

**Policy 45****IFOAM Standard Committee- Terms of Reference and General Rules of Procedure****Last modification: March 2018****1 Terms of Reference****1.1 Purpose**

The IFOAM Standard Committee (SC) develops the IFOAM Standard, which is the global off-the-shelf certification standard maintained by IFOAM-Organics International for organic production and processing, and also a reference for IFOAM Accreditation (IFOAM Standard compliant option).

**1.2 Duties**

The SC:

**1.2.1** Works on the development of draft revisions to the IFOAM Standard.

**1.2.2** Works on the development of draft standards in new areas to be included in the IFOAM Standard.

**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 a key resource for IFOAM technical expertise on organic production and processing.

**1.2.6** gives interpretation of the IFOAM Standard when requested and according to policy 20.

**1.2.7** provides other advice on standards issues as directed by the Policy & Guarantee department, the WB and IFOAM-Organics International policies.

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### 1.3 Structure and Accountabilities

The SC:

**1.3.1** is composed of individuals appointed by the Executive Director.

**1.3.2** is accountable to the OGS Manager on an administrative level and to the membership and the World Board on a content level.

**1.3.3** is designated as a committee within the IFOAM OGS structure, and is subject to the relevant OGS policies.

**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-OI 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 ED.

**1.3.5** if appropriate, holds and manages subcommittees which are generally focused on specialized areas or issues in organic standards. Subcommittee membership may include stakeholders, (e.g. government personnel, academicians) who are not IFOAM-OI members or associates.

**1.3.6** receives administrative support from the OGS department.

**1.3.7** operates within a budget set by the OGS Manager.

### 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 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 SC operates in accordance with IFOAM-OI 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 members of the committee, a schedule of meeting (mostly remote meetings) and communicates this information to the ED in a timely fashion.

**2.2.3** Proposes, consults on, and approves, detailed Rules of Procedure for the SC.

**2.2.4** Develops and ensures the implementation of 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 the global IFOAM Standard.

**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 SRC.

## **2.5 Termination of Membership**

Upon appointment, membership is valid for 3 years. SC membership may be terminated if the member does not fulfill the member's responsibilities. The OGS Manager will make a recommendation to the ED for final decision.

## **2.6 Amending Terms of Reference and General Rules of Procedure**

The SC or the OGS Manager may recommend revisions to these Terms of Reference and General Rules of Procedure. The final decision is taken by the Executive Director. The ED may also revise these Terms of Reference and General Rules of Procedure at its discretion.

*Approved by the World Board on the 13<sup>th</sup> of December 2010, revised by the IFOAM Executive Board on the 10<sup>th</sup> February 2014. Revised by the Executive Director on 9<sup>th</sup> March 2018.*