

## Software Evaluation Terms and Conditions

*On this page, “shall” designates a requirement for participation in the program; “shall not” designates an action or condition not allowed under the program; “may” designates an action that is optional.*

### **Purpose**

The purpose of the GHGMI software evaluation program is to support the development of the GHG software marketplace and improve the quality and functionality of GHG software products. We view GHG software as an important tool for GHG professionals, and as such, this program supports the Institute’s larger mission of professional development of tomorrow’s carbon management experts. These terms and conditions serve the specific purpose of protecting this marketplace, GHGMI, software providers, consumers, and stakeholders.

### **Technical report**

The technical report includes:

- A description of the activities undertaken by GHGMI during the review process;
- The complete software evaluation checklist with GHGMI’s observations;
- General comments and observations about the software and its deployment as experienced by GHGMI.

The technical report is written for the participant software provider and is delivered to the provider at the end of the review process. GHGMI does not have the right to use or disseminate the report unless explicitly authorized by the software provider.

The software provider may:

- Use the report within its organization freely;
- Use the report externally with customers, potential customers or other stakeholders. When using the report externally, software providers **shall not** make any edits or changes to the report.

### **Report summary**

The report summary highlights the main outcomes of the review and is designed for public dissemination. The publication of the report summary entails the following steps:

1. GHGMI drafts a summary of the technical report and shares it with the participant software provider;
2. If desired, the software provider offers comments and feedback to GHGMI;
3. GHGMI reviews the comments received by the software provider and, where appropriate, edits the summary. GHGMI treats the inputs received from

- software provider as suggestions and reserves the right not to accept suggested edits;
4. GHGMI shares the final version of the draft summary with the software provider;
  5. The software provider authorizes (or denies authorization) the publication of the report summary;
  6. If the software provider authorizes publication, the report is uploaded on GHGMI web site.

The report summary is public (conditional on agreement of software provider) and may be widely read by users and potential users of GHG software. The software provider **may** use the report within its organization as desired. When using the summary report externally with customers, potential customers or other stakeholders, software providers **shall** use the summary as published by GHGMI in its entirety and **shall not** make any edits or changes.

#### **Use of GHGMI logo and references**

When communicating with customers, potential customers, or stakeholders, the participants to GHGMI's GHG Software program:

- **Shall** reference and link to GHGMI when sharing documents produced by GHGMI (report summary or technical report);
- **May** reference the participation to GHGMI's program, and use GHGMI's software evaluation program logo in their external communications, provided they meet the requirements below.



#### **External Communication, Requirements**

When communicating participation in GHGMI's program, software vendors **shall** use the following statement:

"[name of software/service] functionalities have been tested and evaluated in accordance with the Greenhouse Gas Management Institute's Software Evaluation Protocol."

Software providers **may** add: "The results of the Greenhouse Gas Management

Institute's Software Evaluation Protocol are available [here](#) [insert link to Summary]" or if added immediately after the above statement, "The results of the review are available [here](#) [insert link to Summary]."

Software providers **shall** maintain international business ethical standards in any reference to Greenhouse Gas Management Institute. Specifically when referencing GHGMI, GHGMI's program, the GHGMI Software Evaluation Protocol, GHGMI technical report or GHGMI summary report, software providers **shall not**:

- Disparage any other software provider, any third party or any third party product;
- Make or attribute claims beyond what is stated in the GHGMI technical report or GHGMI summary report (shall not say that your organization or product has been 'accredited by GHGMI' or 'has reached the highest level of certification provided by GHGMI');
- Express any warranty, guarantee or assertion of fitness for use beyond what is stated in the GHGMI technical report or GHGMI summary report (e.g., shall not claim that GHGMI's review extends to software functionalities specifically designed for product life cycle or corporate value chain inventories);
- Give the impression, in any context, that GHGMI's review is a product certification or product guarantee (e.g., when including a reference to GHGMI's review in product related information or in marketing or advertising materials);
- Adapt or modify GHGMI's logo.

For additional information about the terms and conditions of the GHG Software Program, to provide feedback or to report abuse, please contact: [info@ghginstitute.org](mailto:info@ghginstitute.org) or telephone *USA*: +1-202-350-9047