views of EPC members and interested stakeholders, and results of their consideration.

## 10 BIBLIOGRAPHY

ISO / IEC Guide 59:1994, *Code of good practice for standardization*

**ANNEX 1: STRUCTURE OF THE ENPLUS® DOCUMENTATION**

Document category	Identification	Approved by	Mandatory status	Document availability	Document setting
<b>ENplus® Standards</b>	ENplus ST xxxx: year	EPC GA	Mandatory	Public	Consensus building amongst EPC, DEPI and stakeholders Public consultation
<b>ENplus® Guidance Documents</b>	ENplus GD xxxx: year <sup>1)</sup>	EPC Board of Directors	Not mandatory	Public	Consensus building amongst EPC members and DEPI Members consultation
<b>ENplus® Procedural documents</b>	ENplus PD xxxx: year	EPC Board of Directors	Mandatory	Public	Consensus building amongst EPC members and DEPI Members consultation

NOTE 1: The reference number of the guidance document to a specific ENplus® standard is identical with the relevant reference number of the standard.

