# CRREM Change Procedure

CRREM FOUNDATION

VERSION V.01, 28.04.2025

CRREM
CARBON RISK REAL ESTATE MONITOR

# Decision making process
## Approval process

| | Low Impact | Medium Impact | High Impact |
|---|---|---|---|
| + A change log published on the website | | | |
| **Task** | • Updating historic emission factors<br>• Updates to the reference guide<br>• Update of the change-log<br>• Tool Bug-fixes | • Updating individual errors in pathways<br>• Update cycle<br>• Collaboration opportunities (sector task force groups)<br>• Updates to the methodology document | • Changes to the methodology<br>• Adoption of new pathways |
| **Inform** | **Board** | **Board** | **Board** |
| **Sign-off** | **Team** | **Technical Committee** | **Board & TC Full approval process as defined in governance** |

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# Change Log
## Definitions

| Change Type | Description |
|---|---|
| Bug Fix | A correction of an error or issue in the document or system that was causing incorrect behavior, malfunctions, or undesirable results. |
| Translation | Updates made to support additional languages, regions |
| Feature addition/ removal | A change that adds a completely new functionality or capability to the document or system. OR: A change that removes or marks a feature as outdated and no longer supported. |
| Content update | Changes made purely to the content, such as updating information, or enhancing clarity. |
| Minor Update | Smaller changes or improvements, e.g. added functionality |
| New Release / Major Update | A significant change that typically introduces new content. New release of pathways. |

# Change Log - Example
CRREM Tool

| # | Version No. | Date of change | Author/ Resp. | Change type | Changed Item | Updated/ New Content |
|---|---|---|---|---|---|---|
| **1** | **V. 2.01** | xx.xx.xx | Technical Committee | minor change, major update, bug fix, etc. | Back-end | Formula XXXX |
| **2** | | | | | | |
| **3** | | | | | | |
| **4** | | | | | | |
| **5** | | | | | | |

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# Change Log – Example

CRREM Risk Assessment Guide

| # | Version No. | Date of change | Author/ Resp. | Change type | Changed Item | Updated/ New Content |
|---|---|---|---|---|---|---|
| **1** | **V. 2.01** | xx.xx.xx | CRREM core team | Minor change | Section 4, Emission Factors | Text XXXXXXX |
| **2** | | | | | | |
| **3** | | | | | | |
| **4** | | | | | | |
| **5** | | | | | | |