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DRIVING AMBITIOUS CORPORATE CLIMATE ACTION

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## Protocol to Manage Expired Commitments

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An initiative by



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## Table of Contents

1. Introduction	2
2. Protocol	2
3. Document History	5

# Protocol to Manage Expired Commitments

## 1. Introduction

The Science Based Targets Initiative (SBTi) is committed to ensure publicly committed companies deliver on their commitment to develop science-based emissions reductions targets.

Companies that committed to the SBTi have 24 months from the date they signed the SBTi Commitment Letter to develop and submit their target(s) for official validation.

The initiative introduced the Protocol to Manage Expired Commitments (Version 1.0) in December 2018, when there were already a number of companies which had passed the 24 months period to submit targets for official validation. Such companies were engaged retroactively to check on their targets development and submissions status and were offered 6 to 12 months extensions; this explains why some companies on the [SBTi Companies Taking Action webpage](#) have a commitment date earlier than 2018.

Due to the growing and evolving nature of the SBTi, we have introduced a new expected timeline for companies to complete the [four-step process](#) of the Call to Action Campaign, alongside this new protocol.

All companies committed to the SBTi before April 15th, 2020 that have not been offered an extension will be granted 12 months to complete the four step process of the Call to Action, if needed.

## 2. Protocol

From April 15th, 2020 onwards, companies that commit to the SBTi will have a maximum of 24 months to:

- 1) Develop a science-based target aligned with the latest SBTi criteria;
- 2) Submit the target to the SBTi for validation;
- 3) Publish their approved target on the SBTi website.

In other words, once your company has signed the commitment letter you will have up to 24 months to have your science-based target(s) validated and published.

Companies that fail to complete these steps within the 24 month period will be removed from the SBTi Companies Taking Action page and from all other partners' websites. There will be no public announcement or media statements about any companies being removed in our external materials, nor any penalties applied. Under special circumstances the SBTi may grant companies additional time to publish their targets.

To keep the SBTi pipeline of committed companies up to date and to keep companies informed of the process to support timely target submission, the SBTi will send a reminder email at the end of each calendar quarter (e.g. end of March, end of June, etc.) to those companies whose commitment period will expire within three to six months.

Companies removed for not having delivered on their commitment will not be allowed to commit again but are welcome and strongly encouraged to submit targets for validation. Once they pass the validation, they can be re-added to the website as a company with "Targets set."

Companies that have been removed from the SBTi Take Action website for any given reason (including early withdrawal of commitment) cannot sign a new SBTi commitment letter. This includes the Business Ambition for 1.5°C Commitment Letter.

Companies that have publicly committed to set SBTs through the SBTi and joined the Business Ambition for 1.5°C campaign will have until the end of their existing commitment period to set targets. An extension up to 12 months may be offered. Please contact us at [commitments@sciencebasedtargetsinitiative.org](mailto:commitments@sciencebasedtargetsinitiative.org) for more information.

Please note that the SBTi highly encourages committed companies who are experiencing difficulties in the target-setting progress to get in touch with our team. We are happy to explore ways in which our team can provide support and help the company set a target within the deadline. You can contact the corporate engagement team at [commitments@sciencebasedtargetsinitiative.org](mailto:commitments@sciencebasedtargetsinitiative.org).

The table below summarizes the various situations in which SBTi committed companies can find themselves and how this protocol will be applied:

Scenario	Protocol application
Committed company does not submitted any target within the 24-month period	<p>The company’s name will be removed from the Companies Taking Action webpage and partners’ websites after the 24-month period ends.</p> <p>Companies publicly committed to the SBTi prior to April 15th 2020 can be granted 12 additional months to complete the four step process of the Call to Action.</p>
Committed company submits targets for official validation within the 24-month period but fails to fulfil the SBTi criteria	<p>Companies can submit targets for validation as many times as necessary. All companies are expected to have their targets validated and publicly communicated on the SBTi website within 24 months from their commitment date.</p> <p>The company’s name will be removed from the Companies Taking Action webpage and partner’s websites after the 24-month period if the company has not resubmitted its targets for validation.</p> <p>If the company has resubmitted its targets for validation, and the targets are not approved, the company’s name will be removed from the SBTi website shortly after the SBTi team sends the company their target validation report (if the 24 month period has passed). Companies can always resubmit new targets and be re-added to the website with the status “Targets set” once the company has successfully passed the validation.</p>

<p>Company in a sector without a science-based target setting methodology that has been instructed to wait for the completion of a relevant the sector pathway or guidance (e.g. financial institutions, oil and gas)</p>	<p>No action to be taken; companies classified as Financial Institutions or Oil and Gas, as per the definitions provided by the SBTi, will have 24 months to submit targets for validation from the date the methodologies become available.</p>
<p>Company commits to the SBTi and joins the Business Ambition for 1.5°C Campaign at a later stage</p>	<p>The company has until the end of its original commitment period to set targets in line with the option selected in the Business Ambition for 1.5°C Commitment Letter. If necessary, the company may request an extension of up to 12 months and must submit their targets and have them validated and published on the SBTi website within the given extension. Otherwise, the rules in this Protocol apply.</p>

### 3. Document History

Version	Change/update description	Date finalized	Effective Dates
1.0	First version of the Protocol to manage expired commitments	December 2018	From December 2018 onwards
2.0	Second version of the Protocol to manage expired commitments	April 2020	From April 15, 2020 onwards