The GLOBALG.A.P. Board has approved the formation of a focus group to concentrate on the environmental sustainability aspects of Good Agricultural Practices (G.A.P.) in crops certification. The social aspects are covered in the GLOBALG.A.P. Risk Assessment of Social Practices (GRASP) Standard.

The main focus of the GLOBALG.A.P. Integrated Farm Assurance standards has not been sustainability per se. However, IFA Certification covers soil, water, and biodiversity directly—to the extent that an agricultural auditor is able to audit these criteria without additional in-depth training.

Other topics that are not currently fully covered include carbon footprint, renewable energies, high conservation areas (HCA), re- and deforestation, etc.

1. SCOPE

The main task will be to develop criteria on environmental sustainability for GLOBALG.A.P. v6, to be launched in September 2021. The focus group will incorporate the latest scientific research as well as evaluate the data-driven and outcome-based approach for implementation at farm level.

The focus group shall discuss ways of how GLOBALG.A.P. can embrace sustainability under the principles of no duplication on farm level in terms of certifications, and harmonization with existing sustainability programs as well as cost effective adoption of G.A.P. in partnership with them.

There will be 2 phases. In **phase 1**, the goal of this focus group shall be to evaluate and define:

- The criteria and aspects GLOBALG.A.P. already covers (gap analysis).
- The criteria and aspects GLOBALG.A.P. Certification should cover.
- The best strategies and plans for GLOBALG.A.P. to cover the missing elements.
- The role metrics and data confidentiality play.
- Methods and procedures to monitor the impact.
- Develop Draft version for v6 2nd public consultation by November 2020
- Comments received from public consultation periods
- Preparation of final wording for identified control points and compliance criteria by February 2021

In **phase 2**, the goal of the focus group will be to work on fine-tuning the compliance criteria based on the specific metrics/indicators identified in phase 1 to complete the environmental sustainability module of v6 by June 2021.
2. MEMBERSHIP AND ATTENDANCE

2.1 Composition

1. The focus group shall consist of stakeholders whose expertise is relevant to the field of environmental sustainability. These group members do not have to be members of GLOBALG.A.P. (Retailer/Food Service/Manufacturer, Supplier or Associate).

   However, the minimum number of GLOBALG.A.P. members of the focus group is two (2), of which at least one (1) is a GLOBALG.A.P. Retailer/Food Service and at least one (1) is a GLOBALG.A.P. Producer/Trader member. At least one (1) member of the focus group shall be a Fruit and Vegetables (FV) Technical Committee member and one (1) from the Flowers and Ornamentals (FO) Focus Group. The group shall have no more than twenty (20) members.

2. A Board member liaison will be appointed. Any GLOBALG.A.P. Board member and the GLOBALG.A.P. CEO are allowed to attend any focus group meeting as observers.

3. The Board reserves the right to appoint additional members based on expertise.

4. A GLOBALG.A.P. staff member shall be an ex officio member of the focus group as facilitator. The facilitator is Rene Capote.

2.2 Eligibility Criteria

Applications will be assessed and accepted by the Secretariat against the following criteria:

- Knowledge of and impact in the industry with regards to sustainable farming.
- Knowledge of and experience with the GLOBALG.A.P. Standard.
- Support in the industry to promote GLOBALG.A.P. Certification.
- The extent to which the applicants represent their stakeholder group.
- 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

GLOBALG.A.P. requests the following from focus group participants:

- Active and constructive participation
- Professional approach
- Openness about any agenda that may be in conflict of interest

1. All meetings will be virtual (set up in Microsoft Teams)
2. All meetings set by the members of the focus group shall be attended.
3. Focus group members shall be able to communicate in English.
2.4 Term of the Focus Group

1. Membership in the focus group is for the duration of the finalization of the criteria and the presentation of recommendations to the GLOBALG.A.P. Board, approximately 10 months, from September 2020 until June 2021.

2. Should a member need to resign from the committee for any other reason and their company cannot send an appropriate replacement (complying with the stated requirements), the GLOBALG.A.P. Secretariat shall seek nominations in a timely manner, if needed.

2.5 Meeting dates

The Focus Group will decide on how many meetings they need, but at least 4 meetings of 90 minutes each are proposed. The first meeting date will be confirmed, however, will be no later than 23 September 2020.

Virtual meeting dates will be set during the first meeting. Proposed dates:

- 23 September 2020
- 7 October 2020
- 21 October 2020
- 4 November 2020

The group will define future meeting dates in their subsequent meetings.

3. APPLICATION PROCESS

1. Experts will be contacted to participate, and the information will be published. Individuals interested may contact the GLOBALG.A.P. Secretariat at committees@globalgap.org

2. This focus group will be limited to twenty (20) members.

3. The GLOBALG.A.P. Board liaison and secretariat will select the most suitable members, according to the criteria presented in the brief and in alignment with the present rules on a first come first served basis.

4. Members of this focus group will be announced on the GLOBALG.A.P. website and to GLOBALG.A.P. members by mid-September 2020.

4. RESPONSIBILITIES OF FOCUS GROUP

The focus group supported and guided by the GLOBALG.A.P. Secretariat, will work mostly independent from the (FV Technical Committee). However, the FV Technical Committee and Board need to finally adopt and/or approve any normative documents developed/revised/recommended by the Focus Group.

The focus group has the following responsibilities:

- Advise the GLOBALG.A.P. Board and FV Technical Committee in a technical capacity
when called upon.

- Coordinate with the FV Technical Committee on CPCCs that address the risks as needed.

5. FOCUS GROUP CHAIR AND VICE CHAIR

The GLOBALG.A.P. Secretariat will appoint a chairperson and the group will elect a vice-chairperson. They will moderate and conduct the meetings.

Any member of the focus group may nominate themselves for vice-chair. The chair and vice-chair are appointed for the duration of the focus group activity.

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

Role and Responsibilities

- Chair all meetings, ensuring there is open and adequate discussion on each agenda item
- Approve agendas and minutes of all meetings
- Facilitate decision-making amongst members
- Work with the GLOBALG.A.P. Secretariat representative to ensure that the composition of the focus group is balanced, and that commitment of all members is tracked through attendance and activity.
- Attend technical committee and/or Board meetings on request

6. DECISION-MAKING

1. The focus group shall seek to make decisions by consensus, which is defined here as the absence of sustained opposition to a decision.
2. Where consensus cannot be reached, the focus group shall revert to decisions by 75% majority of those present.
3. Minority statements shall be included in meeting minutes.

7. COMMUNICATION

1. The FV Technical Committee and FO Focus Group members shall receive the minutes of the focus group meetings. The Secretariat shall support the focus group and is a necessary intermediate.
2. The Board members shall receive the minutes of the focus group meetings; and the focus group shall receive Board meeting minutes that relate to relevant issues.
3. Excerpt of minutes of focus group meetings shall be shared with the relevant Technical Committees and National Technical Working Groups.
4. All communication shall be in English.
8. DATA PROTECTION

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

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

All focus group members shall observe the anti-trust statement (addendum 1 of this document).

Each member of the focus group shall confirm this by signing the confidentiality agreement (addendum 2 of this document). All guests and observers shall sign the confidentiality agreement.
ADDENDA

1. Anti-Trust Statement

Members of this focus group 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 focus group 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.
CONFIDENTIALITY AGREEMENT
FOCUS GROUPS

2. Confidentiality Agreement

Each member of the focus group shall sign the confidentiality agreement.

I have read and agree with the Terms of Reference for the Focus Group Environmental Sustainability in Crop Production.

____________________________ ___________________________
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 focus group, unless expressly authorized otherwise on specific issues by the particular focus group.

____________________________
Date

________________________________________
Signature