

GoodWeave International

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

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Terms of Reference GoodWeave Standards Committee

1. INTRODUCTION

The following defines the mandate, structure, tasks and procedures of the GoodWeave Standards Committee (SC). The Standards Committee is responsible along with the Secretariat to develop GoodWeave standards. These terms reflect the decision-making structure and process outlined in the Operating Procedure (OP) Development of GoodWeave Standards. Final decision-making authority on the content of standards rests with the SC. These terms address the need for a pragmatic and efficient decision-making and standard-setting process that takes into account key stakeholder input. These terms are designed to reflect GoodWeave's commitment to continuing to meet the ISEAL Code of Good Practice for Setting Social and Environmental Standards.

Definitions:

- The terms 'Executive Leadership Team' and 'Secretariat' are used in reference to GoodWeave International (GWI).
- The 'website' referred to below is the GWI website, www.GoodWeave.net.

1.1 Responsibilities and mandate

The SC is a permanent committee of GWI, which shall have the following responsibilities:

- Providing GWI with guidance 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 Executive Leadership Team (ELT) with input on standard-setting procedures and quality criteria for good standard setting.
- Guidance and feedback to the ELT and the GWI-Certification Division on the implementation and interpretation of GoodWeave standards.

More specific tasks may be taken on the agenda on request of the ELT, the Secretariat, other committees 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 reports to the ELT, and makes final decisions about the content of GoodWeave standards. The ELT 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 ELT 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 ELT 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 and through electronic media.

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 ELT 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 groups C & D:

A. Exporters/Manufacturers

- One member drawn from each producer country where GoodWeave has an established program.¹

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 environmental issues expertise.
- One member drawn from the GoodWeave standards setting or inspection and certification system (voice without vote)

D. Internal

- One member drawn from a GoodWeave consumer country office.
- One member drawn from a GoodWeave producer country office.

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 ELT of any necessary actions to be taken with respect to recruitment and selection of SC members.

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.

¹ Priority is given to existing GoodWeave licensees; In the case of any country with a limited number of licensees, an alternative suitable representative may be substituted in this place.

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 ELT decides on necessary actions.

3.3 Meetings

The SC meets with as many members as possible at least two (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 ELT, 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.

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 15 working days before the meeting. The chair approves the agenda within 5 working days, with any agreed changes, and the Secretariat sends out the agenda with all associated documents to the members at least 10 working 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, GWI-Certification Division and GoodWeave's National Initiatives are responsible for implementation of the SC decisions unless specifically determined by the ELT that those decisions were not arrived at through a proper process. Procedural complaints about the way GoodWeave standards are/were set shall be taken up by the ELT, as outlined in the OP Complaints against GoodWeave Standards. If needed, further consultation on any issues related to implementation shall be taken up with the ELT.

5. REFERENCES

OP Development of GoodWeave Standards

OP Complaints against GoodWeave Standards