

TERMS OF REFERENCE

Standards System Improvement Committee

The remit of the Standards System Improvement Committee (SSIC) is to contribute to the development of the SFAs Codes of Practice and Standards Frameworks. Time commitments will vary for different groups involved. Engaging broad global partnerships works to ensure that these relationships contribute in the best possible way towards expanding the production to consumption of environmentally sustainable fibre, thus securing its place as a sustainable luxury commodity on the global market.

The 'SFA' is to be a secretariat and guardian for the committee and to ensure proper implementation of the Codes of Practice, frameworks and the credibility of the field data collected, the quality of the training conducted, monitoring, evaluation and provide various other 'enabling' functions.

We aim to have a representative spread of appropriate expertise on the SSIC. The Committee is to guide the Code of Practice and Frameworks Development and Implementation related activities.

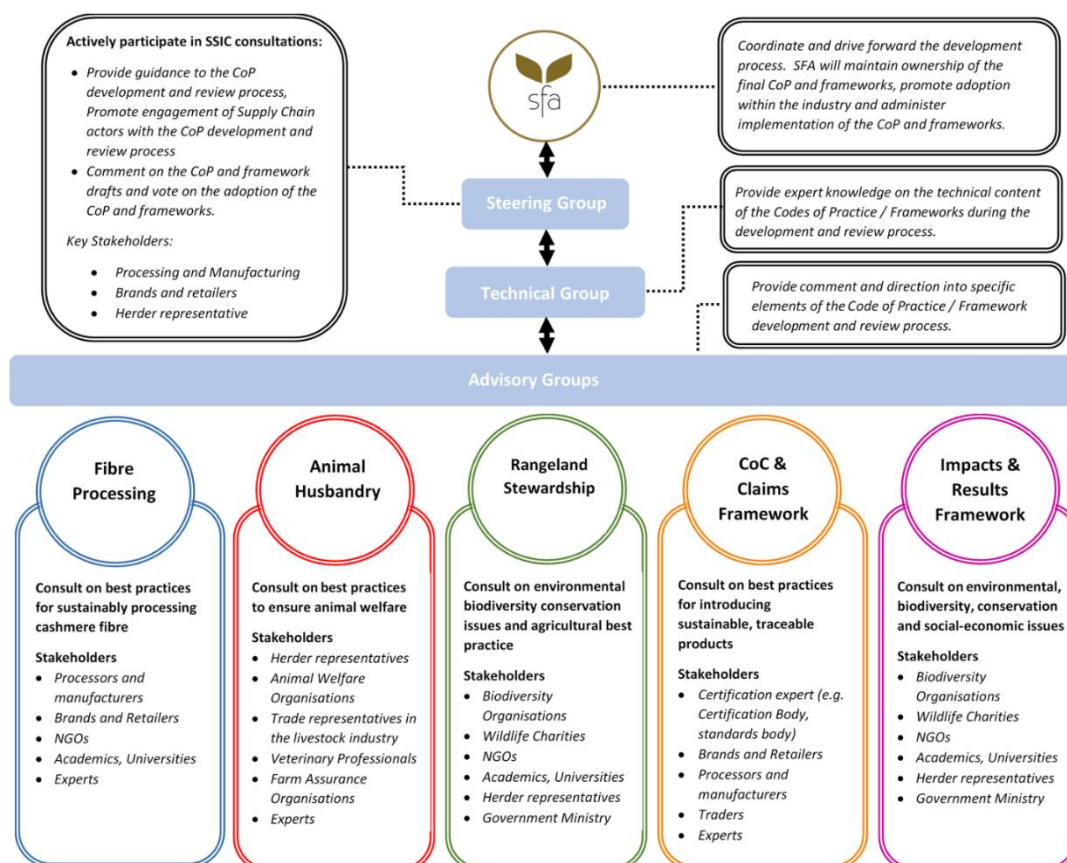
The selection and acceptance of participants in the Standards System Improvement Committee is by SFA and the Steering Group and shall reflect a balance of interest and adequate stakeholder engagement.

Individuals will be chosen based on the following:

- a) expert knowledge and/or experience of the issue(s) under consideration
- b) capacity to contribute to a wide range of viewpoints
- c) represent potentially affected stakeholders

The Standards System Improvement Committee is composed of:

- **Secretariat** (SFA Staff)
- **Steering Group** (e.g. herder representative, Processing and manufacturing, brands and retailers)
- **Technical Group(s)** (Industry Experts, Certification experts, Brands and Retailers)
- **Advisory Groups** (Processing and manufacturing, brands and retailers)



Any rights given to members of the SSIC will be defined separately for each occurrence and shall be approved by the SFA Advisory Group.



Secretariat

The SFA will act as the secretariat for the Committee

Responsibilities will include:

- Coordinate the activities of the SSIC: organising meetings/webinars, setting phone calls, keeping records, publicising updates, and engaging with the broader stakeholder group
- Engage supply chain partners to contribute information, and possibly participate in pilot exercises
- Ensure compliance with the ISEAL Code of Good Practice
- Manage stakeholder engagement
- Maintain ownership of the final standard; responsible for the final release, administration and promotion of the standard
- Support the financing the development of the standard
- Certification expert (e.g. certification body, standards body)
- Participate in the writing and review of the standard requirements.

Steering Group

Steering Groups should include representatives from key stakeholder groups and expected to be consulted every month when the standard is under review. Time commitments will be on an as-needed basis

Responsibilities will include:

- Vote on key decisions related to the development of the Cashmere Standard
- Read relevant consultation materials in advance and comment
- Actively participate in the majority of the SSIC consultations or nominate a colleague as a temporary replacement or to bring in expertise on a specific area
- Support outreach to other stakeholders for input or participation in research or pilots.

Technical Group

The Technical Group will be actively involved in research and writing of the code of practice. **Time commitments will be high**, expected to be consulted every week when the standard is under review. The group will include SFA, one or more committed brands, a certification professional and one or more additional key stakeholders.

Responsibilities will include:

- Conduct primary/secondary research as needed, advise on current and best practices, supply chain structure etc
- Participate in the writing and review of the standard requirements.

Advisory Group

The Advisory Group should include industry experts and representatives from key stakeholder groups to provide comment and direction into specific elements of the standard development and review process. Time commitments will be on an as-needed basis.

Responsibilities will include:

- Providing expertise on specific issues of knowledge related to their position in industry or society
- Provide comment on the progress of the development or review and content of associated documentation
- Respond to requests for direct participation on specific issues
- Carry out validation procedures as a member of the Group, such as the GIS Database, the use of remote sensing and independent Audits.



Scope

Justification

Outcomes

Risk Assessment

The SFA have identified the following risks associated with implementing the standard and how to mitigate these:

Type of risk	Risk identified	How to mitigate
<i>e.g. Reputation, credibility</i>	<i>Introduction of a new program may result in increased effort and higher costs for some Processors.</i>	<i>Monitor product integrity to assess whether risks are real or perceived. Engage in communications with processors to manage perceived risks. Engage relevant stakeholders (e.g. retailers and NGOs) to discuss if potential trade-offs are required and acceptable.</i>
<i>e.g. Operational, reputational</i>	<i>Extensively changing requirements for Delivery Team, Assessors and Verifiers may result in knowledge gaps and confusion. Initially, auditors may not be fully trained or competent in the new requirements.</i>	<i>Publish training and support materials in advance of new requirements becoming effective. Provide update / standardisation opportunities e.g. webinars, for stakeholders to ask questions.</i>

Timescales

Indicative timescales for this project are as follows:

Task	Timescale
<i>e.g. Standard Setting, Revision Committee - members chosen</i>	<i>June 25</i>
<i>e.g. Set goals and scope for the standard – Code of Practice</i>	<i>July 11</i>
<i>e.g. Final work plan and budget</i>	<i>July 20</i>



Work plan approval

REJECTED		<i>Reason for Rejection</i>		
APPROVED				
EVIDENCE OF APPROVAL		<i>e.g. Minutes of meeting</i>		
WORK PLAN APPROVED BY	Signature	Position (PRINT)	Date (dd/mm/yyyy)	