

Reference		AIB-2024-GM-01 Delegation Matrix																												
Date of Approval		30 May 2024																												
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TOPIC	Sub-Topic	Area	Type of decision	Who to consult	Who prepares												Who decides/approves							Who to inform of decision	Comments					
					Board	Scheme Group Chair	Scheme Group Coordinator	Scheme group	EECS Unit	CPAU	Unit	SecGen	Assessment Panel	Superuser	Technical Superuser	Financial Controller	Treasurer	Legal Advisor	Review telco	PRG Chair	PRG	Board	Scheme group			EECS Unit	IS Unit	Unit	SecGen	Technical Support User
STRATEGY		Approval of the long-term vision and of an annual strategy roadmap as elaborated by the Board	Strategic	All Units and groups, SecGen, PRG	✓																						✓	Board, SecGen		
		Approval of the AIB annual action plan	Strategic	All Units and groups, SecGen, PRG	✓																						✓	Board, SecGen		
		Annual action plan of each Scheme Group	Operational	Specific Scheme Group, Units				✓											✓									Board, GM	Supervision by the Board	
		Annual Action plan of each Unit	Operational	Other Units and groups						✓									✓									Board, GM		
		Dissolve the Association and appoint liquidators	Strategic	Members	✓																						✓	Members, market	Art. 7.4.3, 7.6.2 AoA	
		Transformation of the Association into another form (e.g. a corporation)	Strategic	Members	✓																						✓	Members, market	Art. 7.6.2 AoA	
DECISION -MAKING PROCEDURES		Change to the methods of calculating voting rights and voting procedures within the GM	Operational	Members	✓																						✓	Members		
		Change to the methods of calculating voting rights and voting procedures within a Scheme Group	Operational	Specific Scheme Group				✓											✓									Board		
OPERATIONAL MANAGEMENT (within limits of budget & annual strategy plan )		Define the limits of day-to-day management	Operational	Board	✓													✓										SecGen	Art. 13.2 AoA	
		Hire staff	Operational	Specific Units or groups							✓							✓										Members, other staff	Art. 9.3.2 AoA	
		Termination of an employment agreement	Operational								✓							✓												Art. 9.3.2 AoA - if urgent can be decided by the Secretary General, to be confirmed by Board
		Entering into contracts with organisations and professional advisors above the threshold of 30.000 Euro	Operational	Specific Units or groups, legal advisor							✓															✓	GM (during GM meeting)		Art. 9.3.2 AoA, unless it has already been approved as part of the budget	
		Entering into contracts with organisations and professional advisors below the threshold of 30.000 Euro	Operational	Board chair, legal advisor							✓							✓					✓					Board	Can be decided by the Secretary General if the purchase has been approved as part of the budget	
		Supervision of daily management	Operational	-							✓							✓										-		Art. 9.3.2 AoA

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MEMBERSHIP ISSUES	AIB Membership	Admit new AIB members	Operational	Board, SecGen, PRG							✓								✓									✓	Applicant, members	Art. 9.3.2, 7.4.3, 4.2.1 AoA
		Admit new AIB <i>associated</i> members	Operational	Board, Sec, PRG							✓								✓										Applicant, members	Art. 5.3, 9.3.2 AoA
		Suspend AIB membership	Operational	Specific Scheme Group, PRG								✓							✓									✓	Members	Art. 9.3.2, 7.4.3 AoA
		Suspend AIB <i>associated</i> members	Operational	Members							✓								✓										Members	Art. 5.9, 5.15, 9.3.2 AoA
		Exclusion of AIB members from the association	Operational	Members	✓																							✓	Market, EU-COM, members	Art. 4.3.5, 4.3.7, 7.3.3, 7.6.2 AoA
		Exclusion of AIB <i>associated</i> members from the association	Operational	Members							✓								✓										Market, EU-COM, members	Art. 5.7, 5.10, 5.12 AoA
		Admit new Observers	Operational	Scheme Groups							✓								✓										Members	Art. 6.2 AoA
		End Observer status	Operational	Scheme Groups	✓														✓										Members	Art. 6.9 AoA
		The formal approval of a Hub Participant Agreement with a Hub Participant that is not an AIB member or with any Participant in case of amendments to the standard terms and conditions of the Hub Participant Agreement	Operational	Board, SecGen, PRG, legal advisor								✓	✓						✓									✓	Applicant, members	Art. 9.3.2 AoA
	Scheme Membership	Admit new EECS scheme members	Operational	Specific Scheme Group, PRG								✓								✓									Members	
		Suspend Scheme membership	Operational	Board, SecGen, PRG							✓	✓							✓										Members	EECS Rules F6, AoA 9.3.2 Board is supervising the Scheme Groups
		Issue a rectification order	Operational	Scheme Group, Units								✓							✓										Members	EECS Rules F5.1.1, I4.1.1 SD01 D4.5, D6.3, D6.4, D8.1
		Expulsion of an EECS Scheme	Operational	Scheme Group, Units								✓							✓										Members	EECS Rules F7, I4.1.1 SD01 D4.5, D6.3, D6.4
		Approve a new EECS Product	Operational	EECS Unit							✓								✓										Members	EECS Rules F4.3.1
		Withdrawal of an EECS Product	Operational	Scheme Group, Units							✓										✓								Members	EECS Rules F7.2.1
		Approval of (changes to) of Standard Terms and Conditions of a Member	Operational	Scheme Group								✓							✓										Members	Only formal approval, EECS Rules F4.3.4
		Conformity of an EECS Registration Database (registry) with the EECS Rules and HubCom	Operational									✓										✓							Members	EECS Rules F4.3.5
		Approval of hub connection	Operational	Information Systems Unit								✓												✓					Members, market	EECS Rules F4.3.6
		Approval to become an Authorised Issuing Body for an EECS Product	Operational								✓								✓										Members	EECS Rules F4.3.7

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FINANCIAL ISSUES		Set the minimum and maximum level of membership fees	Operational	Specific Units and groups							✓			✓	✓													✓	All individual members and associated members	
		Set the level of Group Membership fees (within the minimum and maximum determined by the GM)	Operational	Treasurer, SecGen				✓												✓									GM	Art. 4.6.2, 4.6.4, 4.6.5 AoA
		Set the level of fees (application and annual fee) for Independent Criteria Schemes or Label Scheme	Operational	Scheme Group, ISU							✓			✓	✓					✓									Individual Members, ICS or Label Scheme	SD09
		Approve the annual association budget and the end-of-year accounts	Operational	Specific Units and groups							✓			✓	✓												✓	Individual members	Art. 7.3.3, 7.6.2 AoA	
		Approve the Scheme Group budget	Operational	Other Scheme Groups, units			✓	✓												✓									Board, other Scheme Groups, GM	Art. 4.6.4, (c), 1., 11.5 AoA
		Choose bank	Operational	Treasurer, SecGen										✓						✓									GM	Operational task, supervised by the Board.
		Participate in EU projects	Strategic	EECS Unit				✓			✓																✓	EECS Unit, GM	Art. 7.3.3, 7.6.2 - GM approval by email vote with shorter delay (5 working days): principle approval to participate + call for interest, possibility to comment on drafts, information to GM when offer is introduced - this should be fitting within the strategy and the budget	
		Annual discharge of Board members	Operational								✓																✓	Board	AoA 7.3.3, 7.6.2	

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APPOINTMENTS / NOMINATIONS		Issue call for candidates for Board member and Board official election 6 months before appointment	Operational	Members	✓						✓													✓								
		Appoint and dismiss members of the Board	Operational	Members	✓																							✓	Members	Art. 7.3.3, 7.6.2, 9.1.1, 9.1.4 AoA		
		Appoint and dismiss chair of Board	Operational	Groups and Units							✓																	✓	Members	Art. 7.3.3, 9.1.1, 9.1.4 AoA		
		Appoint and dismiss treasurer	Operational	Groups and Units	✓																							✓	GM	Art. 7.3.3, 9.1.1, 9.1.4 AoA		
		Appoint and dismiss vice-Chair and vice-Treasurer	Operational	Groups and Units	✓																							✓	Members	Art. 7.3.3, 9.1.1, 9.1.4 AoA		
		Determine the remuneration, if any, of the Chairperson, vice-chairperson, treasurer and vice-treasurer	Operational	Groups and Units	✓																							✓	Members	Art. 7.3.3, 9.7 AoA		
		Choose, appoint and dismiss the Association's external auditors	Operational	Board							✓																	✓	Members	Art. 7.3.3, 14.2 AoA		
		Appoint and dismiss the secretary general of the Association, and set their remuneration,	Operational	Members, legal advisor, treasurer	✓																							✓	Members	Art. 10.3 AoA		
		Start job application procedure for staff members	Operational	Members							✓								✓											Members		
		Appoint and dismiss staff	Operational	Members							✓								✓											Members	Art 9.3.2 AoA	
		Issue call for candidates for Chair of Scheme Groups election 6 months before appointment	Operational	Scheme Groups		✓																										
		Appoint and dismiss chair of Scheme Groups	Operational	Board and Units			✓													✓										Members	Art. 11.3 AoA	
		Appoint and dismiss chair of Units	Operational	Board and groups			✓																✓							Members	Art. 11.3 AoA	
COMMUNICATIONS ISSUES		Annual report	Operational	All Units and groups, Board						✓		✓							✓										Members	Art. 9.3.2 AoA		
		Organise events for external parties	Operational	As a principle the other groups and Units, Board (case by case)								✓	✓						✓	✓									Members			
		Guidelines for Public Communication	Operational	Members	✓																							✓	Members			
		External communication w/ political implications	Strategic	Members		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓											Within the framework of the "guidelines for external communications" as elaborated by the Board	

[illegible]

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EECS QUALITY ASSURANCE		Appoint professional reviewers	Operational	Members						✓									✓										Members	SD10	
		Evaluate professional reviewers	Operational																							✓			Scheme Groups	SD10	
		Maintain audit matrix (overview who audits whom + when)	Operational	PRG and scheme members														✓									✓		Scheme Groups		
		Approve changes to a Domain Protocol	Operational	Members																✓									EECS Unit	SD07, only formal approval	
		Approve Technical Audits	Operational	Members																		✓							EECS Unit	Only formal approval	
		Approve Product Rule Assessments (Scheme Membership application, DP changes, alterations to a Domain, periodic member audits, rectification order, suspension order...)	Operational	Members																									EECS Unit	AIB-2022-GM-01: - A DP of an Issuing Body that issues certificates under only one EECS Scheme, is fully approved by the Scheme Group responsible for this EECS Scheme. - A DP of an issuing body that issues certificates under multiple EECS Schemes, is fully approved after both Scheme Groups have approved it. Exception: when it is clear from an update in the DP that this update relates only to certificates issued for a specific energy carrier, the DP update may be fully approved by the Scheme Group that handles certificates of this energy carrier. - A periodic audit is approved by the same body as the one entitled to approve a DP update.	
		Approve compliance assessments	Operational	Relevant Scheme Group or Unit							✓									✓										EECS Unit, Scheme Group	Art. 7.3.3, 9.3.2 AoA EECS Rules I4.1.1, D4.5, SD01 D4.4., D4.5
		Approve Independent Criteria Scheme	Operational	Members							✓									✓										EECS Unit	
		Cessation of support for Independent Criteria Scheme	Operational	Members, other Scheme Groups							✓									✓										EECS Unit	
	LEGAL ISSUES	Contract management	Operational	Legal advisor and/or financial controller							✓		✓											✓						Board	Board e.g. in case of contract infringements
TECHNICAL ISSUES	Suspend registry from hub connection (whole or partly)	Operational	ISU Chair, concerned member, SuperUser									✓										✓	✓	✓				Members	HPA 15.2, Art. 8.6 AoA, HubCom 2.3.5.3, Urgent circumstances: Technical Support User (HubCom 2.3.1.10, Emergency plan)		