

TERMS OF REFERENCE FOR FOCUS GROUP
- ENVIRONMENTAL SUSTAINABILITY IN
CROP PRODUCTION (ESCP) –
PHASE 3 UPDATE

A new *focus group* to concentrate on the *environmental sustainability* aspects of Good Agricultural Practices (G.A.P.) in *crops certification* will be formed. The social aspects are covered in the GLOBALG.A.P. Risk Assessment of Social Practices (GRASP) Standard.

The main focus of the GLOBALG.A.P. Integrated Farm Assurance (IFA) standards has not been sustainability per se. However, IFA certification covers soil, water, and biodiversity directly—to the extent that an agricultural auditor is able to audit these criteria without additional in-depth training.

Other topics that are not currently fully covered include carbon footprint, renewable energies, high conservation areas (HCA), re- and deforestation, etc.

1. SCOPE

The main task will be to develop criteria on environmental sustainability for GLOBALG.A.P. v6, to be launched in September 2021.

The focus group will incorporate the latest scientific research as well as evaluate the data-driven and outcome-based approach for implementation at farm level.

The focus group shall discuss ways of how GLOBALG.A.P. can embrace sustainability under the principles of no duplication on farm level in terms of certifications, and harmonization with existing sustainability programs as well as cost effective adoption of G.A.P. in partnership with them.

There will be 3 phases: Phase 1: Sept. 2020 –Jan 2021, Phase 2: Feb – June 2021 and Phase 3: July - Dec 2021.

In **phase 1**, the goal of this focus group shall be to evaluate and define:

- The criteria and aspects GLOBALG.A.P. already covers (gap analysis).
- The criteria and aspects GLOBALG.A.P. Certification should cover.
- The best strategies and plans for GLOBALG.A.P. to cover the missing elements.
- The role metrics and data confidentiality play.
- Methods and procedures to monitor the impact.
- Develop Draft version for v6 2nd public consultation by November 2020
- Comments received from public consultation periods
- Preparation of advanced wording for identified control points and compliance criteria by February 2021.

In **phase 2**, the goal of the focus group will be to work on fine-tuning the content, which includes shifting the style format from control points and compliance criteria into, respectively, principles and criteria to complete the environmental sustainability theme of v6 for the fourth and final round of public consultation from 23 August until 17 September 2021.

Phase 3 of the focus group focuses on incorporating the feedback received during public consultation four and any other outstanding issues. The final draft will then be presented to the Advisory Board for adoption after approval by the FV TC in October 2021.

2. MEMBERSHIP AND ATTENDANCE

2.1 Composition

1. The focus group shall consist of stakeholders whose expertise is relevant to the field of environmental sustainability. These group members do not have to be members of GLOBALG.A.P. (Retailer/Food Service/Manufacturer, Supplier or Associate).

However, the minimum number of **GLOBALG.A.P. members** of the focus group is **two (2)**, of which at least **one (1)** is a **GLOBALG.A.P. Retailer/Food Service** and at least **one (1)** is a **GLOBALG.A.P. Producer/Trader** member. At least one (1) member of the focus group shall be a Fruit and Vegetables (FV) Technical Committee member **and** one (1) from the Flowers and Ornamentals (FO) Focus Group.

2. Any GLOBALG.A.P. Advisory Board member, who has not signed up as a member, and the GLOBALG.A.P. CEO are allowed to attend any focus group meeting as observers.
3. The Advisory Board reserves the right to appoint additional members based on expertise.
4. A GLOBALG.A.P. staff member shall be an ex officio member of the focus group as facilitator. The facilitator is Rene Capote.

2.2 Eligibility Criteria

Applications will be assessed and finally accepted by the FV Technical Committee chairpersons against the following criteria:

- Knowledge of and impact in the industry with regards to sustainable farming.
- Knowledge (science-based/technical) of sustainable farming and also the effect of farming on the environment.
- Practical experience of implementation.
- Support in the industry to promote GLOBALG.A.P. Certification.
- The extent to which the applicants represent their stakeholder group.
- Any potential or current conflicts of interest must be disclosed for consideration and shall be presented to the Advisory Board for resolution, if needed.

2.3 Attendance and Participation

GLOBALG.A.P. requests the following from focus group participants:

- Active and constructive participation
- Professional approach
- Openness about any agenda that may be in conflict of interest

1. All meetings will be virtual (set up in Microsoft Teams)
2. All meetings set by the members of the focus group shall be attended. If members do not attend set meetings in a 3-month period, their group membership will be canceled.

3. Focus group members shall be able to communicate in English.

2.4 Term of the Focus Group

1. Membership in the focus group is for the duration of the finalization of the environmental sustainability content (principles and criteria) and the presentation of recommendations to the FV TC, from September 2020 until December 2021.
2. Should a member need to resign from the committee for any other reason and their company cannot send an appropriate replacement (complying with the stated requirements), the GLOBALG.A.P. Secretariat shall seek nominations in a timely manner, if needed.
3. The Focus Group will decide on how many meetings they need. Experts will be contacted to participate, and the information will be published. Additionally, interested individuals may contact the GLOBALG.A.P. Secretariat at committees@globalgap.org with a brief explanation of why they are suitable candidates.
4. Members will be selected by the GLOBALG.A.P. FV TC chairpersons, according to the criteria presented in the brief and in alignment with the present rules.
5. Members of this focus group will be announced on the GLOBALG.A.P. website

3. RESPONSIBILITIES OF FOCUS GROUP

The focus group supported and guided by the GLOBALG.A.P. Secretariat, will work mostly independent from the FV TC. However, the FV TC need to finally approve the technical proposal and recommend adoption by the Advisory Board for inclusion into v6.

The focus group has the following responsibilities:

- Advise the GLOBALG.A.P. Advisory Board and FV Technical Committee in a technical capacity when called upon.
- Coordinate with the FV Technical Committee on CPCCs that address the risks as needed.

4. FOCUS GROUP CHAIR AND VICE CHAIR

The GLOBALG.A.P. Secretariat will appoint a chairperson and the group will elect a vice-chairperson. They will moderate and conduct the meetings.

Any member of the focus group may nominate themselves for vice-chair. The chair and vice-chair are appointed for the duration of the focus group activity.

In case the chair is not able to fulfill their duties temporarily, the vice-chair shall take over the duties.

Role and Responsibilities

- Chair all meetings, ensuring there is open and adequate discussion on each agenda item
- Approve agendas and minutes of all meetings
- Facilitate decision-making amongst members
- Work with the GLOBALG.A.P. Secretariat representative to ensure that the composition of



the focus group is balanced, and that commitment of all members is tracked through attendance and activity.

- Attend technical committee and/or Advisory Board meetings on request,

5. DECISION-MAKING

1. The focus group shall seek to make decisions by consensus, which is defined here as the absence of sustained opposition to a decision.
2. Where consensus cannot be reached, the focus group shall revert to decisions by 75% majority of those present.
3. Minority statements shall be included in meeting minutes.

6. COMMUNICATION

1. The FV Technical Committee and FO Focus Group members shall receive excerpt of the minutes of the focus group meetings. The Secretariat shall support the focus group and is a necessary intermediate.
2. The focus group shall receive Advisory Board meeting minutes that relate to relevant issues.
3. All communication shall be in English.

7. DATA PROTECTION

1. Focus group members shall comply with all applicable data protection regulations at all times, especially the European Data Protection Regulation 2016/679 ("GDPR").
2. GLOBALG.A.P. processes the focus group members' personal data only for the preparation, administration and performance of the focus group meetings on the legal basis of Art. 6(1) b) GDPR. Further information on the processing of personal data by GLOBALG.A.P. can be found in GLOBALG.A.P.'s privacy policy under https://www.globalgap.org/uk_en/Privacy-Policy/

8. CONFIDENTIALITY AGREEMENT

The focus group members have the obligation to maintain the strictest confidentiality about all the information, documents and decisions of the meetings that affect the committee, unless expressly authorized otherwise on specific issues by the particular committee.

All focus group members shall observe the anti-trust statement (addendum 1 of this document).

Each member of the focus group shall confirm this by signing the confidentiality agreement (addendum 2 of this document). All guests and observers shall sign the confidentiality agreement.

ADDENDA

1. Anti-Trust Statement

Members of this focus group shall not enter into any discussion or activity that may infringe, on its part or on the part of their membership, suppliers, customers, branch and any applicable competition law. By way of example, members of this committee shall not discuss, communicate or exchange information relating to prices, marketing and advertising strategy, cost and revenues, trading terms and conditions with third parties, including purchasing strategies, terms of supply, trade programs, or distribution strategies, etc.

Members of this focus group shall not engage in discussions or activities that could lead to the boycott of a supplier or customer or to the understanding that a named supplier or customer is not a suitable business partner.

CONFIDENTIALITY AGREEMENT FOCUS GROUPS

2. Confidentiality Agreement

Each member, guest or observer of the focus group shall sign the confidentiality agreement.

I have read and agree with the Terms of Reference for the Focus Group
Environmental Sustainability in Crop Production.

First Name

Last Name

Organization

I have the obligation to maintain the strictest confidentiality about all the information, documents and decisions of the meetings that affect the focus group, unless expressly authorized otherwise on specific issues by the particular focus group.

Date

Signature