

GoodWeave

**Terms of Reference
GoodWeave Standards Committee (SC)**

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GoodWeave Standards Committee Terms of Reference, Draft 5.1**

**Period for stakeholders' comments and enquiries on this version:
not applicable**

**Contact for Comments:
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**For further information and standards downloads:
www.goodweave.net**

Terms of Reference GoodWeave Standards Committee

1. INTRODUCTION

The following defines the tasks and procedures of the GoodWeave Standards Committee (SC). These terms define the creation of a Standards Committee responsible along with the Secretariat to manage the development of GoodWeave standards. The terms reflect the decision-making structure and process outlined in the Operating Procedure (OP) Development of GoodWeave Standards: The Members Council has delegated final decision-making authority on the content of standards to the SC. These terms address the need for a pragmatic and efficient process of decision-making and an efficient standard setting process that takes into account key stakeholder input. These terms are designed to reflect GoodWeave's commitment towards striving to meet the ISEAL Code of Good Practice for Setting Social and Environmental Standards.

Definitions:

- The terms 'Members Council' and 'Secretariat' are used in reference to RMI, which is the standard-setting body for the GoodWeave program.
- The 'website' referred to below is www.GoodWeave.net.

1.1 Responsibilities and mandate

The SC is created by the Members Council as a permanent committee, which shall have the following responsibilities:

- Providing the Secretariat with advice and input on the content of draft standards, as defined in OP Development of GoodWeave Standards.
- Final decision-making authority on the content of new standards.
- Providing the Members Council with input on standard-setting procedures and quality criteria for good standard setting.
- Decision-making on procedural complaints about the way GoodWeave standards are/were set, as outlined in the OP Complaints against GoodWeave Standards.
- Guidance and feedback to the Members Council on their implementation and interpretation of GoodWeave standards.

More specific tasks may be taken on the agenda on request of the Members Council, the Secretariat or the SC itself. The main role of SC shall be to serve in an advisory role on each standard's direction, to resolve particular contentious issues, to clarify terms and definitions and to review effectiveness and practicality

of pertinent areas of standards. In relation to standards drafts, the role of SC is to review, incorporate and respond to stakeholder comments.

The SC is responsible to the Members Council, and makes final decisions about the content of GoodWeave standards. The Members Council sets strategic priorities of the SC, provides policy guidelines as appropriate, reviews whether the SC has followed correct procedures and receives the decisions of the SC. The Secretariat facilitates and manages the process and undertakes research and coordination work as necessary.

2. COMPOSITION

The Members Council appoints SC members to represent the key stakeholders for GoodWeave standards. With their appointment the SC members accept these present terms of reference.

The SC consists of at least 10 members. The number of voting members shall be uneven. The membership mandate is for a period of 3 years. The mandate is renewable. Membership terms for external experts only nominated for specific issues are set by the Members Council at their nomination.

All members and as applicable all observers, experts and staff shall

- adhere to these terms, duly represent the respective core stakeholder groups but serve in an individual capacity,
- bring in a maximum of expertise in the various fields of work,
- regularly participate in SC meetings,
- actively contribute to the SC tasks,
- properly prepare for meetings and contribute to follow-up actions as agreed,
- declare all conflicts of interest at nomination and before taking part in decision-making processes and
- be able to communicate easily in the English language.

Members shall undergo an evaluation process annually against those criteria. Evaluation is done by the SC chair or vice-chair together with the Secretariat. If the evaluation shows that a member does not comply with the criteria anymore, the Secretariat may ask the Members Council to withdraw the member's appointment. Once a member does not represent a stakeholder group anymore the membership automatically ends.

The composition of the SC should include both manufacturers and importers/retailers, which are users of the GoodWeave certification system and

mark. The following composition applies, where the number of members in groups A & B must not exceed the number of members in group C & D:

A. Manufacturers

- one member from each producer country

B. Importers/retailers

- one member drawn from importers
- one member drawn from retailers

C. Experts

- three independent external experts representing child rights, adult workers and environment
- one member drawn from the GoodWeave standards setting or inspection and certification system (voice without vote)

D. Internal

- one member drawn from GoodWeave importer country membership
- one member drawn from GoodWeave producer country membership

E. External

Additionally, independent external experts may also be nominated for specific issues to the SC.

The Secretariat keeps the SC voting member list up to date and available publicly on the GoodWeave website and informs the Members Council of any necessary actions to be taken.

3. WORKING PRINCIPLES

The SC shall execute its functions in an efficient manner. Members are asked to aim for effective decision-making through the following working principles.

3.1 Language

Working language is English both for written and oral communication.

3.2 Confidentiality

Confidential information is understood as all information and documents gathered during the course of involvement in the SC. SC members acknowledge that GoodWeave is the rightful owner of all confidential information and undertakes all necessary and suitable measures to maintain the level of confidentiality. In case

of breaches of confidentiality the Members Council decides on necessary actions.

3.3 Meetings

The SC meets with as many members as possible 2 times per year as standard practice. Meetings may take place by teleconferences due to the cost and time that would otherwise be required for physical meetings. Extra meetings may be requested by the Members Council, the Secretariat, or by the SC members.

Meetings shall be properly prepared by the Secretariat by timely sending all necessary information to SC members. All members shall carefully study the information provided and prepare their contributions to the SC. Decision-making takes place as outlined in 4.2. All members shall also contribute to follow-up actions after meetings as agreed.

In between meetings, e-mail consultation may happen for matters that cannot wait for approval until the next meeting of the SC. The relevant documents should be commented and decided on by e-mail. See 4.2.1.

3.4 Chair

The SC elects a chair and a vice-chair. The chair and the vice-chair are elected for one year with the option of renewal.

The chair approves the meeting agenda proposed by the Secretariat and supervises that all members are duly informed. The chair together with the Secretariat may make decisions on procedural issues (e.g. observers) in preparation of the meetings. If requested by the Secretariat, the chair may also approve content related decisions taken by the SC between meetings, e.g. as a result of an email consultation process. Such processes shall be reported to the SC's next meeting with a rationale and in full transparency.

The vice-chair replaces the chair in cases of absence, conflict of interest or other grounds found necessary by the SC.

3.5 Observers

Individuals representing a stakeholder group, whether or not represented by SC members, consultants or other experts working with GoodWeave may be granted observer status to meetings by the SC. The status may be limited to certain issues or agenda and will be decided upon by the SC chair. Requests should be made to the Secretariat and will be decided by the SC chair.

Where the SC chair has not proactively approved requests for observer status, he/she automatically approves them when approving the draft SC agenda, where requests for observer status are indicated. The Secretariat communicates the SC decision to the observer.

Observers may be invited to present items, contribute to discussion of an item or speak on the same basis as SC members, but may be asked by the chair to refrain from contributing at certain times in accordance with the needs of the SC, and are not eligible to vote on SC decisions. In the case of a need for confidentiality or for any other reason, the chair may ask observers to leave the meeting, to refrain from taking notes or to agree to maintain confidentiality. All observers should make clear that any content of the meeting that they should divulge to another party is not a formal record of the meeting, unless based on the approved minutes.

3.6 Remuneration

Members are not provided reimbursement for their time, but GoodWeave will endeavour to provide reimbursement for travel or telecommunication costs.

4. WORKING PROCESS

4.1 Agenda and invitation

SC members may inform the Secretariat about an item to be put on the agenda in writing and in a timely fashion. The agenda for meetings is set by the Secretariat and proposed to the chair at least 30 days before the meeting. The chair approves the agenda within 7 working days. The Secretariat sends out the agenda with all associated documents to the members at least 14 days before the meeting.

4.2 Decision-making process

The SC seeks to achieve decisions by consensus, defined in this context as decisions made with majority support and no votes against. More broadly, consensus is defined as general agreement, characterised by the absence of sustained opposition to substantial issues by any important part of the concerned interests. Consensus should be the result of a process that seeks to take into account the views of interested parties, particularly those directly affected, and to reconcile any conflicting arguments.

If the SC chair feels that consensus is not achievable, the chair will ask the SC members whether further discussion could lead to consensus. In particular, if the most affected stakeholders are in opposition to the proposal, they actively propose options that are more likely to reach consensus.

If this evaluation does not lead to any solution built on consensus the majority decision-making procedures should be used. In this case, decisions can be made by simple majority. Secret voting by ballot is only done on demand of at least one member. In other cases, voting shall be by a roll call vote.

The quorum of 2/3 (two third) of its members including the chair or the vice-chair is required. Every member has one vote. In case of a tie the vote of the chair will decide. In case of a tie and of absence of the chair, the vote of the vice chair will

decide. Abstentions and absentees shall not count as votes against the proposal, but shall be included in the calculation of the total SC membership.

When a decision the SC has to make constitutes a conflict of interest for one of its members, the member will be excluded from voting on this decision. Conflicts of interest need to be announced by the relevant member to the Chair before voting, by preference when the agenda is agreed upon during the opening of the meeting. Declaration of conflicts of interest lies in the responsibility of the members.

4.3 Minutes

The Secretariat provides for staff to take minutes of the meetings. Minutes are distributed to the SC at earliest convenience, however not later than 30 days after the meeting. Minutes must be formally approved by SC members before circulated to interested parties.

4.4 Implementation

The Secretariat is responsible for implementation of the SC decisions unless specifically determined otherwise. Particularly, further consultation with the Members Council and stakeholders need to be properly identified and determined.

5. REFERENCES

OP Development of GoodWeave Standards

OP Complaints against GoodWeave Standards