

BCI STANDARD SETTING AND REVISION COMMITTEE

TERM OF REFERENCE

April 2015

Status: Approved

References:

BCI-PRO-01-V2 Better Cotton Initiative Standard Setting and Revision Procedure, January 2014

BCI-STD-02-V1 “Better Cotton Production Principle and Criteria”, May 2013

1. Background

1.1 BCI Production Principle and Criteria

The Better Cotton Production Principles and Criteria (PPC) lay out the global definition of Better Cotton, by upholding the following 6 principles: Better Cotton is produced by farmers who:

1. minimise the harmful impact of crop protection practices.
2. Use water efficiently and care for the availability of water.
3. care for the health of the soil.
4. conserve natural habitats.
5. care for and preserve the quality of the fibre.
6. promote Decent Work.

By adhering to these principles, Better Cotton farmers produce cotton in a way that is measurably better for the environment and farming communities.

The primary objective of the Production Principle and Criteria is to define a set of requirements for the assessment of the farmer's performance against sustainability objectives. It is also used by BCI approved verifiers and auditors when carrying out audits. Finally it is aimed at the wider audience of the Cotton sector and any interested parties.

1.2. Objectives of the Review and Revision of the BCI Production Principle and Criteria

BCI is committed to reviewing its PPC at least every 5 years to integrate feedback received from stakeholders and maintain the Standard's ongoing relevance in the context of emerging sustainability challenges in the cotton

sector. BCI adheres to the ISEAL Code for Setting Social and Environmental Standards, ensuring that the Standard is reviewed regularly and follows recognised good practices.

In keeping with these commitments, in January of this year the BCI Council approved the proposal to launch a formal review of BCI PPC in 2015. This revision process provides an important opportunity to incorporate improvements to the Standard that will enhance BCI's ability to reach its mission and intent and strengthen the credibility of the overall Better Cotton Standard System.

The review and revision follows the BCI Standard Setting and Revision Procedure (BCI-PRO-01-V2)

1.3 About these Terms of Reference

These Terms of Reference consist of the relevant components of BCI Standard Setting and Revision Procedure for the revision and approval of BCI Standards.

2- Tasks and Responsibilities of the Standard Setting and Revision Committee (SSRC)

2.1 General

In January 2015 the BCI Council approved the proposal to launch a formal review of BCI's Standard in 2015 and set up a dedicated Standard Setting and Revision Committee (SSRC) to which members are appointed by BCI secretariat.

The Standard Setting and Revision Committee is responsible, under the guidance of BCI's Standards Review Project Manager, for preparing and reviewing the successive versions of the Draft Revised Production Principles and Criteria, in light of various stakeholders' feedback analysis. This will be conducted according to these Terms of Reference, the Standard Setting and Revision Procedures (BCI-PRO-01-V2) and the Standards Review project work plan.

2.2 Standard Setting and Revision Committee composition

According to the Standard Setting and Revision Procedure, the Standard Setting and Revision Committee:

- is open to all members fulfilling their membership obligation
- has a minimum of 6 seats and a maximum of 12 seats available
- shall include at least one representative from each category of membership
- shall include one Council member
- shall include as a minimum a designated Project Manager from the BCI Secretariat
- may include external consultants or experts, as deemed necessary by the Project Manager.

For the 2015 revision of the BCI Production Principle and Criteria, the Standard Setting and Revision Committee will be composed of members from the following categories:

- 2 members from the Producer organizations category: 1 representative representing the smallholder context and 1 representative for the Large Farms context.
- 2 members from civil Society (with an appropriate balance between social and environmental expertise)
- 1 or 2 member from Retailers and Brands
- 1 member from Suppliers and Manufacturers
- 1 member from the BCI Secretariat Standard and Assurance Unit
- A maximum of 2 independent experts, as required.

2.3 Drafting of standards

According to section 4.15 of the BCI Standard Setting and Revision Procedure, the SSRC members shall:

- Draft Terms of Reference for the project which includes objectives, a list of key interested parties and work plan.
- Seek comprehensive advice on all aspects of the review and revision of the BCI Production Principles and Criteria from BCI secretariat, BCI country teams, BCI partners, BCI approved third-party verifiers, BCI farmers, BCI members, BCI stakeholders and/or relevant technical experts;
- Provide detailed input to the review and revision of the BCI Production Principles and Criteria.
- Comply with the ToR of the SSRC (hereby presented)
- Abide by the Anti-trust policy at all times
- Under guidance of BCI secretariat, produce drafts of the revised standard both prior to and following stakeholder feedback, including justification of the proposed changes, and an assessment of risks and impact of each change.

2.4 Member obligations

SRC members are expected to participate in at least three Committee meetings of up to one day each throughout the year 2015, possibly beginning of 2016. These will be virtual meetings through conference calls, with a maximum of one face-to-face meeting. In addition to participating in the three Committee meetings, Committee members are expected to be able to contribute the equivalent of 5 additional working days for preparation and meetings follow up.

2.5 Expenses and remuneration

BCI is an international not for profit membership organization with limited funding. Participation in the Committee from BCI members takes place on a voluntary non-paid basis. Should a face to face meeting be scheduled, BCI

will seek to sponsor reasonable travel costs for those unable to cover these expenses, upon request. Depending on BCI's success in securing additional resources and on the need for further consultation, BCI will strive to pay those Committee members participating as independent (non-BCI member experts) a honorarium in appreciation of their work.

2.6 Timeline

A provisional timeline is provided in the [BCI PPC revision webpage](#) for the review and revision of the BCI Production Principles and Criteria and is subject to regular review. The Committee will be kept up-to-date regarding any changes to the timeline.

3. Decision-making

The BCI Council has the authority in approving the final draft of the revised PP&C. The Council will assess and confirm that the process followed by the Standard Revision Committee is in line with BCI's Standard review process. It will ultimately approve the content submitted, following the two rounds of stakeholder consultation.

The Committee shall strive to reach agreements by consensus on the content and structure of drafts for consultations and final drafts for council submission. Consensus is defined here as general agreement in favour of a proposal, plus the absence of a sustained objection to the proposal. If consensus cannot be reached on some issues, several proposed option will be submitted to consultation or to Council's consideration.

4. Working Language

The working language of the Committee is English.

5. Reporting

The Committee members will liaise with the Project Manager from BCI Standard and Assurance Unit. BCI secretariat will coordinate and facilitate meetings but the Standard Setting and Revision Committee will ultimately report to the Council.

6. Application

All expressions of interest should include:

- A Curriculum Vitae
- An application form (to download on the BCI website) addressing interest in the topic and added value of the applicant with particular emphasis on previous experience in this kind of work and understanding of the TOR.

Interested eligible applicants can send their expression of interest to Gregory Jean (gregory.jean@bettercotton.org)

Latest date for receiving applications is 15 May 2015.