

## **GLOBALG.A.P. National Technical Working Group (NTWG)**

**Country:**

**Scope(s)/sub-scope(s):**

### **Terms of Reference (ToR)**

#### **1. Introduction**

As the Global Partnership for Safe and Sustainable Agriculture, GLOBALG.A.P. intends to link its global implementation activities closer to the grower. At the same time GLOBALG.A.P. seeks to gain qualified input from national experts in their own language with respect to interpretation as well as specific legal and structural conditions within the different areas covered by GLOBALG.A.P. The establishment of GLOBALG.A.P. National Technical Working Groups (NTWG) is one important step towards this goal.

The groups work in close cooperation with the GLOBALG.A.P. Secretariat and the GLOBALG.A.P. Technical Committees, and support as well as facilitate the GLOBALG.A.P. implementation and continuous improvement based on the specific needs in the respective field of interest. The denomination of these groups will be “GLOBALG.A.P. Technical Working Group + scope/sub-scope + country” i.e. “GLOBALG.A.P. National Technical Working Group Fruit and Vegetables Germany”. These ToR are binding for the activities of the NTWG, and all NTWG members have access to them.

#### **2. Scope and Objective**

The National Technical Working Group should consist of a pool of experts and stakeholders in the specific GLOBALG.A.P. Scope/Sub-scope (e.g. Fruit and Vegetables, Flowers and Ornamentals, Coffee, Aquaculture, Livestock etc.). Producers, retailers, representatives from the fields of certification, agribusiness, as well as stakeholders that are experienced in the sector regarding food safety, environment, social or animal welfare impacts should participate in the NTWG.

The GLOBALG.A.P. NTWG is the platform to harmonize certification activities within the region and scope. For the GLOBALG.A.P. Secretariat the Group will be the direct link in the country and the first contact point.

Once the GLOBALG.A.P. Committees recognize the National Interpretation Guideline, it becomes an official and normative GLOBALG.A.P. working document for certification and accreditation within the country.

The GLOBALG.A.P. Secretariat reserves the right to withdraw or revise a National Interpretation Guideline at any time, and is able to explicitly overrule points that challenge the global integrity of the GLOBALG.A.P. System.

#### **3. Main Activities and Duties**

The main activities and duties of the GLOBALG.A.P. National Technical Working Group are as follows:

- a) The **translation/proofreading of the official GLOBALG.A.P. documents** into languages used in the country and by the GLOBALG.A.P. National Technical Working Group, as well as the constant update of documents.

- b) The **development of National Interpretation Guidelines (NIG)** in the respective national language and English. See more information here:  
[http://www.globalgap.org/uk\\_en/who-we-are/ntwgs/nig/](http://www.globalgap.org/uk_en/who-we-are/ntwgs/nig/)
- c) **Supporting the GLOBALG.A.P. Technical Committees** with proposals for revision of the protocols. Any proposal for consideration by a Technical Committee shall be forwarded to the Secretariat and will then be presented to the relevant committee(s).
- d) **Informing the GLOBALG.A.P. Secretariat on a regular basis** about relevant issues regarding the integrity of the system in the country.
- e) **Participating in the peer review processes** of benchmarking/recognition activities of schemes operating within their country, where so requested by GLOBALG.A.P.
- f) The Group needs to regularly provide **updated information of names, companies and e-mail addresses of all NTWG members** to the GLOBALG.A.P. Secretariat.
- g) The NTWG **commits to provide minutes** (including a list of meeting attendees) **of the NTWG meetings** or other relevant documents to the NTWG Extranet and/ or to the GLOBALG.A.P. Secretariat. Preferred language is English. If not possible, at least important results and issues need to be available in English. Documents should be uploaded to the NTWG Extranet. However, if the Group does **not** agree that uploaded documents are openly accessible for members of other NTWGs as well as for GLOBALG.A.P. they should be sent to the Secretariat ([ntwg@globalgap.org](mailto:ntwg@globalgap.org)).
- h) The Group shall not develop its own legal nor commercial identity apart from the GLOBALG.A.P. Secretariat.

#### 4. NTWG Membership and Meetings

GLOBALG.A.P. strives for feedback by its stakeholders. Harmonization, applicability and transparency are core elements of GLOBALG.A.P.'s policy.

- a) Any interested party can become a member of the National Technical Working Group.
- b) The size of the NTWG should nevertheless remain manageable in order to guarantee communication and decision-making. The minimum size of the NTWG should be 5 members.
- c) To become member of a NTWG all applicants have to sign a declaration of membership for the NTWG, which includes the GLOBALG.A.P. Terms of Reference. The online registration form can be found on the website:  
[http://www.globalgap.org/uk\\_en/who-we-are/ntwgs/How-to-start-a-ntwg/Online-Registration-NTWG/](http://www.globalgap.org/uk_en/who-we-are/ntwgs/How-to-start-a-ntwg/Online-Registration-NTWG/)  
The declarations of membership filled in online will be automatically forwarded to the GLOBALG.A.P. Secretariat, which administers the data. The NTWG host will be informed of new members of the NTWG.
- d) In case the group has to refuse the membership of an applicant, reasons should be declared to the applicant and to GLOBALG.A.P.
- e) All members of the NTWG have to commit to attend at least 50 percent of the annual meetings. Individual expenses and costs will be borne by each NTWG member in the country.



- f) NTWG members and chairpersons can collect GRIP Points for the attendance and chairmanship of meetings. See more information here: <http://www.globalgap.org/grip>.
- g) All members of the NTWG can get access to the GLOBALG.A.P. NTWG Extranet by writing to [ntwg@globalgap.org](mailto:ntwg@globalgap.org). NTWG members will receive instructions on how to join upon request.
- h) GLOBALG.A.P. retains the right to attend NTWG meetings or to appoint a representative, but will not necessarily participate in the meetings directly.
- i) GLOBALG.A.P. retains the right to invite named third parties to attend the NTWG meetings, as well as to deny access to the NTWG meetings to named third parties, where the integrity of the system is under threat.
- j) Guests can be invited to attend meetings but should be identified as such in the minutes, and may not attend more than 2 consecutive meetings without becoming a registered member of the Working Group (other than persons performing administrative functions in the group such as minute taking).

## 5. NTWG Host Organization and GLOBALG.A.P. Membership

- a) It is a requirement that the **host organization** of the GLOBALG.A.P. National Technical Working Group is a **member of GLOBALG.A.P.** (retailer, supplier or associate membership).
- b) Based on the activity of the NTWG, the annual GLOBALG.A.P. membership fee of the host organization (for supplier and associate members) might be reduced by 50%, or the host may choose to receive 72 GRIP points valid for 18 months. The discount or points are not cumulative should more than one sector NTWG be hosted by the same organization.
- c) The NTWG discount or GRIP points will be rewarded at the **beginning of the following year**. The membership fee shall be paid in full, and in the subsequent year the discounted amount shall be refunded, **subject to the fulfillment of three main tasks set out in the Terms of Reference** (see point 3.). Written proof of tasks fulfilled will be requested at the end of each year by GLOBALG.A.P.
- d) The host organization must be nominated based on the consensus of all NTWG members.
- e) The host organization facilitates the meetings and organizes the Working Group. The Group sets its own calendar and periodicity of meetings.
- f) The host is responsible for the organization and activities of the Group. Individual expenses and costs will be borne by each NTWG member in the country.
- g) The host organization will support GLOBALG.A.P. when organizing trainings and other events in the country.
- h) The members of the NTWG need to elect a chairperson from among its members (who does not necessarily have to belong to the host organization) to chair meetings and represent the group externally.
- i) The chairperson must be able to communicate to GLOBALG.A.P. in English and internally to the group members in the native language.

## 6. Decision Process

- a) All decisions to be made by the GLOBALG.A.P. National Technical Working Group shall be based on a consensus among all registered NTWG members.
- b) In the case that different working groups for different sectors exist in one country, decisions regarding all-farm issues need to be agreed upon by all groups concerned before forwarding to the GLOBALG.A.P. Secretariat.
- c) Where no consensus can be reached, voting can take place. Voting rights are held by any organization that would formally qualify for GLOBALG.A.P. supplier or retailer membership.
- d) Statements of minorities and guests have to be included in any proposal to the GLOBALG.A.P. Secretariat or committees with justification.
- e) Decisions on proposals regarding the standard or its implementation, taken after the approval of a National Interpretation Guideline, shall be communicated to the GLOBALG.A.P. Secretariat and via the Secretariat to the relevant GLOBALG.A.P. Technical Committees. The relevant GLOBALG.A.P. Technical Committees will give a response through the Secretariat once a decision has been taken. There will not be a final technical approval on a local level by the GLOBALG.A.P. National Technical Working Group until the GLOBALG.A.P. Technical Committee has given its approval.

## 7. Communication

- a) The GLOBALG.A.P. Secretariat needs to be informed **regularly about the activities of the NTWG** and reserves its right to intervene if it deems the functioning of the NTWG to be at risk.
- b) All written communication between the GLOBALG.A.P. Secretariat and the NTWG will be **in English**.
- c) All external communication must be in agreement with the GLOBALG.A.P. Secretariat (Documents/National Interpretation Guidelines based on GLOBALG.A.P. templates have to be approved by the Secretariat before distribution).
- d) GLOBALG.A.P. will sign the terms of reference with the host organization. The host will be responsible for managing all communication to and from the NTWG.
- e) The GLOBALG.A.P. Secretariat will inform the NTWG host and members about relevant issues and decisions on a regular basis through a NTWG Newsletter. It is expected that the NTWG Newsletter is shared with all the members of the NTWG.
- f) GLOBALG.A.P. will publish a link with short info of the Group on its website ([http://www.globalgap.org/uk\\_en/who-we-are/ntwgs/list-of-ntwgs/](http://www.globalgap.org/uk_en/who-we-are/ntwgs/list-of-ntwgs/))
- g) GLOBALG.A.P. has established an NTWG Extranet. Registered members of individual GLOBALG.A.P. National Technical Working Groups will be given access to the platform where minutes of the meetings, meeting dates, a complete list of members of the NTWG and other information may be posted.



## 8. Signature

NTWG Host Organization name: FoodPLUS GmbH / GLOBALG.A.P.

Host name, address and stamp Stamp

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Executive Director:  
First Name / Last Name:

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Executive Director:  
First Name / Last Name:

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Place, Date

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Place, Date

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Signature

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Signature