ENGLISH FOLLOWS GERMAN

Rules of Procedure for the Green Button Standards Committee (Status: December 2025)

The Green Button Standards Committee (also referred to as "the Committee"), in agreement with the scheme owner, the Federal Ministry for Economic Cooperation and Development (BMZ), adopts the following rules of procedure.

§1 **Purpose**

(1) The Standards Committee advises the scheme owner BMZ on the revision of the Green Button;
(2) It also enables the involvement and participation of interested stakeholders from business and society.

§2 **Tasks and Competencies**

(1) The Standards Committee issues recommendations to the BMZ for the revision process of the Green Button standard;
(2) exercises its advisory function further in the form of statements and comments;
(3) accompanies and advises on the revision of the Green Button, may participate in consultation events, and may propose participants for these events to the BMZ.
(4) The scheme owner ensures that the Standards Committee receives all information relevant to the revision.

§3 **Members**

(1) The Standards Committee consists of five regular members. They are entitled to participate in Committee meetings and receive documents, correspondence, or other materials created as part of the Standards Committee's work.
(2) Regular members are natural persons and are appointed by the Federal Minister for Economic Cooperation and Development for a period of 2 years. The assignment period begins in October 2025 and ends in October 2027.
(3) Reappointment is possible. Replacement or additional appointments are made only until the end of the current appointment period.
(4) Standards Committee members may be represented by nominated persons for individual meetings.
(5) Standards Committee members act independently, impartially, and on a voluntary basis.

§4 **Chair/Spokesperson**

(1) The Standards Committee elects from among its members, by secret ballot and simple majority, a chairperson and a deputy chairperson for the duration of an appointment period.
(2) The chairperson represents the Standards Committee externally, convenes meetings, approves the agenda, and presides over meetings.
(3) If the chairperson is unable to attend, the deputy chairperson assumes their duties.

§5 **Decision-making**

(1) The Standards Committee decisions are considered valid if all regular members or their representatives participate in the vote. Voting rights can be transferred to other Committee members or their representatives. Votes are usually taken in meetings but can be conducted in writing in exceptional cases.

(2) The Standards Committee issues recommendations for the revision of the standard in the form of Committee decisions. Decisions are adopted by consensus and published on www.gruener-knopf.de. Each member has one vote; abstentions are considered approvals.

(3) Statements can also be made on other topics; these also require consensus and are published on www.gruener-knopf.de.

(4) Comments are made by individual members without a unanimous decision of the Standards Committee. They are submitted to the BMZ as a protocol note.

(5) The scheme owner makes final decisions based on the Standard Committee's decisions and comments. If the scheme owner does not follow the Committee's recommendations, they should inform the Committee and provide justification.

§6 **Meetings**

(1) The Standards Committee meets twice a year for regularly scheduled (online) meetings. Meetings are not open to the public.

(2) Extraordinary meetings can be convened by invitation of the scheme owner or the chair for special reasons.

(3) Representatives of the BMZ, the Green Button Secretariat, and any bodies commissioned by the Secretariat may attend Standards Committee meetings. They do not have voting rights.

(4) Invited experts may also attend meetings of the Standards Committee, if invited by the chairperson at the suggestion of a member.

(5) Cooperation within the Standards Committee is based on confidentiality. This must be maintained by all parties involved. The dissemination of minutes, documents, written correspondence, or other information is not permitted unless released by the Standards Committee in accordance with §5.

§7 **Support by the Green Button Secretariat**

(1) The Standards Committee is supported organizationally and administratively by the Green Button Secretariat in fulfilling its tasks.

§8 **Amendment of the Rules of Procedure**

(1) The rules of procedure can be amended by mutual agreement between the Standards Committee and the Federal Ministry for Economic Cooperation and Development.

Adopted by the Green Button Standards Committee, with the consent of the Federal Ministry for Economic Cooperation and Development granted and communicated to the Standards Committee in Berlin on 01/12/2025.