

IFOAM Accreditation Requirements Committee Terms of Reference and General Rules of Procedure

1. Terms of Reference

1.1 Purpose

The Accreditation Requirements Committee (ARC) develops the IFOAM Accreditation Requirements (IAR), which is the normative document for the operation of organic certification programs upon which the IFOAM Accreditation and the System Accreditation are based.

1.2 Duties

The ARC:

- 1.2.1 Supports the development of draft revisions to the IAR.
- 1.2.2 Consults with stakeholders in the development of draft revisions of the IAR.
- 1.2.3 Keeps abreast of new developments in the area of international criteria for bodies operating certification programs, particularly ISO 65 and organic government accreditation programs.
- 1.2.4 Keeps itself appraised of the perspective of the IFOAM Accredited and System Accredited Certification Bodies on the IAR.
- 1.2.5 Formulates interpretations of the IAR.
- 1.2.7 Provides other advice on accreditation requirements issues as directed by the OGS department/WB and IFOAM policies.

1.3 Structure and Accountabilities

The ARC:

- 1.3.1 Is composed of individuals appointed by the World Board for a term of two years unless otherwise specified by the World Board.
- 1.3.2 Operates under the management of, and is accountable to the OGS Manager.
- 1.3.3 Is composed of up to 8 members, who represent diverse geographical areas and stakeholders. Membership may include stakeholders eg. 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.
- 1.3.4 Holds and manages subcommittees, generally focusing on specialized areas or issues.
- 1.3.5 Receives administrative support from the OGS department.
- 1.3.6 Operates within a budget set by the OGS department.

1.4 Member Qualifications

- 1.4.1 Expertise in organic accreditation and/or certification
- 1.4.2 Proficiency in written and spoken English
- 1.4.3 Computer/email literacy and regular access to emails.
- 1.4.4 Ability to contribute 5 to 8 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 ARC operates in accordance with IFOAM statutes and policies. It is subject to the OGS policies in all of its operating, procedures and actions.

2.2 Management and Communication

The OGS Manager:

- 2.2.1 Establishes, in coordination with the ARC members, a schedule of meetings (mostly remote meetings) and communicate this information to World Board in a timely fashion.
- 2.2.2 Proposes, consults on, and approves, detailed Rules of Procedure for the ARC.
- 2.2.3 Develops and ensure the implementation of an annual Work Plan, in line with the Terms of Reference and annual budget.

2.3 Decision Making

The ARC 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 ARC Members:

- 2.4.1 Follow the ARC Rules of Procedure.
- 2.4.2 Actively and constructively participate in the ARC, including regular attendance of ARC meetings.
- 2.4.3 Deliberate and advocate impartially within the context of setting worldwide organic accreditation criteria.
- 2.4.4 Take positions that correspond to their sole own individual opinion, free of influence from their organization or other stakeholders and communicate conflicts of interests to the ARC.

2.5 Termination of Membership

ARC membership may be terminated if the member does not fulfill the member's responsibilities. The OGS Manager will make a recommendation to the WB or EB for final decision.

2.6 Amending Terms of Reference and General Rules of Procedure

The ARC, or the OGS Manager may recommend revisions to these Terms of Reference and General Rules of Procedure. The final decision is taken by the World Board. The World Board may also revise these Terms of Reference and General Rules of Procedures.

Approved by the WB 02-05-05 in Victoria, Canada

Revised by the EB 05-03 phone conference

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

Amended by the WB on the 13th of December 2010.