



**Meeting of the EFFC Sustainability Working Group held on Thursday 10<sup>th</sup> March between 13:30 – 15:30 BST / 14:30– 16:30 CET via Teams Call**

In Attendance:

Alice Berry	UK
Luke Deamer	UK
Chris Harnan (Chair)	UK
Jan Kreuziger	Norway
Juliette Léchard	France
Rick Riggelink	Netherlands
Jeroen Ritzer van Dinther	Netherlands
Alexander Rostert	Germany
Ruben Van den Bröck	Belgium
Alexander Zohrer	Austria

Present:

Kathryn de Rochefort	EFFC Secretariate
Ciaran Jennings	EFFC Secretary

	<b>Actions</b>	
<b>C Jennings</b>	To amend the cooperate sustainability reporting directive.	<b>Next Meeting</b>
<b>C Jennings C Harnan</b>	Create an email that will go out to companies requesting them to complete the carbon reporting spreadsheet and send to Chris for review.	<b>25<sup>th</sup> March</b>
<b>L Deamer</b>	Complete presentation for the Road Map session at the Berlin conference and circulate to Chris for comment.	<b>8<sup>th</sup> April</b>
<b>C Jennings</b>	Arrange a meeting between Leo Schmitt and Alex Z, Rick, Alex R and Jeroen.	<b>25<sup>th</sup> March</b>
<b>L Deamer A Berry A Rostert C Jennings C Harnan</b>	<p><b>Carbon Reduction Guide</b></p> <ol style="list-style-type: none"> <li>1. Luke, Alice, and Alex will meet to discuss the content for ‘capital carbon’ within the Carbon Reduction Guide.</li> <li>2. Luke to circulate the guide to the group for comments.</li> <li>3. Luke to update the year on the road map and put carbon as the first point.</li> <li>4. Luke to add a conclusion, if necessary, once the draft has been completed and proofread by the group.</li> <li>5. Chris and Ciaran to present the completed guide at the Executive Meeting in Hungary.</li> </ol>	<p><b>28<sup>th</sup> March</b></p> <p><b>1<sup>st</sup> April</b></p> <p><b>7<sup>th</sup>-8<sup>th</sup> April</b></p>
<b>C Jennings</b>	Send the email sent to the National Federations to all committee members.	<b>Next meeting</b>

<b>C Jennings C Harnan</b>	Look at addressing the issues raised about working group representation.	<b>Ongoing</b>
<b>C Jennings C Harnan</b>	To contact the other two organisations (CPE & Construction Alliance 2050) after meeting with Koen Coppenholle of CEMBUREAU.	<b>Next Meeting</b>

<b>C Harnan C Jennings Volunteers</b>	<p><b>Carbon Reporting Spreadsheet</b></p> <ol style="list-style-type: none"> <li>1. Chris &amp; Ciaran to create an explanatory document to go along with the Reporting spreadsheet.</li> <li>2. Ciaran to send a circular email to the SWG about contact other countries companies.</li> <li>3. To come back with a minimum of 6 companies that are willing to report their carbon consumption.</li> </ol>	<p><b>ASAP</b></p> <p><b>18<sup>th</sup> February</b></p>
<b>KPI/Roadmap TG</b>	<p><b>KPI/Roadmap TG</b></p> <ol style="list-style-type: none"> <li>1. Create a short document and presentation (8-10 slides) outlining which KPI's the group would like to collect</li> <li>2. Review Alex's highlighted comments to make less emotive.</li> <li>3. Alice to advise on potential graphics for how to carbon guide</li> <li>4. Alice to provide bullet points on data collection process</li> </ol>	<p><b>Ongoing</b></p> <p><b>24<sup>th</sup> February</b></p>
<b>C Harnan</b>	Review the 4-page summary detailing the ETS, CBAM and CSRD.	<b>24<sup>th</sup> January</b>
<b>L Deamer A Berry C Jennings</b>	<ol style="list-style-type: none"> <li>1. Alice and Luke to be involved in the first CWG meeting of 2022 to inform on them on what the SWG are doing.</li> <li>2. Alice to provide useful bullet points for the meeting.</li> <li>3. Ciaran to advise LD + AB when the next meeting of the contracts working group will be held.</li> </ol>	<b>22<sup>nd</sup> March</b>
<b>C Jennings  R Van den Bröck</b>	<ol style="list-style-type: none"> <li>1. Ciaran to ask Trevi if they are currently recording Scope 1 and 2</li> <li>2. Ciaran to ask José if Terratest are currently recording Scope 1 and 2.</li> <li>3. To ask Franki if they are currently recording Scope 1 and 2.</li> </ol>	<b>24<sup>th</sup> February</b>

Minutes		
<b>1.</b>	<p><b>Apologies for Absence</b></p> <p>Dejan Lukic (Switzerland), Jasmine Andren (Sweden), Rick Riggelink (Netherlands), Luca Bruni (Italy), Alberto Majer (Italy) and Jaap Estié (Netherlands).</p>	
<b>2.</b>	<p><b>Approval of the Minutes of the meeting held on Tuesday 12<sup>th</sup> January 2022</b></p> <p>Alex R relayed that he thought the National Federations would be contact first [regarding carbon reporting initiative] and then individual members would then join in as national champions. Ciaran reported that he has contacted the National Federations and it was agreed at the AGM back in November. Ciaran will forward the email to all SWG members for reference.</p> <p>The minutes from the previous meeting were approved.</p>	<b>C Jennings</b>
<b>3.</b>	<p><b>Matter Arising</b></p> <p><b>i. Carbon Reduction Guide Update</b></p> <p>Luke reported that he, Alice, and Rick met last week to discuss and try to refine the guide. It is now close to be being finished but there are a few extra things that still need to be completed.</p> <p>Luke present the guide to the group and highlighted that a cover need to be added and also stated that Ciaran previously mentioned going out for design or using the existing EFFC book that we have for the contents page.</p> <p>The document contains an introduction outlining the roadmap and our what, why, how approach. The second section outlines ‘what is carbon, climate change and carbon reduction’. A piece has been added about why companies should decarbonise, leading onto the ‘Key EU carbon legislation’ that will be coming down the line.</p> <p>We then outline how companies can decarbonise highlighted the carbon reduction hierarchy.</p> <p>Alice added that under section 4 we wanted to discuss as a group what order we should have ‘5 keys ways’. The group agreed to the current order as laid out in the Carbon Reduction Guide.</p> <p>Luke highlighted that they also want to ask group about ‘capital carbon’. Luke, Alice, and Alex R will discuss after the meeting.</p> <p>Alice questioned what the attention would be for ‘submit projects to an emission analysis and compare projects’ under section 4.6 as it does not really connect with the other points. Ruben added that you can have accreditation at a company level or at a project level and being able to compare projects is a helpful tool. Alice suggested that there may need to an extra line to further explain this point, Chris also added that it may be worth amending the title for further clarity.</p> <p>Luke continued that there still needs to be a bullet point added for the CO2 Performance ladder. There have been brief instructions provided around company accreditations and a section on how to measure progress promoting the Carbon Reporting Spreadsheet.</p> <p>Alice quired if it would be an idea to have a conclusion at the end, Chris suggested that once the draft has been completed that a conclusion can be added if appropriate.</p> <p>Alice highlighted that the year on the road map at the beginning of the guide will need to be updated.</p> <p>Luke agreed to circulate the guide to the group for comments.</p>	<p><b>L Deamer</b>  <b>A Berry</b>  <b>A Rostert</b></p> <p><b>L Deamer</b></p> <p><b>L Deamer</b></p> <p><b>L Deamer</b></p>

	Ciaran and Chris to present the completed guide to the Executive in Hungary.	C Jennings C Harnan
4.	<p><b>Leo Schmitt to present on Smart Tracker</b></p> <p>Leo asked the group if they had any questions before he began his presentation, Chris quired how the smart tracker differs from the carbon calculator spreadsheet that the EFFF has been using currently. Leo highlighted that the biggest differences are that it is hard to make an Excel spreadsheet secure and it is difficult to measure in time if you have a lot of measurement periods.</p> <p>Leo demonstrated the software, showing a basic templated.</p> <ul style="list-style-type: none"> <li>• You can create energy graphs that can cater to different emissions or scopes.</li> <li>• You can create graphs that show carbon use across any number of given years which can also have projection lines and scenario lines added to see the reality of meeting targets and how realistic a scenario might be. All templates can be adapted to fit your needs, such as adding KPIs.</li> </ul> <p>Leo explained that you need to create your 'entity' and that you can moving between different legal entities, which means all of the data will be recalculated from the pasted until now. In line with the GHD protocol you can also change the 'consolidation percentage' to 0 meaning that they will not longer appear in the data. If you have projects that are not part of the company calculation, then again you can put the 'consolidation percentage' to 0.</p> <ul style="list-style-type: none"> <li>• You can send messages through the system which will be attached to the specific issue, and you can see any changes or additions made to the data going from 'concept' to 'submitted' to 'approved' which leaves a user trail.</li> <li>• The Smart Tracker also allows you to create projects, which you can apply targets to and measure in relative or absolute measurements. You can also apply filters to the results.</li> <li>• The program also allows you to look at the cost and the emissions.</li> </ul> <p>Ciaran questioned if the program is able to calculate the emissions used when travel to site Leo stated that you are free to configure the program to your needs, the system is flexible to your own situation.</p> <ul style="list-style-type: none"> <li>• You can self-audit, internally audit or have external audits through the Smart Tracker.</li> </ul> <p>Luke stated that we are interested in the project level and project comparisons whereas this seems to be more at a company level, Luke also queried how you would register for the Smart Tracker and what the entailed costs would be.</p> <p>Leo advised that when you want to use the program at a project level, we can get an agreement for that project but if you are doing multiple projects then it is better to buy it at a company level or have a subscription. Leo outlined the costs for the Smart Tracker; Small package would be €1,710 per annum, Medium €5,145 per annum and the large would be €15,975.</p> <p>Ciaran questioned if you are able to compare tenders through the Smart Tracker for projects and their calculations of carbon consumption. Rick added that they compare with several companies from TBI, and they all use the same KPIs. Luke questioned about what certifications the KPIs have been based on, would it be ISO14040. Leo stated that you can define the rules of the structure so that it meets with your company compliance.</p> <p>Chris raised concerns about the system being too flexible and companies manipulating the data to produce better numbers. Leo highlighted that different people can be given different access rights in order to prevent tampering with the numbers and that this would offer the EFFF a consistent format.</p>	

	<p>Alice questioned if the data has been used in any other ways and if other companies can do anything with the data. Leo advised that there is not much that they can do with the data, but it is something they're aiming towards, to create bench marking between companies.</p> <p>Chris questioned about the how confidential the programme is as this would be a concern for member companies. Leo stated that there is no way to access other companies' data without the necessary access rights and not without the company's knowledge. Luke queried whether you are able to upload data from spreadsheets into the Smart Tracker Leo stated that you can upload files, but it is quicker to input manually.</p> <p>Leo left the call and Chris asked the group for there views on the Smart Tracker. Luke said it would be helpful for setting benchmarks as a company, but it is not practical for projects.</p> <p>Chris asked Rick what his thoughts were as he suggest Leo speaking to the group. Rick stated that it is difficult to talk about it in terms of projects as that is not how he uses it for ISO14001 or for the Co2 ladder. Rick felt that we do have all of the information in terms of using the Smart Tracker for a project.</p> <p>Chris asked the group if they felt a meeting between those who understand the Carbon Calculator spreadsheet and Leo would be helpful or is the Smart Tracker too much. It was agreed that it will be explored in more detail, but opinions are divided within the group.</p> <p>Chris asked for volunteers to have a three-hour meeting with Leo to discuss further. Alex Z, Rick, Alex R, JR and Ciaran all volunteered to take part. Ciaran agreed to arrange the meeting.</p>	<p><b>C Jennings</b></p>
<p><b>5.</b></p>	<p><b>FIEC Updates</b></p> <p><b>i. Sustainable access to primary and secondary raw materials – Webinar from Construction Alliance 2050</b></p> <p>Chris reported that there will be a webinar on the 24<sup>th</sup> of March based on Sustainable access to primary and secondary raw materials. It was highlighted that this is not a webinar that you can just register for you need to email Marie France if you are interested.</p>	
<p><b>6.</b></p>	<p><b>DFI/EFFC Berlin Update</b></p> <p>Luke reported that he and Alice were on a call with the DFI had Manging Directors from a number of different Geotechnical companies in North America to talk about their strategies for tackling and measuring sustainability. The DFI are behind us and addressing scope 1 and 2 was a big idea that has not tackled yet as well as such things as paid maternity leave etc. Alice added that there were some encouraging conversation but not much was being challenged and changed seemed far off.</p> <p>Chris confirmed who would be on each session; on the Preconference Day [Wednesday] there will be Jeroen, Alice, Jan, and Stuart Norman from Keltbray. Alex Z offered to join if he is required, Chris has noted him as a first reserve. Chris continued on Day One [Thursday] for the Roadmap session we have Luke, Rick, Jeroen and Alice. Luke advised that he is working on the draft for the presentation. Once complete Luke will circulate to Chris for comment.</p> <p>Chris highlighted that for those who are taking part in the Preconference Day they will need to have a PTT prepared as it will need to be keep brief as the purpose of the workshop is for discussion and not presentations.</p> <p>Chris continued that Alex R will be the poster session two moderator.</p>	<p><b>L Deamer</b></p>

<p><b>7.</b></p>	<p><b>Carbon Reporting Spreadsheet-Volunteers</b></p> <p>Ciaran updated on Luca’s behalf, he reported that they have raised it in Italy but they’re still ‘banging the drum’.</p> <p>Ciaran also reported that Trevisani have confirm that they are already reporting on Scope 1 and 2. Ciaran continued to say that we are looking at making carbon reporting part of the quarterly statics provided through the FPS and will become something that members will be audited on as well, we are hoping to get the full agreement for that at the next FPS AGM.</p> <p>Alex R stated that he had only one response back but feels there needs to be a template of what we are asking for and what we will do with the data, they may be more willing to report the data if it came through the national federation.</p> <p>Ciaran offered to put together wording for Alex R outlining what we want from companies, although it would be ideal for the information to come directly to us, we can look at going through national federations. Chris asked Ciaran to forward the wording to him for review.</p> <p>Rick has a meeting next and will provide details at the next meeting.</p> <p>Jan reported on the response he has had in Scandinavia, he has emailed 22 companies and received 7 positive responses, 2 other companies are interested but are unable to get the numbers right now but maybe able to later this year or early next year.</p> <p>Juliette has not contacted any companies in France yet.</p> <p>Alex Z reported for Austria 3 companies volunteered to take part in reporting.</p>	<p><b>C Jennings</b> <b>C Harnan</b></p>
<p><b>8.</b></p>	<p><b>AOB</b></p> <p>Alex R highlighted a correct for the brief of the cooperate sustainability reporting directive, on the top of the last page there needs to be an additional bullet point. Ciaran will amend.</p> <p>Luke suggested that given Jan success with emailing companies about the carbon reporting it might be worth using that email to inform our wording. Jan stated that he knew most of the companies he contacted so the wording may not be helpful.</p> <p>Jan reported that he has been invited to a meeting in Sweden to update them on what the SWG have been doing in April. Ciaran will contact the last Swedish member of the SWG.</p> <p>Chris highlight that he has not heard anything from the FIEC Sustainability group for 4-5 months and asked Ciaran to contact them for an update.</p>	<p><b>C Jennings</b></p> <p><b>C Jennings</b></p> <p><b>C Jennings</b></p>
<p><b>9.</b></p>	<p><b>Date of Next Meeting</b></p> <p><b>Wednesday 25<sup>th</sup> May 2022 (10:00-12:00 GMT)</b></p>	