

TERMS OF REFERENCE FOR RESIDUE MONITORING SYSTEM (RMS) EXPERT PANEL

1. SCOPE

The objective is to develop the rules for a GLOBALG.A.P. Residue Monitoring System (RMS) according to the Board agreed principles and tasks.

2. MEMBERSHIP AND ATTENDANCE

2.1 Composition

1. The Expert Panel shall consist of stakeholders who are experts in the field of residue monitoring. These group members are not obliged to be GLOBALG.A.P. members (Retailer/Food Service/Manufacturer, Supplier or Associate).
2. The minimum number of members of the Expert Panel is five (5), of which at least two (2) members are in the Retailer/Food Service/Manufacturer sector and at least two (2) members is in the Producer/Trader sector. The group shall not have more than ten (10) members.
3. The Board appointed Mr. Jim Jefcoate as an independent chair of the RMS Expert Panel (formerly IPL).
4. Any GLOBALG.A.P. Board member and the GLOBALG.A.P. CEO are allowed to attend any Expert Panel meeting as observers.
5. A GLOBALG.A.P staff member shall be an ex officio member of the Expert Panel as facilitator. The facilitator is Andras Fekete.

2.2 Eligibility Criteria

1. Applications will be assessed and accepted by the Secretariat against the following criteria:
 - The member shall have expertise in the field of residue monitoring and
 - The member will be a potential user of the GLOBALG.A.P. RMS, or
 - The member has already developed its own RMS or is currently using an existing system.

2.3 Attendance

1. GLOBALG.A.P. requests the following from the Expert Panel participants:
 - Active and constructive participation,
 - Professional approach,
 - Openness about any agenda point that may be in conflict of interest.
2. Expert Panel members shall cover participation time and other direct costs associated with participation in the meetings (travel, accommodation, meals).
3. All meetings set by the members of the Expert Panel shall be attended.
4. Expert Panel members shall be able to communicate in English.

2.4 Term of the Expert Panel

1. Membership in the Expert Panel is for the duration of the finalization of the RMS and the presentation of recommendations to the GLOBALG.A.P. Board, approximately six months, ending in 2019.
2. Should a member need to resign from the Panel 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

1. The Chair in consultation with the Expert Panel will decide on how many meetings they need.
2. The first meeting will be via webinar. Future meetings for 2019 will be set during the first meeting.
3. The work shall be completed in 2019 and the GLOBALG.A.P. RMS shall be launched afterwards.

3. RESPONSIBILITIES OF EXPERT PANEL

1. The Expert Panel, supported and guided by the GLOBALG.A.P. Secretariat, will work independently from the Crops Technical Committee. The Board need to finally adopt and/or approve any normative documents developed/revised/recommended by the Expert Panel.
2. The mandate of the Expert Panel is limited to the following tasks:
 - a. Define the recognition "models".
 - b. Agree on data sharing of the recognized RMS: reporting content the recognized RMS has to share with GLOBALG.A.P. and the anonymous data sharing i.e. the content of the public report.
 - c. Additional rules for recognizing the applicant and already CB-approved RMS. These rules will be proposed by the Secretariat, commented by the TC Crops and adopted by the Board.

4. EXPERT PANEL CHAIR AND VICE CHAIR

1. The Board appointed Mr. Jim Jefcoate as an independent chair of the RMS Expert Panel. The chair will moderate and conduct the meetings.
2. In case the chair is not able to fulfill his/her duties temporarily, a vice-chair shall be elected and take over his/her duties.

5. ROLE AND RESPONSIBILITIES OF THE CHAIR

1. Chair all meetings, ensuring there is open and adequate discussion on each agenda item
2. Approve agendas and minutes of all meetings
3. Facilitate decision-making amongst members
4. Work with the globalg.a.p. Secretariat representative to ensure that the composition of the Expert Panel is balanced and that commitment of all members is tracked through attendance and activity
5. Attend Technical Committee and/or Board meetings on request

6. DECISION-MAKING

1. The Expert Panel shall seek to make decisions by consensus, which is defined here as the absence of sustained opposition to a decision.
2. Where consensus cannot be reached, the Expert Panel shall revert to decisions by simple majority of those present.
3. Minority statements shall be included in meeting minutes.

7. COMMUNICATION

1. The Expert Panel reports directly to the Board. The Secretariat shall support the Expert Panel and is a necessary intermediate.
2. The Board shall receive the minutes of the Expert Panel meetings; and the Expert Panel shall receive relevant part of the Board meeting minutes that relate to relevant issues.
3. Excerpt of minutes of Expert Panel meetings shall be shared with the relevant Technical Committees.
4. All communication shall be in English.

8. CONFIDENTIALITY AGREEMENT

1. The Expert Panel members have the obligation to maintain the strictest confidentiality about all the information, documents and decisions of the meetings that affect the Panel, unless expressly authorized otherwise on specific issues by the particular Panel.
2. All Expert Panel members shall observe the Anti-trust statement (see below).
3. Each member of the Expert Panel shall confirm this by signing the Confidentiality Agreement (addendum of this document, see below).

9. ANTI TRUST STATEMENT

1. Members of this Panel 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.
2. By way of example, members of this Panel 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.
3. Members of this Panel 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.

CONFIDENTIALITY AGREEMENT



1. Confidentiality Agreement

Each member of the Expert Panel shall sign the GLOBALG.A.P. Confidentiality Agreement.

I have read and agree with the Terms of Reference for the RMS Expert Panel

First Name

Last Name

Organization

I have the obligation to maintain the strictest confidentiality about all the information, documents and decisions of the meetings that affect the Expert Panel, unless expressly authorized otherwise on specific issues by the particular Expert Panel.

Date

Signature