



## Our Technical Committee

The Technical Committee is a permanent sub-committee of the ISEAL Board that is responsible primarily for technical oversight of the ISEAL Codes of Good Practice and other Credibility Tools.

The Committee brings together representatives from both ISEAL members and external stakeholders who have a strong overall understanding of sustainability standards. It is composed of up to nine individuals, of which one third are staff at a member organisation. Two-thirds are external experts drawn from non-member sustainability initiatives or other stakeholder groups (e.g., businesses, producers, governments, NGOs), or they are independent experts.

The Technical Committee has responsibility for approving the content of new and revised Codes. Decisions of the Committee are then formally approved by the ISEAL Board, who make their decision based solely on the quality of the Code development or revision process followed.

### Committee members 2022

Name	Organisation	Stakeholder group
Evi Mateboer	Assurance Services International (ISEAL Community Member)	Assurance provider
Hando Hain	Preferred by Nature	Assurance provider
Fallight Xu	TUV Rheinland	Assurance provider
Joana Barata Correia	Inter IKEA Group	Business
Le Minh	Oxfam America	NGO
Marieke van der Mijn	Aluminium Stewardship Initiative (ISEAL Community Member)	Sustainability system
Victoria Solbert	Fair Trade USA (ISEAL Community Member)	Sustainability system
Jan Willem Molenaar	Aidenvironment	Technical consultant
James Sullivan	Sullivan Consulting	Technical consultant

# ISEAL Technical Committee – Terms of Reference

## Version 3.0 – April 2020

### Scope and Purpose

The ISEAL Technical Committee ('the Committee') provides technical oversight to the development and maintenance of ISEAL's credibility tools, and in particular the Credibility Principles and Codes of Good Practice. The Committee represents a balance of stakeholder perspectives and provides strategic and technical insight to the ISEAL Secretariat and Board.

### Responsibilities

The Committee shall:

1. Oversee the development, maintenance, review and revision of ISEAL's Credibility Principles and Codes of Good Practice in accordance with the *ISEAL Code Development and Revision Procedure*.
2. Provide strategic input to ISEAL's approach to Code compliance and consider ISEAL's approach to Code compliance when overseeing ISEAL's Credibility Principles and Codes.
3. Recommend the development of additional credibility tools (such as Good Practice Guides or supporting guidance documents), for decision by the ISEAL Secretariat.
4. At the request of the ISEAL Board, oversee the development, maintenance, review and revision of additional credibility tools according to a specified process.

### Composition and Terms

The Committee is composed of up to 9 individuals and no less than 7, of which one third are staff at an ISEAL member organisation (can be rounded down if the number of Committee members is not divisible by 3).

Members of the Committee are appointed by decision of the ISEAL Board. Terms are three years in length and are staggered so that up to one third of members complete their terms each year. Terms are renewable by mutual consent of the Committee and the ISEAL Board, up to a maximum of three consecutive terms.

The Committee should maintain the following balance in composition:

One third drawn from the ISEAL membership:

- ISEAL Community Members' staff (0 to 1 individuals)
- ISEAL Code Compliant members' staff (up to 3 individuals)

Two-thirds drawn from external experts, with a preference for the following balance of perspectives:

- Representatives of other sustainability systems (1 to 2 individuals)
- Independent experts (1 to 2 individuals)
- Other stakeholder representatives (e.g., businesses, producers, governments, NGOs) (2 to 4 individuals)

A Board representative will participate as a non-voting ex-officio member of the Committee and will act as a liaison between the Board and the Committee.

A Chair is appointed by simple majority of the Technical Committee for a term of three years, which is renewable up to a maximum of three consecutive terms. The Chair shall not be from an organisation that sits on the ISEAL Board and, ideally, is from a non-member organisation. The Chair is invited by the ISEAL Board to report in ISEAL Board meetings on Technical Committee business, to support clear communication between the Technical Committee and the Board of Directors.

### Selection Criteria

Committee members are selected by the ISEAL Board on the basis of the following criteria:

- Technical expertise in sustainability standards and similar systems
- Current understanding of ISEAL's Credibility Principles, Codes and other credibility tools
- Commitment to ISEAL's mission
- Stakeholder balance
- Geographic diversity and gender balance
- Availability and ability to work in English

### Decision-Making

Members of the Technical Committee represent themselves and not their organisations. Members are required to complete a conflict of interest declaration at the outset of their term and to review and update this declaration on an annual basis.

Quorum for the Committee is at least two thirds of Committee members (members present who have not recused themselves, plus any proxies), rounded up to the nearest person, including at least 2 ISEAL Members.

The Committee seeks to make decisions and recommendations by consensus. Consensus is defined here as the lack of sustained opposition by more than one member of the Committee. Dissenting opinions, which are not deemed to block consensus, can be noted in meeting minutes if the dissenting member requests. Where consensus cannot be reached, decisions or recommendations shall be made based on a super-majority of 75% of voting members. Committee members with opposing views can register minority opinions to accompany recommendations made to the ISEAL Board.

Committee members unable to attend a meeting may either nominate another Committee member as their proxy or provide their vote to the Chair in advance, noting they will not benefit from the discussion in advance of voting.

### Meetings

Documents that are presented to the Technical Committee are confidential, unless otherwise already in the public domain, and Committee members commit to maintain the confidentiality of these documents.

The Technical Committee meets at minimum once a year and may hold additional meetings as necessary. Committee members are expected to cover costs associated with participation on the Committee. Where this is not possible, members can request remuneration of expenses where needed.

Board members can attend Committee meetings as observers only.

The work of the Technical Committee is coordinated by the ISEAL Secretariat in collaboration with the Committee Chair.