



**Terms of Reference
Better Brick Nepal (BBN) Standards Committee (SC)**

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Terms of Reference BBN Standards Committee

1. INTRODUCTION

The following defines the mandate, structure, tasks and procedures of the Better Brick Nepal (BBN) Standards Committee (SC) formed by GoodWeave International. The BBN Standards Committee is responsible along with the Secretariat to develop BBN standards. These terms reflect the decision-making structure and process outlined in the Operating Procedure (OP) Development of BBN Standards. Final decision-making authority on the content of BBN standards rests with the BBN SC. These terms address the need for a pragmatic and efficient decision-making and standard-setting process that takes into account key stakeholder input. These terms are designed to reflect GoodWeave's commitment to continuing to meet the ISEAL Code of Good Practice for Setting Social and Environmental Standards.

Terms used:

- The terms 'Executive Leadership Team (ELT)' and 'Secretariat' are used in reference to GoodWeave International (GWI).
- The 'website' referred to below is the GWI website, www.GoodWeave.org.

1.1 Responsibilities and mandate

The BBN SC is a permanent committee, which shall have the following responsibilities: (a) Providing guidance and input on the content of draft standards, as defined in OP Development of BBN Standards; (b) Final decision-making authority on the content of new and revised BBN standards.

The main role of BBN SC shall be to serve in an advisory role on BBN standards' direction, to resolve particular contentious issues, to clarify terms and definitions and to review effectiveness and practicality of pertinent areas of standards. In relation to standards drafts, the role of BBN SC is to review, incorporate and respond to stakeholder comments.

The BBN SC reports to the ELT, and makes final decisions about the content of BBN standards. The ELT sets strategic priorities of the BBN SC, provides policy guidelines as appropriate, reviews whether the BBN SC has followed correct procedures and receives the decisions of the BBN SC. The Secretariat facilitates and manages the process and undertakes research and coordination work as necessary.

2. COMPOSITION

The ELT appoints BBN SC members to represent the key stakeholders for BBN standards. With their appointment the BBN SC members accept these present terms of reference. The ELT welcomes nominations from project partners and other stakeholders of candidates who meet the composition criteria outlined herein. Final determination of the committee composition will rest with the ELT.

The BBN SC consists of at least nine voting members. The number of voting members shall be uneven. The membership mandate is for a period of 3 years or for the duration of the project, whichever is less. The mandate is renewable. Membership terms for external experts only nominated for specific issues are set by the ELT at their nomination.

All members and as applicable all observers, experts and staff shall

- adhere to these terms, duly represent the respective core stakeholder groups but serve in an individual capacity,
- bring in a maximum of expertise in the various fields of work,
- regularly participate in BBN SC meetings,
- actively contribute to the BBN SC tasks,
- properly prepare for meetings and contribute to follow-up actions as agreed,
- declare all conflicts of interest at nomination and before taking part in decision-making processes, and
- have strong ability to communicate in the English language and through electronic media.

Members shall undergo an evaluation process annually against those criteria. Evaluation is done by the BBN SC chair or vice-chair together with the Secretariat. If the evaluation shows that a member does not comply with the criteria anymore, the Secretariat may ask the ELT to withdraw the member's appointment. Once a member does not represent a stakeholder group anymore the membership automatically ends.

The following composition applies:

A. Industry Representatives

- Two brick industry representatives from organizations registered in Nepal – either from trade associations or companies operating in the sector

B. Experts

- Minimum of three external experts representing the areas of child rights, adult workers and occupational health and safety (OHS) issues expertise.
 - o Child Rights
 - o Adult Workers
 - o OHS
- One member drawn from the local field staff of Global Fairness Initiative

C. Internal

- Two members drawn from GoodWeave International offices (field or headquarters)
- One additional member drawn from the GoodWeave inspection and certification system (voice without vote)

D. Other Stakeholders

Additionally, other stakeholders may also be nominated to the BBN SC.

The Secretariat keeps the BBN SC voting member list up to date and available publicly on the GoodWeave website and informs the ELT of any necessary actions to be taken with respect to recruitment and selection of BBN SC members.

3. WORKING PRINCIPLES

The BBN SC shall execute its functions in an efficient manner. Members are asked to aim for effective decision-making through the following working principles.

3.1 Language

Working language is English both for written and oral communication.

3.2 Confidentiality

Confidential information is understood as all information and documents gathered during the course of involvement in the BBN SC. BBN SC members acknowledge that GoodWeave is the rightful owner of all confidential information and undertakes all necessary and suitable measures to maintain the level of

confidentiality. In case of breaches of confidentiality the ELT decides on necessary actions.

3.3 Meetings

The BBN SC meets with as many members as possible at least two (2) times per year as standard practice. Meetings may take place by teleconferences due to the cost and time that would otherwise be required for physical meetings. Extra meetings may be requested by the ELT, the Secretariat, or by the SC members.

Meetings shall be properly prepared by the Secretariat by timely sending all necessary information to BBN SC members. All members shall carefully study the information provided and prepare their contributions to the BBN SC. Decision-making takes place as outlined in 4.2. All members shall also contribute to follow-up actions after meetings as agreed.

In between meetings, e-mail consultation may happen for matters that cannot wait for approval until the next meeting of the BBN SC. The relevant documents should be commented and decided on by e-mail.

3.4 Chair

The BBN SC elects a chair and a vice-chair. The chair and the vice-chair are elected for one year with the option of renewal.

The chair approves the meeting agenda proposed by the Secretariat and supervises that all members are duly informed. The chair together with the Secretariat may make decisions on procedural issues (e.g. observers) in preparation of the meetings. If requested by the Secretariat, the chair may also approve content related decisions taken by the BBN SC between meetings, e.g. as a result of an email consultation process. Such processes shall be reported to the BBN SC's next meeting with a rationale and in full transparency.

The vice-chair replaces the chair in cases of absence, conflict of interest or other grounds found necessary by the BBN SC.

3.5 Observers

Individuals representing a stakeholder group, whether or not represented by BBN SC members, consultants or other experts working with GoodWeave may be granted observer status to meetings by the BBN SC. The status may be limited to certain issues or agenda and will be decided upon by the SC chair. Requests should be made to the Secretariat and will be decided by the SC chair.

Where the BBN SC chair has not proactively approved requests for observer status, he/she automatically approves them when approving the draft BBN SC agenda, where requests for observer status are indicated. The Secretariat communicates the BBN SC decision to the observer.

Observers may be invited to present items, contribute to discussion of an item or speak on the same basis as BBN SC members, but may be asked by the chair to refrain from contributing at certain times in accordance with the needs of the BBN SC, and are not eligible to vote on BBN SC decisions. In the case of a need for confidentiality or for any other reason, the chair may ask observers to leave the meeting, to refrain from taking notes or to agree to maintain confidentiality. All observers should make clear that any content of the meeting that they should divulge to another party is not a formal record of the meeting, unless based on the approved minutes.

3.6 Remuneration

Members are not provided reimbursement for their time, but GoodWeave will endeavor to provide reimbursement for travel or telecommunication costs, and in exceptional cases an honorarium for specific tasks undertaken beyond the typical involvement of a committee member.

4. WORKING PROCESS

4.1 Agenda and invitation

BBN SC members may inform the Secretariat about an item to be put on the agenda in writing and in a timely fashion. The agenda for meetings is set by the Secretariat and proposed to the chair at least 10 working days before the meeting. The chair approves the agenda within 5 working days, with any agreed changes, and the Secretariat sends out the agenda with all associated documents to the members at least 5 working days before the meeting.

4.2 Decision-making process

The BBN SC seeks to achieve decisions by consensus, defined in this context as decisions made with majority support and no votes against. More broadly, consensus is defined as general agreement, characterised by the absence of sustained opposition to substantial issues by any important part of the concerned interests. Consensus should be the result of a process that seeks to take into account the views of interested parties, particularly those directly affected, and to reconcile any conflicting arguments.

If the BBN SC chair feels that consensus is not achievable, the chair will ask the BBN SC members whether further discussion could lead to consensus. In particular, if the most affected stakeholders are in opposition to the proposal, they actively propose options that are more likely to reach consensus.

If this evaluation does not lead to any solution built on consensus the majority decision-making procedures should be used. In this case, decisions can be made

by simple majority. Secret voting by ballot is only done on demand of at least one member. In other cases, voting shall be by a roll call vote.

The quorum of 2/3 (two-thirds) of its voting members including the chair or the vice-chair is required. Every member has one vote. In case of a tie the vote of the chair will decide. In case of a tie and of absence of the chair, the vote of the vice chair will decide. Abstentions and absentees shall not count as votes against the proposal, but shall be included in the calculation of the total BBN SC membership.

When a decision the BBN SC has to make constitutes a conflict of interest for one of its members, the member will be excluded from voting on this decision. Conflicts of interest need to be announced by the relevant member to the Chair before voting, by preference when the agenda is agreed upon during the opening of the meeting. Declaration of conflicts of interest is the responsibility of the members.

4.3 Minutes

The Secretariat provides staff to take minutes of the meetings. Minutes are distributed to the BBN SC at the earliest convenience, however not later than 30 days after the meeting. Minutes must be formally approved by BBN SC members before being circulated to interested parties.

4.4 Implementation

The Secretariat will determine the necessary procedures for implementation of BBN standards. The ELT determines whether the BBN SC decisions were arrived at through a proper process. Procedural complaints about the way BBN standards are/were set shall be taken up by the ELT, as outlined in the OP Development of BBN Standards. If needed, further consultation on any issues related to implementation shall be taken up with the ELT.

5. REFERENCES

SOP Development of BBN Standards