

# Management Review Management & CO2 Board

<b>Client</b>	Rijkswaterstaat
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<b>Attachment(s)</b>	

Participants present		
Raul Hortal	Chairman (Project Director)	RH
José M. Garrido	Participant (Project Control Manager)	JMG
Born Goedkoop	Participant (CO2 Manager)	BG

Absent persons		
Ton Hayes	Participant (Deputy Project Director)	TH
Jans Schut	Participant (Quality Manager)	JS

Agenda	
	<ol style="list-style-type: none"> <li>1. Introduction CO2 Board</li> <li>2. Introduction minutes, structure &amp; future purpose</li> <li>3. Status update</li> <li>4. Decisions</li> </ol>

## Status update

Nr.	Topic	Input given	Sufficient progress
1.	<b>Status of actions (Internal audit/requirements fulfilment)</b>	YES/NO	YES/NO
	If NO, explanation: See MoM of CO2 Board, in QMS (Quality Management System)		
2.	<b>External and internal key changes</b>	YES/NO	YES/NO
	If NO, explanation: See Sub Management Plan EPCM		
3.	<b>Performance of the CO2 Management System</b>	YES/NO	YES/NO
	If NO, explanation: See signed documents within QMS		
3.1.	<b>Energy policy and reduction measures</b>	YES/NO	YES/NO
	If NO, explanation: See Declaration v1.0		
3.2.	<b>Current energy assessment</b>	YES/NO	YES/NO
	If NO, explanation: Assessment planned beginning of March		

<b>3.3.</b>	<b>Progress reduction objectives</b>	<b>YES/NO</b>	<b>YES/NO</b>
If NO, explanation:	See minutes and measure (team ECI) and measurelist		
<b>Nr.</b>	<b>Topic</b>	<b>Input given</b>	<b>Sufficient progress</b>
<b>3.4.</b>	<b>Communication and initiatives</b>	<b>YES/NO</b>	<b>YES/NO</b>
If NO, explanation:			
<b>3.5</b>	<b>Audit results</b>	<b>YES/NO</b>	<b>YES/NO</b>
If NO, explanation:	Pending audits		
<b>3.6</b>	<b>Deviations and corrective measures</b>	<b>YES/NO</b>	<b>YES/NO</b>
If NO, explanation:	Pending audits results		
<b>4.</b>	<b>Adequacy of resources</b>	<b>YES/NO</b>	<b>YES/NO</b>
If NO, explanation:	Progress – see minutes CO2 board		
<b>5.</b>	<b>Adequacy of actions taken</b>	<b>YES/NO</b>	<b>YES/NO</b>
If NO, explanation:	Progress – see minutes CO2 board		
<b>6.</b>	<b>Opportunities for improvement</b>	<b>YES/NO</b>	<b>YES/NO</b>
If NO, explanation:	Progress – see minutes CO2 board		

## Decisions

<b>Nr.</b>	<b>Topic</b>	<b>Responsible</b>	<b>Time/costs</b>	<b>Decision approved</b>
<b>1.</b>	<b>Reflection CO2 Management System and CO2PL functionality (based on internal audit)</b>			
<b>1.1</b>	Amendment on SMP with this minute structure	JMG		<b>YES/NO</b>
<b>1.2</b>	Agreement on CO2 Board minute structure	RH		<b>YES/NO</b>
<b>2.</b>	<b>Changes to: CO2 management system/reduction Objectives and measures/(participation in) initiatives.</b>	<b>Responsible</b>	<b>Time/costs</b>	<b>Decision approved</b>
<b>2.1</b>	Participation in E-Driver (see additional slides)	RH		<b>YES/NO</b>
<b>2.2</b>	Connecting scope 3 measures research to MKI/ECI team	JMG		<b>YES/NO</b>
<b>3.</b>	<b>Conclusions on the probability of achieving reduction objectives (previously published internally or externally).</b>	<b>Responsible</b>	<b>Time/costs</b>	<b>Decision approved</b>
<b>3.1</b>	n/a			YES/NO
<b>3.2</b>	n/a			YES/NO
<b>4.</b>	<b>Opportunities for improvement</b>	<b>Responsible</b>	<b>Time/costs</b>	<b>Decision approved</b>
<b>4.1</b>	Filling data gaps (energy data, business travel, stakeholder information)	JMG & BG	OPEN	<b>YES/NO</b>
<b>4.2</b>	Available online platform for publications (external)	RH		<b>YES/NO</b>

5.	Need for any resources	Responsible	Time/costs	Decision approved
5.1	Someone who can support data collection (invoices to total amounts)	JMG & BG	OPEN	YES/NO
5.2	n/a			YES/NO

Next meeting	
Date	30-03-2023
Time	09:00 a.m.
Location	Office VEENIX

Approval minutes			
Name	Chairman Raúl Hortal (Project Director)	José M. Garrido (Project Control Manager)	Born Goedkoop (CO2 Manager)
Signature			