

## Consultation meetings are currently ongoing.

If you haven't signed up as a stakeholder yet, you have to complete 3 steps:

1. **Get access to the Environmental Footprint Wiki.** This gives you access public information such as records of the meetings of the Steering Committee, documents and guidance of common interest and training materials.
2. **Sign up as a stakeholder for the pilot(s) that are of interest to you.** This step gives you access to the documents produced by the pilot (e.g. on the scope and representative product, drafts of the PEFCR or OEFSR) and to meetings. Please fill out the form on the pilot's page.
3. **Register for the meeting:** this gives you access to the consultation meeting.

**Need step-by-step instructions? See a guide with screenshots below!**

# 1. Getting access

## 1.1 Creating an ECAS account

The wiki space is located on the European Commission Extranet, so to access it you need an ECAS account. To create an account, you need to do the following:

1. Go to <https://webgate.ec.europa.eu/fpfs/wikis>
2. Select the domain 'External'. If another has been already selected, click on 'Change it' (Figure 1) and select 'External'.
3. Select 'Not registered yet' to create a new account.
4. Fill out the form and click 'Sign up'.
5. You will receive an email, which allows you to validate your account and create a password. You have 1h30min to do this.

## 1.2 Access to the wiki space

The wiki space is located at the following link: [EU Environmental Footprint Pilot Phase](#) You will be requested to login with your ECAS account. Once you log in you will be automatically directed to the wiki space. General information about the pilots is available on the PEF/CR/OEFSR pilot pages, which can be viewed by anyone with an ECAS account. You can also view the [full instruction manual](#).

Figure 1 - Check the selected domain

The screenshot shows the ECAS login interface. At the top, it says "Login" with a link "Not registered yet". Below this is a grey box with the text "Is the selected domain correct?" and "External Change it". The "External Change it" text is circled in red. Below this is a blue box with two input fields: "Username or e-mail address" and "Password", both marked with an asterisk. Below the input fields is a link "More options...". At the bottom of the blue box is a "Login!" button and a link "Lost your password?". Below the blue box is a legend: "\* Required fields".

### 1.3 Access to stakeholder workspaces

Each pilot has a Workspace aimed at sharing relevant information for stakeholder consultation, e.g. the draft PEFCR document. To get access to a stakeholder workspace you need to register as a stakeholder for the pilot. To register as a stakeholder, follow these steps:

1. Go to the PEFCR/OEFSR pilot page of the pilot you are interested in by clicking on its name on the landing page.
2. Fill out the survey at the bottom of the page, similar to the one in **Figure 2** and click on "Submit".
3. Once you filled out the survey you will be registered as a stakeholder and given access to the stakeholder workspace within one working day.

Please note that you have to register as a stakeholder separately for each pilot you are interested in.

If you are a member of the TS of a specific pilot, you have automatic access to the stakeholder workspace and do not need to fill in the survey.

Links to the stakeholder workspaces are located both on the landing page and also on the pilot's homepages:

**Figure 2 - Survey to register as a stakeholder**

#### Request access

To get access to specific information on this PEFCR pilot please fill out the survey below.

After completing the survey and clicking on "submit", you're redirected to the opening page of the wiki. You do not need to complete the survey again. Access is granted once per day - please check whether you can access the Stakeholder Workspace the day after you've registered.

Name & Surname:

Organisation:

E-mail:

Type of organisation:

Country:



Navigate space **Option 1: from the Wiki landing page, please scroll down**

 Search

- > PEFCR Pilot: Beer
- > PEFCR Pilot: Coffee
- > PEFCR Pilot: Dairy
- > PEFCR Pilot: Feed for food-producing animals
- > PEFCR Pilot: Fish for human consumption
- > PEFCR Pilot: Meat (bovine, pigs, sheep)
- > PEFCR Pilot: Olive oil
- > PEFCR Pilot: Packed water
- > PEFCR Pilot: Pasta
- > PEFCR Pilot: Pet food (cats & dogs)
- > PEFCR Pilot: Wine
- > Cow Model Working Group (CMWG)
- > Construction Products Working Group (CPWG)
- \* File lists
- > OEFSR Pilot: Copper production
- > OEFSR Pilot: Retail
- > PEFCR Pilot: Hot and cold water supply pipes
- > PEFCR Pilot: Household liquid laundry detergents
- > PEFCR Pilot: Intermediate paper product
- > PEFCR Pilot: IT equipment
- ▼ PEFCR Pilot: Leather
  - \* [Stakeholder workspace: PEFCR pilot Leather](#)
  - \* [TS Workspace: PEFCR pilot Leather](#)
- > PEFCR Pilot: Metal sheets
- > PEFCR Pilot: Non-leather shoes
- > PEFCR Pilot: Paints

**Option 2: from the pilot's homepage, using the sidebar**

Spaces People Calendars **Create**

Pages / EU Environmental Footprint Pilot Phase

## PEFCR Pilot: Leather

Created by Marisa VIEIRA, last modified by Imola BEDO on Mar 24, 2014

**Leader of Technical Secretariat**  
COTANCE - Confédération des Associations Nationales de la Communauté Européenne Secretary General

**Members of the Technical Secretariat**

- UNIC – Unione Nazionale Industria Conciaria
- UKLF

**CHILD PAGES**

- EU Environmental Footprint Pilot P...
- PEFCR Pilot: Leather
  - [Stakeholder workspace: PEFCR ...](#)
  - [TS Workspace: PEFCR pilot Leat...](#)
  - [Stakeholder workspace: PEFCR pilot Leather](#)
- [+ Create child page](#)

- University of Northampton – Institute for Creative Leather Technologies - ICLT
- University of Pisa – Department of Civil & Industrial Engineering

## 1.4 If you need to register to a meeting

If consultation meetings are organised, registration pages become available from the stakeholder workspace.

1. Go to the PEFCR/OEFSR pilot page of the pilot you are interested in by clicking on its name on the landing page.
2. Click on the link "access the meeting registration page" (see [Figure 3](#)).
3. Fill in the registration form for the meeting (see example in [Figure 4](#)).

### Figure 4 – Registering for the meeting

### Figure 3 – Reaching the registration page

#### Consultation meeting

The 1st face-to-face consultation meeting on the scope and representative product of the pilot will take place on the 16th of October in Brussels.

[Access the meeting registration page >>](#)

The documents proposed by the Technical Secretariat will be made available on the stakeholder workspace and will be open for written comments for 4 weeks.

## 2. Wiki structure

A wiki space was set up to support the testing of Environmental Footprint Rules pilot phase. This wiki space set up with the use of Confluence will have the objective to facilitate the exchange of information among stakeholders participating in each pilot, the production and the review of each Product Environmental Footprint Category Rule (PEFCR) or Organisation Environmental Footprint Sectoral Rule (OEFSR). Different wiki pages are available with specific user rights, as illustrated in Figure 1.

Please note that the wiki space is work in progress so this may change in the future.

**Figure 1 - Wiki structure**

