



Terms of Reference

Standards and Procedures Committee

Small Producers' Symbol

Version 4. 16.IX.2015

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Translation 29-II-2016

1	INTRODUCTION	2
2	FIELD OF APPLICATION	2
3	REFERENCES	2
4	DEFINITIONS	2
5	CRITERIA COMPLEMENTING INTERNAL REGULATIONS	3
	5.1 Structure of Standards and Procedures Committee	3
	5.2 Criteria for selection and appointments	4
	5.3 Functioning	5
	5.4 Dismissals and Replacements	7
	5.5 Obligations and Responsibilities	7
	5.6 Decision-making	9
6	PROCEDURES FOR DEFINING STANDARDS	10
7	PROCEDURES FOR DEVELOPING DOCUMENTS	10
8	APPROVAL PROCEDURES	10
9	CHANGES WITH RESPECT TO PREVIOUS VERSION OR EDITION	10



1 INTRODUCTION

- a. The official language of documents associated with the Small Producers' Symbol is Spanish. In the case of disputes arising from a translated version, the only valid version is the original version in Spanish.
- b. With these Terms of Reference, the Small Producers' Symbol is complying with the ISEAL Code of Good Practice for Setting Social and Environmental Standards, and Guide ISO/IEC 65: 1996, General Requirements for Bodies Operating Product Certification Systems, and guidelines from the International Accreditation Forum (IAF).
- c. These Terms of Reference establish the process followed by FUNDEPPO for the structuring and functioning of its Standards and Procedures Committee.
- d. The contents of this edition of these Terms of Reference were approved by the Board of Directors on November 11, 2015 and are subject to changes based on decisions made by the entities intervening in their regulation.

2 FIELD OF APPLICATION

These Terms of Reference are applicable to all participants in FUNDEPPO's Standards and Procedures Committee and serve as a reference for members of other FUNDEPPO bodies involved in the process of defining FUNDEPPO's Standards and Procedures.

3 REFERENCES

- a. Declaration of Principles and Values of the Small Producers' Symbol.
- b. Procedures for Defining the Standards and Procedures of the Small Producers' Symbol.
- c. Procedures for Developing Documents of the Small Producers' Symbol.
- d. Code of Conduct of the Small Producers' Symbol.

4 DEFINITIONS

- a. **Standards and Procedures Committee:** Entity responsible for developing standards and reviewing procedures for the Small Producers' Symbol, to guarantee that these standards and procedures contribute to FUNDEPPO's mission in relation to the needs and proposals of Small Producers' Organizations.
- b. **Board of Directors:** FUNDEPPO's overall guiding body, responsible for final approval of the Standards and Procedures for defining standards and the Terms of Reference for the Standards Committee.
- c. **FUNDEPPO:** Foundation of Organized Small Producers, a Civil Association (*Fundación de Pequeños Productores Organizados, Asociación Civil*).
- d. **OPP:** Small Producers' Organization (*Organización de Pequeños Productores*).

5 CRITERIA COMPLEMENTING INTERNAL REGULATIONS

INTERNAL REGULATIONS ¹	COMPLEMENTARY CRITERIA																				
5.1 Structure of Standards and Procedures Committee																					
1. <i>Members-Owners will fill the primary positions (President and Vice-President) of the Standards and Procedures Committee, and will have the right to 66.67% of the positions.</i>																					
<p>2. <i>The Standards and Procedures Committee is composed of the following positions:</i></p> <table border="1"> <thead> <tr> <th>Position</th><th>Member Category</th></tr> </thead> <tbody> <tr> <td>1. <i>President</i></td><td><i>Owners</i></td></tr> <tr> <td>2. <i>Vice-President</i></td><td><i>Owners</i></td></tr> <tr> <td>3. <i>Member</i></td><td><i>Owners</i></td></tr> <tr> <td>4. <i>Member</i></td><td><i>Owners</i></td></tr> <tr> <td>5. <i>Member</i></td><td><i>Owners</i></td></tr> <tr> <td>6. <i>Member</i></td><td><i>Owners</i></td></tr> <tr> <td>7. <i>Member</i></td><td><i>Solidarity B</i></td></tr> <tr> <td>8. <i>Member</i></td><td><i>Solidarity B</i></td></tr> <tr> <td>9. <i>Member</i></td><td><i>Solidarity C (Preferably representing the consumer sector)</i></td></tr> </tbody> </table>	Position	Member Category	1. <i>President</i>	<i>Owners</i>	2. <i>Vice-President</i>	<i>Owners</i>	3. <i>Member</i>	<i>Owners</i>	4. <i>Member</i>	<i>Owners</i>	5. <i>Member</i>	<i>Owners</i>	6. <i>Member</i>	<i>Owners</i>	7. <i>Member</i>	<i>Solidarity B</i>	8. <i>Member</i>	<i>Solidarity B</i>	9. <i>Member</i>	<i>Solidarity C (Preferably representing the consumer sector)</i>	
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3. <i>If the Members category has more than one representative, the distribution of representatives will be based on "groups by product," in line with the proportional distribution of the number of Members by groups of products at the point in time, and will be part of the Procedures for Appointing Positions for each Assembly, subject to review and approval by that Assembly.</i>																					

¹ Article 7.10 of the current Internal Regulations, the section referring to the Standards and Procedures Committee, dated April 29, 2015.

INTERNAL REGULATIONS ¹	COMPLEMENTARY CRITERIA
5.2 Criteria for selection and appointments	
<p>4. <i>Members of the Standards and Procedures Committee must meet the following requirements:</i></p> <ul style="list-style-type: none"> a. <i>Be appointed by the represented Member to fill this position. The represented Member must have been certified or registered with the SPP at least one year earlier.</i> b. <i>Possess the willingness, capacity and commitment to fulfill the responsibilities of the position.</i> c. <i>Be committed to the SPP's Declaration of Principles and Values and its Code of Conduct.</i> d. <i>Not serve on FUNDEPPO's Board of Directors or Surveillance Committee.</i> 	<p>A. Each committee member must present a formal letter to FUNDEPPO, addressed to the current President of its Board of Directors, in which it is documented that he/she has been appointed by the entity represented. Such letter must be received within 90 calendar days following his/her appointment.</p> <p>B. When the leadership of one of FUNDEPPO's Members changes after a representative has been appointed, the representative is responsible for informing the new leadership regarding the position that he/she fills on FUNDEPPO's Standards and Procedures Committee. If the new leadership decides to withdraw the Member's support for the representative, the latter must formally advise the President of FUNDEPPO's Board. If no such information is received, it will be assumed that the representative continues to have the Member's support. The Member does not have the right to automatically appoint another person, since in this case, the requirements for replacing representatives specified in the Internal Regulations apply.</p>
<p>5. <i>Appointments for members of the Standards and Procedures Committee are for three years, with the possibility of re-election for the same person, regardless of his/her position on the Committee. The same person may not serve on the Standards and Procedures Committee for more than six consecutive years. After a three-year break, the person may be elected once again to the Committee.</i></p>	
<p>6. <i>Persons remaining on the Standards and Procedures Committee for a new period will not necessarily fill the same position as during the previous period, as this falls within the Assembly's authority to determine.</i></p>	<p>If a member of the Standards and Procedures Committee is selected to serve for an additional period, the General Assembly has the authority, according to stipulations in the Internal Regulations, to determine whether the person will maintain the same</p>

INTERNAL REGULATIONS ¹	COMPLEMENTARY CRITERIA
	position or assume a different position on the Committee.
7. <i>Efforts should be made to achieve a proportional representation of the population sectors represented, including: women, men, young people and older adults.</i>	
5.3 Functioning	
8. <i>The Standards and Procedures Committee will meet periodically, physically or virtually, at least three times a year, complemented by occasional electronic consultations, to follow up on Agreements reached by the General Assembly, to exercise its powers and responsibilities, and to guarantee the adequate functioning of FUNDEPPO's system of Standards and Procedures for certification and for the use of the Small Producers' Symbol.</i>	<p>Meetings are convoked jointly by the President and Secretariat of the Standards and Procedures Committee, at least ten working days prior to the date for a meeting to be held.</p> <ol style="list-style-type: none"> I. The person from the Operations Team assigned to the Secretariat of the Standards and Procedures Committee is responsible for the appropriate preparation, logistics and processing of committee meetings. II. The general agenda and documents for prior reading must be sent at least five full working days prior to a meeting. III. The agenda should specify the schedule to be followed, and should indicate the agenda points that have complementary documents, and whether such documents are for required or optional reading. IV. A guide should be prepared for each meeting, including the main information regarding agenda points, to facilitate informed decision-making. When necessary, the guide will refer to annexed documents. The guide will be sent to Board members at least one working day prior to a given meeting. V. If a document is sent closer to the meeting time, it should be taken into account during the meeting that not everyone has been able to read a given document prior to the meeting.

INTERNAL REGULATIONS ¹	COMPLEMENTARY CRITERIA
9. <i>The minimum quorum required for holding a Standards and Procedures Committee meeting is attendance (virtual or physical) by more than 50% of all the Committee's members, with the condition that more than 60% of those in attendance are members representing Members-Owners.</i>	If a quorum is not reached at a meeting, the President of the Standards and Procedures Committee may make the decision to hold the meeting with those in attendance and consult the other Committee members by email regarding any tentative agreements reached.
10. <i>The Standards and Procedures Committee will make its decisions by consensus, and when consensus is not reached, by the majority of votes.</i>	
11. <i>In the case of intermediate electronic consultations, with confirmation of receipt, the absence of approval or feedback within the time established by the Committee's President will be interpreted as approval.</i>	The email confirmation required, as specified in the Internal Regulations, is that provided automatically by the system for sending emails. Confirmation of having read an email is not required.
12. <i>The Standards and Procedures Committee has access to all documents in FUNDEPPO's system of Standards and Procedures for certification and for the use of the Small Producers' Symbol.</i>	
13. <i>The Standards and Procedures Committee has access to the minutes of agreements reached by the Board of Directors.</i>	The Secretariat for the Standards and Procedures Committee is responsible for sending the minutes approved by the Board to all the Committee members as soon as these minutes are available.
14. <i>Serving as a member of the Standards and Procedures Committee is an honorary, non-remunerated position.</i>	If there are expenses for attending physical meetings, these will be covered by FUNDEPPO, following the Board's approval for the budget.
15. <i>The Standards and Procedures Committee should present occasional consultations on issues directly involving the Social Objective to all Members during the General Assembly, or in the case of urgent matters, through a virtual consultation, as in the case of proposals for changes in the general definition of a small producers' organization.</i>	

INTERNAL REGULATIONS ¹	COMPLEMENTARY CRITERIA
5.4 Dismissals and Replacements	
<p>16. <i>If a person is replaced in the middle of a term, the person taking his/her place will be appointed to only finish the term, although the appointment will count as a full term when calculating the maximum of three terms on the Committee per person.</i></p>	
<p>17. <i>Members of the Standards and Procedures Committee may be dismissed for any of the following reasons:</i></p> <ul style="list-style-type: none"> <i>a. Voluntary resignation.</i> <i>b. Unjustified absence at more than 50% of the sessions and consultations in a one-year period.</i> <i>c. Absence at 75% or more of the sessions and consultations in a one-year period, regardless of whether reasons are justified.</i> <i>d. When eligibility requirements are no longer met, such as when the Member represented no longer backs the Board member.</i> <i>e. Having failed to respect the Code of Conduct, as determined by the Dissents Committee, after actions have been denounced.</i> 	
<p>18. <i>When a position on the Committee is vacated due to a dismissal, it will be filled by making a call for candidates and conducting a virtual vote in which the sector represented by the dismissed Committee member will participate. The replacement will fill the same position on the Committee as that filled by the person dismissed, except in the case of the President, who will be replaced by the Vice-President until the following physical General Assembly.</i></p>	<p>The need for replacements or pending appointments to the Standards and Procedures Committee is communicated to the Board by the Committee's President, or at times, Vice-President.</p>
5.5 Obligations and Responsibilities	
<p>19. <i>Representatives on the Standards and Procedures Committee will have the obligation to look after the interests of the entire region and category of Members represented.</i></p>	

INTERNAL REGULATIONS ¹	COMPLEMENTARY CRITERIA
20. <i>If a member of the Standards and Procedures Committee fails to participate in obligatory meetings on more than two consecutive occasions or no longer fulfills the necessary requirements for the position, such as by losing the support of the Member represented at the time of his/her appointment or by violating FUNDEPPO's Code of Conduct, the Board of Directors will convene an electronic voting process among Members in the same category, and if applicable, among the Products Group that appointed him/her at the time, to replace such a member for the rest of the term for the position held.</i>	
21. <i>The President of the Standards and Procedures Committee is responsible for authorizing the agendas for Committee meetings and for the occasional electronic consultations.</i>	
22. <i>The President also presides over all Committee sessions, except when a conflict of interest presents itself.</i>	
23. <i>The Vice-President carries out the President's functions in the case of the latter's absence or when a conflict of interest presents itself.</i>	
24. <i>FUNDEPPO's Operations Team takes on the function of serving as the Secretariat for the Standards and Procedures Committee, as proposed by and under the responsibility of the Executive Director.</i>	
25. <i>The Secretariat makes preparations for the meetings of the Standards and Procedures Committee, with the necessary information and respective proposals with their corresponding substantiation, and also prepares the drafts of the minutes from meetings.</i>	<p>The specific functions of the Secretariat are as follows:</p> <ul style="list-style-type: none"> a. Distribute notifications for meetings of the Standards and Procedures Committee, following their approval by the President. b. Prepare and report the logistics for each meeting (virtual or physical). c. Prepare and send agendas and necessary documentation prior to each meeting.

INTERNAL REGULATIONS ¹	COMPLEMENTARY CRITERIA
	<p>d. Confirmation of attendance.</p> <p>e. Record minutes for each meeting, prepare the Minutes of Agreements, and incorporate observations to the minutes for their approval.</p> <p>f. Take responsibility for publishing the Standards and Procedures approved by the Standards and Procedures Committee, and ratified by FUNDEPPO's Board of Directors.</p> <p>g. Maintain a file of the documents associated with sessions of the Standards and Procedures Committee and keep them updated.</p> <p>h. Designate and supervise the individuals operationally responsible for processes of formulating a Standard or developing a Procedure.</p>
26. <i>The Annual Work Plan for the Committee is prepared by the Committee, and must have backing from the Board of Directors. The Board has the power to make modifications in this work plan.</i>	
27. <i>The Standards and Procedures Committee functions within the framework of the existing Procedures for the Definition of Standards and Procedures.</i>	
5.6 Decision-Making	
28. <i>The Standards and Procedures Committee may accept different observers, without the right to vote, at its sessions, as long as they are previously accepted by the Committee's President. Such observers may only speak if granted approval from the Committee's President.</i>	
29. <i>FUNDEPPO's Board of Directors has a permanent observer with the right to speak but not vote at the sessions of the Standards and Procedures Committee.</i>	

INTERNAL REGULATIONS ¹	COMPLEMENTARY CRITERIA
30. <i>The Terms of Reference of the Standards and Procedure Committee may provide more details regarding its functioning, as long as Internal Regulations are respected.</i>	

6 PROCEDURES FOR DEFINING STANDARDS

The Standards and Procedures Committee must, at all times, respect the current Procedures for Defining Standards and Procedures of the Small Producers' Symbol, published by FUNDEPPO

7 PROCEDURES FOR DEVELOPING DOCUMENTS

The Standards and Procedures Committee must, at all times, respect the current Procedures for Developing Documents published by FUNDEPPO.

8 APPROVAL PROCEDURES

1. FUNDEPPO's Board of Directors is the final authority in approving these Terms of Reference, and has the right to modify them at any time.
2. The Standards and Procedures Committee has the right, at any time, to propose improvements to these Terms of Reference to FUNDEPPO's Board of Directors.
3. The Secretariat should present any suggestions for improving these Terms of Reference to the Standards Committee, so that if adopted, such suggestions will be presented to FUNDEPPO's Board of Directors for their ratification.

9 CHANGES WITH RESPECT TO THE PREVIOUS VERSION OR EDITION

Previous document:

Terms of Reference of the Standards and Procedures Committee
Small Producers' Symbol

Version 4. 16-IX-2015
Edition 1. 16-IX-2015

#	Change	Reason	Type of Change	Effective date
1	<p>Point B was added to Section 5.2/4:</p> <p>When the leadership of one of FUNDEPPO's Members changes after a representative has been appointed, the representative is responsible for informing the new leadership regarding the position that he/she fills on FUNDEPPO's Standards and Procedures Committee. If the new leadership decides to withdraw the Member's support for the representative, the latter must formally advise the President of FUNDEPPO's Board. If no such information is received, it will be assumed that the representative continues to have the Member's support. The Member does not have the right to automatically appoint another person, since in this case, the requirements for replacing representatives specified in the Internal Regulations apply.</p>	To clarify and harmonize with the Terms of Reference for FUNDEPPO's other entities, on the basis of concrete experiences.	Writing	11/XI/2015