

(DRAFT VERSION)

**TERMS OF REFERENCE FOR FOCUS GROUP
- COMPOUND FEED MANUFACTURING STANDARD-**

General description of the Focus Group (FG) of the
Compound Feed Manufacturing (CFM) Standard

1. SCOPE

The main task of the FG will be to review the Version 2.2 of CFM, published in 2016, and to develop a draft proposal for Version 3.0 of CFM.

The Focus Group will incorporate the requests from related supply chain partners for aquaculture and livestock plus latest scientific research on CFM as well as test the new version at feed mill level for applicability.

2. MEMBERSHIP AND ATTENDANCE

2.1 Composition

1. The Focus Group shall consist of stakeholders who are experts in the field of compound feed manufacturing, management of feed ingredients, aquaculture and/or livestock 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 three (3) **GLOBALG.A.P. members**, 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 FG shall be an Aquaculture Technical Committee member and one a Livestock Technical Committee member. The group shall not have more than 10 members.

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 and act as facilitator. The appointed facilitator is Dr Roland Aumüller.

2.2 Eligibility Criteria

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

- Experience with compound feed manufacturing and the related supply and quality management of feed ingredients.
- Experience with aquaculture and/or livestock production especially with requirements on compound feed provision.
- Any potential or current conflicts of interest must be disclosed for consideration and shall be presented to the GLOBALG.A.P. Board for resolution, if needed.

2.3 Requests and Attendance

GLOBALG.A.P. requests the following from Focus Group participants:

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

All meetings set by the members of the Focus Group shall be attended.

Focus Group members shall cover participation time and other direct costs associated with participation in the meetings (travel, accommodation, meals).

2.4 Term of the Focus Group

1. Membership in the Focus Group is for the duration of the finalization of the proposal of Version 3 CFM Standard and the presentation of recommendations to the GLOBALG.A.P. Board, approximately 12 months, ending April 2021.
2. Should a member need to resign from the Focus Group 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 members will decide on how many meetings they need. There will be one initial webinar, followed by one physical meeting and by multiple virtual meetings.

The majority of the meetings will be virtual.

The first meeting will be virtual via webinar, date to be confirmed; however, not later than 15 April 2020.

Dates for future meetings for 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
2. The GLOBALG.A.P. Board liaison and secretariat will select the most suitable members, according to the criteria presented in the brief and in alignment with the present rules.
3. Members of this Focus Group will be announced on the GLOBALG.A.P. website and to the GLOBALG.A.P. members by 31 March 2020.

4. RESPONSIBILITIES OF FOCUS GROUP

The Focus Group, supported and guided by the GLOBALG.A.P. secretariat, will work mostly independent from the Aquaculture and Livestock Technical Committees. However, the Aquaculture and Livestock Technical Committees and the 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 Aquaculture and Livestock Technical Committees in a technical capacity when called upon.
- Coordinate with the Aquaculture and Livestock Technical Committees on CPCCs that address the risks as needed.
- Review the current Version 2.2 of CFM standard and develop a draft proposal for CFM Version 3.

5. FOCUS GROUP CHAIR AND VICE CHAIR

The GLOBALG.A.P. Board/ 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 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.

Roles and responsibilities of the chair resp. the vice chair:

- 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

The Focus Group shall seek to make decisions by consensus, which is defined here as the absence of sustained opposition to a decision.

Where consensus cannot be reached, the Focus Group shall revert to decisions by 75% majority of those present. Minority statements shall be included in meeting minutes.

7. COMMUNICATION

The Focus Group reports directly to the Livestock and Aquaculture Technical Committees.

The secretariat shall support the Focus Group and is a necessary intermediate.

The Board shall receive the minutes of the Focus Group meetings; and the Focus Group shall receive Board meeting minutes that relate to relevant issues.

Excerpt of minutes of meetings shall be shared with the mentioned Technical Committees and relevant stakeholders such as National Technical Working Groups.

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/

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 particular committee.

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).

Each member, guest or observer of the Focus Group is obliged to sign the confidentiality agreement.

ADDENDA

Addendum 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.

Addendum 2

CONFIDENTIALITY AGREEMENT OF FOCUS GROUP MEMBERS

First Name

Last Name

Organization

I have read and I do agree with the Terms of Reference for the **Compound Feed Manufacturing** Focus Group.

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