

NASAA Standards/Technical Committee

Terms of Reference

1. FUNCTION.

The Standards/Technical Committee is responsible for:

- Recommending Standards policy and changes to the NASAA Organic Board;
- Advising NCO on technical matters including interpretation of the Standards where required;
- Revising the NASAA Organic Standards (NOS) on a bi-annual basis referencing such changes to the National Standard (NS) and the IFOAM Basic Standards, or drafting additional standards to NOS should that be required;
- Drafting additional sections for the NOS regarding new commodities on an, as needs basis;
- Informing operators, members and general public of dates for submissions, inline with committee meeting dates for consideration
- Review submissions for changes/alterations to the NOS or other standards that NASAA may develop;
- Prepare as needed, submissions to alter the National Standard, AS 6000 and the IFOAM Basic Standard.

2. BRIEF AND LIMITATION.

- The Standards/Technical Committee shall make recommendations to the NASAA Board in relation to revision and the creation of new Standards.
- Where NCO refers any ingredient or process (which is not listed in the NOS or NS) to the Standards/Technical Committee for advice and recommendations, advice of the subcommittee will be ratified by the NASAA Board before it is implemented.
- NCO will report to the Standards/Technical Committee, on a quarterly basis, any exemptions or precedents granted to operators. The Standards/Technical Committee will review the exemptions or precedents to consider if a Standards change is required and make recommendations to the NASAA Board.

3. COMPOSITION.

- The NASAA Standards/Technical Committee shall comprise of members appointed by the NASAA Organic Board.
- The appointment of delegated members to the Standards/Technical Committee shall be according to expertise and skills basis as required from time to time.
- Nominated members of the Standards/Technical Committee shall have at least 2 of the following areas of expertise or skill:
 - A diploma, certificate, degree or more in a scientific field of relevance;
 - Proven experience in agriculture, food processing or handling;
 - Involvement in issues of land use and management at a public or private level;
 - Knowledge and/or experience in auditing and quality assurance, consumer affairs, chemical safety, pests and diseases, weeds and pest plants, fertility and fertilisers, transport, packing and marketing;
 - Knowledge of organic standards and procedures in the certification industry.

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COMPOSITION Cont.

- The committee shall comprise of up to 5 members, plus 1 NCO representative member and a Secretary. The General Manager of NASAA Organic will be an ex-officio member of the committee.
- Additional related specific expertise members maybe appointed for a specific time if that expertise is not already represented on the Standards Committee.
Specific expertise will include:
 - Viticulture
 - Beekeeping
 - Aquaculture
 - Health and Beauty
 - Winemaking
 - Processing
 - And any other expertise as may be required from time to time.

Membership of the Standards/Technical Committee shall where possible include broad coverage of the areas of expertise listed above at any time.

- A quorum shall comprise of four members.
- The Committee shall be chaired by a Chairperson appointed by the NASAA Organic Board and co-ordinated by a Secretary.
- Where there is a conflict of interest, a member shall declare such interest and may make comment, but will withdraw from the decision.

4. APPOINTMENT TO THE STANDARDS/TECHNICAL COMMITTEE.

- Appointments to the Standards/Technical shall be made by the NASAA Organic Board for a period of 4 years with half the committee retiring each 2 years;
- Where specific technical expertise is required, suitably qualified members may be appointed to the Committee for a shorter time
- Tenure of appointment is subject to review by the NASAA Organic Board at the meeting following the 1st July each year on a rolling basis.

5. ROLE OF THE STANDARDS/TECHNICAL COMMITTEE CHAIRPERSON.

The Chairperson shall be responsible to the NASAA Organic Board for the functioning of the Standards/Technical committee.

He/she shall:

- Draw up a plan of work and associated budget to be presented to the NASAA Organic Board by 1st July each year;
- Monitor the performance of Standards/Technical members in conjunction with the Standards Certification Officer
- Report to the NASAA Organic Board from time to time on Standards/Technical Committee matters.

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6. ROLE OF THE SECRETARY OF THE STANDARDS/TECHNICAL COMMITTEE.

- The Secretary shall co-ordinate the meetings and agendas of the Committee in conjunction with the Chairperson;
- The Secretary shall convene teleconference/skype meetings of the Committee from time to time to progress matters whether urgent or ongoing;
- The Secretary shall minute meetings of the Committee and shall supply such minutes to the NASAA Organic Board for information
- Matters for ratification shall be supplied to the NASAA Organic Board as an agenda item for the next Board meeting.

7. MEETINGS OF THE STANDARDS/TECHNICAL COMMITTEE.

- Meetings shall be convened by the Chairperson and the Secretary on a needs basis to consider urgent matters and those which can be adequately progressed by teleconference.
- In addition, the Standards/Technical Committee shall convene formally as a Committee at least once a year.
- All such meetings shall be minuted.

8. PROVISION OF DOCUMENTATION FROM MEMBERS.

All members shall provide to NASAA Organic the following:

- A current CV
- A declaration of pecuniary interest, which shall be renewed annually, and
- A confidentiality agreement.

9. REMUNERATION.

- The Chairperson shall be paid an Honorarium of \$1,000.00 per annum
- Members attending Standards meetings shall be paid a sitting fee of \$250/day or pro rata depending on the length of the meeting (eg 2-3 hour meeting would mean a payment of \$125.00)
A six hour meeting will equate to one day.
- The payment structure recognises that members will be required to do background reading/research prior to meetings.