

BACA membership protocol

February 2023

Introduction

This protocol describes what is expected from each type of member organization regarding the setting and validation of science-based emission reduction targets. In addition, the procedure applied by the BACA team to follow-up on commitments is specified together with the provisions that will be applied in case of non-compliance.

Key principles

This protocol - including all described procedures - are based on the following key principles:

- **Transparency:** The protocol is publicly available to ensure full transparency on the follow-up and treatment of commitments within BACA. See next section for an overview of the commitments.
- **Credibility:** The procedures in this protocol are to guarantee that credible climate action is taken by BACA members. This protocol will be strictly followed to secure the credibility of BACA and its members.
- **Accountability:** Every BACA member will be held accountable for delivering on its commitments. The procedures in this protocol describe when and how this will happen.
- **Feasibility:** The timeframes in this protocol are chosen so that concrete action is still feasible within those timeframes.
- **Equality of treatment:** Every BACA member will be treated according to the procedure that is applicable for their type of organisation.

Target setting and validation: procedures per type of organization

The section below describes what is expected from each type of organization regarding target setting and validation. In addition, the procedure applied by the BACA team to follow-up on its members is specified. The visual below gives a graphic overview of the procedures for each type of organization.



Figure 1 - Visual overview of the timeline for different type of organisations

Large companies (500+ employees head count)

After **one year** of BACA membership, large companies must formally inform SBTi they will set SBTs. This by [submitting](#) the [SBTi commitment letter](#), which should be signed by their CEO, on the SBTi-website. After publication of their commitment on the [SBTi website](#), large companies should follow the target setting procedures, guidance, and criteria of the SBTi and submit their SBTs for **validation** to the SBTi within **2 years** after signing the SBT commitment letter.

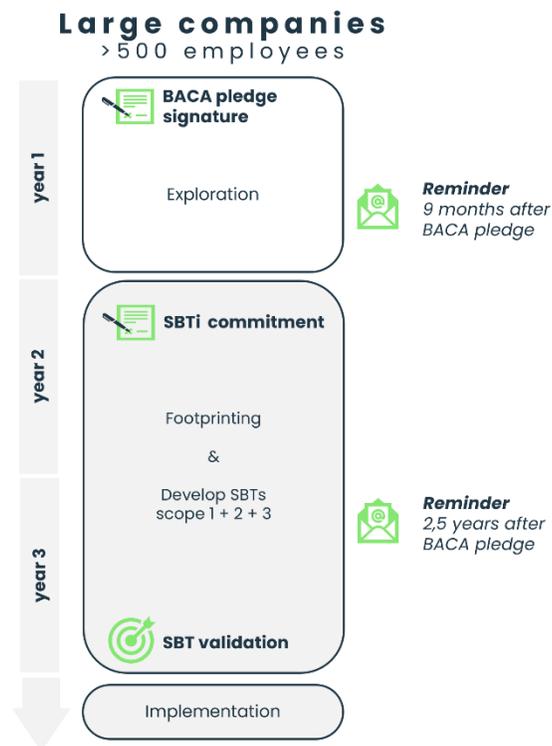


Figure 2 – BACA timeline for large companies (>500 employees)

REMINDERS SENT BY THE BACE TEAM AFTER 1 YEAR

- 9 months after signing the BACA pledge, the BACA team will send a reminder email to keep BACA large companies informed about the process and support submission of the SBT commitment letter.
After SBT commitment, the company is subject to SBTi's [SBTi Commitment Compliance Policy](#). The BACA procedure aligns with this protocol.
- 2.5 years after signing the BACA pledge, the BACA team will send a reminder email to keep large companies informed about the process and support timely setting of science-based reduction targets.

SMEs¹ (1-500 employees head count)

SMEs within BACA are expected to submit their SBTs (scope 1 and 2) for **validation** to the SBTi within **2 years** after signing the BACA pledge. The SBTi SME procedure does not require a SBT commitment letter.

¹ For the purpose of uniformity, BACA uses the same SME-definition as the SBTi: A non-subsidiary, independent company with fewer than 500 employees (head count). <https://sciencebasedtargets.org/resources/files/FAQs-for-SMEs.pdf>

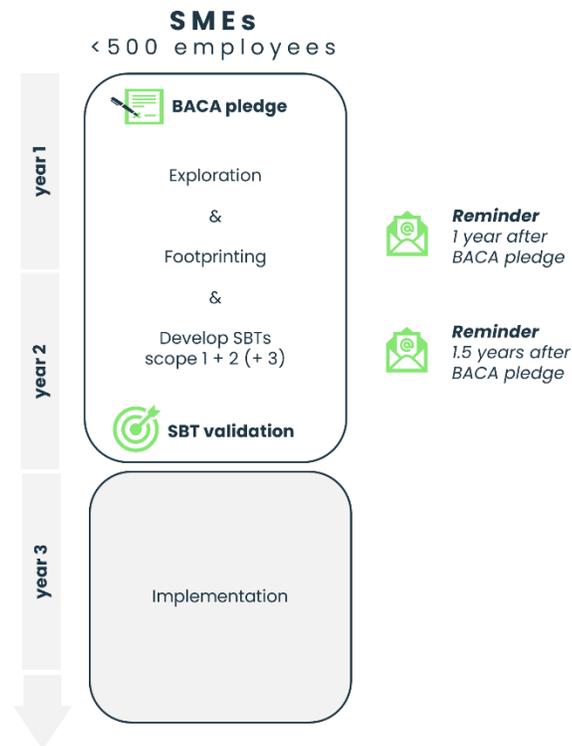


Figure 3 – BACA timeline for SMEs (1-500 employees)

REMINDERS SENT BY THE BACE TEAM AFTER 1 YEAR

- 1 year after signing the BACA pledge, the BACA team will send a reminder email to keep BACA SMEs informed about the process and support timely setting of science-based reduction targets.
- 1.5 years after signing the BACA pledge, the BACA team will send a reminder email.

Academia and non-profit organizations

For academia and non-profit organizations there is not yet specific guidance on science-based target setting, nor a streamlined route for target validation. SBTi does not validate targets of these type of organizations. Academia and non-profit organizations are expected to develop **science-based reduction targets using the SBTi methodology (scope 1, 2 and 3)** and **validate them through a peer validation process** where BACA peers will discuss your targets.

The exact content of the peer validation process will be shaped together with a group of willing NGOs and academic institutions over the course of 2023.

The BACA team keeps track of the evolutions in this field. When specific guidance or a validation route becomes available, all BACA members in the non-profit sector and academia will be informed.

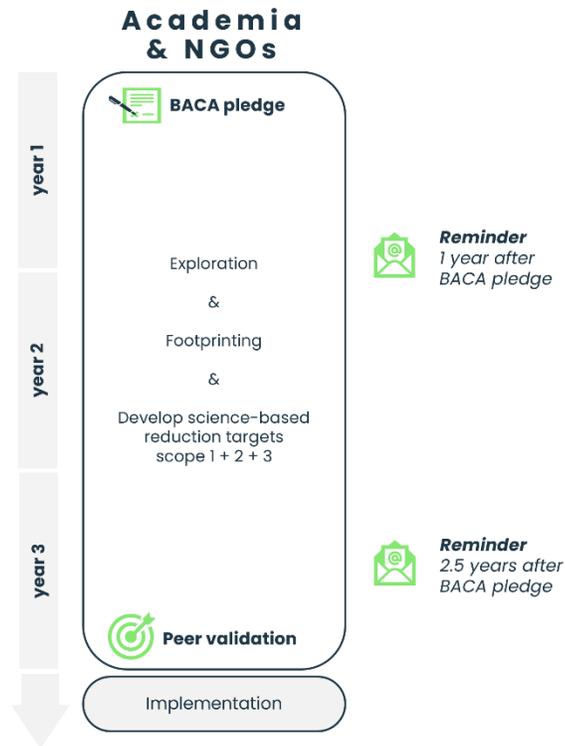


Figure 4 – BACA timeline for academia and NGOs

REMINDERS SENT BY THE BACE TEAM AFTER 1 YEAR

- 1 year after signing the BACA pledge, the BACA team will send a reminder email to keep BACA non-profits and academia informed about the process and support timely setting of science-based reduction targets.
- 2.5 years after signing the BACA pledge, the BACA team will send a reminder email.

Non-compliance

Whenever during the process BACA members come to the realisation that they cannot comply with the BACA commitment within the indicated timeframes, we are happy to explore ways in which our team and/or the BACA community can provide support and help the organization to deliver on its commitments within the given deadlines. You can contact the team at baca@theshift.be.

As a final measure, the BACA team will remove non-compliant members from the BACA community and BACA website (The Shift membership is not affected).

Under special circumstances, the BACA team may grant BACA members additional time to officially commit to develop targets or/and set, let validate and publish their targets. An extension of a timeframe can be granted only once.

Organizations removed for non-compliance will not be allowed to join BACA again before they have submitted their targets for validation to the SBTi (companies) or for peer validation (academia & non-profit).