



Life Cycle Carbon Certified Practitioner Program Framework

On behalf of the Australian LCA Society Inc.

Document Control:

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Contents

1	Introduction	5
2	Program Structure	7
2.1	Prerequisites for Experienced Applicants	8
2.2	Prerequisites for Practicing Applicants	9
2.3	Review Process for Provisional Certifications for Practicing Candidates	10
2.4	Code of Conduct.....	10
2.5	Examination	10
2.6	Awarding Certification	11
2.7	Continuing Professional Development (CPD)	11
2.8	Applications administration procedure	8
3	Competencies of Certified Practitioners.....	12
3.1	Life Cycle Assessment.....	12
3.2	Greenhouse gas emissions	12
3.3	Standards	12
3.4	Data Management	13
3.5	Auditing and Verification	13
3.6	Communication	13
4	Fee structure.....	14
4.1	Application Fee.....	14
4.2	Exam Fee.....	14
5	Program Governance Structure.....	6
	Appendix I: Terms of Reference of the LCCCP Management Committee.....	16
	Appendix II: Terms of Reference of the LCCCP Technical Advisory Group	18
	Appendix III: Code of Conduct.....	19
	Appendix IV: Review Requirements for Practicing Applicants Pathway	20
	Appendix V: Continuous Professional Development Options	21
	Appendix VI: Complaints Procedure.....	22

Acknowledgement

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1 Introduction

This document provides the framework for the establishment and operation of the Life Cycle Carbon Certification Program. The program is owned and administered by the Australian Life Cycle Assessment Society (ALCAS).

ALCAS is Australia's peak professional organisation for individuals involved in the use and development of life cycle assessment (LCA) management and thinking. ALCAS was established in 2001 as a not-for-profit organisation to promote life cycle practices and sustainable development, and to coordinate the rapidly growing professional community in Australia.

The goal of this certification is:

1. To expand the pool of suitably qualified lifecycle-based carbon footprint practitioners.
2. To support and deliver carbon emissions reduction programs using a whole of life perspective.
3. To improve the life cycle carbon literacy of the carbon accounting community.
4. To educate practitioners on the broader implications of choices in assessment methods, models, and scope setting, among other areas.

There are two levels of LCCCP applicants:

- **Experienced applicants** are those GHG accounting professionals who have at least five years of experience in GHG accounting and have experience working as lead auditor/verifier of a carbon account.
- **Practicing applicants** are those GHG accounting practitioners who have at least two years of experience in GHG accounting.

2 Program Governance Structure

The certification program will be managed by an ALCAS sub-committee – the LCCCP Management Committee (MC), reporting to the ALCAS Board.

This MC will oversee the LCCCP program with support of a Technical Advisory Group (TAG). The committee also manages and delegates routine activities to an LCCCP secretariat. The secretariat is appointed by ALCAS.

Any grievances which cannot be resolved by the TAG will be sent to the MC for review. Appendix VI outlines this procedure in detail.

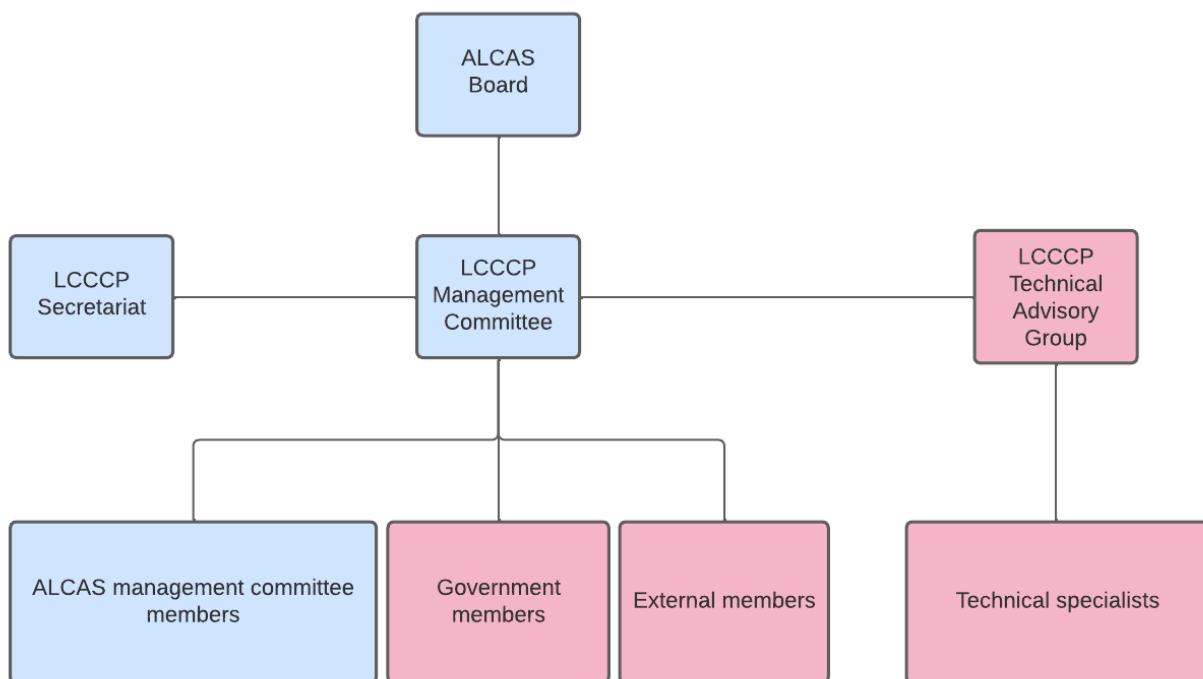


Figure 3: Governance structure for the program.

3 Program Structure

The LCCCP program is designed to be accessible by a broad range of professionals while maintaining sufficient rigour and standards of practice with regard to the use of life cycle assessment and how it is applied to modelling and reporting carbon footprints.

Figure 1 shows the program design which consists of:

1. A prerequisite check to ensure that applicants meet minimum education and experience requirements.
2. Applicant acceptance of a code of conduct on ethical practices.
3. An exam to test applicant understanding of life cycle assessment as it relates to carbon footprints.
4. Certification awarded based on experience level:
 - a. Applicants with more than 5 years’ experience are certified upon successful completion of the examination.
 - b. For applicants with less than 5 years’ experience, applicants are provisionally certified subject to two successful reviews of life cycle carbon studies by an experienced certified LCCCP professional.
5. Ongoing continuing professional development (CPD) requirements for maintaining certification.

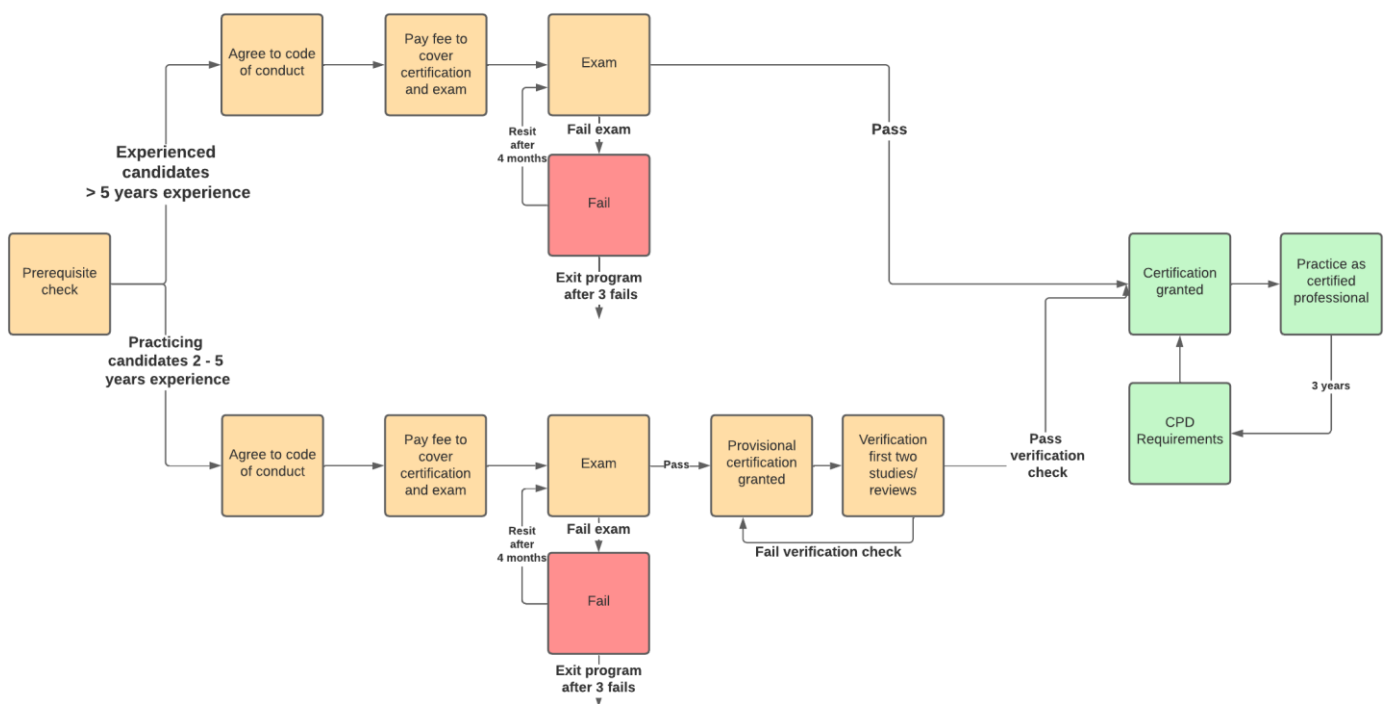


Figure 1: Program design overview.

3.1 Applications administration procedure

1. Applicant pays the Application Fee via the ALCAS website.
2. Applicant completes the [Google application form](#) and uploads their supporting documentation. This triggers an email to lcccp@alcas.asn.au, which is monitored by the secretariat.
3. When the secretariat has verified that the applicant has paid the application fee, they select two members of the TAG to become the assessors. The secretariat then forwards the supporting documentation to the assessors.
 - a. Members of the TAG are selected evenly to share the workload. Otherwise, they are selected at random.
 - b. The selected assessors may decline to complete the assessment on the basis of a conflict of interest, unavailability, or other reasonable circumstances. In this case, a new TAG member is selected by the same process.
4. The assessors determine the applicant's suitability for the exam, as per Section 2.2, and inform the applicant of the outcome. If the applicant is successful, they are provided instructions for paying the Examination Fee and sitting the exam.
5. The assessors should liaise with the secretariat to confirm that the Examination Fee has been paid.

3.2 Prerequisites for Experienced Applicants

Applicants applying to become LCCCP certified under the **experienced** category must:

- Demonstrate GHG accounting skills gained through experience.
- Demonstrate auditing skills gained through experience.

Evidence:

- Submit evidence of at least five product carbon footprint (or LCA) studies that were completed by the applicant over a period of (more than) five years.
 - At least one of these studies must be either critically reviewed (applicant must be one of the listed authors in the study submitted) or published in a peer-reviewed journal that is recognised by the Australian Research Council (www.arc.gov.au).
 - Independently verified Climate Active Product & Services carbon footprints qualify under this criterion.
 - These studies must represent diversity in products, services, precincts and/or events.
- Submit evidence of at least two GHG accounts (or LCAs) for which the applicant acted as an independent lead auditor/verifier of the carbon account.
 - The accounts should be for two different clients or entities.

- ‘Independent’ means that the GHG account was prepared by an unrelated third-party (i.e. not from the same organization as the verifier).
- The verification can pertain to GHG accounts for organisations, products, services, precincts and/or events.
- Evidence can be provided by submitting the verification report (clearly stating the applicant as a lead verifier/auditor) and published GHG account.
- Multiple publications based on the same study will be counted as one.
- LCAs completed using streamlined LCA software (including LCA building software or other pre-verified platforms) – where the user does not have to make decisions regarding methodology (e.g. data quality, allocation, interpretation, etc.) – do not fulfill prerequisites and may not be counted toward the number of carbon footprint (or LCA) studies or audits, whether peer-reviewed or not, as they do not demonstrate sufficient understanding of all aspects of carbon accounting required for LCCCP certification. This includes pre-verified EPD tools – such as those used by the concrete and asphalt sectors in the US.

3.3 Prerequisites for Practicing Applicants

Applicants applying to become LCCCP certified under the **practicing** category must:

- Demonstrate GHG accounting skills gained through experience.
- Demonstrate auditing skills gained through experience.

Evidence:

- Submit evidence of at least three product carbon footprint (or LCA) studies that were completed by the applicant over a period of (more than) two years.
 - These studies must represent diversity in products, services, precincts and/or events.
- Submit evidence of at least one independent GHG account (or LCA) for which the applicant acted as an independent auditor/verifier of the carbon account.
 - ‘Independent’ means that the GHG account was prepared by an unrelated third-party (i.e. not from the same organization as the verifier).
 - The verification can pertain to GHG accounts for organisations, products, services, precincts and/or events.
- Multiple publications based on the same study will be counted as one.
- LCAs completed using streamlined LCA software (including LCA building software or other pre-verified platforms) – where the user does not have to make decisions regarding methodology (e.g. data quality, allocation, interpretation, etc.) – do not fulfill prerequisites and may not be counted toward the number of carbon footprint (or LCA) studies or audits, whether peer-reviewed or not, as they do not demonstrate sufficient understanding of all aspects of carbon accounting required

for LCCCP certification. This includes pre-verified EPD tools – such as those used by the concrete and asphalt sectors in the US.

3.4 Review Process for Provisional Certifications for Practicing Candidates

For provisional certifications, a further two life cycle product carbon footprints will be reviewed by an LCCCP Technical Advisory Group (TAG) member. Acceptable studies include:

- A product carbon footprint according to ISO 14067.
- A Climate Active carbon footprint for a product.
- A product carbon footprint according to the GHG Protocol product Life Cycle Accounting and Reporting Standard.
- A life cycle assessment of a product according to ISO 14044.

The fee for the reviews by LCCCP is \$2,000 (for the review of two studies). If additional reviews are required, this will cost \$1,000 per study. This fee is provided to the reviewer for their time and ensures reviews are undertaken in a timely and professional manner.

The reviewer will look at the level of understanding of life cycle concepts as well as compliance with the relevant standards being applied. Major corrective action requests may incur additional review fees. Appendix IV outlines the review process and requirements in detail.

3.5 Code of Conduct

The code of conduct is a guideline for appropriate practice of LCA and is provided in Appendix III and reproduced on the ALCAS website.

All applicants are required to sign a declaration that they agree to follow the code of conduct in their application of professional activities.

3.6 Examination

The applicant must pass an online multiple-choice examination in English, demonstrating knowledge of the competencies for LCCCP. These competencies are available on the ALCAS website and may be changed from time to time by the program oversight.

The questions have been developed by a range of LCA professionals and verified by at least two other professionals for quality and consistency.

- 90 minutes will be allowed for the completion of the exam, which will consist of 45 multiple-choice questions.
- For each multiple-choice question, the applicant selects the correct answer from four or five possible answers.
- The exam is closed book, with verification methods used by the online testing software (MapleLMS) to verify compliance.

- Scoring:
 - 3 points are awarded for each correct answer.
 - 0 points are awarded for each unanswered question.
 - 1 point is deducted for each incorrect answer.
- To pass the exam, the applicant must score at least 100 points out of a possible 135.
- The LCCCP Management Committee reserves the right to make changes to the exam, the exam format, the scoring method, and/or the pass mark without prior notice.

3.7 Awarding Certification

The LCCCP certification is granted for 3 years from the date the applicant is notified of the exam results. LCCCPs must renew their certification every three (3) years from notification of exam results. Provisional certification expires after three years.

Re-certification is granted to LCCCPs who have remained active in the field for the duration of the renewal cycle. This is evidenced by submitting three (3) product carbon footprints for which the applicant is a lead author, as well as evidence of the applicant having earned a minimum of 12 CPD credits.

Alternatively, an applicant may take and successfully complete the LCCCP examination in the third year of the cycle.

3.8 Continuing Professional Development (CPD)

A total of 12 CPD points are required over 3 years. Typically, CPD points can be earned by undertaking courses, attending conferences and webinars, developing approved training courses, writing academic papers, etc. Appendix V lists CPD points for different activities.

4 Competencies of Certified Practitioners

LCCCP certified status will indicate that a professional possesses certain competencies. Essentially, these are the same as a regular LCA practitioner for a cradle-to-grave life cycle assessment of products, services, and organisations, but limited to the climate change impact category. These studies are referred to in ISO 14067 as carbon footprint (CFP) studies. It covers the broader implications of choices in assessment methods, models, and scope setting, among other areas.

These competencies are in addition to the other prerequisites, such as levels of experience.

4.1 Life Cycle Assessment

- Understand the complete life cycle assessment framework including:
 - The concepts of functional units and alternative derivatives such as reference units and declared units.
 - System boundaries including boundary between ecosphere and technosphere.
 - Inventory analysis and the propagation of life cycle impacts along a supply chain.
 - Impact assessment structure and processes.
 - Interpretation, including data quality analysis, sensitivity, and uncertainty assessment.
- Understand the relationship of LCA:
 - To CFP and the benefits and limitations of both.
 - Be familiar with the overarching LCA standards ISO 14040 14044.

4.2 Greenhouse gas emissions

- Understand different terminology and definitions of greenhouse gases, global warming, global warming potentials, climate change and carbon footprints.
- Understand the basic science of global warming including radiative forcing, and carbon fluxes between atmosphere, oceans, and terrestrial systems.
- Understand the temporal aspects of global warming potentials including cumulative and non-cumulative metrics.

4.3 Standards

- Understand the general concepts and contents of the following standards:
 - ISO 14064
 - ISO 14067
 - GHG Protocol - Corporate Standard
 - GHG Protocol - Product Life Cycle Standard
 - GHG Protocol - Corporate Value Chain (Scope 3) Standard

- PAS 2050
- Climate Active Standard

4.4 Data Management

- Understand the types, sources and relevance of data used in CFP.
- Understand how emission factors are calculated from:
 - Bottom-up unit process LCA models.
 - Top-down environmentally extended input output models.
 - Hybridised models containing both unit process and input output data.
- Understand the benefits and limitations of different data sources.
- Understand data suitability and how to assess it.
- Understand how to manage data quality and uncertainty, including its identification, documentation, and management.
- Understand how to cross-check and reference EFs, activity data and other forms of data to confirm data accuracy.

4.5 Auditing and Verification

- Understand different levels of assurance provided in audits including:
 - Absolute assurance.
 - Reasonable assurance.
 - Limited assurance.
- Have a working knowledge of the requirements under ISO 14065:2013.
- Understand the difference between certification, verification, and accreditation.
- Understand procedures for verification of organisational activity data and how this differs in nature from verification of emission factors.
- Understand how to identify the influence of allocation on CFP results.
- Be able to identify the representativeness of selective emission factors.
- Be familiar with audit documentation procedures including maintenance of audit dialogue.

4.6 Communication

- Understand how to communicate and document results from CFP studies.
- Be able to link the conclusions from a CFP study to the original goal and scope.
- Be able to communicate the data quality and limitations of a CFP study.

5 Fee structure

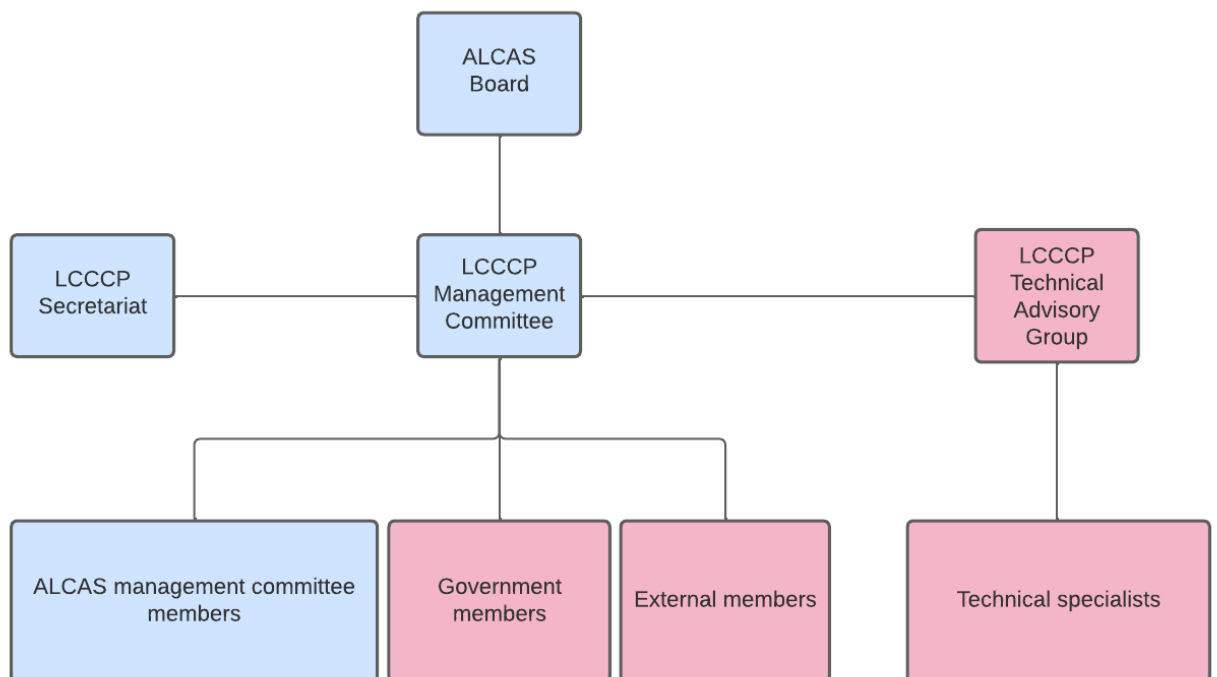
As ALCAS is a not-for-profit organisation, fees are priced at the lowest possible level and are non-refundable. Table 2 outlines the fees for the program.

5.1 Application Fee

- Payable on submission of application. The application and payment systems are online.
- The application fee pays for the assessment of the prerequisites.
- If an applicant fails the exam, they may take it again after four months. The applicant will not have to pay the application fee again.

5.2 Exam Fee

- Payable before the exam is scheduled.
- There are no free or discounted exam fees if applicants must re-sit the exam, so if they fail the exam, they will need to pay a re-examination fee.
- If an applicant fails the exam, they may take it again after four months.
- Applicants are limited to three attempts at the exam every 12 months.



Fees	ALCAS Members	Non-Members
Application fee (includes prerequisites check)	\$500	\$575

Examination fee	\$300	\$345
Re-examination fee	\$300	\$345
Study review (for provisionally certified practitioners)	\$1,000 per study	\$1,150 per study
Re-certification fee	\$250	\$287.50

Table 2: Fees for the program (exc. GST).

ALCAS membership can be obtained via <https://www.alcas.asn.au/membership>.

Appendix I: Terms of Reference of the LCCCP Management Committee

1. **Purpose:** The purpose of the Management Committee (MC) is to oversee and ensure the effective implementation and ongoing management of the Life Cycle Carbon Certified Practitioner (LCCCP) program.
2. **Responsibilities:** The MC will be responsible for:
 - a. Setting the strategic direction and targets for the program.
 - b. Review and approval of marketing and growth strategies.
 - c. Monitoring the progress of the examination program and providing guidance and support to ensure that targets are met.
 - d. Management of program costs and expenses.
 - e. Considering complaints made by applicants under Appendix VI of this Program Framework.

The MC will be supported by the Technical Advisory Group (TAG) on all content related issues for the program including:

- Exam question additions and modifications.
- Review of provisional applicant assessments.
- Review and development of new content areas.

The MC will be supported by the Secretariat. The Secretariat will assist in organising meetings and communications between the MC and TAG and reporting back to the ALCAS Board.

3. **Composition:** The Management Committee will consist of 6 to 8 members with expertise in the following areas:
 - a. Product carbon footprint.
 - b. Examinations and professional development.
 - c. Climate change and sustainability.
 - d. Financial management.
 - e. Operations management.
4. **Meetings:** The MC will meet on a regular basis to review progress and make decisions. Minutes of each meeting will be recorded by the LCCCP Secretariat and distributed to all members.
5. **Reporting:** The MC will report to the ALCAS Board of Directors on the progress of the program and seek approval of budget and any change of direction. One member of the MC will be a member of the ALCAS Board; that member will be responsible for reporting to the Board.
6. **Duration:** The MC members will serve terms of two years.
7. **Conflict of Interest:** Members of the MC will be required to declare any conflicts of interest and abstain from voting on any matter where a conflict of interest exists.

8. **Amendment:** These Terms of Reference may be amended by the MC with the approval of the ALCAS Board of Directors.

Appendix II: Terms of Reference of the LCCCP Technical Advisory Group

1. **Purpose:** The purpose of the Technical Advisory Group (TAG) is to advise on technical content issues relating to the LCCCP program under the direction of the Management Committee (MC).
2. **Responsibilities:** The TAG will be responsible for:
 - a. Advising on appropriateness of program content.
 - b. Exam question additions and modifications.
 - c. Assessment of prerequisite supporting evidence.
 - d. Review of provisional applicant assessments.
 - e. Review and development of new content areas.

The TAG will also be supported by the Secretariat, who will liaise with applicants and receive applications for the TAG's assessment. The TAG will receive questions from the Management Committee (MC) and Secretariat.

The Secretariat will assist in organising meetings and communications between the MC and TAG and reporting back to the ALCAS Board.

3. **Composition:** The TAG will consist of 5-7 members with expertise in the following areas:
 - a. GHG reporting.
 - b. LCA.
 - c. Auditing.
4. **Meetings:** The TAG will meet on a regular basis to deal with technical issues raised in the operation of the LCCCP program. The meetings will be synchronized to intersect with the management committee.
5. **Reporting:** The TAG will report to the MC through 1 common member.
6. **Duration:** The TAG members will serve terms of two years.
7. **Conflict of Interest:** Members of the TAG will be required to declare any conflicts.
8. **Amendment:** These Terms of Reference may be amended by the TAG with the approval of the MC.

Appendix III: Code of Conduct

Applicants of the Life Cycle Carbon Certification Program are required to comply with the following codes of conduct:

- **Confidentiality:** Committed to maintaining the highest degree of integrity in all dealings with potential, current and past clients, both in terms of normal commercial confidentiality, and the protection of all personal information received.
- **Duty of Care:** Advice and services provided will conform to all relevant laws and legislation, and where relevant, applicable national and international guidelines and standards.
- **Conflict of Interest:** Conflicts of interest, where they arise, will be made known to clients.
- **Intellectual Property:** The moral rights in, and ownership of all intellectual property created in the course of providing services will be agreed with clients in advance of any services being provided. No information relating to any assignment will be discussed or disclosed unless required by law or authorized in writing by the client and/or the organization employing the LCCCP.
- **Professional Conduct:** All activities will be conducted professionally and with integrity. Complete objectivity will be maintained so that issues are never influenced by anything other than the best and proper interests of clients.
- **Use of “ALCAS” Name:** LCCCP Members may use ‘LCCCP Member of ALCAS’ in their business communications but must always add the disclaimer that ALCAS does not bear any legal responsibility relating to the types, outcomes or quality of the services provided by the LCCCP Member.
- **Professional Competence:** Professional knowledge and skill will be maintained at an appropriate level, which ensures clients receive competent professional services based on current developments in practice and techniques, and in accordance with all applicable technical and professional standards. The LCCCP Member will not undertake assignments which they are not qualified or competent to perform.
- **Inducements & Commissions:** Inducements, commissions, gifts, or any other benefit will not be accepted from client organizations, their employees or any other interested party, nor will colleagues be knowingly allowed to do so.
- **Breach of Code:** No actions will be undertaken that would in any way prejudice the reputation of ALCAS, and the LCCCP Member agrees to cooperate fully with any enquiry ensuing from any alleged breach of this Code (ALCAS has the sole authority to interpret this Code and to take appropriate action in the event of alleged breach, howsoever it arises). “Appropriate action” for proven breaches of this Code can include removal from membership and prevention of the right to claim ALCAS recognized LCCCP status.

Appendix IV: Review Requirements - Practicing Applicants Pathway

Applicants with less than 5 years' experience in product carbon footprinting will be required to submit two pieces of work for review by certified LCCCP Technical Advisory Group (TAG) members within 18 months of passing the exam and achieving provisional status.

Suitable studies will include:

- ISO 14067 compliant footprint.
- PAS 2050 compliant footprint.
- GHG protocol compliant product footprint.
- ISO 14044 compliant product LCA.
- ISO 13065 carbon footprint.

LCAs completed using streamlined LCA software (including LCA building software or other pre-verified platforms) – where the user does not have to make decisions regarding methodology (e.g. data quality, allocation, interpretation, etc.) – do not fulfill prerequisites and may not be counted toward the number of carbon footprint (or LCA) studies or audits, whether peer-reviewed or not, as they do not demonstrate sufficient understanding of all aspects of carbon accounting required for LCCCP certification. This includes pre-verified EPD tools – such as those used by the concrete and asphalt sectors in the US.

The LCCCP reviewer will assess:

- Compliance with the selected standard.
- Quality of data and report documentation.
- Accuracy of calculation and estimations.
- Selection and justification of data selection.
- Appropriateness of conclusions.

If the review finds minor corrective action requests, these will be communicated to the practitioner, but the review will be considered as passed. If major corrective action requests are found the review will be considered as not passed and an additional piece of work will need to be assessed.

If multiple pieces of work fail to pass, the applicant's provisional certification will be cancelled. The applicant will be required to wait 12 months and complete the exam again before submitting work for assessment. This will incur a re-examination fee as well as additional study review fees.

Appendix V: Continuous Professional Development Options

Total CPD points required over three (3) years is twelve (12) points.

Table 3 outlines the number of points that can be gained by the completing professional development activities.

Activity	CPD Points Awarded
Course in LCA	6
LCA conference	4
Sustainability conference	2
1 day seminar on an LCA or carbon accounting topic	2

Table 3: Continuous professional development options.

Appendix VI: Complaints Procedure

If an applicant has a grievance, complaint or disagreement relating to their treatment in the LCCCP program, they may follow the process outlined herein to see the complaint resolved.

1. Complaints may be made if and only if the applicant has first attempted to resolve the disagreement directly with the original decision-maker/s, and:
 - a. Has received a negative outcome which they believe has arisen from improper adherence to the assessment and/or administration procedures outlined in this Program Framework; and/or
 - b. Has received a negative outcome which they believe has arisen from a technical error in the examination or other assessment procedures; and/or
 - c. Has received a negative outcome which they believe is not justified under the conditions outlined in this Program Framework; and/or
 - d. Has been treated unfairly, inappropriately, or unprofessionally by one or more decision-makers in this process, as arbitrated by the [ALCAS Code of Conduct](#) and the LCCCP Code of Conduct (Appendix III).
2. If the complaint cannot be resolved directly with the original decision-maker/s, the applicant should send an email to the Secretariat (lcccp@alcas.asn.au) detailing the:
 - a. Basis on which the complaint is being made (with reference to Section 1 of this procedure) and explanation of the conduct under complaint.
 - b. Steps taken thus far to resolve the complaint directly.
 - c. Any relevant evidence to support the complaint.
3. If the complaint pertains to the conduct of the Secretariat, the ALCAS Secretary will instead assume the roles and responsibilities of the Secretariat under this procedure, and the complaint should instead be directed to secretary@alcas.asn.au.
4. The Secretariat will review the complaint against the procedures outlined in this Program Framework. If the Secretariat is satisfied that the complaint is being made appropriately in accordance with Section 1 of this procedure, they will submit the complaint for consideration by the LCCCP Management Committee (MC).
 - a. The complaint will be considered at the next meeting of the MC, and a decision and justification will be made by vote.
 - b. Any member of the MC who is the subject of the complaint should declare a conflict of interest and abstain from the vote.
 - c. The Secretariat will then communicate this decision and its justification to the applicant.

5. If the Secretariat is not satisfied that the complaint is being made appropriately in accordance with Section 1 of this procedure, they will communicate this decision and its justification to the applicant.
 - a. If the applicant is not satisfied with this justification and wishes to pursue the complaint, the Secretariat will submit the complaint in accordance with Section 4 of this procedure.
6. If the applicant is not satisfied with the decision and justification of the MC, they may escalate the complaint to the ALCAS Board by emailing the ALCAS Secretary (secretary@alcas.asn.au, cc: info@alcas.asn.au).
 - a. The complaint will be considered at the next meeting of the Board, and a decision and justification will be made by vote.
 - b. Any member of the Board who is the subject of the complaint should declare a conflict of interest and abstain from the vote.
 - c. The Secretariat will then communicate the decision and its justification to the applicant.
7. The decision of the ALCAS Board will be final.