



GoodWeave

Child Protection Committee Terms of Reference

**Current Version: v.1,
21 March 2014**

**Superseded Previous Versions:
N/A**

**Contact for Comments:
comments@goodweave.org**

**Next scheduled review:
March 2017**

**For further information:
www.goodweave.org**

Child Protection Committee Terms of Reference

1. INTRODUCTION

The following defines the mandate, composition and working principles of the Child Protection Committee, responsible for developing and providing oversight for the implementation of policies related to child protection, as well as withdrawal, rescue, removal and remediation of child labour.

The terms 'Board' and 'Secretariat' refer to the GoodWeave International (GWI) Board and Secretariat. The term 'national initiatives' refers to the GoodWeave organizations in producer and consumer countries, which carry out work on behalf of GWI. The 'website' referred to below is www.GoodWeave.org.

1.1 Responsibilities and mandate

The Child Protection Committee is established by the Board in order to ensure that GoodWeave's policies relating to child protection and remediation of child labour are consistent with national and international norms, and that they are implemented properly by all of GoodWeave's national initiatives and partner organisations. Its primary tasks may include, but are not limited to:

- (a) Reviewing draft policies and providing input and feedback to the Secretariat on their development and/or subsequent revision;
- (b) Making a final recommendation to the Board regarding approval of new and/or updated policy drafts;
- (c) Serving as a resource to GoodWeave's national initiatives on issues and good practices relating to child protection;
- (d) Requesting and receiving periodic reporting from GoodWeave's national initiatives on the implementation of the policies; and
- (e) Reporting and providing recommendations to the Board on any issues that may arise relating to implementation, as needed.

The Child Protection Committee is an advisory body and all final decisions rest with the Board, on the basis of recommendations received from the Committee. The Secretariat facilitates the work of the Committee, including identifying specific tasks and timelines, developing drafts and coordinating meetings.

1.2 Guiding Principles

The Child Protection Committee shall use as the basis for its work the principles enshrined within the United Nations (UN) Convention on the Rights of the Child and the International Labour Organization Conventions 138 and 182 to ensure that its operations are in the best interests of children. It shall also take into account any other relevant international, national and local laws on relevant issues, particularly on child rights and child protection.

2. COMPOSITION AND APPOINTMENT

The Child Protection Committee is a permanent body and meets at least once per year, or more often as needed. The membership term is for a period of three (3) years and may be renewed.

2.1 Composition

The Child Protection Committee consists of up to ten (10) members, which may include GoodWeave staff, Board members and independent experts. The directors of GoodWeave's national initiatives in each producer country, or their designated representative, shall serve on the committee in an *ex-officio* role. The membership must include sufficient technical expertise on key issues (such as child rights, gender and cultural sensitivity, as well as legal and regulatory requirements) and geographic representation from each producer country where GoodWeave operates child labour removal, rescue, withdrawal, remediation, prevention and/or related social programs in order to ensure that the Committee can carry out its duties effectively. When expanding operations into new geographic locations or industries, additional areas of expertise may be required and these should also be identified. As a minimum requirement, any individual considered for appointment to the Committee must have demonstrated sufficient expertise and/or credentials in the relevant technical issue area and have previous experience working in a comparable committee structure or equivalent.

2.2 Appointment

The Secretariat proposes candidates to the Board based on the needs and criteria mentioned above. The Board decides on whether to approve appointment of the proposed candidates to the Committee. The Secretariat keeps the Child Protection Committee member list up to date and informs the Board of any necessary actions to be taken with respect to membership.

With their appointment all Child Protection Committee members accept these present terms of reference and are expected to adhere to them and actively

contribute to the tasks, including meetings and follow-up actions as agreed. Members must be able to communicate easily in the English language and by using electronic media.

3. WORKING PRINCIPLES

3.1 Language

Working language is English both for written and oral communication.

3.2 Confidentiality

All information and documents gathered during the course of involvement in the Child Protection Committee is understood as confidential. Committee members sign a confidentiality agreement and acknowledge that GoodWeave is the rightful owner of all confidential information and undertake all necessary and suitable measures to maintain the level of confidentiality. The Board decides on necessary actions in the event of breaches of confidentiality.

3.3 Meetings

The Child Protection Committee generally meets at least once per year, or more often as needed. Events, such as revisions of national laws related to child protection and/or remediation may prompt Committee meetings and/or policy revisions. Meetings may take place by teleconference or in person, in the latter case normally in conjunction with other GWI meetings in order to minimize the cost and time required for physical meetings. The Secretariat organizes and prepares all materials for meetings as well as provides administrative and technical support.

3.4 Chair

The Board appoints a chair for the Child Protection Committee based on a recommendation from the Secretariat taking into consideration the members' expertise. The chair approves the meeting agenda and makes decisions on procedural issues in preparation for meetings.

3.5 Remuneration

Members are not provided reimbursement for their time, but GWI will endeavor to provide reimbursement for travel or telecommunication costs if needs arise.

4. WORKING PROCESS

The Child Protection Committee is an advisory body and as such the working process is determined by the Secretariat in consultation with the Chair.

4.1 Recommendations

The Child Protection Committee seeks to achieve consensus on its recommendations, defined in this context as decisions made with majority support and no dissenting opinions. If consensus is not possible, then the Secretariat shall document any dissenting opinion(s) and note these along with the recommendations to be submitted to the Board.

4.2 Minutes

Formal meeting minutes are recorded. Minutes must be circulated to the Committee members and approved by them before circulated to other parties. The minutes are then circulated to the respective country initiatives by the Secretariat. The Secretariat and/or Chair also periodically reports to the Board in writing or in meetings, at a minimum when decisions are needed on policy issues.

5. INFORMATION AND DOCUMENTATION

All documents involved with the work of the Child Protection Committee are generally considered confidential and only intended for internal circulation unless specifically designated otherwise (e.g. final policy documents are generally designated as public documents). The Secretariat shall inform the national initiatives about any decisions or recommendations affecting them, as well as disseminate best practices that have been documented for cross-organizational learning.

In case a response is required to parties that have requested information about the work of the Committee, an official response shall be prepared by the Secretariat on an individual basis. The Secretariat maintains records as needed and is responsible for control of documents, particularly policy documents. All records are kept for at least five years. Electronic copies are kept as existing and back-ups are made as often as deemed necessary.

6. REFERENCES

Operating Procedure (OP) - Development of GoodWeave Policies
Child Protection Policy
Child Labour Remediation Policy