

TERMS OF REFERENCE FOR TECHNICAL COMMITTEES 2020-2023

The technical committees (TC) enable the stakeholders to integrate their expertise for the improvement and the maintenance of GLOBALG.A.P. standards and rules and the GRASP Add-on.

1. SCOPE

These terms of reference cover the formation, operation, and responsibilities of the technical committee in its role in the maintenance of the relevant GLOBALG.A.P. standard. During the 1st meeting, members will agree on a 'task and priority list' with finalization of V6 as the 1st priority and this will be presented to the GLOBALG.A.P. Board for approval.

2. MEMBERSHIP AND ATTENDANCE

2.1 Composition

1. The technical committees shall consist of representatives from GLOBALG.A.P. member organizations (retail/food service, producers) who are experts in their scope, and a GLOBALG.A.P. staff member assigned by the GLOBALG.A.P. executive management.

The constitution of the committees will be as follows:

Committee	Retail/food service members	Producers/suppliers
Fruit & Vegetables	9	9
Aquaculture	6	6
Livestock	6	6
GRASP	6	6
System & Rules*	5	5

*System & Rules TC allows for 3 CB members to participate due to the nature of the work.

2. The members shall as far as possible represent (directly or through company representation) the following regions: North America, South America, Europe, Africa, Oceania, and Asia.

2.2 Eligibility Criteria

Applications will be assessed and approved by the GLOBALG.A.P. Board against the following criteria:

1. Knowledge of and experience in the relevant industry
2. Commitment to promote GLOBALG.A.P.



3. Position in company must be at a level of authority to make decisions and vote on behalf of their company/stakeholders
4. How well the stakeholder group is represented, as described in the letters of recommendation accompanying the application
5. GLOBALG.A.P. Membership status. Affiliated organizations must be GLOBALG.A.P. members of good standing.
6. Any potential or current conflicts of interest must be disclosed for consideration and shall be presented to the Board for resolution if needed.

2.3 Attendance

1. Committee members shall cover their own participation time and other direct costs associated with participation in the meetings (travel, accommodation, meals, except in-meeting meals).
2. A minimum attendance of two meetings (physical or virtual) per year is required. Technical committee members who do not attend the required number of meetings per year, will be contacted and participation will be re-evaluated by the technical committee and secretariat and a recommendation will be sent to the Board for decision if needed.
3. The assigned GLOBALG.A.P. staff member shall be a non-voting member of the committee and serve as facilitator.
4. A Board member liaison will be appointed. Any GLOBALG.A.P. Board member and the GLOBALG.A.P. CEO are allowed to attend any meeting as observers.
5. The Board reserves the right to appoint additional members based on expertise.
6. Members of the technical committee may propose guests or observers to be invited and after agreement with the chair, the Secretariat will send the invitation. Guests and observers are non-voting and are invited on a meeting-by-meeting basis.

2.4 Term of Committee

1. Committee members are appointed for a term of 3 years by the Board.
2. The maximum number of terms that may be served is 3 (i.e. a total of 9 years).
3. If a person resigns from the committee during a term, the position will be filled for the remainder of the term by an applicant from the list of persons who showed interest and qualifies.

2.5 Meeting dates

Meeting dates will be agreed by the members during the 1st meeting.

The meetings will be face-to-face and/or virtual meetings.

At least one face-to-face meeting will be organized per year. It is preferred that as many members as possible attend the scheduled face-to-face meetings.

3. APPLICATION PROCESS

1. A public call for participation will be sent to all GLOBALG.A.P. members and will be published on the GLOBALG.A.P. website.

2. Interested individuals shall apply to the GLOBALG.A.P. Secretariat at tcapplication@globalgap.org. Application forms are available on the GLOBALG.A.P. [website](#).
3. Applications need to be accompanied by letters of support from at least two GLOBALG.A.P. members of their peer group.
4. The GLOBALG.A.P. Secretariat will receive, sort and evaluate all applications for completeness and prepare a summary to the GLOBALG.A.P. Board. The Board will appoint the new members based on the information in the Letter of Interest and the recommendation letters received from all applicants.
5. A number of members will be re-assigned by the GLOBALG.A.P. Board every 3 years taking sufficient continuity and carry-over of knowledge into account.
6. All appointed technical committee members' names will be published on the GLOBALG.A.P. website.

4. RESPONSIBILITIES OF THE COMMITTEE

The committee, supported and guided by the GLOBALG.A.P. Secretariat, will work mostly independently from the Board and be responsible for technical decisions. However, the Board needs to finally approve any normative documents developed/revised/recommended by the committees.

The main tasks and responsibilities of the technical committee are:

- **Maintenance** of the standard
- **Review** scope related communication
- **Participate in peer review** of **National Interpretation Guidelines** submitted by the National Technical Working Groups ensuring the harmonized interpretation and propose adoption.
- **Advise the GLOBALG.A.P. Board** in a technical capacity when called upon.
- **Participate in Focus Groups** as the need arises.
- **Review the work of Focus Groups** as needed.

The technical committee shall at the first meeting elect a chairperson and a vice-chairperson who are responsible for moderating and conducting the meetings.

5. TECHNICAL COMMITTEE CHAIR AND VICE CHAIR

Any member of the technical committee may nominate himself or herself for chair or vice-chair. The chair/vice-chair is elected for the duration of their term.

In case the chair is not able to fulfill his/her duties temporarily, the vice-chair shall take over his/her duties.

Role and Responsibilities

- Chair all meetings, ensuring there is open and adequate discussion on each agenda item
- Approve draft agendas and minutes of all meetings
- Facilitate decision-making amongst technical committee members

- Work with the GLOBALG.A.P. Secretariat facilitator to ensure that the representation in the technical committee is balanced and that commitment of all members is tracked through attendance and activity
- Authorize attendance of observers, if applicable
- Attend joint technical committee and Board meetings

6. DECISION-MAKING

1. The committee shall seek to make decisions by consensus from both retailer and producer/supplier members, which is defined here as the absence of sustained opposition to a proposition.
2. Where consensus cannot be reached, decision shall be made through voting.

Number of members needed at a meeting (virtual or physical attendance) for a quorum:

Committee	Retail/food service members	Producers/suppliers
Fruit & Vegetables	5	5
Aquaculture	3	3
Livestock	3	3
GRASP	3	3
System & Rules	3	3

In case there is no quorum for a meeting, that meeting will be considered as a “proposal meeting”, and conclusions will have to be approved/signed off by a quorum before accepted. Minority statements shall be minuted.

7. COMMUNICATION

1. The technical committee reports directly to the Board. The Secretariat shall support the technical committees and is a necessary intermediate.
2. The Board shall receive the minutes of the Technical Committee meetings; and the technical committee will receive Board meeting minutes that relate to stakeholder issues.
3. Excerpt of minutes technical committee meetings shall be shared with the other technical committees, focus groups and National Technical Working Groups where relevant.
4. All communication shall be in English.

8. DATA PROTECTION

Technical committee members shall comply with all applicable data protection regulations at all times, especially the European Data Protection Regulation 2016/679 (“GDPR”).

GLOBALG.A.P. processes the technical committee members’ personal data only for the preparation, administration and performance of the TC meetings on the legal basis of Art. 6(1)



GLOBALG.A.P.

b) GDPR. Further information on the processing of personal data by GLOBALG.A.P. can be found in GLOBALG.A.P.'s privacy policy under https://www.globalgap.org/uk_en/Privacy-Policy/

9. CONFIDENTIALITY AGREEMENT

The technical committee members have the obligation to maintain the strictest confidentiality about all the information, documents and decisions of the meetings that affect the committee, unless expressly authorized otherwise on specific issues by the particular committee.

Each member of the technical committee shall confirm this by signing the confidentiality agreement.

All guests and observers shall sign the confidentiality agreement.

All technical committee participants shall also observe the anti-trust statement.

APPENDIX 1: CONFIDENTIALITY AGREEMENT: PARTICIPANT OF TECHNICAL COMMITTEE

Each participant (member, guest or observer) of the technical committees shall sign the Confidentiality Agreement.

I have read and agree with the Terms of Reference for the technical committee

(Fruit and Vegetables / Aquaculture / Livestock / GRASP / Systems & Rules)

First Name

Last Name

Organization

I have the obligation to maintain the strictest confidentiality about all the information, documents and decisions of the meetings that affect the technical committee, unless expressly authorized otherwise on specific issues by the particular technical committee.

Date

Signature

APPENDIX 2: ANTI-TRUST STATEMENT

Anti-Trust Statement:

Members of this committee shall not enter into any discussion or activity that may infringe, on its part or on the part of their membership, suppliers, customers, branch and any applicable competition law. By way of example, members of this committee shall not discuss, communicate or exchange information relating to prices, marketing and advertising strategy, cost and revenues, trading terms and conditions with third parties, including purchasing strategies, terms of supply, trade programs, or distribution strategies, etc.

Members of this committee shall not engage in discussions or activities that could lead to the boycott of a supplier or customer or to the understanding that a named supplier or customer is not a suitable business partner.