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SRP TECHNICAL COMMITTEE v 3.0
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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, other normative documents and training tools.

2. ACCOUNTABILITY

1. The TC is appointed by and accountable to the SRP eV Board, via 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 TC shall comprise a minimum of 7 and a maximum of 12 members, with the aim to ensure representation of all key constituencies defined in the SRP Membership Manual.

2. Participation is voluntary and non-remunerated.

3. The TC shall aim to include at least one member representing key technical domains falling within the Committee's purview. The required technical domains currently include Cultivation, Traceability, Carbon and Social, which would be established as TC Sub-committees to better target the technical review of SRP products as outlined in the scope of work below. These technical domains are subject to review and may be adjusted in accordance with evolving needs and priorities.

4. TC members are appointed for a 2-year period to provide a perspective from their respective stakeholder constituency and technical domain. From time-time term lengths may be adjusted to maintain continuity and prevent a situation where the majority of TC members will end their terms at the same time.

5. TC will make recommendations on any needed changes to term length, to be approved by the Board or as delegated to the Executive Director.

6. Any term length adjustments would be announced during the nomination process.

7. 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. NOMINATION TO THE COMMITTEE

1. In the case a Technical Committee member resigns, completes their term, or no longer actively engages with Technical Committee activities (as mentioned in 9.5), the SRP Secretariat will call for nominations to fill the vacant seat, specifying the required area of expertise and specialization.

2. Any SRP members may submit nominations, including self-nominations. Nominated candidates need not be employed by or have a professional association with, the nominating SRP member. Additionally, TC members act in their individual capacity and not as representatives of the nominating member's institution.

3. Board members are not eligible to become members of the TC.

4. The Secretariat and other TC members review all nominations and submit shortlisted candidates to the Board.

5. The Board shall evaluate nominees, select and appoint the members of the TC based on an agreed assessment/skills matrix to ensure representation of constituency and diversity as well as expertise/experience in required technical domains. The Board may delegate this authority to the Executive Director under the prevailing Board Delegation Guidelines.

5. 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 reference to the ISEAL Code of Good Practices.

3. Periodic review of the SRP training programme and development/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.

7. The Committee will evaluate the effectiveness of innovative technologies and methods within the rice sector as outlined in the SRP Standard for Sustainable Rice Cultivation.

6. 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. Review and endorsement of innovative technologies and methods.

5. Provide to the Board a quarterly report on progress, including any recommendations for Board decision. Normally this will be delivered via the Executive Director or the Chair of the Technical Committee.

7. 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.

8. WAYS OF WORKING

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.

3. Minutes of Committee meetings shall be recorded using an application, summarized by the Secretariat and circulated to the TC members.

4. Other logistic support may be provided by the Secretariat by request from the TC Chair.

Email / Document reviews

1. Aside from meetings, email will be the primary communication modality. TC's function will be supported by the SRP Secretariat which will manage circulation of documents for review and provide clear deadlines for input. The expectation is that Committee Members receiving these documents will respond within the deadlines provided and/or communicate with the Secretariat if there are issues with availability. The Secretariat will ensure that enough time—typically 2 to 3 weeks—is allocated for such

reviews. In rare occasions, where there is an urgent request, the Secretariat will inform TC members at least 5 calendar days before sending out the document for review.

2. Document reviews will be shared with relevant technical domain sub-committees as outlined in 3.5 above as determined by the SRP Secretariat and if necessary, in consultation with the TC Chair. The document will be sent to the sub-committee, with other TC members in copy, allowing all interested TC members to provide input.

9. GOVERNANCE

1. The Committee shall elect its own Chair by consensus or by simple majority vote, with a 1-year term of office, renewable for a further single term.

2. The Committee, through its Chair, shall report progress to the Board via the Executive Director.

3. Meetings must be quorate to proceed, having at least 50% + 1 of Committee members present in person or virtually.

4. The Committee will strive to reach decisions by consensus, with the absence of significant declared opposition. If a consensus cannot be reached, any member may call for a vote. Where a vote is needed, resolutions are carried by a simple majority of voting participants.

5. It shall be assumed that Committee members who do not actively participate in 3 consecutive document reviews by email within 2 months, with no prior communication are 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.

10. REVIEW

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

- NOTHING FOLLOWS -