

IFOAM Accreditation Requirements Committee**Terms of Reference and General Rules of Procedure**

Last modified: November 2016

1. Terms of Reference**1.1 Purpose**

The Accreditation Requirements Committee (ARC) develops the IFOAM Accreditation Requirements (IAR), which is a normative document upon which IFOAM Accreditation is based.

1.2 Duties

The ARC:

1.2.1 Supports the development of draft revisions to the IAR.

1.2.2 Consults with stakeholders in the development of draft revisions of the IAR.

1.2.3 Keeps abreast of new developments in the area of international criteria for bodies operating certification programs, particularly ISO 17065 and organic government accreditation programs.

1.2.4 Keeps itself apprised of the perspective of the IFOAM Accredited Certification Bodies (ACBs) on the IAR.

1.2.5 Formulates interpretations of the IAR.

1.2.7 Provides other advice on accreditation requirements issues as directed by the OGS department, WB and IFOAM policies.

1.3 Structure and Accountabilities

The ARC:

1.3.1 Is composed of individuals appointed by the Executive Director for a term of two years unless otherwise specified by the Executive Director.

- 1.3.2 Operates under the management of, and is accountable to the OGS Manager.
- 1.3.3 Is composed of up to 8 members, who represent diverse geographical areas and stakeholders. Membership may include stakeholders e.g. government personnel, academicians, who are not IFOAM members or associates. One seat on the committee is reserved for an *ex officio* staff representative of the IOAS and at least one other seat should be filled with a representative of an ACB.
- 1.3.4 Holds and manages subcommittees, generally focusing on specialized areas or issues.
- 1.3.5 Receives administrative support from the OGS department.
- 1.3.6 Operates within a budget set by the OGS department.

1.4 Member Qualifications

- 1.4.1 Expertise in organic accreditation and/or certification
- 1.4.2 Proficiency in written and spoken English
- 1.4.3 Computer/email literacy and regular access to emails.
- 1.4.4 Ability to contribute 5 to 8 working days per year.
- 1.4.5 High level of personal integrity, including the ability to maintain confidentiality and to work in a collegial manner.

2. General Rules of Procedure

2.1 Overall

The ARC operates in accordance with IFOAM statutes and policies. It is subject to the OGS policies in all of its operations, procedures and actions. The ARC works taking into account the general objectives of fostering consistency and simplification in the IFOAM Organic Guarantee System.

2.2 Management and Communication

The OGS Manager:

- 2.2.1 Establishes, in coordination with the ARC members, a schedule of meetings (mostly remote meetings) and keeps the World Board informed of the work of the ARC.
- 2.2.2 Proposes, consults on, and approves, detailed Rules of Procedure for the ARC.
- 2.2.3 Develops and ensure the implementation of an annual Work Plan, in line with the Terms of Reference and

annual budget.

2.3 Decision Making

The ARC takes decisions by consensus or by a simple majority vote. Decisions may be taken either in meetings or by written communication.

2.4 Member responsibilities

The ARC Members:

2.4.1 Follow the ARC Rules of Procedure.

2.4.2 Actively and constructively participate in the ARC, including regular attendance of ARC meetings.

2.4.3 Deliberate and advocate impartially within the context of setting worldwide organic accreditation criteria.

2.4.4 Take positions that correspond to their sole own individual opinion, free of influence from their organization or other stakeholders and communicate conflicts of interests to the ARC.

2.5 Termination of Membership

ARC membership may be terminated if the member does not fulfill the member's responsibilities. The OGS Manager will make a recommendation to the Executive Director for final decision.

2.6 Amending Terms of Reference and General Rules of Procedure

The ARC, or the OGS Manager may recommend revisions to these Terms of Reference and General Rules of Procedure. The final decision is taken by the Executive Director. The ED may also revise these Terms of Reference and General Rules of Procedures at its own discretion.

Approved by the WB 02-05-05 in Victoria, Canada

Revised by the EB 05-03 phone conference

Amended by the EB September, 2006 in Kutztown, PA USA

Amended by the WB on the 13th of December 2010.

Amended by the EB on the 7th of May 2012.

Amended by the Executive Director in November 2016.