



The Copper Mark Technical Working Group Terms of Reference

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The Copper Mark Technical Working Group Terms of Reference		Internal

Overview

The Copper Mark Technical Working Group (“Technical WG”) is the main forum for the technical development, maintenance, and revision of the Copper Mark Assurance Framework.

This includes at a minimum to:

1. Identify the format of and develop deliverables for each workstream.
2. Conduct technical review of standards and related deliverables during scheduled revision cycles to ensure the Copper Mark achieves its mission and vision.
3. Provide additional recommendations for program elements to the Advisory Council that support the growth and continuous improvement of the Copper Mark Assurance Framework.

Roles and Responsibilities

The Technical WG is responsible for the technical development and revision of the Copper Mark Assurance Framework. In doing so, it shall ensure the standards, processes and procedures are aligned with high quality and best practices in a way that is verifiable and promotes the Copper Mark’s credibility and acceptance by its stakeholders.

This includes, but is not limited to the following main areas:

- Act as technical body to support the regular review and revision of the core documents, in particular the Assurance Process and Claims Guide, to account for changes to the scope of the Copper Mark standards and programmes.
- Support the regularly review the Assurance Framework to:
 - Ensure market acceptance of the Copper Mark;
 - Identify opportunities for simplification and cost savings for the Copper Mark participants;
 - Maintain and strengthen the quality and credibility of the framework.
- Act as technical body to support the development of the Copper Mark standards, including but not limited to:
 - Support of standards revision and / or development process;
 - Development of interpretation guidance and complementary documents;
 - Assessment and integration in standards of market expectations on standards, assurance and metrics;
 - Expansion of existing standards to other metals covered by the Copper Mark.

The Technical WG will support the Copper Mark staff by:

- Developing and implementing a workplan with deliverables, timelines, and required resources to meet the objectives defined for each of the main areas identified above.
- As appropriate and required, form sub-teams based on technical expertise and interest to work on specific issues and / or deliverables

- The Technical WG may identify additional issues and deliverables and make a recommendation to the Copper Mark Advisory Council to add these to the scope of its work.

The Technical WG liaises with other working groups of the Copper Mark as appropriate.

Technical Working Group Participation

Composition

The Technical WG will include representatives from the following organizations who are either Participants, Copper Mark Partners, or Copper Mark Supporters.

- Participants
- Fabricators and semi-fabricators
- Downstream companies
- Assessors
- Investors
- Academic institutions

Additional organizations and / or subject matter experts may be invited to the Technical WG where these are considered to support the objectives of the working group.

Working Mode

Participants are expected to contribute to the Technical WG by:

- Attending meetings via teleconference;
- Reviewing materials prepared by the Copper Mark in advance or in between meetings of Technical WG;
- Providing technical input and feedback on the materials prepared by the Copper Mark and / or external contractors in writing and / or during the Technical WG meetings;
- Prepare recommendations for the Copper Mark Advisory Council to review within the scope of these terms of reference.

The Technical WG, at the recommendation of Copper Mark staff and with the agreement of participants, may temporarily establish sub-teams to focus on a specific issue and / or deliverable. Sub-teams report to the Technical WG and sunset when the stated scope of work is completed.

Time Commitment

Participants are expected to join monthly hourly calls.

The meeting frequency may be adjusted based on the workplans established for each workstream.

Sub-teams will determine the frequency of meetings independently.

Activity Plan and Decision Making

The Technical WG reports to the Copper Mark Advisory Council. The Advisory Council defines the activity plan for the Technical WG, including the overall objectives and scope of each major workstream to ensure these are aligned with the mission and vision of the Copper Mark.

The Technical WG seeks to develop deliverables that meet the expectations of its participants. Deliverables developed within the scope of the workstreams are adopted by the Technical WG by consensus, where consensus refers to the absence of any formal objections by participants.

In the following cases, decisions will be escalated to the Advisory Council and / or the Board of Directors:

- Technical WG participants are unable to reach a consensus.
- Deliverables impact the Copper Mark's strategy to achieve the organization's mission and vision.
- Deliverables results in financial, legal and / or reputational impacts on the organization (require escalation to the Board of Directors).

Once agreed by the Assurance Working Group, deliverables will be submitted to the Advisory Council, which will then make recommendations to the Board for approval, if required.

Administration

The working language of the Copper Mark Technical WG is English.

The Technical WG will be convened and chaired by staff of the Copper Mark.

All deliverables developed by the Technical WG are owned by the Copper Mark.