

Project Proposal Terms of References

Final draft
2018-10-28

Revision of the *ENplus*[®] scheme - Stage 2

European Pellet Council / BIOENERGY EUROPE
Prepared by TJConsulting, Luxembourg

1. Introduction

ENplus® is a certification scheme that guarantees quality of wooden pellets throughout the entire supply chain (producers, traders and service providers) until the end user.

In 2017, EPC decided to comprehensively revise the ENplus® scheme and adopted a two stages process:

- a) Stage 1: Development and approval of basic principles of the ENplus revision;
- b) Stage 2: Revision of the ENplus® documentation.

Stage 1 has been successfully completed by adoption of the basic principles by the EPC General Assembly.

This document defines Terms and References of Stage 2.

2. Objectives and Scope

This project focuses on the revision of the ENplus® Handbook, version 3.0 (all parts) and other relevant documents governing the ENplus® scheme.

The basic principles that were adopted by the EPC General Assembly provide basic guidance on the revision of the scheme.

The designed revision process follows and complies with ENplus PD 1001 (Development of ENplus® Documentation).

Document category	Document scope
ENplus® Standards	Pellets producers, traders and service providers
	Usage of the ENplus® trademark (seal) and bag design
	Conformity assessment bodies
ENplus® Procedural Documents	Development of ENplus® documentation
	Complaints and appeals
	Administration of the ENplus® scheme, including the Governance Integrity Programme
	Issuance of licenses for the use of the ENplus® trademark
	Approval of ENplus® bag designs
	Listing of conformity assessment bodies and Certification Integrity Programme
	Fees relating to the ENplus® certification scheme

3. Organisation of the project

3.1 Project leader

The project will be coordinated by **Mr. Jaroslav Tymrak** (TJConsulting). The EPC Secretariat will provide an organisational and support function during the revision process.

3.2 Editorial and Advisory Committee

The ENplus® documents will be developed by the Editorial Committee and Advisory Committee with balanced representation of stakeholders in the pellet market. The objective of the Editorial and Advisory Committee is to reach a consensus among participating stakeholders on the content of these documents.

The Editorial Committee will be responsible for preparation of draft documentation. The Editorial Committee will consist of the following members:

Editorial Committee composition	
EPC Secretariat / EPC members	2 members
DEPI representative	1 member
Total	3 members

The Advisory Committee will have the following representation of interested stakeholders.

Advisory Committee composition		
Scheme governance	EPC	2 members (also EC members)
	ENplus® members	2 members
	DEPI representative	1 member (also EC member)
Pellet related industry	Pellets producers	2 members
	Pellets traders and service providers	3 members
	Heating equipment manufacturer	1 member
Conformity assessment bodies		2 members
End user interest organisation		1 member
Total		14 members

Note: Members of the Editorial Committee are members of the Advisory Committee within the relevant stakeholder category.

4. Standard setting stages and timetable

The stages for the revision of the ENplus® Documentation are based on ENplus PD 1001.

Phase 1: Proposal stage

Purpose	Activities	Outputs
To define the scope and basic parameters	<ul style="list-style-type: none"> Preparation of the Project Proposal/ToR Presentation of the Project Proposal/ToR to DEPI and to the EPC Board of Directors Approval of the Project Proposal/ToR by the EPC Board of Directors and DEPI 	Project proposal approved

Phase 2: Preparatory stage

Purpose	Activities	Outputs
To prepare capacity for the ENplus revision	<ul style="list-style-type: none"> Stakeholder mapping Public announcement of the start of the revision process and call for applications for membership in the Advisory Committee <p>The announcement to be made by EPC press release and in suitable media; distribution of the information to the EPC members, DEPI, ENplus® certified companies, ENplus® conformity assessment bodies and other relevant stakeholders (as per the stakeholders mapping).</p> <p>The announcement to be relayed by the EPC members and DEPI.</p> <p>The announcement shall also include invitation to provide comments/suggestions/expectations on the current ENplus® scheme.</p> <ul style="list-style-type: none"> Consideration of the nominations and appointment of the Advisory Committee's members Setting the Editorial Committee Analysis of the stakeholders' comments, suggestion and expectations¹. Developing a first draft document by the Editorial Committee 	<p>Identification of stakeholders</p> <p>Advisory and Editorial Committee</p> <p>Working drafts of the ENplus® Documentation</p>

¹ The EPC should consider creating a survey or use an existing survey to collect information about stakeholders and especially pellets industries experience and expectations for the ENplus® certification.

Phase 3: Advisory Committee stage

Purpose	Activities	Outputs
To build consensus on the content of the standards	<ul style="list-style-type: none">• 4 meetings of the Advisory Committee²• 4 meetings of the Editorial Committee²• Building consensus amongst the Advisory Committee members• Preparing Advisory Committee's drafts• Agreeing an Enquiry draft and Final draft• Preparation of the Documentation development report	<p>Enquiry and Final drafts</p> <p>Documentation development report</p>

Phase 4: Enquiry stage³

Purpose	Activities	Outputs
To consult the standards with broad range of stakeholders	<ul style="list-style-type: none">• Official public and members consultation• Presentation and communication of EPC members and DEPI⁴• Seminar at international level⁵• Presentation at the EPC General Assembly and/or other EPC / BIOENERGY EUROPE events• Direct consultation with National Licensers, DEPI and key stakeholders• Processing of received comments• Consideration of comments by the Advisory Committee	<p>Received comments and results of their consideration</p>

² The number of AC and EC meetings can be adapted during the process based on actual needs

³ The enquiry stage (4) is carried out during the advisory committee stage (3) on enquiry draft that has already received support of the Advisory Committee.

⁴ The EPC members should be strongly encouraged to introduce the Enquiry draft to pellets market players and other relevant stakeholders, where possible supported by a seminar, etc.

⁵ The EPC should consider organising an international seminar (including an on-line event) introducing changes in the Enquiry draft and encouraging people to submit comments.

Phase 5: Approval stage

Purpose	Activities	Outputs
To formally approve the documents	<ul style="list-style-type: none">• Presentation of the final drafts to the BoD (recommendation on the ENplus® Standards approval, formal approval of Procedural Documents)• Presentation of the Final draft to Bioenergy Europe• Presentation of the Final draft to DEPI• Formal approval by the EPC General Assembly	Standards and other formally approved documentation

Phase 6: Publication stage

Purpose	Activities	Outputs
To publish the documents and inform stakeholders	<ul style="list-style-type: none">• Publication of the document at the EPC website• Informing stakeholders about the new standards and its implications, including transition period.	Published documents

5. Development timetable

		2018					2019										
		III		IV			I		II		III		IV				
Prop. stage	Project proposal development	■	■	■													
	Approval by BoD				■	■											
Preparatory stage	Stakeholders mapping			■	■												
	Public announcement and invitation				■												
	AC and EC establishment				■	■											
	Developing a working draft					■	■										
AC stage						■	■	■	■	■	■	■	■	■			
Enquiry stage	Public and members consultation									■	■						
	International seminars / events									■	■						
	Direct consultation with stakeholders									■	■						
	Consideration of comments											■	■	■			
Appr. stage	EPC BoD meeting															■	
	DEPI Statement															■	
	General Assembly																■
Publication stage																	■

Meetings and events

Event	Week	Note
EPC Board meeting	Oct 2018 Oct 2019	Oct 2018 – approval of the Project Proposal / ToR, AC and EC establishment Oct 2019 - Recommendation of the Standards to the GA / approval of Procedural documents
EPC GA	Nov 2019	Formal approval of the Standards
Advisory Committee	December 2018 – September 2019	Approximately 4 meetings
Editorial Committee		Approximately one month before the AC meeting
International events	May – June 2019	<i>To be confirmed</i>
National events	May – June 2019	<i>To be confirmed</i>

Annex 1: Structure of the ENplus® Documentation

(draft)⁶

Documentation type	Note
EPC Statutes	EPC has its own statutes and the rest of the ENplus® documentation will refer to it.
ENplus® Standards (ST)	Documents defining requirements for key players in the certification.
ENplus® Guidance Documents (GD)	Documents providing guidance or interpretation of the ENplus® Standards
ENplus® Procedural Documents (PD)	Documents defining EPC and ENplus® procedures in the development and governance of the ENplus® certification scheme

ENplus® Standards	
ENplus ST 1000:201x	ENplus® scheme for wooden pellets – Introduction General description of the ENplus® scheme, its objectives, basis, approaches and bodies involved (informative).
ENplus ST 1001:201x – Part 1 ⁷	ENplus® wooden pellets – Requirements for pellets producers Requirements for the quality of wooden pellets and other requirements for pellets producers
ENplus ST 1001:201x – Part 2	ENplus® wooden pellets – Requirements for pellets traders Requirements for the quality of wooden pellets and other requirements for pellets traders
ENplus ST 1001:201x – Part 3	ENplus® wooden pellets – Requirements for pellets service providers Requirements for the quality of wooden pellets and other requirements for pellets producers
ENplus ST 1002:201x	Requirements for conformity assessment bodies providing ENplus® certification Requirements for the conformity assessment bodies operating ENplus® certification. The core document would include requirements for CBs. An appendix would be developed for

⁶ Individual documents can be changed or added during the process

⁷ Alternatively, there could be only one document ENplus ST 1001 with general requirements in a core document and specific appendices for producers, traders and service providers.

	external testing and inspection bodies when contracted by the CB.
ENplus ST 1003:201x	<p>Usage of the ENplus® trademark – Requirements</p> <p>Requirements for the usage of the ENplus® trademark, seal and bag design by certified entities as well as usage rules for other bodies.</p>

ENplus Procedural Documents	
ENplus PD 1001:201x	<p>Structure and development of ENplus® documentation</p> <p>Requirements for the development and maintenance of the ENplus® documentation</p>
ENplus PD 1002:201x	<p>Resolution of complaints and appeals in the ENplus® scheme</p>
ENplus PD 1003:201x	<p>Issuance of licenses for the use of ENplus® trademark</p> <p>Procedures for the issuance of the ENplus® licenses and approval of the ENplus® bag design</p>
ENplus PD 1004:201x	<p>Listing of conformity assessment bodies</p> <p>Requirements for listing of conformity assessment bodies and related certification integrity programme</p>
ENplus PD 1005:201x	<p>Governance Integrity Programme</p> <p>Requirements for the governance of the ENplus scheme at international and national levels and related evaluation of performance of the governing bodies.</p>
ENplus PD 1006:201x	<p>Fees in the ENplus® scheme</p> <p>Structure and level of fees applied in the ENplus® scheme.</p>