

GLOBALG.A.P National Technical Working Group**Country:****Scope:****Terms of Reference****1. Introduction**

As the Global Partnership for Safe and Sustainable Agriculture, GLOBALG.A.P intends to link its global implementation activities closer to the grower. At the same time GLOBALG.A.P seeks to gain qualified input from national experts in their own language with respect to interpretation as well as specific legal and structural conditions within the different areas covered by GLOBALG.A.P . The establishment of GLOBALG.A.P National Technical Working Groups (NTWG) is one important step towards this goal.

The groups work in close cooperation with the GLOBALG.A.P Secretariat and the GLOBALG.A.P Committees and support as well as facilitate the GLOBALG.A.P implementation and continuous improvement based on the specific interest area needs. The denomination of these groups will be "GLOBALG.A.P Technical Working Group + Scope (FV, IFA, Coffee, IAA etc) + Country" i.e. "GLOBALG.A.P Technical Working Group Fruit and Vegetables Germany". These ToR are binding for the activities of the NTWG and all NTWG members do have access to them.

2. Scope and Objective

The National Technical Working Group should consist of a pool of experts and stakeholders in the specific GLOBALG.A.P scope (Fruit and Vegetables, Integrated Farm Assurance, Coffee, Integrated Aquaculture Assurance, etc). Representatives from the fields of certification, agribusiness, as well as stakeholders that are experienced in the sector regarding food safety, environment, social or animal welfare impacts should participate in the Working Group.

The GLOBALG.A.P NTWG is the platform to harmonise certification activities within the region and scope. For the GLOBALG.A.P Secretariat the Group will be the direct link in the country and the first contact point. NTWGs of different scopes working with the same language should use synergies. Once the GLOBALG.A.P Sector Committee recognises the translation and interpretation guideline they become official GLOBALG.A.P working documents for certification and accreditation within the country.

The GLOBALG.A.P Secretariat can withdraw or revise the NTWG guidelines at any time, on an individual point basis, and is able to explicitly overrule points that challenge the global integrity of the GLOBALG.A.P system.

Main activities and duties of the GLOBALG.A.P National Technical Working Group are:

- a) The translation/proofreading of the official GLOBALG.A.P documents into languages used in the country and by the GLOBALG.A.P National Technical Working Group and keeping documents updated
- b) The development of interpretation guidelines in national language and English.

- c) Supporting the GLOBALG.A.P Committees with proposals for revision of the protocols. Any proposal for revision of the GLOBALG.A.P documents shall be forwarded to the Secretariat and will then be presented to the Sector Committees.
- d) Informing on a regular base the GLOBALG.A.P Secretariat about relevant issues regarding the integrity of the system.
- e) Participating in the peer review processes of benchmarking/recognition activities of schemes operating within their country, where so requested by FoodPlus.
- f) The group shall not develop its own legal nor commercial identity apart from the GLOBALG.A.P Secretariat.

3. NTWG Membership

GLOBALG.A.P strives for feedback of its stakeholders. Harmonisation, Applicability and Transparency are core elements of GLOBALG.A.P 's policy.

- a) Any interested party can become member of the National Technical Working Group.
- b) The size of the Working Group should nevertheless remain manageable in order to guarantee communication and decision-making.
- c) To become member with the NTWG all applicants have to sign a declaration of membership in the NTWG, which includes the GLOBALG.A.P Terms of Reference. Those declarations have to be administered by the Host organisation and a copy needs to be sent to the GLOBALG.A.P Secretariat.
- d) In the case that the group needs to refuse the membership of an applicant, reasons should be declared to the applicant and to FoodPlus.
- e) All members of the NTWG have to commit to attend at least 50 percent of the annual meetings.
- f) All members of the NTWG will be registered in the GLOBALG.A.P NTWG Extranet.
- g) FoodPlus retains the right to attend NTWG meetings or to appoint a representative, but will not necessarily participate in the meetings directly.
- h) FoodPlus retains the right to invite named third parties to attend the NTWG meetings, as well as to deny access to the NTWG meetings to named third parties, where the integrity of the system is under threat.
- i) Guests can be invited to attend meetings but should be identified as such in the minutes, and may not attend more than 2 consecutive meetings without becoming a registered member of the Working Group. (other than persons performing administrative functions in the group such as minute-taking)

4. NTWG Host Organisation and Chairperson

- a) The Host organisation of the GLOBALG.A.P National Technical Working Group needs to be a member of GLOBALG.A.P (retailer, supplier or associate membership).
- b) The yearly GLOBALG.A.P membership fee of the Host organisation is reduced by 50% as a compensation for the administration of the group. This will become effective for the membership fee from 2007. Should more than one sector NTWG be hosted by the same organisation, this discount is not cumulative.

- c) The Host organisation must be nominated based on the consensus of all NTWG members.
- d) The Host needs to provide updated information of name, company and email-address of all NTWG members to FoodPlus.
- e) The Host organisation facilitates the meetings and organises the Working Group. The calendar and periodicity of meetings is set by the NTWG itself.
- f) The Host is responsible for the organisation and activities of the group. Individual expenses and costs will be borne by the NTWG-Members in the country.
- g) The Host organisation commits to regularly enter minutes (including a list of meeting attendees) of the NTWG meetings or other relevant documents to the NTWG Extranet. Preferred language is English. If not possible, at least important results and issues need to be uploaded in English.
- h) By uploading the documents to the Extranet the Group agrees that the documents are openly accessible for members of other NTWGs as well as for FoodPlus.
- i) The Host organisation will support FoodPlus when organising trainings and other events in the country.
- j) The members of the NTWG need to elect a Chairperson from among its members (who does not necessarily have to belong to the host organisation) to chair meetings and represent the Group externally.
- k) The Chairperson must be able to communicate to GLOBALG.A.P in English and internally to the group members in the native language.

5. Decision Process

- a) All decisions to be made by the GLOBALG.A.P National Technical Working Group should be taken on a consensus basis among all registered NTWG members.
- b) In the case that in one country different Working Groups for different sectors are existing, decisions regarding all-farm issues need to be agreed upon by all Groups concerned before forwarding to the GLOBALG.A.P Secretariat.
- c) Where no consensus can be reached voting can take place. Voting rights are held by any organisation that would formally qualify for GLOBALG.A.P supplier or retailer membership.
- d) Statements of minorities, associate members and guests have to be included in any proposal with justification.
- e) Decisions on proposals regarding the standard or standard application that are agreed upon by the group will regularly be communicated to the GLOBALG.A.P Secretariat and via the Secretariat to the relevant GLOBALG.A.P Sector Committees. The relevant GLOBALG.A.P Sector Committees will give a response through the Secretariat once a decision has been taken. There will not be a political or final technical approval on a local level by the GLOBALG.A.P National Technical Working Group until the GLOBALG.A.P Sector Committee has given approval.

6. Communication

- a) The GLOBALG.A.P Secretariat needs to be informed regularly about the activities of the NTWG and will reserve it's right to intervene once the functioning of the NTWG is endangered.

- b) All written communication taking place between the GLOBALG.A.P Secretariat and the NTWG will be in English language.
- c) All external communication must be in agreement with the GLOBALG.A.P Secretariat (Documents/guidelines have to be approved by the Secretariat before distribution, GLOBALG.A.P Logo has to appear on any approved communication paper concerning the Working Group).
- d) GLOBALG.A.P signs the terms of reference with the Host organisation. The Host will be responsible for managing all communication to and from the NTWG.
- e) The GLOBALG.A.P Secretariat informs the NTWG Host about relevant issues and decisions on a regular basis.
- f) GLOBALG.A.P establishes a link with short info to the group on its website (www.globalgap.org).
- g) GLOBALG.A.P establishes a NTWG extranet. Registered members of individual GLOBALG.A.P National Technical Working Groups will have access to the platform where minutes of the meetings, meeting dates, a complete list of members of the NTWG and other information will be posted.

NTWG Host Organisation:

Host name, address and Stamp

Date

Executive Director:

First Name / Surname:

Signature:

FoodPLUS GmbH/GLOBALG.A.P / Stamp

Date

Executive Director:

First Name / Surname:

Signature: