

VALIDATION SCHEDULE

Overview

The validation process is divided into three stages (Assessment, Evaluation and Decision) extending over 30 business days. Day 1 to 12 is the first stage (Assessment Stage), Day 13 to 25 is the second stage (Evaluation Stage) and Day 26 to 30 is the third stage (Decision stage).

In the Assessment stage, the submission form (and the supporting documents) are extensively reviewed to ensure the company is provided with the queries and feedback necessary to ensure conformance with SBTi Criteria. If all the clarifications and non-conformities raised in the Assessment stage are not resolved within the Assessment stage, the validation moves to the Evaluation Stage, wherein the company is provided with an extended period to resolve the outstanding queries. If all queries are resolved within the Assessment Stage, the submission is moved directly to the Decision Stage. In the Decision stage, the final decision of whether to approve or reject the targets submitted by the company will be issued to the company. Detailed steps within each stage are outlined in the sections below.

Stage 1: Assessment Stage

Date (business days)	Steps	Responsibility/ Activity	
		SBTi Services	Company
Day 1 (<i>Services start date</i>)	1st review and queries	<u>Lead Reviewer:</u> Initial review; 1st round of queries sent to company	As the Lead Reviewer will begin their initial review in advance of the contract start date, the company should ensure they have submitted the final documentation to be validated at least 5 business days before the contract start date.
60 minute slot between day 2 - day 3	Validation Call	<u>Lead Reviewer:</u> Provide further clarification to any queries raised by the	Prepare preliminary responses and send what is available before



		company; Share feedback to the preliminary responses prepared by the company	the call. Identify queries needing further clarification which would be discussed in the call
By end of day 5, <i>if not earlier</i>	1st response due	-	Send 1st round of response and updated documents; queries which require more time to resolve are indicated
By end of day 6	2nd review	<u>Peer Reviewer:</u> Secondary review of the Lead Reviewer's assessment; identifies further queries if relevant	-
By end of day 7	2nd query round	<u>Lead Reviewer:</u> Send queries raised by Peer Reviewer	-
By end of day 11, if not earlier	2nd response due	-	Send second round of responses and updated documents; queries which require more time to resolve are indicated
Day 12, if not earlier	Review of all responses	<u>Lead Reviewer:</u> Reviews all responses and updated documentation; determines if Evaluation stage is needed or if the validation may proceed directly to the Decision stage	-



Stage 2: Evaluation Stage

Evaluation Stage is activated only if the queries raised in the Assessment stage are not resolved within the Assessment Stage. Although the company is allotted Day 13 to Day 25 to resolve the outstanding queries in the Evaluation Stage, the company is strongly encouraged to resolve the outstanding queries earlier. If all queries are resolved earlier, the submission will be moved to the Decision stage and the validation timeline will be expedited accordingly. Any missing documentation or queries that remain unresolved by the end of Day 25 will become non-conformities and trigger a rejection recommendation in the Decision stage.

Date (business days)	Steps	Responsibility/ Activity	
		SBTi Services	Company
By end of day 13	Interim report	<u>Lead Reviewer:</u> Issue an Interim Report detailing outstanding issues	-
Day 13 - day 25, if not earlier	Resolution of outstanding queries	-	During this period, the company must resolve all the outstanding queries identified in the Interim Report. If the company intends to gather feedback from the Lead Reviewer to their preliminary responses, the company must plan it within this period. No feedback is provided after the due date (Day 25). [Note: Based on the responses received and updated documents, new queries might be raised by the Lead Reviewer even in this stage.]
By end of day 25, if not earlier	Final response due	-	Send responses to all the outstanding queries outlined in the Interim Report. If applicable, send updated submission forms, target setting tools and any other supporting documents.



Stage 3: Decision Stage

The Lead Reviewer and Peer Reviewer assess and discuss the company's responses, and agree on a decision to be confirmed by a Validation Management Team Representative (VMR). The VMR reviews the recommended decision and issues a final decision. If further information is required for the VMR to issue a final decision, the company will receive an additional 10 business days to provide this information, and the remainder of the schedule will be extended by 10 business days.

Date (business days)	Step	Responsibility/Activity (SBTi Services)
Day 26-28	Final review by Lead and Peer Reviewers	<u>Lead Reviewer:</u> Review responses and updated documents. Based on that, prepare recommendations either to approve or reject targets. <u>Peer Reviewer:</u> Sign off LR's recommendation to approve or reject targets
By end of day 28, if not earlier	Recommendation to VMR	<u>Lead Reviewer:</u> Forward recommendation to Validation Management Team Representative (VMR) to approve or reject targets
By end of day 29, if not earlier	Decision by VMR	<u>Validation Management Team Representative:</u> Reviews final targets and supporting information. Issues a decision on the recommendation forwarded by the LR <i>[Note: If further information is needed for the management representative to approve the lead reviewer's recommendation, this will be sent by the end of day 30. The company will have an additional 10 business days to respond, and if applicable, the remainder of the schedule will be extended by 10 business days]</i>
By end of day 30, if not earlier	Final Validation decision	<u>Lead Reviewer</u> Closing report detailing the outcome of the validation issued to the company

