

IFOAM - ORGANICS INTERNATIONAL
Participatory Guarantee Systems (PGS) Committee –
Terms of References and General Rules of Procedures

1. Terms of Reference

1.1 Purpose

- The Participatory Guarantee Systems (PGS) Committee
 - Assists the development of PGS.
 - Provides the IFOAM - OI Head Office with advice on how to develop, facilitate and encourage PGS around the world.
 - Participates in mid-term and long-term strategic planning for IFOAM - OI's activities on PGS.
 - Identifies and systemizes PGS concepts and tools appropriate for the facilitation and promotion of PGS.

The PGS Committee is composed of a regionally diverse pool of PGS experts appointed by the IFOAM - OI Executive Director.

1.2 Duties

The PGS Committee members perform the following specific duties:

Collectively:

- Evaluate the implementation and updates of the IFOAM - OI's PGS strategic plan.
- Produce tools for further development and promotion of PGS worldwide.
- Evaluate PGS initiatives and decides on their inclusion on the online PGS Database and use of the PGS logo, in the framework of the IFOAM - OI PGS Recognition Program.

Individually:

- Promotion of PGS in important meetings and events.
- Facilitation and oversight of network building and information flow, in particular channeling information on regional PGS developments to IFOAM - OI, contributing to the annual PGS data collection, writing articles for The Global PGS Newsletter, and contributing to the IFOAM - OI's online information sharing platform on PGS.

1.3 Structure and Accountabilities

The PGS Committee:

- Is composed of individuals appointed by the Executive Director for a term of 3 years unless otherwise specified by the Executive Director.
- Is directly accountable to the IFOAM - OI Head Office Value Chain Department.
- Is designated as a committee within the IFOAM - OI structure, and is subject to the relevant Policies applying to technical committees.
- Is composed of five to ten members who represent diverse geographical areas and PGS stakeholders. Membership may include PGS experts who are not IFOAM - OI members.

- Receives administrative support from the IFOAM - OI Head Office.
- Will be reimbursed for travel and accommodation costs, however not for the work done.
- Operates within a budget set by the IFOAM - OI Head Office Value Chain Department.

1.4 Member Qualifications

- Background in organic agriculture.
- Work experience related to Participatory Guarantee Systems.
- Good communication skills.
- Proficiency in written and spoken English.
- Computer/email literacy.
- Ability to contribute at least 8 working days per year, and to respond to email communication throughout the year within a reasonable time frame.
- High level of personal integrity, including the ability to work in a collegial manner.
- Willingness to look and step beyond one's personal interests.

1.5. PGS Committee Group Qualities

As a group, the PGS Committee shall be:

- Balanced regarding geographical representation of PGS groups to the extent possible.
- Gender balanced, to the extent possible.
- Understanding of the complementarities between third party certification and PGS at the overall global level and of the relevance of third party certification in most long-distance market relationships.
- Focused on consensus building and expressing a collaborative attitude.

2. General Rules of Procedure

2.1. Overall

The PGS Committee acts in accordance with IFOAM - OI statutes and policies.

2.2. Management and Communication

The IFOAM - OI Head Office Value Chain Department:

- Seeks financial resources to fund PGS activities.
- Develops and implements an annual Work Plan involving the PGS Committee.
- Establishes a schedule of meetings of the PGS Committee.
- Establishes detailed Rules of Procedure for the functioning of the PGS Committee and its various tasks.

2.3. Decision Making

The PGS Committee takes decisions by consensus or, in case consensus is not achievable, by a simple majority vote. Decisions may be taken either in meetings (whether in person, or through phone or online meetings) or by written communication.

2.4. Member Responsibilities

Members of the PGS Committee:

Follow these Rules of Procedure.

- Actively and constructively participate in the PGS Committee, including attending meetings and responding in a timely way to email communication related to committee issues.
- When presenting themselves publicly as member of the IFOAM - OI PGS Committee, advocate for PGS in accordance with IFOAM - OI's positions (including Policy Briefs) and in terms that faithfully reflect the work of the organization and the opinion of the membership as expressed in the IFOAM - OI general assembly.
- Inform IFOAM - OI of their PGS-related international activities (e.g. representation at PGS events, project consultancy, lobbying activities towards governments) and of significant PGS developments or events of their knowledge, in a timely manner so as to enable IFOAM - OI to respond with support, suggestions or comments.

2.5. Termination of Membership

Membership on the PGS Committee may be terminated by the IFOAM - OI Executive Director if the member does not fulfill the member responsibilities.

2.6. Amending Terms of Reference and General Rules of Procedure

The IFOAM - OI Head Office Value Chain Department may recommend revisions to these Terms of Reference and General Rules of Procedure. The Executive Director takes the final decision.

New TOR & ROP for the PGS Committee, replacing the TOR & ROP of the PGS Task Force approved by the WB in January 2006.

Document approved by the IFOAM - ORGANICS INTERNATIONAL WB, April 2009.

Amended by the EB, August 2009.

Amended by the WB, April 2012.

Amended by the ED, August 2015.