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Chapter 1

EDGE Governance Protocol Overview

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1. About this Document

1.1. Scope of this document

The *EDGE Governance Protocol Overview* provides an overview of the governance structure and processes through which EDGE certifications are achieved. The EDGE Governance Protocol is also referred to as “EDGE Protocol” or “the Protocol”.

The operation of the EDGE Certification Program in Provider Territories is dependent on several entities working together to deliver services to Clients. This chapter provides an overview of the roles and responsibilities of these entities and their interrelationships.

Readers are encouraged to refer to the *EDGE Glossary* for key terms in the EDGE Protocol, which are identified in the text through capitalized nouns (e.g., Provider Territories).

1.2. Relevance of this document

It is recommended that this document *Chapter 1 EDGE Governance Protocol Overview* be read first for a comprehensive understanding of the EDGE Protocol. The remainder of the EDGE Protocol documents provide the requirements of the EDGE Protocol in more detail.

This document is relevant to all parties involved in the implementation of the EDGE Program including, but not limited to, the EDGE Operations and Management Team (EO&M Team), EDGE Affiliates (EDGE Certification Providers, EDGE Faculty, EDGE Auditors, and EDGE Experts), EDGE Clients, and other Interested Parties.

2. About EDGE

2.1. The Development of EDGE

The global EDGE Certification Program has been developed as an innovation of the International Finance Corporation (IFC).

IFC has invested significantly in the development of the global EDGE Application (“EDGE App”, also known as “EDGE Software”), EDGE Protocol, guidance documents, user manuals and other training materials, and the recruitment of staff with in-depth expertise to support the development and implementation of the EDGE Program. IFC also funds the customization of the EDGE App for Provider Territories, performs annual visits to Certification Providers, and develops training materials, and global marketing efforts.

IFC is committed to working in partnership with organizations to promote resource-efficient and low-carbon buildings.

2.2. EDGE Certification Levels

2.2.1. EDGE Standard

The EDGE Standard defines the technical requirements for a building project to qualify for certification at one of the levels defined by the EDGE Program — EDGE, EDGE Advanced, or EDGE Zero Carbon.

2.2.2. EDGE

EDGE Certification is awarded if a building project demonstrates the achievement of at least 20% predicted savings in energy, water, and embodied energy in materials compared to the Base Case model. This recognition is one-time award and does not require renewal.

2.2.3. EDGE Advanced

Projects that achieve the EDGE Standard at EDGE level plus energy efficiency of 40% or higher are recognized as EDGE Advanced. Like the EDGE certificate, this recognition is a one-time award and does not need to be renewed. The EDGE Advanced recognition is issued automatically during the standard EDGE certification process and does not add any cost to the certification fees.

2.2.4. EDGE Zero Carbon

A building which is carbon neutral in operations complies with the EDGE Zero Carbon Standard. An EDGE Zero Carbon building must be awarded final EDGE Certification at the

EDGE Advanced level and balance its remaining carbon footprint via renewable energy sources or purchased carbon offsets to achieve carbon neutrality. In cases where off-site renewable energy or carbon offsets have been purchased as part of the strategy to achieve Zero Carbon certification, projects must recertify every two years. In cases where the EDGE Zero Carbon level is achieved wholly via on-site renewable energy generation, the certification is valid for four years before a project must recertify. In both cases, the operational carbon emissions and offsets must be updated on an annual basis via the EDGE App by the Client to be eligible for recertification.

3. About the EDGE Governance Protocol

3.1. Definition and Purpose of the EDGE Governance Protocol

The EDGE Governance Protocol (“EDGE Protocol” or “Protocol”) is a mechanism to ensure that EDGE Certification Programs are implemented consistently around the world, and that the integrity of the EDGE brand and certificate is maintained globally. The EDGE Protocol provides the governance structure and processes through which EDGE certifications are achieved. The EDGE Protocol also provides a framework for the interactions between functional roles.

The EDGE Protocol is designed to be self-contained and, therefore, defines the functional roles, and the requirements for EDGE certifications and the licensing of EDGE Affiliates, while leaving flexibility on the types of entities that can undertake these roles.

The EDGE Protocol is the base of reference and underpins all EDGE training materials and guidance documents. Should there be any conflict between the Protocol documents and supporting training and guidance materials, the Protocol shall take precedence.

3.2. Organization of the EDGE Governance Protocol

The complete set of EDGE Protocol documents are organized as follows.

1. Chapter 1: EDGE Governance Protocol Overview
2. Chapter 2: Licensing Protocol for EDGE Certification Providers
3. Chapter 3: Licensing Protocol for EDGE Faculty
4. Chapter 4: Licensing Protocol for EDGE Auditors
5. Chapter 5: Licensing Protocol for EDGE Experts
6. Chapter 6: EDGE Certification Protocol
7. Chapter 7: EDGE Update Protocol
8. Glossary for the EDGE Governance Protocol

Chapters 2 through 5 detail the licensing processes for Certification Providers, EDGE Faculty, EDGE Auditors and EDGE Experts. They also outline their roles and responsibilities, and the quality control of their services by the E&OM Team and EDGE Certification Providers to ensure the quality and credibility of the EDGE Program.

Chapter 6 details the process to achieve EDGE certifications during the operational phase of the EDGE Certification Program. The process is applicable to EDGE Affiliates and the EO&M Team.

Chapter 7 details the process to update the EDGE Protocol and the related requirements from EDGE Affiliates.

A separate document — the *Glossary for the EDGE Governance Protocol* (“Glossary”) — provides the key terms which are identified in the EDGE Protocol text through capitalized nouns (e.g., Provider Territories). Readers are encouraged to refer to the Glossary to understand the key terms. The EO&M team is available at edge@ifc.org to provide further clarification.

3.3. Updating the EDGE Governance Protocol

The EDGE Protocol requirements are updated periodically based on updates to the EDGE program and the practical implementation experience. *Chapter 7 EDGE Update Protocol* sets

out the process which must be followed for the EDGE Protocol updates. Interested Parties are typically consulted to ensure transparency, consistency, and credibility. The Protocol also includes the provision for minor updates which do not require input from Interested Parties when there is no material impact on the operation of the EDGE Program.

The EDGE Update Protocol governs updates to all other EDGE Protocol documents which include all aspects of the EDGE Certification Program, i.e., the licensing processes, operations of the EDGE Certification Program, EDGE auditing and certification quality control, and Local Adaptation of the EDGE App. The EDGE Update Protocol also includes the process for adoption of the latest version of the EDGE Protocol in the agreed upon timetable.

4. EDGE Certification Program Roles and Interrelationships

An overview of the roles and responsibilities of the EDGE EO&M Team, EDGE Affiliates, EDGE Clients and Interested Parties and their interrelationship is provided in Figure 1. The following subsections describe the role and interrelationships of each entity.



Figure 1. Diagram of EDGE Certification Program roles and responsibilities

4.1. EDGE Operations and Management Team (EO&M)

The EO&M Team has a wide role in establishing the program in global markets, building partnerships with stakeholders, the continued development of the EDGE program, and to support the Certification Providers to develop and operate the EDGE Certification Program in Provider Territories.

1. The EDGE EO&M Team shall be composed of staff IFC's EDGE team members based at IFC headquarters.
 - a) In future, the EO&M Team could become an independent legal entity with its own staff, although the functional roles set out in the EDGE Protocol would not change.
2. The purpose of the EO&M Team is to develop the EDGE program, and provide central administration and oversight of it including:
 - a) Preparing the budget for central administration;
 - b) Defining the global strategy for EDGE Certification, with input from Interested Parties;
 - c) Licensing Certification Providers, EDGE Faculty, and EDGE Experts;
 - d) Managing relationships and legal agreements with Certification Providers, EDGE Faculty, and EDGE Experts;
 - e) Identifying and seeking input from Interested Parties;
 - f) Fundraising to support the activities of the EO&M Team; and
 - g) Developing marketing materials and brand management, including approval of EDGE Affiliate marketing materials.
3. The EO&M Team shall be responsible for developing and maintaining the EDGE App and IT Platform, and the User Guides.
4. The EO&M Team shall be responsible for expanding the number of EDGE Affiliates worldwide, including:
 - a) identification and due diligence of potential Certification Providers;
 - b) reviewing and approving potential Certification Providers' pre-qualification requirements and Internal Management Systems as per *Chapter 2 Licensing Protocol for EDGE Certification Providers, Section 4.4. Due Diligence of the Internal Management System*; and

- c) identifying and evaluating additional EDGE Experts and EDGE Faculty.
5. The EO&M Team shall be responsible for providing training materials to EDGE Affiliates to operate EDGE Certification Programs in Provider Territories, including:
 - a) Development of the global training programs for EDGE Auditors and EDGE Experts, including training materials and exams, as per *Chapter 4 Licensing Protocol for EDGE Auditors, Section 3.2. EDGE Auditor Training Program, and Chapter 5 Licensing Protocol for EDGE Experts*;
 - b) Reviewing and approving the adaptation of global training materials and exams for Provider Territories; and
 - c) Developing global training for EDGE Clients.
6. The EO&M Team shall be responsible for the development of the EDGE Protocol, and periodic updates to the Protocol. For this purpose, the EO&M Team shall be responsible for identifying the key issues for building sectors of interest, key Interested Parties, and the best means of communication to reach them as per *Chapter 7 EDGE Update Protocol, Section 2. Roles and Responsibilities*.
7. The EO&M Team shall be responsible for annual audits to ensure that the Certification Providers are operating the EDGE Certification Program in the Provider Territory according to the EDGE Protocol as per *Chapter 2 Licensing Protocol for EDGE Certification Providers, Section 6. Audit and Maintenance of Licensed Certification Provider Status*.
8. The EO&M Team may get involved in supporting the rollout of an EDGE Certification Program depending on the needs of the Provider Territories. This support varies by Provider Territory and is negotiated and agreed upon as part of the project plan and legal agreement between the EO&M Team and the Certification Provider. As such, the scope of this support is not detailed in the EDGE Protocol documents.

4.2. Certification Providers

Certification Providers are responsible for:

1. the delivery of the EDGE Certification Programs in the Provider Territories;

2. the certification decision and issuing both the Preliminary Certificate and the final EDGE Certificate for building projects; and
3. licensing and providing oversight of EDGE Auditors in their Provider Territories.

The detailed licensing process and roles and responsibilities of the Certification Provider are set out in *Chapter 2 Licensing Protocol for EDGE Certification Providers*.

4.3. EDGE Faculty

EDGE Faculty train candidates as EDGE Experts.

1. All EDGE Faculty may train EDGE Experts.
2. Candidates applying as EDGE Faculty must be licensed EDGE Experts and have relevant experience in teaching and green buildings.
3. The detailed licensing process and roles and responsibilities of the EDGE Faculty are set out in *Chapter 3 Licensing Protocol for EDGE Faculty*.

4.4. EDGE Auditors

The role of the EDGE Auditor is to review a building project submitted for EDGE certification by an EDGE Client and assess whether the building design and constructed building meet the EDGE requirements. For new buildings, Auditors conduct a Design Audit during the design phase, after which a Preliminary Certificate can be issued, and a Site Audit after the construction phase, after which a final Certificate can be issued by the Certification Provider. For existing building projects, only a Site Audit may be conducted. In both cases, the Auditor reviews evidence detailed in the User Guide to verify the presence of EDGE Measures.

1. The EDGE Auditor may operate individually or be part of a firm.
2. An EDGE Auditor is not required to have prior auditing experience to be licensed as an EDGE Auditor.
3. The detailed licensing process and roles and responsibilities of the EDGE Auditor are set out in *Chapter 4 Licensing Protocol for EDGE Auditors*.

4.5. EDGE Experts

EDGE Experts serve as consultants to EDGE Clients to facilitate the Clients' EDGE certification applications. The scope of the EDGE Expert's work is as follows:

1. Includes providing advice to Clients on green design principles, the EDGE Standard, Software, and Certification System;
2. Includes helping with the preparation of a Client's application for EDGE certification. EDGE Experts may provide informal, basic training to their Clients on how to use the EDGE App for this purpose, with the understanding that they are not authorized to grant any qualification to participants based on this training; and
3. Does not include EDGE auditing services, nor issuing Preliminary or EDGE Certificates. An individual can be both an EDGE Expert and an EDGE Auditor. However, they may never serve as the EDGE Expert and the EDGE Auditor on the same project.

The detailed licensing process and roles and responsibilities of the EDGE Experts are set out in *Chapter 5 Licensing Protocol for EDGE Experts*.

4.6. EDGE Clients

EDGE Clients are responsible for:

1. Initiating the registration of their candidate building project;
2. Completing an assessment and providing accurate documentations to support the assessment using the EDGE App and the User Guide;
3. Applying for EDGE Certification (themselves or with the help of an EDGE Expert);
4. Hiring an EDGE Auditor; and
5. Ensuring that the completed building project includes all energy and water saving measures included in the design.

The detailed roles and responsibilities of the EDGE Client are set out in *Chapter 6 EDGE Certification Protocol*, and in the EDGE User Guide.

4.7. Interested Parties

Interested Parties include the EDGE Affiliates as well as Strategic Supporters and EDGE Clients. Interested Parties play an important role in helping the development of the EDGE Certification Programs and maintaining its credibility and impartiality by representing views from a broad range of vested interests. Interested Parties may ask questions and file complaints with both the Certification Providers and the EO&M Team on an ongoing basis, as well as provide formal feedback when the EDGE Protocol is being updated.

1. Interested Parties direct their technical queries regarding specific buildings to Certification Providers. These queries may be related to using the EDGE App and IT Platform, EDGE App Local Adaptation, and the EDGE Protocol requirements. Certification Providers seek clarification from the EO&M Team as needed.
2. Interested Parties may be invited by the EO&M Team periodically to participate in working groups or for specific advice for the development of the EDGE Program. The responsibilities of the working groups or individual experts will be defined by the EO&M Team as required.

5. EDGE Certification Program Fees

1. The EDGE Client shall be responsible for the fees related to the certification of their building project(s), including:
 - a) Payment of non-refundable EDGE Certification Fees to the Certification Provider, as per *Chapter 6 EDGE Certification Protocol*; and
 - b) Payment for auditing services to their appointed EDGE Auditor, as negotiated between the EDGE Client and the EDGE Auditor, as per *Chapter 6 EDGE Certification Protocol*.
2. The Certification Provider shall be responsible for remitting a portion of all EDGE Fees to IFC, as provided for in the legal agreement with IFC, including a portion of the EDGE Certification fees that EDGE Clients have paid to the Certification Provider, as per *Chapter 6 EDGE Certification Protocol*.

3. The EDGE Faculty member shall be responsible for paying an annual licensing fee as provided for in the legal agreement with IFC.