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SBTi Technical Council Meeting Minutes

29-30 June 2023

Amsterdam

Disclaimer:

The meeting minutes provided on this website are made available for public viewing and access. They are intended to provide transparency and a summary of the discussions, decisions and actions taken during the Technical Council Inauguration meeting in June 2023. However, please note that these minutes may not capture every detail or nuance of the discussions held, and they should not be considered a comprehensive record of the proceedings

Abbreviations:

CEO - Chief Executive Officer
CTO - Chief Technical Officer
SBT - Science Based Target
SBTi - Science Based Targets initiative
TD - Technical Department
TC - Technical Council
ToR - Terms of Reference
OC - Oversight Committee
EAG - Expert Advisory Group

Meeting participants

Technical Council Members

Kornelis Blok (Chair)

Laura Draucker (Vice Chair)

Maria Virginia Vilariño

Owen Hewlett

Pankaj Bhatia

Mandy Rambharos

Pedro Faria

Nicole Roettmer

Benjamin Caldecott

Micheal Gillenwater

Doreen Stabinsky

Anders Bjørn

Steven Davis

Simi Thambi

Stephanie Roe

Benjamin Caldecott (only day 2)

SBTi

Alberto Carrillo Pineda (CTO, SBTi)

Anita Sheth (Director of Compliance, SBTi)

Meeting support staff

Emma Watson (Head of Standards, SBTi)

Jacqueline Roque (Head of Technical Operations, SBTi)

Hussein Kassir (Technical Team Coordinator, SBTi)

Observers

Piera Patrizio (Head of Research, SBTi), sessions D1.1 - D1.4

Nate Aden (Head of Financial Sector Development, SBTi), sessions D1.1 - D1.4

Fernando Rangel Villasana (Head of Sector Development, SBTi), sessions D1.1 - D1.4

Karl Downey (Head of Sector Development, SBTi), sessions D1.1 - D1.4

Luiz Amaral (CEO, SBTi), sessions D2-5 - D2.7

Meeting Agenda

Day 1

D1.1 - Agenda

D1.2 - Technical Council Members Introductions

D1.3 - Introduction to the SBTi - From an initiative to a standard

D1.4 - Introduction to SBTi - Overview of project pipeline

D1.5 - Technical Council Operations - Terms of Reference & Working Principles

D1.6 - Closing

Day 2

D2.1 - Agenda

D2.2 - Technical Governance Part 1 - Principles of Code of Conduct

D2.3 - Technical Governance Part 1 - Conflict of Interest & Conflict of Loyalty Policy

D2.4 - Overview of Draft Procedures for Developing SBTi Standards

D2.5 - Process for approval of SBTi Standard Setting Procedures and operationalization of Principles for Code of Conduct & Conflict of Interest / Conflict of Loyalty Policy

D2.6 - Technical Council Oversight Committee

D2.7 - Next steps & Closing

Meeting Notes Day 1

D1.1 Session 1: Welcome Introduction to Agenda

Presenter / Facilitator:

Dr. Kornelis Blok (SBTi Technical Council Chair)

Purpose of the session:

For approval

Summary:

Chair (Kornelis Blok) officially opened the meeting and welcomed members of the SBTi Technical Council. The agenda was introduced by the Chair (Kornelis Blok) and was approved by the TC members without further additions.

Clarifications:

Not applicable

Decisions:

Not Applicable

Actions:

Not applicable

D1.2 Session 2: Technical Council Members Introductions

Presenter/ Facilitator:

Laura Draucker (SBTi Technical Council Vice Chair)

Purpose of the session:

Facilitated introduction session

Summary:

Not applicable

Clarifications:

Not applicable

Decisions:

Not Applicable

Actions:

Not Applicable

D1.3 Session 3: Introduction to the SBTi - From an initiative to a standard

Presenter:

Alberto Carrillo Pineda (CTO SBTi Technical Department)

Facilitator:

Dr. Kornelis Blok (SBTi Technical Council Chair)

Purpose of the session:

For information introducing the SBTi and an overview of the journey from an initiative to a standard-setting organization.

Summary:

The CTO shared a presentation introducing the SBTi's journey and its theory of change. The presentation was structured in two parts. The first part was focused on the journey of the initiative and initial theory of change as well as its organizational structure. The second part was focused on the SBTi framework.

There was some discussion around the SBTi Theory of Change and questions to understand how the Theory of Change will evolve during the transition from the SBTi as an initiative to a standard setter. There were also questions on the Theory of Change's influence on the SBTi's growth, structure and collaboration/ interactions with other standard setting bodies.

Clarifications:

The SBTi theory of change will be revised along with the next strategy review process.

Decisions:

Not Applicable

Actions:

Not applicable

D1.4 Session 4: Introduction to the SBTi - Overview of Project Pipeline

Presenter:

Alberto Carrillo Pineda (CTO SBTi Technical Department)

Facilitator:

Dr. Kornelis Blok (SBTi Technical Council Chair)

Purpose of the session:

For information providing an overview of legacy, current and planned technical developments of the SBTi Technical Department.

Summary

The CTO shared a presentation introducing the Technical Department's project development pipeline. The presentation was structured as a retrospective and outlook of the developments.

The introduction of the outlook of the development pipeline was made with the disclaimer that the SBTi needs to assess which projects will adhere to new procedures, which will have an implication on the work program.

There were a number of questions to understand the implication of the transition to the new procedures on the project pipeline, the validation process and the entities committing to targets.

Clarifications:

Not Applicable

Decisions:

Not Applicable

Actions:

The SBTi will prepare a work program with a detailed overview about the degree of application of the new procedures to projects currently under development. The work program will be shared with the Technical Council upon approval by the Board of Directors.

D1.5 Session 5: Technical Council Operations - Terms of Reference & Working Principles

Presenter / Facilitator:

Dr. Kornelis Blok (SBTi Technical Council Chair)

Purpose of the session:

For information providing an overview of the revised and approved SBTi Board of Trustees Document: Terms of Reference, outlining the role, scope, composition, appointment process, working principles of the SBTi as well as the decision-making procedures of the Technical Council.

Summary

The Chair opened the session inviting questions and clarifications on each section of the document.

During the review of the document a number of questions were discussed covering the following topics: role and interactions with the Board of Trustees, interactions with the Technical Department, the classification of SBTi developments, the terms and composition of the Technical Council.

There were further questions around the decision making process, the participation of TC members in public consultations as well as the function and role of the Oversight Committee and the publication details of the minutes

Clarifications:

Not Applicable

Decisions:

Not Applicable

Actions:

- The SBTi will propose minor amendments to Terms of Reference to be considered by the SBTi Board of Trustees.
- The Technical Council will develop more detailed decision-making criteria aligned to mission, vision and science-based target-setting principles.

D1.6 Session 6: Closing & Upcoming Agenda

Presenter / Facilitator:

Dr. Kornelis Blok (SBTi Technical Council Chair)

Purpose of the session :

Wrap-up for the day and overview of agenda for day 2

Summary

No questions or comments.

Clarifications:

Not Applicable

Decisions:

Not Applicable

Actions:

Not applicable

Meeting Notes Day 2

D2.1 Session 1: Agenda

Presenter / Facilitator:

Dr. Kornelis Blok (SBTi Technical Council Chair)

Purpose of the session:

For approval

Summary:

The agenda was introduced by the Chair (Dr. Kornelis Blok) and was approved by the TC members without further additions.

Clarifications:

Not Applicable

Decisions:

Not Applicable

Actions:

Not applicable

D2.2 Session 2: Technical Governance Part I (Principles Code of Conduct)

Presenter:

Alberto Carrillo Pineda (CTO SBTi Technical Department)

Facilitator:

Dr. Kornelis Blok (SBTi Technical Council Chair)

Purpose of the session:

Revision & Adoption of the document *Principles for the Code of Conduct* for the Technical Council. The principles have been approved by the SBTi Board of Trustees.

Summary

The Chair opened the session inviting questions and clarifications to each section of the document.

The CTO shared a presentation introducing a summary of the *Principles for the Code of Conduct*. The *Principles for the Code of Conduct* were also distributed in paper for detailed discussion. It was stated that it is the responsibility of the Technical Council to review and operationalize principles in a separate document (e.g. Code of Conduct) if needed.

During the review of the document a number of questions were discussed covering the following points: SBTi mission, stakeholder interaction, impartiality and the maintenance of confidentiality.

Clarifications:

It was clarified that Technical Council members cannot participate in an advisory role (e.g. being part of an Expert Advisory Group) in an SBTi technical development and be involved in the decision-making for such development as a Technical Council member.

Decisions:

Not Applicable

Actions:

- Technical Council members currently part of an EAG must resign from the EAG.
- The Technical Council will develop its Code of Conduct operationalizing the Principles for the Code of Conduct with support of the Technical Department.

D2.3 Session 3: Technical Governance Part II (Conflict of Interest & Conflict of Loyalty Policy)

Presenter/ Facilitator:

Laura Draucker (SBTi Technical Council Vice-Chair)

Purpose of the session:

Adoption of the documents Conflict of Interest and Conflict of Loyalty.

Summary:

The Vice Chair opened the discussion of clarification and interpretation of the document which has been approved by the SBTi Board of Trustees and is already in effect.

The policies establish guidelines to identify, disclose, and manage situations where members' interests or affiliations may create conflicts that could undermine the TCs impartiality and decision-making process.

During the review of the documents a number of comments and questions were discussed addressing the following points: take of effect of the conflict of interest and its operationalization and the SBTi's data protection policy.

Clarifications:

- It was clarified that the determination of the existence of a conflict of interest is made by the Chair and Vice Chair based on the disclosed interests made by Technical Council members in their annual declaration of interests and in every meeting.
- It was clarified that all the information disclosed by Technical Council members will be treated with strict confidentiality according to the SBTi's Privacy Policy (forthcoming). All individuals having access to this information, including, but not limited to the SBTi Chief Technical Officer, will sign a non-disclosure agreement (NDA) confirming that information will be processed with strict confidentiality.

Decisions:

Technical Council Members will send signed declaration forms within two weeks after receiving the email address to which declaration will be sent.

Actions:

The SBTi will share forthcoming Data Protection Policy.

D2.4 Session 4: Overview of Draft Procedures for Developing SBTi Standards

Presenter:

Alberto Carrillo Pineda (CTO SBTi Technical Department)

Facilitator:

Dr. Kornelis Blok (SBTi Technical Council Chair)

Purpose of the session

Initial Discussion of the document Draft standard development procedures. These procedures document the way the SBTi develops and revises standards. These procedures need to be

reviewed and approved by the Technical Council prior to submission to the SBTi Board of Trustees for formal adoption.

Summary

The Chair opened the session stating the goal of the session as clarifying open questions and having an initial discussion on the document. There will be a second meeting in August to approve the document for submission to the SBTi Board of Trustees for approval in September.

The session started with an introductory presentation by the CTO (Alberto Carrillo Pineda).

Throughout the session the following points were discussed and commented on: the objectives of a standard in terms of emissions reductions and removals, types of development that need approval by the TC, the Science Based Target setting principles, the procedures for submission of project requests, incorporation of 3rd Party Standards and the accessibility to supporting documents needed for approval.

Clarifications:

Not Applicable

Decisions:

Not applicable (document was presented for initial discussion, and not for decision at this stage)

Actions:

- Technical Council members will suggest comments to the SBTi Standards Development Procedures document to SBTi.
- The SBTi will circulate a revised document for further discussion in the forthcoming Technical Council meeting.

D2.5 Session 5: Process for approval of SBTi Standard Development Procedures and operationalisation of Principles for Code of Conduct & Conflict of Interest /Conflict of Loyalty Policy

Presenter/ Facilitator:

Dr. Kornelis Blok (SBTi Technical Council Chair)

Purpose of the session:

Decision on the process to finalize the document on Standard Development Procedures and for operationalizing principles of code of conduct and conflict of interest / conflict of loyalty policy.

Summary:

Not Applicable

Clarifications:

Not Applicable

Decisions:

Not applicable

Actions

- The Technical Council Vice Chair will develop the Code of Conduct to be discussed in the forthcoming TC meeting.
- The next draft of Standard Setting Procedures will be circulated for discussion in the forthcoming meeting. The aim is to submit procedures for approval by the SBTi Board of Trustees at the September meeting.

D2.6 Session 6: Technical Council Oversight Committee

Presenter/ Facilitator:

Dr. Kornelis Blok (SBTi Technical Council Chair), Laura Draucker (SBTi Technical Council Vice-Chair)

Purpose of the session:

Discussion about terms of reference for Technical Council Oversight Committee and process to convene it. The Technical Council can delegate decisions to an Oversight Committee with the responsibility for ensuring correct implementation of the SBTi's standard development based on the *Procedures for Development of SBTi Standards*.

Summary:

Due to time available, only an initial discussion was feasible. The discussion will be re-initiated in a subsequent meeting.

Clarifications:

Not Applicable

Decisions:

Not applicable

Actions:

- The SBTi will conduct research on different models used by other standards to deal with complaints and due process oversight and will present a recommendation based on the findings.
- The terms of reference will be adjusted accordingly and will be presented for discussion and approval at a future meeting.

D2.7 Session 7: Next Steps and Closing

Presenter/ Facilitator:

Dr. Kornelis Blok (SBTi Technical Council Chair)

Purpose of the session:

Official closing of the inauguration meeting

Summary:

The Chairs asked all the members if they would like to add any point, no points were raised and then closed the meeting.

Clarifications:

Not Applicable

Decisions:

Not applicable

AOB

- The dates for the forthcoming virtual and in-person meetings will be set in the forthcoming month.
- The SBTi will develop a work program for the term of the Technical Council (relating to which standards the TC will be involved).