

## **IFOAM Standards Committee- Terms of Reference and General Rules of Procedure**

### **1 Terms of Reference**

#### **1.1 Purpose**

The Standards Committee (SC) develops the IFOAM Basic Standards, which is the worldwide framework of basic rules and regulations for organic production and processing, and also the basis for IFOAM Accreditation.

#### **1.2 Duties**

The SC:

- 1.2.1** develops draft revisions to IFOAM Basic Standards.
- 1.2.2** develops draft standards in new areas.
- 1.2.3** consults with stakeholders in the development of draft revisions and draft standards in new areas.
- 1.2.4** keeps abreast of new developments in the areas of organic production and processing.
- 1.2.5** serves as the primary resource for IFOAM technical expertise on organic production and processing.
- 1.2.6** communicates and represents the draft revisions and draft standards internally and externally.
- 1.2.7** recommends interpretation of IFOAM Basic Standards to NMC.
- 1.2.8** evaluates other standards for equivalence with IBS as requested by the NMC.
- 1.2.9** provides other advice on standards issues as directed by the NMC/WB and IFOAM policies.

#### **1.3 Structure and Accountabilities**

The SC:

- 1.3.1** is composed of individuals appointed by the World Board.
- 1.3.2** is accountable to the Norms Management Committee
- 1.3.3** is designated as a committee within the IFOAM structure, and is subject to the relevant Policies for IFOAM Internal Bodies; except that as a committee, it is accountable to the World Board through the Norms Management Committee.
- 1.3.4** is composed of up to 10 members, who represent diverse geographical areas and areas of technical expertise (e.g. crop and livestock production, processing). Membership may include stakeholders (e.g. government personnel, academicians) who are not IFOAM members or associates. An

*ex officio* member from the IOAS may be included in the Committee upon request and funding by the IOAS and approval by the WB,

- 1.3.5 holds and manages subcommittees which are designated and appointed by the NMC. Generally, these committees focus on specialized areas or issues in organic standards. Subcommittee membership may include stakeholders, (e.g. government personnel, academicians) who are not IFOAM members or associates.
- 1.3.6 receives administrative support from the Organic Guarantee System Manager.
- 1.3.7 operates within a budget set by the NMC.
- 1.3.8 When requested by the WB, provides a recommendation for one of its members to serve on the NMC.

#### 1.4 Member Qualifications

- 1.4.1 Technical expertise in organic agriculture and/or organic processing.
- 1.4.2 Proficiency in written and spoken English.
- 1.4.3 Computer/email literacy.
- 1.4.4 Ability to contribute at least 12 working days per year.
- 1.4.5 High level of personal integrity, including the ability to maintain confidentiality and to work in a collegial manner.

## 2. General Rules of Procedure

### 2.1 Overall

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

### 2.2 Management and Communication

The SC :

- 2.2.1 Establishes a schedule of meeting and communicates this information to the NMC and 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 Norms Management Committee and the Head Office, but are not subject to further approval.

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

**2.3 Decision Making**

The SC 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**

The SC Members:

**2.4.1** Follow the SC Rules of Procedure.

**2.4.2** Actively and constructively participate in the SC, including regular attendance of SC meetings.

**2.4.3** Deliberate and advocate impartially within the context of setting worldwide organic standards

**2.5 Termination of Membership**

SC membership may be terminated if the member does not fulfill the member's responsibilities. The SC 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 SC may recommend revisions to these Terms of Reference and General Rules of Procedure. The final decision is taken by the World Board upon recommendation of the NMC. The World Board may also revise these Terms of Reference and General Rules of Procedure at its discretion.

*Approved by the EB 02-06-09 in Guiglia, Italy*

*Amended by the EB September, 2006 in Kutztown, PA, USA*