



Concrete Sustainability Council (CSC)

Advisory Committee Terms of Reference

1 NAME

The official name of the Committee is “CSC Advisory Committee”.

2 COMMITTEE FOCUS

The principal focus of the CSC Advisory Committee (AC) is to provide strategic advice, to guide and support the vision, mission and activities of the Concrete Sustainability Council (CSC) and the successful deployment of the CSC sustainability certification scheme.

2.1 Process

The AC Members will participate in scheduled meetings and discussions to provide input and feedback to the CSC Executive Committee. The CSC Management Team will manage the daily operational functions of the CSC required to achieve the set goals and objectives.

RESPONSIBILITIES

The AC will:

- Provide strategic advice to the CSC Executive Committee and the CSC Chairs.
- Initiate and guide on potential policy directions, globally and in specific regions, on specific topics (e.g. climate change, biodiversity, etc.) where the CSC could or/and should work to influence outcomes.
- Review accomplishments and suggest on improving the effectiveness of CSC activities, projects and public profile.
- Provide feedback to the CSC certification system developments, such as new or updated CSC versions.
- Provide feedback to the CSC reporting, such as selected parts of the CSC Annual report in coordination with the CSC
- Support the access to regional stakeholders and experts and facilitate efforts to build bridges to stakeholders in the different regions and globally to enable effective networking.
- Recommend other experts who can help review and evaluate specific aspects of CSC programs and progress as needed.

3 MEMBERSHIP

3.1 Composition

Members of the Advisory Committee will include:

- AC Chair
- A maximum of 5 AC Members in addition to the AC Chair
- If required, the AC Chair can invite the CSC Chairs as consulting members

3.2 Term of Service

Starting with the official appointment, AC Members will serve three (3) years, with an opportunity to renew membership if mutually agreed between the AC Member, the AC Chair and CSC Chairs. In the event that any member is not able to complete his/her membership term, the CSC Chairs are asked to recommend a potential new AC Member in alignment with the AC Chair and the AC Members. The new AC Member has to be appointed by the CSC Executive Committee

3.3 AC Members

The AC Members are to be proposed by the CSC Chairs and to be appointed by the CSC Executive Committee.

3.4 AC Chair

The AC Chair is to be appointed by the CSC Chairs for an initial period of three years.

4 OPERATING PROCEDURES

Different viewpoints are encouraged to offer the CSC the benefits of alternative approaches.

4.1 No Veto Authority

The AC will work as a consulting body over the work or the content of the work carried out by the CSC. The AC will not have a veto function. However, it will always be given an opportunity to state a reserve or minority conclusion.

4.2 Open Communications

The AC shall be transparent in its work. Minutes of its meetings will be made available to the Members, who may convey the substance of discussions and highlight areas of disagreement without attributing remarks to particular individuals.

AC Members will be granted access to a shared storage platform (Dropbox, Google Drive or other).

4.3 Meetings

The meetings are foreseen as follows:

- One virtual meeting to evaluate annual report and provide recommendations
- Further virtual meetings on demand/necessity
- Dedicated meetings (workshops) as part of the stakeholder consultation process, in the course of the development of new versions

AC meetings will be conducted in English. Documentation discussed will be made available in English.

4.4 Quorum

50% of members (or their proxies) constitute a quorum.

4.5 Records

The Meeting Agenda and Minutes will be set and distributed by the AC Chair. CSC MMT support for drafting the minutes is available on request.

4.6 Conflict of Interest

AC Members will notify the AC Chair in writing of any potential or actual conflict of interest between CSC activities and their own activities or interests. The AC Chair shall bring this information to the attention of the Advisory Committee who will then decide whether the member sending the notification should abstain from participating in any CSC activities directly related to the actual or potential conflict. Any conflict of interest will be recorded in the Minutes.

4.7 Removal

The AC may act to remove a member for persistent inability or failure to perform the duties outlined in this Term of Reference. The Advisory Committee operating by consensus shall make this decision.

4.8 Compensation

AC Members will receive a fixed yearly compensation in recognition of their efforts. They will not be paid an honorarium fee per meeting. Meetings will generally be conducted online. However, travel expenses of AC members for eventual face-to-face meetings - with the exception of the CSC Chairs - will be reimbursed, as pre-approved by the CSC Chairs.

5 GUIDING PRINCIPLES (INCLUDING CONFIDENTIALITY)

The Advisory Committee Members will adhere to the following:

- Speaker confidentiality may be preserved to promote open discussion.
- Resolution of dissenting issues shall be achieved by a vote of members, with the AC Chair having a casting vote in the event of a tie.
- Adhere to the CSC Non Disclosure Agreement for Advisory Committee Members

6 ADOPTION AND AMENDMENT

These Terms of Reference have been adopted by the CSC Executive Committee on 31.07.2019 and amended on 28.04.2025. They shall be reviewed by the CSC Advisory Committee at its inauguration meeting as well as every two years. Changes shall be proposed by the Advisory Committee and approved by the CSC Executive Committee.

28.04.2025