

## TERMS OF REFERENCE FOR FOCUS GROUP - FLOWERS & ORNAMENTALS -

GLOBALG.A.P. Focus Groups are set up on demand and after approval by the GLOBALG.A.P. Board. These groups do not have a fixed term as the main topics determine the duration. GLOBALG.A.P. voluntary members as well as non-members may apply for participation in a Focus Group.

General description of Focus Group

### 1. SCOPE

The task will be to revise v5.2 of the GLOBALG.A.P. Integrated Farm Assurance standard for Flower & Ornamentals, in view of v6.0.

The last revision of the F&O standard took place between 2014-2015, and version 5.0 was published in early 2016. Since then, stakeholders' expectations have evolved, especially in relation to environmental sustainability, GLOBALG.A.P. has received feedback regarding the current version of the standard, and realities at producer level keep changing due to new challenges.

As part of its normal cycle of standard revisions, GLOBALG.A.P. will start the revision process of the F&O standard, as of end of August, with a two-phase approach. An initial phase going approximately until the end of 2019, which will focus on:

- Consulting the proposed deletion of criteria, especially in relation to their applicability to the flowers and ornamentals sector
- Collecting input on the type of overall structure and content the standard should privilege
- Discuss and collect feedback on the topics that most challenge producers. Explore ways how to reach the same objective through alternative requirements, if considered.
- Discuss which priority topics in terms of environmental sustainability need to be included in the standard.

Phase two, estimated to start early in 2020, will make use of the resulting output produced during Phase 1, i.e. an early assessment of potential deletions, feasibility of new environmental criteria and alternative criteria to most challenging topics.

Phase 2, basically consisting of the design and drafting of a new version of the Flower & Ornamentals Standard, will link with the overall version 6.0 revision process of GLOBALG.A.P.'s standards for the other existing scopes (e.g. Fruit & Vegetables, Livestock, Aquaculture, Flowers & Ornamentals). The purpose of starting earlier with Flowers & ornamentals will ensure that enough attention is given to specificities of the sector and thus, that the new version is really tailored made for this sector.

The framework under which the Focus Group will guide its work, will be that of a standard that:

- a) Is in line with the latest developments in the sector,
- b) Is specific to flower & ornamentals and speaks to the realities of the sector,
- c) Is science-based and technically realistic,
- d) Is lean in content, clear in its wording and addresses critical issues,
- e) Addresses increasing environmental expectations from stakeholders, including that from retailers and assessing those proposed by the FSI.
- f) Considers feedback from users.

## 2. MEMBERSHIP AND ATTENDANCE

### 2.1 Composition

1. The Focus Group shall consist of stakeholders who are experts in the field of flowers and ornamentals production. 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 members of the Focus Group is six **(6)**, of which at least one **(1) GLOBALG.A.P Retailer/Food Service/Manufacturer** and at least one **(1) GLOBALG.A.P Producer/Trader** member. At least one member of the Focus Group shall be a Crops Technical Committee member.
2. A Board member liaison will be appointed. Any GLOBALG.A.P. Board member and the GLOBALG.A.P. CEO are allowed to attend any Focus Group meeting as observers.
3. The 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 Juan Carlos Isaza, Technical Expert Floriculture.

### 2.2 Eligibility Criteria

Applications will be assessed and accepted by the Secretariat against the following criteria:

- Being a stakeholder of Flower and Ornamentals with years of experience in the sector.
- Interested in helping to improve the GLOBALG.A.P. F&O standard

## 2.3 Attendance

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. Focus Group members shall cover participation time and other direct costs associated with participation in the meetings (travel, accommodation, meals).
  2. All meetings set by the members of the Focus Group shall be attended.

## 2.4 Term of the Focus Group

1. Membership in the Focus Group is for the duration of the finalization of the revision of the Standard and the presentation of recommendations to the GLOBALG.A.P. Board, starting in September 2019, with phase 1 estimated until the end of 2019, and phase 2 foreseen to take place between early 2020 and December 2020.
2. Should a member need to resign from the committee for any other reason and his/her 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.

## 2.5 Meeting dates

The Focus Group will decide on how many meetings they need. Most of the meetings, if not all, will be virtual.

The first meeting will be via webinar, date to be confirmed; however, no later than end of September. The Focus Group will receive initial consultation documents, end of August.

Future meetings for 2019 and 2020 will be set during the first meeting.

## 3. APPLICATION PROCESS

1. Experts will be contacted to participate, and the information will be published. Individuals interested may contact the GLOBALG.A.P. Secretariat at [committees@globalgap.org](mailto:committees@globalgap.org)
2. The size of the Focus Group might be limited (this will depend on the amount of applications). Members who will not be able to attend all meetings might be

included in an Observer Group and will receive all information and minutes of meetings.

3. The GLOBALG.A.P. Secretariat will select the most suitable members, according to the criteria presented in the brief and in alignment with the present rules.
4. Members of this Focus Group will be announced on the GLOBALG.A.P. website.

#### **4. RESPONSIBILITIES OF FOCUS GROUP**

The Focus Group, supported and guided by the GLOBALG.A.P. Secretariat, will work mostly independent from the Crops Technical Committee. However, the Crops Technical Committee and Board need to finally adopt and/or approve any normative documents developed/revised/recommended by the Focus Group.

The Focus Group has the following responsibilities:

- Advise the GLOBALG.A.P. Board and Crops Technical Committee in a technical capacity when called upon.
- Coordinate with the Crops Technical Committee on control points that address mutual risks.

#### **5. FOCUS GROUP CHAIR AND VICE CHAIR**

The GLOBALG.A.P. Board 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 himself or herself 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 his/her duties temporarily, the vice-chair shall take over his/her 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 Board meetings on request

## **6. 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.

## **7. COMMUNICATION**

1. The Secretariat shall support the Focus Group and is a necessary intermediate.
2. The Board shall receive updates from the Focus Group's meetings and the minutes on request. The Focus Group shall receive Board meeting minutes that relate to relevant issues.
3. Excerpt of minutes of Focus Group meetings shall be shared with the relevant Technical Committees and National Technical Working Groups.
4. All communication shall be in English.

## **8. DATA PROTECTION**

Focus Group members shall comply with all applicable data protection regulations at all times, especially the European Data Protection Regulation 2016/679 ("GDPR").

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/](https://www.globalgap.org/uk_en/Privacy-Policy/)

## **9. 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 group.

All Focus Group members shall observe the Anti-trust statement (addendum 1 of this document, see below).

Each member of the Focus Group shall confirm this by signing the Confidentiality Agreement (addendum 2 of this document, see below).

## **ADDENDA**

### **1. Anti-trust Statement**

Members of this Committee 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 Committee 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 of the Focus Group shall sign the Confidentiality Agreement.

I have read and agree with the Terms of Reference for the **Flower and Ornamentals** Focus Group

\_\_\_\_\_  
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