

**TERMS OF REFERENCE:  
SRP TECHNICAL COMMITTEE  
(ANNEX 9 TO BYLAWS AND RULES OF PROCEDURE)**  
*Approved 19 October 2022*

## 1. INTRODUCTION

The SRP Technical Committee (TC) serves in an advisory capacity as a standing committee.. It provides technical guidance on management and revision of the SRP Standard and Performance Indicators, the Assurance Scheme and other related normative documents, the training programme and farmer support tools.

## 2. ACCOUNTABILITIES

1. The TC is appointed by and accountable to the SRP eV Board, although progress is reported to the Executive Director.
2. The TC is not a decision-making body and is established to consider and make recommendations to the Board on matters within its scope of work.

## 3. COMPOSITION OF THE COMMITTEE

1. The Board will re-constitute the TC by issuing a call for nominations from the membership that will include defined skills and diversity criteria.
2. Nominated candidates are not required to be employed by, or be professionally associated with the nominating SRP member, nor do TC members represent the nominating member's institution. Rather, TC members are appointed for a 2-year period to provide a perspective from their respective stakeholder constituency. Elections shall be held to replace outgoing members.
3. The TC shall comprise a minimum of 7 and a maximum of 12 members, with the aim to achieve an equal balance allocated to each of the four constituencies defined in the SRP Articles of Association (AoA).
4. Board members are not eligible to become members of the TC.
5. The Board shall evaluate nominees, select and appoint the members of the TC based on an agreed assessment matrix to ensure balance of constituency representation and diversity as well as expertise/experience in required technical domains.
6. The TC may at its discretion invite external experts on an ad hoc basis, who must be nominated by a member of the TC.

## 4. SCOPE OF WORK

The scope of work of the TC is defined in these Terms of Reference, as approved by the Board. The Committee is responsible for the following functions:

1. Technical advice and guidance on implementation and revision of the SRP Standard, Performance Indicators and Assurance Scheme and other normative documents. The Committee will support the Secretariat in responding to technical queries from members and external parties, and in recommending revisions to correct errors to improve clarity or usability.

2. Periodic review of the SRP Standard, Performance Indicators and National Interpretation Guidelines in compliance with ISEAL requirements.
3. Periodic review of the SRP training programme, and development and revision of training materials.
4. Development of official SRP positions on key scientific and technical issues.
5. Drafting of normative documents for Board endorsement, including revisions of Standard, National Interpretation Guidelines, Performance Indicators, Assurance Scheme, Chain of Custody Policy & Standard, Internal Management System Standard and associated Information Notes, as well as supporting documentation including Information Notes, guidance notes, training modules, FAQs and protocols.
6. Substantive changes to normative documents such as Standards, National Interpretation Guidelines, Performance Indicators and Assurance Scheme require final approval by the General Assembly following Board endorsement.

## 5. RESPONSIBILITIES OF THE COMMITTEE

1. Implement the TORs of the Committee as approved by the Board.
2. Based on identified needs, identify prospective partners or third-party product and service providers.
3. Review and provide feedback on external benchmarking exercises as required.
4. Provide to the Board a quarterly report on progress, including any recommendations for Board decision. Normally this will be delivered via the Executive Director.

## CODE OF CONDUCT FOR COMMITTEE MEMBERS

1. TC members agree to actively contribute time, skills and organizational resources to develop, evaluate, make recommendations and oversee implementation.
2. Members agree to work in the spirit of mutual respect in support of SRP's goals and objectives.
3. TC members agree to be ready to lead or participate in time-bound sub-groups on request.
4. Members agree to discharge their duties responsibly, adhering to agreed processes and deadlines.
5. Members are responsible for ensuring collaborative rather than bilateral implementation of all tasks, and for communicating and reporting any breaches to the Committee Chair.

## MEETINGS

1. TC business will generally be conducted by teleconference or other agreed means.
2. Meetings will be held a minimum of four times per year, with additional meetings as required.

At the request of the TC Chair, the Secretariat shall provide appropriate logistical support to the TC,

## GOVERNANCE

- The Committee shall elect its own Chair, with a 1-year term.
- The Committee, through its Chair, shall report progress to the Executive Director.
- Meetings must be quorate to proceed, having at least 50% + 1 of Committee members present in person or virtually, plus at least one representative from each stakeholder constituency.
- The Committee will strive to reach decisions by consensus, with the absence of declared opposition. If a consensus cannot be reached, any member may call for a vote. Where a vote is needed, Resolutions are carried with a simple majority of voting participants.
- It shall be assumed that Committee members who do not participate in 3 consecutive calls with no prior communication shall be considered as having left the group and will not be further included in the Committee's communications. The Committee or Secretariat may then call for nominees to fill the vacant seat.

## 6. REVIEW

1. The Committee will review its Terms of Reference on an annual basis, with recommended changes transmitted to the Board for decision.

*- NOTHING FOLLOWS -*