

Japan EPD Program by SuMPO

Advisory Board Establishment and Operation Rules

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Sustainable Management Promotion Organization

Revision history

Version	Date	Page	Details
03	April 1, 2022	-	Modifications due to changes in the program name.
02	October 1, 2019	-	Modifications due to changes in the program operator.
01	April 28, 2017	-	Document created. Newly published following integration of EcoLeaf Program and CFP Program.

(Objectives)

Article 1. These rules have been established to ensure the fair operation of the Japan EPD Program by SuMPO (the “Program”) operated and administered by the Sustainable Management Promotion Organization (“SuMPO”), and establish an advisory board at SuMPO for the purpose of obtaining advice from various interested parties in industry, academia, government, and the private sector on a variety of matters necessary for the sound development of the Program.

(Structure)

Article 2. The advisory board will consist of approximately 20 people, including academics, industrialists, consumers, and government agencies, who have insight into global environmental issues and knowledge on the establishment of recycling-oriented economic and social systems and low-carbon social systems.

(Appointment of Committee Members)

Article 3. Advisory board members shall be appointed by the chairperson of SuMPO with the consent of the appointee based on the recommendation of the director in charge at SuMPO.

(Chairperson and Vice-Chairpersons)

Article 4. The advisory board shall select one chairperson and one or two vice-chairperson(s) from the committee members.

(2) The chairperson shall represent the advisory board and oversee its operation.

(3) The vice-chairperson(s) shall assist the chairperson in the operation of the advisory board.

A vice-chairperson appointed by the chairperson shall perform the duties of the chairperson when the chairperson is absent.

(Advisors)

Article 5. SuMPO may appoint an advisor from among the members of the advisory board as necessary, with the consent of the member.

(Term of Office)

Article 6. The term of office for committee members shall be two years. However, this does not preclude reappointment.

(2) The term of office for committee members appointed as a replacement or an additional member shall be the remaining term of the predecessor or other incumbent members.

(Advisory Issues)

Article 7. The advisory board shall provide advice on the following issues related to the Program:

1. Operational policy
2. Project planning and budgeting
3. Establishment, revision, or abolition of the General Program Instructions on the operation of the Program
4. Technical requirements related to the operation of the Program

5. Other issues related to the operation of the Program

(Convocation, etc.)

Article 8. SuMPO shall host advisory board meetings by convening committee members according to the agenda.

(2) advisory board meetings shall be held at least once a year.

(Expert Working Group)

Article 9. The advisory board may establish specialized working groups, such as technical working groups, as necessary.

(Compliance)

Article 10. Committee members must comply with the separately prescribed "Ethics and Confidentiality Rules."

(2) The chairperson of SuMPO may dismiss any committee members deemed to have committed acts inappropriate under the "Ethics and Confidentiality Rules".

(Confidentiality)

Article 11. Committee members shall not divulge any confidential information obtained from opinions or distributed materials in the advisory board to a third party.

(General Affairs)

Article 12. The general affairs of the advisory board shall be handled by SuMPO.