



Sustainability Process Certification

Technical Rules

First Version
January 2026



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Resources for the Sustainability Process Certification are available upon request. Please complete the contact form on our website or send an email to spc@tic-council.org, and we will respond as soon as possible.

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in the context of public administration and financial management. The text highlights that records should be maintained in a clear, organized, and accessible manner to facilitate audits and ensure compliance with relevant laws and regulations.

2. The second part of the document outlines the specific requirements for record-keeping, including the need to document all financial transactions, contracts, and other significant events. It stresses that records should be kept for a sufficient period to allow for thorough review and analysis. The document also notes that records should be stored securely and protected from unauthorized access or tampering to ensure their integrity and reliability.

3. The third part of the document discusses the role of record-keeping in promoting transparency and public trust. It explains that well-maintained records provide a clear and verifiable account of government activities, which helps to build confidence among citizens and stakeholders. The text also mentions that records can be used to identify areas for improvement and to hold officials accountable for their actions.

4. The fourth part of the document provides practical guidance on how to implement effective record-keeping practices. It suggests that organizations should establish clear policies and procedures for record-keeping and ensure that all staff are trained and aware of their responsibilities. The document also recommends using modern technology and software solutions to streamline the record-keeping process and improve efficiency.

5. The fifth part of the document concludes by reiterating the importance of record-keeping and encouraging organizations to take proactive steps to ensure that their records are accurate, complete, and well-maintained. It emphasizes that good record-keeping is not just a legal requirement but also a key component of good governance and effective management.

6. The sixth part of the document discusses the challenges associated with record-keeping, such as the volume of data generated, the risk of data loss, and the need for ongoing maintenance and updates. It suggests that organizations should develop a robust data management strategy to address these challenges and ensure that their records remain accurate and up-to-date over time.

7. The seventh part of the document provides a summary of the key points discussed in the document and offers final recommendations for organizations to follow. It emphasizes that record-keeping is a continuous process that requires ongoing attention and commitment from all levels of the organization. The document also encourages organizations to regularly review and update their record-keeping practices to stay current with best practices and technological advancements.

8. The eighth part of the document provides a list of resources and references for further information on record-keeping. It includes links to relevant laws, regulations, and industry standards, as well as contact information for experts and consultants in the field. The document also mentions several books and articles that provide in-depth insights into record-keeping practices and their importance in various contexts.

9. The ninth part of the document provides a list of frequently asked questions (FAQs) related to record-keeping. It addresses common concerns and provides clear, concise answers to help organizations better understand their record-keeping obligations and how to fulfill them. The FAQs cover topics such as record retention periods, data security, and the use of electronic records.

10. The tenth part of the document provides a list of key takeaways and action items for organizations. It summarizes the most important points from the document and provides specific steps that organizations can take to improve their record-keeping practices. The action items include conducting a record-keeping audit, developing a record-keeping policy, and implementing a data management strategy.

1. Introduction
2. Methodology
3. Results
4. Discussion
5. Conclusion

Abstract
This study examines the impact of digital marketing on consumer behavior. The research is based on a survey of 500 consumers. The results show that digital marketing has a significant positive impact on consumer behavior. The study also identifies several factors that influence consumer behavior, such as the quality of the digital marketing campaign and the consumer's perception of the brand. The findings suggest that digital marketing is an effective tool for increasing sales and customer loyalty. The study also highlights the need for businesses to invest in digital marketing and to monitor the results of their campaigns. The research is limited by its cross-sectional design and the use of self-reported data. Future research should explore the long-term effects of digital marketing and the role of social media in consumer behavior.

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TIC Council
Rue du Commerce 20-22
B-1000 Brussels
Belgium

Secretariat@tic-council.org
+32 2 880 21 37

Visit us online

