



POETCom STANDARDS & CERTIFICATION COMMITTEE

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TERMS OF REFERENCE AND GENERAL RULES OF PROCEDURE

1 Terms of Reference

1.1 Purpose

The Standards and Certification Committee (SCC) develops the Pacific Organic Standard, which is the Pacific wide framework of basic rules and regulations for organic production and processing, and also the basis for approval to use the 'Organic Pasifika Mark' and approves certification bodies to certify to the Pacific Organic Standard.

1.2 Duties

The SCC:

- 1.2.1 Develops draft revisions to Pacific Organic Standard.
- 1.2.2 Develops draft standards in new areas.
- 1.2.3 Consults with stakeholders in the development of draft revisions and draft standards in new areas.
- 1.2.4 Keeps abreast of new developments in the areas of organic production and processing.
- 1.2.5 Serves as the primary resource for POETCom technical expertise on organic production and processing.
- 1.2.6 Communicates and represents the draft revisions and draft standards internally and externally.
- 1.2.7 Recommends interpretation of Pacific Organic Standard to approved certifying bodies.
- 1.2.8 Evaluates other standards for equivalence with Pacific Organic Standard as required.
- 1.2.9 Provides other advice on standards issues as directed by the POETCom Advisory Board.
- 1.2.10 Appoints a sub-committee to assess and approve applications from Participatory Guarantee Systems (PGS) to use the Organic Pasifika PGS Mark and to undertake annual reviews of licensed PGS.

1.3 Structure and Accountabilities

The SCC:

- 1.3.1 Is composed of individuals appointed by the POETCom Advisory Board.
- 1.3.2 Is accountable to the POETCom Advisory Board
- 1.3.3 Is designated as a committee within the POETCom structure, and is subject to the relevant policies for POETCom Committees.
- 1.3.4 Is composed of up to 10 members, who represent diverse geographical areas and areas of technical expertise (e.g. crop and livestock production, processing). Membership may include stakeholders (e.g. government personnel, academicians) who are not POETCom members or associates.
- 1.3.5 Holds and manages ad hoc subcommittees when required. Generally, these committees focus on specialized areas or issues in organic standards. Subcommittee membership may include stakeholders, (e.g. government personnel, academicians) who are not POETCom members or associates.
- 1.3.6 Receives administrative support from the Pacific Organic Guarantee System Manager (POETCom Coordinating Officer).
- 1.3.7 Operates within a budget set by the Advisory Board.

1.4 Member Qualifications

- 1.4.1** Technical expertise in organic agriculture and/or organic processing.
- 1.4.2** Proficiency in written and spoken English.
- 1.4.3** Computer/email literacy.
- 1.4.4** Ability to contribute at least 10 working days per year.
- 1.4.5** High level of personal integrity, including the ability to maintain confidentiality and to work in a collegial manner.

2 General Rules of Procedure

2.1 Overall

The SCC operates in accordance with POETCom statutes and policies. It is subject to the POETCom policies for Committees in all of its operating policies, procedures and actions.

2.2 Management and Communication

The SCC:

- 2.2.1** Establishes a schedule of meeting and communicates this information to the Advisory Board in a timely manner.
- 2.2.2** Decides its own leadership.
- 2.2.3** Establishes its own Rules of Procedure. These rules must be submitted to the Advisory Board through the POETCom Secretariat.
- 2.2.4** Develops and implements an annual Work Plan, in line with the Terms of Reference.

2.3 Decision Making

The SCC takes decisions by consensus or by a simple majority vote. Decisions may be taken either in meetings or by written communication.

2.4 Member responsibilities

The SC Members:

- 2.4.1** Follow the SCC Rules of Procedure.
- 2.4.2** Actively and constructively participate in the SCC, including regular attendance of SCC meetings.
- 2.4.3** Deliberate and advocate impartially within the context of setting worldwide organic standards.

2.5 Termination of Membership

SCC membership may be terminated if the member does not fulfil the member's responsibilities. The SCC Chair will make a recommendation to the POETCom Advisory Board for final decision.

2.6 Amending Terms of Reference and General Rules of Procedure

The SCC may recommend revisions to these Terms of Reference and General Rules of Procedure. The final decision is taken by the POETCom Advisory Board. The POETCom Advisory Board may also revise these Terms of Reference and General Rules of Procedure at its discretion.