

Norms Management Committee - Terms of Reference and General Rules of Procedure

1. Terms of Reference

1.1 Purpose

The Norms Management Committee (NMC) manages the basic normative documents and processes of the Organic Guarantee System (OGS) and advises the IFOAM World Board on issues and policies related to the OGS. The focus of the NMC is on process and management of the Organic Guarantee System.

1.2 Duties

The NMC:

- 1.2.1 Manages and coordinates the development of the IFOAM Basic Standards (IBS) and Accreditation Criteria (IAC), (collectively known as the IFOAM Norms).
- 1.2.2 Manages and coordinates the working interface among the Standards Committee (SC), Criteria Committee (CC) and the International Organic Accreditation Service (IOAS), and the interface of the SC and CC with other bodies e.g. ACBs, ISO, CODEX, ISEAL, as determined by the WB.
- 1.2.3 Interprets the IFOAM Basic Standards and Accreditation Criteria upon request.
- 1.2.4 Advises the WB in policy matters relating to the Organic Guarantee System.
- 1.2.5 Develops detailed procedures for implementing IFOAM OGS Policies
- 1.2.6 Allocates funds as needed to the SC, CC, and their subcommittees and other Norms Management activities, within a budget frame set by the World Board.
- 1.2.7 Recommends allocation of personnel resources within the OGS
- 1.2.8 Recommends to the WB, appointments to the SC and CC.

- 1.2.9 Appoints sub-committees of the SC and CC.
- 1.2.10 Ensures that the consultation process for the IBS and IAC is following IFOAM policies.
- 1.2.11 Supervises approval of other standards according to existing policies.
- 1.2.12 Represents the OGS in the public as determined by the WB.
- 1.2.13 Manages the urgent standards revision process.
- 1.2.14 Completes any other tasks assigned by the World Board.

1.3 Structure and Accountabilities

The NMC:

- 1.3.1 Is appointed by and accountable to the World Board, and follows its instructions.
- 1.3.2 Is designated as a Committee within the IFOAM structure, and is subject to the relevant Policies for IFOAM Internal Bodies.
- 1.3.3 Is composed of five members, with one each recommended by the Standards Committee (SC), Criteria Committee (CC), IOAS, WB, and ACBs. The term of the Committee is for three years.
- 1.3.4 Receives administrative support from the Organic Guarantee System Manager.
- 1.3.5 Manages a budget for norms management, which is established annually by the World Board.

1.4 Member Qualifications

Each member of the NMC shall have:

- Expertise in organic standards, criteria, and certification systems.
- Capacity for management level analysis and deliberation.
- High level of IFOAM experience and knowledge.
- Proficiency in written and spoken English.
- Computer/email literacy.
- Ability to contribute at least 12 working days per year.
- High level of personal integrity, including the ability to work in a collegial manner and to maintain confidentiality.

1.5 NMC Competencies

The NMC shall be composed in such a way that its capacity includes:

- A systematic approach to work, ensuring that all relevant details are in place.
- Insight regarding the consequences of NMC work for organic production and certification.
- An overview perspective of the relevant systems (OGS, IFOAM, Harmonization) is maintained.
- Drive and perseverance for moving agendas and work ahead.
- Ability to set and focus upon relevant priorities, even in the face of system change and disruption.

1.6 NMC Group Qualities

As a group, the NMC shall be:

- Balanced regarding “North-South” experience and perspectives to the extent possible.
- Gender balanced, to the extent possible.
- Connected with key internal and external groups.
- Knowledgeable of norms development beyond IFOAM.

2. General Rules of Procedure

2.1 Overall

The NMC is subject to the IFOAM Policy for Internal Bodies in all of its operating policies, procedures and actions. It acts in accordance with IFOAM statutes and policies.

2.2 Management and Communication

The NMC:

- 2.2.1 Establishes a schedule of meetings and communicates this information to the World Board in a timely fashion.
- 2.2.2 Decides its own leadership
- 2.2.3 Establishes its own detailed Rules of Procedure. These rules must be submitted to the IFOAM Head Office but are not subject to WB approval.

2.2.4 Develops and implements an annual Work Plan, in line with the Terms of Reference.

2.3 Decision Making

The NMC takes decisions by consensus or by a simple majority vote. Decisions may be taken either in meetings or by written communication.

2.4 Member Responsibilities

NMC Members:

2.4.1 Follow the NMC Rules of Procedure

2.4.2 Actively and constructively participate in the NMC, including regularly attending NMC meetings.

2.4.3 Actively support and promote the Organic Guarantee System.

2.5 Termination of Membership

NMC membership may be terminated if the member does not fulfill the member responsibilities or qualifications, or fails to follow IFOAM policy. The NMC chair will make a recommendation to the WB or EB for final decision.

2.6 Amending Terms of Reference and General Rules of Procedure

The NMC may recommend revisions to these Terms of Reference and General Rules of Procedure. The final decision is made by the World Board. The World Board may also amend these Terms of Reference and General Rules of Procedure at its discretion.

*Approved by the WB 02-05-06 in Victoria
Amended by the WB 03-03-24, Santa Clara, Cuba
Amended by the WB 04-09-16, Seattle, USA*