



GEN Board of Directors Virtual Meeting

20 - 21 April 2020

Monday 20 April Minutes Summary

In attendance: Vinicius Ribeiro, Bjorn-Erik Lonn, Yulia Gracheva, Kate Harris, Xiaodan Zhang, Chin-Yuan Chen, Takashi Fujisaki, Hiroyuki Kobayashi, and Linda Chipperfield
Absent: KS (Giri) Venkatagiri

Meeting was called to order at 10:15 GMT

1. Welcome

1.2 Welcome by the Chair

Bjorn-Erik thanked the board for meeting during difficult times. Each board member gave a brief update on the situation in their country.

2. Administrative Matters

2.1 Approval of meeting agenda

Bjorn-Erik reviewed the documents sent prior to the meetings. The February 2020 Virtual Board meeting minutes were approved. Bjorn-Erik gave an overview of ISO standards work.

Action Items:

- Hiro to check with financial review committee on timing
- Bjorn-Erik will inform board on ISO standards work
- Yulia to work directly with Kate on ISO Communications work.

2.2 Secretariat Work Report update

The Secretariat reviewed the biggest projects including Website updates, Green Building Standards chart, Proposals and planning for new Type 1 ecolabelling campaign and World Ecolabel Day 2020, GEN Magazine #37, Bi-Annual Members Survey, New Member Welcome Kit and Orientation, 2 Board Meetings, BMU funding proposals for 2019 and 2020

Action Items:

- Bjorn-Erik to distribute the Green Building Standards chart to contacts

2.3 2020 AGM Planning

2.3.1 Timing on decision to alter meeting

(Moved to 21 April agenda)

2.3.2 Workshop selection

Bjorn-Erik reviewed workshops for the AGM, and Board suggested workshops

[Continued discussion on 21 April]

Action Items:

- Bjorn-Erik to send ideas and issues to be covered in workshops to Board for speaker suggestions

2.4 Board Member Status/Nominations

Board discussed who would run in 2020.

Action Items:

- Kate, Xiaodan and Chin-Yuan to respond to Nominations Committee with intentions.
- Bjorn-Erik to communicate his intentions by end of May.

2.5 Secretariat 2021-2023 Decision Process/Timeline

Bjorn-Erik reviewed the process for selecting the next Secretariat.

Action Items:

- Secretariat to ask members to submit expression of interest by 10th of May.
- Board to review submissions and decide on submissions by end of June.
- Bjorn-Erik to ask for formal proposals to be submitted by end of July and any amendments by early August.

3. Membership & GENICES

3.1 Recap of Recent Audits

Secretariat reviewed upcoming audits.

Action Items:

- Secretariat to notify EPEAT to send application and schedule audit.
- Secretariat to send applications to Blue Angel, EDF and GECA
- Chin-Yuan to reach out to CQC about audit
- Chin-Yuan to send Bjorn-Erik translated materials for EDF audit

3.2 Schedule of audits/organisation status



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Action Items:

- Secretariat to add 2021 audits to August agenda

3.3 New member applications

Secretariat reviewed new member contact.

Action Items:

- Bjorn-Erik to share Colombia contact with Vinicius

3.3.1 NCPC/Sri Lanka

The Board voted in favor of awarding Associate Membership, will recommend to AGM.

Action Items:

- Secretariat to ask NCPC/Sri Lanka to provide notify stakeholder and public comment details
- Secretariat to notify Sri Lanka of board recommendation and invite them to the AGM

3.3.2 Turkish Environmental Labelling System

The Board voted in favor of awarding Associate Membership, will recommend to AGM.

Action Items:

- Secretariat to notify EIA/Turkey of board recommendation and invite them to the AGM

3.3.3 Arganeraie Biosphere Reserve Ecolabel Moroccan Association

Bjorn-Erik reviewed the Association. The Board voted in favor of awarding Affiliate Membership, will recommend to AGM.

Action Items:

- Secretariat to notify ABR/Morocco of board recommendation and invite them to the AGM

3.4 Affiliate member support and benefits

(Moved to 21 April agenda)

Meeting adjourned at 12:20 GMT.

Tuesday 21 April Minutes Summary

In attendance: Vinicius Ribeiro, Bjorn-Erik Lonn, Yulia Gracheva, Xiaodan Zhang, Chin-Yuan Chen, Takashi Fujisaki, Hiroyuki Kobayashi, KS (Giri) Venkatagiri and Linda Chipperfield
Joined at 10:20: Kate Harris

Meeting was called to order at 10:00 GMT

Welcome by the Chair

Bjorn-Erik welcomed the board. Giri gave a brief update on the situation in India.

4. Financial Management and Administration

Board approved financial report from 2019 and 2020 budget sent prior to meeting

4.1 Membership fees/Reduction requests

Hiro reviewed the member status and requests. The Board approved the reduction requests.

Action Items:

- Hiro will notify members of acceptance of reduction requests.

4.1.1 Kazakhstan

Yulia and Hiro reviewed recent correspondence.

Action Items:

- Secretariat to add Kazakhstan Ecolabel discussion to August agenda.

4.1.2 Vietnam

Bjorn-Erik reviewed recent correspondence.

Action Items:

- Bjorn-Erik to send another reminder to Vietnam Green Label with update on boss's remarks.
- Secretariat to send Vietnam contacts to Hiro.

4.1.3 Green Seal

Hiro reviewed recent correspondence. Bjorn-Erik discussed in-kind payment agreement. The Board approved the agreement.

Action Items:

- Bjorn-Erik to notify Green Seal of approval of the agreement.



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- Hiro to send 2020 Green Seal membership invoice.
- Secretariat will send first drafts of Green Seal activities to Board for review.

5. GEN Subcommittee Action Plans

5.1 Strategic Outreach

5.1.1 Strategic Planning input review, next steps

Kate reviewed the input and asked for board feedback before AGM.

Action Items:

- Kate will work with Giri and Vinicius Strategic Planning Subcommittee
- Kate will present draft well in time for August on plans to present at AGM

5.1.2 Latin America update

Vinicius reviewed recent Latin America activities.

Action Items:

- Vinicius to distribute Letter of Intent and report responses to Board

5.2 Member Involvement

5.2.1 Feasibility Study of Common Indicator and Performance Evaluation for Products update

Chin-Yuan reviewed and gave current status of the Study

Action Items:

- Board members to send Chin-Yuan study results or progress by August Board meeting
- Chin-Yuan to compile results to present at AGM

5.3 Fundraising

Bjorn-Erik reviewed fundraising activities

Action Items:

- Bjorn-Erik to send KEITI, CEC examples to Tim Hopper.
- Giri to submit ClimateWorks description for Bjorn-Erik to distribute to board
- Giri to report on ClimateWorks at August meeting

3.4 Affiliate Member Support & Benefits--Previous agenda item

The Board discussed the Affiliate member role.

Action Items:

- Secretariat to draft brief guidelines for affiliates and candidates to distribute to board for review by August meeting

6. Communications

6.1 Type 1 Campaign brief

Secretariat reviewed campaign brief to raise awareness of lifecycle ecolabels.

Action Items:

- Board to send input until 10 May

6.2 GEN Website survey results

Secretariat reviewed website Survey Summary

Action Items:

- Secretariat to give the board a comment period of 10 days on the website survey results.

7. Future meetings

7.1 2021 AGM Location

Board discussed when to make the decision on format of the 2020 AGM, and future meetings.

Action Items:

- Secretariat to share information with Giri on SPLC Virtual Summit
- Board to send ideas for host/location of 2021 AGM.

8. Additional Items

None

Meeting adjourned at 12:30 GMT.