

Commission on Sustainability Data

Terms of Reference for Assurance & Audit Working Group

1. Title of the Committee**

Assurance & Audit Working Group

2. Purpose

The purpose of the Assurance & Audit Working Group is to oversee, review, and develop the carbon accounting practices necessary for users to have confidence in the carbon accounting measures recorded by participating organisations.

3. Scope

The Working Group's activities will investigate the practices and processes of audit and assurance for carbon measurements attributed to the data being collected from the log files generated in accordance with the data model being developed by the Commission.

4. Membership

The sub-committee will consist of XX members, including:

Nigel Mehdi (Chair)

Stuart Jenkins

Cindy Rose

Jonathan Michie (ex-officio)

5. Roles and Responsibilities

Chair: Oversee all Working Group activities, set agendas, and lead meetings.

Members: Contribute expertise, participate actively in meetings, and lead sub-projects as needed.

All Members: Attend at least 75% of meetings and actively participate in projects.

6. Meetings

Meetings will be held quarterly or as deemed necessary.

Agendas will be circulated prior to meetings.

A record of decisions taken and actions agreed will be made following each meeting.

7. Reporting

The Working Group will report directly to the Chair of the Commission on Sustainability Data.

Reports to meetings of the Commission will be prepared to summarise progress, challenges, and future plans.

8. Authority

The Working Group has the authority to recommend policies, develop recommended practices, and initiate projects, but it requires approval from the Chair of the Commission on Sustainability Data to allocate resources or incur direct costs.

9. Approval and Amendments

These Terms of Reference shall be approved by the Chair of the Commission on Sustainability Data and ratified at a meeting of the Commission for Sustainability Data.

Amendments to the Terms of Reference must be approved by the Chair of the Commission on Sustainability Data and ratified at a meeting of the Commission for Sustainability Data.