



Greenhouse Gas Protocol

International Organization for Standardization

Carbon Footprint of Products Standard Update Process

Joint Working Group between GHG Protocol and ISO

Terms of Reference

Version No.	Date adopted	Description of Amendment
1	15.12.2025	N/A

*GHG Protocol and ISO – Carbon Footprint of Products Standard Update Process – Joint Working Group
Terms of Reference*

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1 Introduction

1.1 Definitions

- 1.1.1 “Co-Convenors” are designated representatives from both the GHG Protocol and the International Organization for Standardization (ISO), who jointly convene the Joint Working Group (JWG) responsible for the development of standards in the area of Carbon Footprint of Products. Co-conveners are appointed in accordance with the governance processes of each organization.
- 1.1.2 “GHG Protocol” describes the partnership established between the Greenhouse Gas (GHG) Protocol Co-Hosts to work with academia, businesses, governments, industry associations, nongovernmental organizations and others to develop credible, accessible and widely used GHG accounting and reporting standards and to actively support their global adoption and implementation in order to enable all private and public entities to account for and reduce their GHG emissions in line with the global warming limits required by science.
- 1.1.3 “GHG Protocol Co-Hosts” refers to the co-hosts of the GHG Protocol, i.e., the World Resources Institute (WRI) and World Business Council for Sustainable Development (WBCSD). GHG Protocol is an unincorporated joint initiative of WRI and WBCSD.
- 1.1.4 “GHG Protocol Independent Standards Board” (ISB) describes the body that oversees the GHG Protocol standards development process, including but not limited to advising the GHG Protocol Steering Committee on the need for, objectives and scope of new and/or revised standards, reviewing and approving GHG Protocol Standards according to the *GHG Protocol Standard Development and Revision Procedure*, appointing Technical Working Group (TWG) members, and making decisions related to the content of standards.
- 1.1.5 “GHG Protocol Secretariat” describes the body that runs the day-to-day activities of GHG Protocol, including but not limited to drafting standards and supporting the Steering Committee and ISB with meetings and documentation.
- 1.1.6 “GHG Protocol Steering Committee” describes the body that provides strategic guidance on the goals and direction of GHG Protocol, including advising the Co-Hosts on the optimal organizational set-up and governance structure. It approves the strategy of GHG Protocol, including its overarching mission, vision, short- and long-term strategic goals, appoints ISB members, decides whether new or revised standards are needed, and ratifies the ISB’s decisions to publish final standards.
- 1.1.7 “GHG Protocol Technical Working Groups” (TWG) are the multi-stakeholder bodies that support the development of GHG Protocol Standards’ technical content according to the *GHG Protocol Standard Development and Revision Procedure*.
- 1.1.8 “Joint Working Group” (JWG) refers to the collaborative group established between GHG Protocol and ISO to jointly develop or revise standards related to product-level greenhouse gas accounting.

- 1.1.9 “International Organization for Standardization” (ISO) is an independent, non-governmental international organization. ISO members from 175 countries develop and publish international standards across a wide range of sectors.
- 1.1.10 “ISO Members” are the foremost standards organization in their country and there is only one member per country. Each member represents ISO in its country. Each National Standards Body (NSB) has the right to participate in Technical Committees and Subcommittees, vote on standards, nominate experts to Working Groups, and contribute to the consensus-based development of ISO standards.
- 1.1.11 “ISO Secretariat” of a Technical Committee (TC) or Subcommittee (SC) refers to the NSB assigned by the ISO Technical Management Board (TMB) or the parent committee to manage and support the work of that committee. The ISO secretariat operates in an international capacity, independent of national interests, and is responsible for ensuring the effective and timely progression of the committee’s work.
- 1.1.12 “ISO Subcommittee” (SC) refers to a specialized substructure within an ISO Technical Committee (TC) that focuses on a narrower topic within the TC’s scope.
- 1.1.13 “ISO/TC 207/SC 7” refers to Subcommittee 7 under ISO Technical Committee 207. TC 207 oversees the broader framework for environmental management standards, while SC 7 specifically focuses on standards related to the quantification, monitoring, reporting, and verification of greenhouse gas emissions and removals.
- 1.1.14 “ISO Technical Committee” (TC) refers to a formal group established by ISO to develop standards in a specific subject area. Each TC is composed of experts nominated by National Bodies and operates under ISO/IEC Directives.
- 1.1.15 “ISO Technical Management Board” (TMB) is the governing body responsible for overseeing the development and coordination of ISO’s technical work.
- 1.1.16 “ISO Working Group” (WG) refers to a group of technical experts nominated by ISO National Bodies to draft and revise ISO standards under the direction of a TC or SC. WGs operate according to ISO’s standard development procedures and aim to reach consensus among participating members.

1.2 Abbreviations

The following abbreviations are used in this document:

CFP	Carbon Footprint of Products
GHG	Greenhouse Gas
GHG Protocol	Greenhouse Gas Protocol
ISB	Independent Standards Board
ISO	International Organization for Standardization
JWG	Joint Working Group
LCA	Life Cycle Assessment
NSB	National Standards Body
SC	Subcommittee
TC	Technical Committee
TMB	Technical Member Board

ToR	Terms of Reference
TWG	Technical Working Group
WBCSD	World Business Council for Sustainable Development
WG	ISO Working Group
WRI	World Resources Institute

1.3 About This Document

- 1.3.1 This document outlines the remit and oversight, responsibilities, composition, appointment and process for recommendations for the Joint Working Group (JWG) established under the collaboration between the GHG Protocol and ISO/TC 207/SC 7.
- 1.3.2 The Terms of Reference (ToRs) for the present JWG are intellectual property of the GHG Protocol Co-Hosts and ISO. The ToRs are approved by the GHG Protocol ISB and by the ISO/TC 207/SC 7, in accordance with the respective governance procedures of GHG Protocol and ISO. All rights, title and interests in and to the JWG ToRs are owned exclusively by the GHG Protocol Co-Hosts and ISO.
- 1.3.3 The latest version of the JWG ToRs will be made publicly available on the GHG Protocol and shall supersede any previous versions thereof. It is the user's responsibility to check that any printed copies correspond to the current version.

2 Remit and Oversight

2.1 Remit

- 2.1.1 The Joint Working Group (JWG) between the GHG Protocol and ISO/TC 207/SC 7 is established to support the development and revision of the Carbon Footprint of Products (CFP) Standard under a mutually agreed Terms of Reference.
- 2.1.2 The JWG integrates GHG Protocol Technical Working Groups and ISO Working Groups, bringing together experts nominated through each organization's established mechanisms. Both organizations will make every effort to ensure balanced representation and diverse perspectives within the JWG.

2.2 Oversight

- 2.2.1 The creation of the JWG is duly authorized by the GHG Protocol Co-Hosts, which are the legal entities that oversee GHG Protocol. Furthermore, the creation of the JWG is duly authorized by the ISO nomination processes as described in ISO guides ISO/IEC Directives, Part 2.
- 2.2.2 The JWG is jointly overseen by the GHG Protocol ISB and ISO/TC 207/SC 7, both of which govern the standard development process and review outputs in line with their governance procedures.
- 2.2.3 The day-to-day activities of the JWG, including coordination, meeting management, and technical facilitation, are led by the appointed Co-Convenors with administrative support provided by ISO.

3 Responsibilities

3.1 Guidance

- 3.1.1 The JWG is responsible for the development and revision of the Carbon Footprint of Products (CFP) based on the existing Greenhouse Gas Protocol – Product Life Cycle Accounting and Reporting Standard and ISO Working Draft 14067 Greenhouse gases – Carbon footprint of products – Requirements and guidelines for quantification.
- 3.1.2 The JWG is assigned a scope of work mutually in line with the Standard Development Plan mutually developed by the Co-Conveners and approved by the GHG Protocol ISB and ISO/TC 207/SC 7.
- 3.1.3 With regard to the particular scope of work, the JWG responsibilities include, but are not limited to the following:
- Participate in the joint development process, provide expert input and recommendations and contribute to the development of joint seed documents and draft content, including synchronized consultations, resolution of comments, and coordination of approval stages, in line with the respective governance procedures of GHG Protocol and ISO, and in accordance with the GHG Protocol Standard Development and Revision Procedure and ISO/IEC directives.
 - Collaborate to reach consensus on technical issues and review proposals as requested by the Co-Conveners or JWG members.

3.2 Limitations

- 3.2.1 Experts from the JWG make recommendations on the content of standards, for ultimate consideration by the GHG Protocol ISB and ISO/TC 207/SC 7 in accordance with their respective procedures, where relevant and applicable.
- 3.2.2 The JWG does not have the authority to make final decisions on the content of standards. Final approval is subject to the respective governance processes of the GHG Protocol and ISO/IEC Directives Part 1, including review by the GHG Protocol ISB and ISO/TC 207/SC 7, outcomes from public consultation and NSB balloting process, and fulfillment of each organization's approval criteria.

4 Composition

4.1 Membership

- 4.1.1 The JWG shall be composed of experts, nominated by each organization through their respective procedures.

- 4.1.2 Existing ISO/TC 207/SC 7 Working Group 8 will be transformed into this new JWG. Both organizations will be able to nominate experts. Each organization may nominate experts through its established mechanisms. ISO experts will be nominated via national standards bodies, while GHG Protocol will follow its procedural requirements.
- 4.1.3 Liaison representatives designated by ISO have the right to actively participate in the JWG discussions in accordance with the provisions of the ISO/IEC Directives.
- 4.1.4 The JWG is expected to ensure a variety of expertise, balance of representation and diverse perspectives. JWG consists of experts in Life Cycle Assessment (LCA), CFP calculations, GHG emissions accounting, reporting, target-setting, mitigation and related fields, with experience in the broader application of GHG emissions accounting standards within the global economy.
- 4.1.5 Guiding principles and criteria for the appointment and selection of individuals for JWG membership are:
 - i. General expertise and experience in LCA, CFP calculation and GHG accounting.
 - ii. Specific expertise and experience in product carbon accounting,
 - iii. Prior engagement with:
 - a. GHG Protocol standard and guidance documents for GHG accounting and reporting (e.g., GHG Protocol Corporate Accounting and Reporting Standard, GHG Protocol Corporate Value Chain (Scope 3) Accounting and Reporting Standard, GHG Protocol Scope 2 Guidance, GHG Protocol – Product Life Cycle Accounting and Reporting Standard, GHG Protocol Land Sector and Removal Guidance),
 - b. ISO standards for GHG quantification, reporting, and life cycle assessment (e.g., ISO 14064-1, ISO 14067, ISO 14040, ISO 14044),
 - c. other standard setters/programs/governance bodies, etc.
 - iv. Professional occupation or specialized discipline, if relevant.
- 4.1.6 The Co-Convenors make every effort to ensure the JWG is balanced.

4.2 Appointment and Removal of JWG Members

- 4.2.1 Members of the JWG shall be appointed by the respective organization through its established procedures.
 - i. GHG Protocol-nominated experts shall be appointed by the Independent Standard Board (ISB), based on GHG Protocol's procedural requirements
 - ii. ISO-nominated experts shall be appointed via national standards bodies and/or Liaison delegates to ISO, following ISO's procedural requirements. Existing ISO Working Groups relevant to the scope of collaboration may be transitioned into the JWG structure.
- 4.2.2 Upon publication of the final version of the jointly developed standard, the JWG shall be dissolved, and all membership shall cease.
- 4.2.3 While JWG members generally shall be appointed at the beginning of a standards development or revision process, based on the recommendation of the Co-Convenors, the GHG Protocol ISB or ISO/TC 207/SC 7 may at any time appoint further JWG members in accordance with their respective governance procedures, should a significant representation gap, specific area of expertise or other need be identified.
- 4.2.4 Should a JWG member be unable to finish their term, the member shall do so following the relevant governance procedures of the organization who appointed the expert.

- 4.2.5 A JWG member may be removed on reasonable grounds, in accordance with the applicable policies and procedures of the appointing organization, as defined in the GHG Protocol's TWG ToR and ISO's Directive Part 1, respectively.

5 Meeting Organization and Documentation

5.1 Support

- 5.1.1 The Co-Convenors, with the possible support of experts nominated by the JWG, will prepare working documents, pre-reads and meeting agendas and serve as secretaries to convene meetings, facilitate deliberations and capture minutes and recommendations.
- 5.1.2 ISO will provide administrative support to the JWG, including project management, logistics, and operational coordination of meetings. The Co-Convenors' role shall not constitute formal membership (leadership role) within the JWG but shall facilitate its effective operation.

5.2 Frequency

- 5.2.1 JWG meetings will be held at the discretion of the Co-Convenors, with the proposed cadence:
- i. During the development of the seed draft: online meetings with defined cadence (e.g. every three or six weeks) based on mutually agreed terms. Of these, a small number of meetings may be held as in-person meetings at the discretion of the Co-Convenors.
 - ii. Subsequent phases of the process: Additional online meetings depending on the needs of the development phase, subject to change as necessary. The appointed Co-Convenor(s) shall seek consensus from all Experts involved to organize the work and schedule meetings utilizing ISO's Meeting platform. A JWG meeting shall not be held outside of the schedule unless reasonable notice of 4 weeks has been given (virtual meetings).

5.3 Agenda

- 5.3.1 The Co-Convenors shall decide on the agenda for a JWG meeting and make their best effort to incorporate input from the JWG.
- 5.3.2 The meeting agenda shall be sent or made available through the ISO documents platform by the Co-Convenors at least four weeks for virtual and six weeks for face-to-face meetings, prior to a meeting alongside any preparatory or information materials, including as relevant:
- i. Slide deck(s),
 - ii. Background research (e.g., issue papers, research papers, discussion papers, technical briefs),
 - iii. Other relevant materials, if any.

5.4 Participation

- 5.4.1 Members of JWG shall endeavor to participate in all JWG meetings.

- 5.4.2 Members are required to register in advance to any meetings as per the ISO directives in the ISO meeting platform. If a member is unexpectedly indisposed for a particular meeting, the member shall update their meeting registration.
- 5.4.3 In addition to JWG members, the Co-Convenors may invite subject matter experts to present during JWG meetings on specific topics, as needed. These advisers are guests and shall not have the right to participate in decision-making whatsoever.

5.5 Meeting minutes

- 5.5.1 The Co-Convenors shall prepare the minutes of each JWG meeting, including a list of participants and summary of the meeting deliberations, outcomes and recommendations.
- 5.5.2 Contributions shall not be attributed to individual members without prior written consent.
- 5.5.3 Meeting minutes and any updated documentation, where applicable, shall be distributed to the meeting participants no later than 4 weeks after a meeting and maintained in accordance with GHG Protocol and ISO record retention policies.
- 5.5.4 Meeting minutes are stored in ISO depository, and all JWG members have access to documents. High-level summary of the meetings is prepared by the co-convenors in accordance with the ISO policy on communication of committee work and shared publicly on ISO platforms and GHG Protocol websites.

6 Consensus

- 6.1 Co-Convenors aim to develop consensus in accordance with ISO/IEC Directives Part 1, Clause 0.7 b and Clause 2.5.6, guidance and other technical resources related to CFP with an aspiration of reaching the maximum level of agreement possible while upholding the public interest and the mission of the initiative.
- 6.2 If consensus cannot be reached within the JWGs, as determined by the Co-Convenors, the Co-Convenors will work to mediate a resolution with the JWG. Any unresolved issues shall be escalated to GHG Protocol ISB and ISO/TC 207/SC 7 where necessary, following respective governance processes. In the event that GHG Protocol and ISO are unable to resolve a dispute through mutual agreement, the matter shall be referred to the SC of GHG Protocol and the TMB of ISO for resolution.
- 6.3 The Co-Convenors may additionally seek to poll JWG members to gather informal insights into the general range of views. Voting is not permitted in any WGs, including JWG.
- 6.4 JWG members are expected to make recommendations that adhere to the following principles:
 - i. Consensus-seeking: Attempting to generate as much agreement amongst JWG members as possible through a focus on finding solutions.
 - ii. Rigor: Attempting to shape decisions that reflect the GHG Protocol decision-making criteria and hierarchy as in the GHG Protocol Governance Overview and ISO's procedural standards.
 - iii. Integrity: Striving for the best possible decisions which uphold the public interest and mission of the respective organization, rather than an institutional or personal preference.

7 Commitment, Remuneration and Acknowledgement

- 7.1 Being an expert of the JWG is a voluntary, unpaid, and part-time position.
- 7.2 JWG members may expect to dedicate at least ten to fifteen hours per month to the JWG, including preparatory time and depending on the degree of consensus achieved in the TWGs in accordance with the respective governance procedures of the organization through which the JWG was recruited.
- 7.3 GHG Protocol may reimburse reasonable and properly documented expenses incurred by a subset of JWG members in connection with official GHG Protocol, including in-person participation in JWG meetings.
- 7.4 JWG members may be acknowledged as such and listed by name and affiliation on the GHG Protocol website in accordance with its governance procedures.