# Terms of Reference Standards Revision Committee

Version 2.0



GLOBAL STANDARDS

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# Document Information

**Document Revision History**

This document was first released as version 1.0 in November 2021, which was specifically related to the Global Organic Textile Standard.

**How to Read This Document**

The following verbs are used to indicate requirements, recommendations, permissions, or capabilities in this document:

- "**shall**" indicates a mandatory requirement
- "**should**" indicates a recommendation
- "**may**" indicates a permission
- "**can**" indicates a possibility or capability

**Availability of Documents:**

This document, and any further relevant public information as released by Global Standards gGmbH, is available for public download on the Global Standards website

**About Global Standards**

Global Standards gemeinnützige GmbH is a not-for-profit organisation incorporated in Germany in 2002 for the purpose of administering the Global Organic Textile Standard and the Global Responsible Textile Standard.

**Vision**

Our vision is a world where all textiles are produced in accordance with the principles of health, ecology, fairness and care to enhance people's lives and the environment. Organic textiles are an integral part of this holistic approach.

Further information is available at: www.global-standards.org.

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# 1 INTRODUCTION

1.1 The Global Organic Textile Standard ("GOTS") and the Global Responsible Textile Standard ("GRTS"), together referred to here as “The Standards”, are voluntary sustainability standards for the processing of certified organic fibres and responsibly sourced fibres, respectively. Global Standards gGmbH ("Global Standards") is the operating unit for both standards.

1.2 The Standards undergo a revision every 3 years[1], and this primary activity is undertaken by a Standards Revision Committee (SRC) of Global Standards.

1.3 Separate SRCs shall be formed for each Standard that is undergoing a revision.

1.4 This document lays down the rules for the Composition of and Terms of Reference for the Standard Revision Committees (SRCs), confirming the independence of the Committee in revising Standards and Implementation Manuals that are administered by Global Standards, as well as representation of all stakeholders in the process.

1.5 This document shall also be used for all Standards that may be developed by Global Standards in the future.

1.6 For abbreviations and definitions of terms used in this document, refer to the document Standard Setting Procedure[2].

# 2 MEMBERSHIP

## 2.1 FORMATION

2.1.1 The SRC is an ad-hoc committee that shall be formed anew at the time of each Standard revision. It is desirable that SRC members remain for the term of a respective revision cycle.

## 2.2 Individual Committees

2.2.1 The SRC shall be formed as per due process laid down in this document at least 30 calendar days before the commencement of a revision process.

2.2.2 The Global Standards Management shall appoint a Convenor for the SRC, who shall lead the revision process.

2.2.3 The Convenor shall perform administrative duties related to the SRC and the revision, such as sending invitations, confirming appointments, handling documentation,

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[1] Standards may be revised at shorter or later intervals in exceptional circumstances if so determined by Global Standards.

[2] Latest versions of all referenced documents shall be applicable unless specified in this document.

convening and organising virtual/in-person meetings, keeping notes of discussions and decisions etc.

2.2.4 The SRC shall remain in force during one revision of the Standard. It is reconstituted before a new revision process begins.

2.2.5 Participation in the SRC shall be on an honorary basis.

## 2.3 COMPOSITION

### 2.3.1 Representation from Certifiers Council

2.3.1.1 Two representatives from the Certifiers Council (CC), representing Global Standards Approved Certification Bodies

2.3.1.2 At the invitation of the Convenor, the CC shall select two members to represent them on the SRC from within the Council by way of a simple majority.

2.3.1.3 Their term shall be for 3 years, and renewable for a second term subject to approval by the CC by simple majority.

2.3.1.4 A CC member shall not sit on the SRC for more than 2 consecutive terms.

2.3.1.5 A CC member who has been part of the SRC for two consecutive terms may be re-elected to the SRC after sitting out one term.

### 2.3.2 Members involved in the Textile Industry

Representation shall be sought from all sectors of the textile value chain, including Fibre Production, Preparatory, wet processing, chemical production, cut and sew, Labour, traders (B2B), retail (B2C), Consumers, Post-consumer sector, Civil Society, Professional / Technical Services in an open and transparent manner.

2.3.2.1 The Convenor of the SRC shall invite applications to be part of the committee, keeping in mind the intended composition of the SRC using virtual, online processes, which should be made publicly available on the Global Standards website in English.

2.3.2.2 Should there be more than 2 applicants from one sector, all applicants shall vote for two representative members, through an online poll, arranged by the Convenor.

2.3.2.3 Representatives of key global stakeholder organisations shall not be excluded from membership of the SRC.

2.3.2.4 If there is more than one applicant representing key stakeholder organisations from one sector, at least one of those shall be a member of the SRC.

2.3.2.5 The decision and composition of the SRC shall be made public on the Global Standards website together with the list of successful and unsuccessful applicants.

2.3.3 Efforts should always be made so that the composition of the SRC has representation from all interested sectors and stakeholders covering the widest subject and geographical scope as is possible.

2.3.4 If the SRC feels that another sector or stakeholder is required in addition to the ones mentioned above, it may unanimously co-opt such an appropriate new member.

2.3.5 Each Global Standards SRC shall have at least 7 members.

## 2.4 Qualification

2.4.1 A member of the SRC shall necessarily possess some expertise related to the primary function expected, which is Standard Development / Revision.

2.4.2 It is suggested that an SRC member shall be proficient in English, hold a university degree, and/or has a minimum of 10 years' work experience in a field aligned to Global Standards, with adequate knowledge and work experience in their sector of operation such as standard development or textile processing or manufacture or organic production or chemical manufacture, or certification/audit/inspection or advocacy of social standards or laboratory analysis or textile chemistry.

2.4.3 Civil Society representatives do not require any prior expertise in this regard.

2.4.4 The Convenor may decide on relaxing any or some of these qualifications in certain exceptional cases.

# 3 CHANGES AND WITHDRAWAL

3.1 The SRC may, at any time, propose a change in the composition (see 2.2) of the SRC.

3.2 Members who may choose to withdraw from SRC membership shall do so by way of informing the Convenor of their decision by email.

3.3 Members representing their organisations may be replaced by another individual by those concerned organisations during the currency of an SRC and shall do so by informing the Convenor of their decision to do so by email.

3.4 Should the composition of the SRC alter due to withdrawal of membership, the SRC may collectively decide to request applications for new members or nominate new members by way of a unanimous decision.

# 4 AUTHORITIES AND FUNCTIONS

4.1 The SRC is responsible for revising the Standards and its corresponding Implementation Manual following the Standard Setting Procedure of Global Standards.

4.2 SRC members shall devote time towards attending online consultations, providing expert inputs to the revision process and comments/suggestions on documentation provided by the convener.

4.3 SRC members shall contribute to the best of their abilities, experience and expertise towards revision of the Standards.

4.4 Information that could be deemed commercial in confidence and confidential by the organisation a member works for shall neither be solicited nor should it be shared by a member during the deliberations of the SRC.

4.5 An SRC member may be requested to be part of or head a sub-committee to work on a specific task decided by the SRC. Acceptance of such requests is voluntary.

4.6 SRC members shall keep all discussions and consultations undertaken within the revision process confidential. SRC members may be requested to sign a non-disclosure agreement towards the same before commencing a revision process.

4.7 SRC members shall permit Global Standards to publicly acknowledge them (and their organisations as applicable) as a member of the SRC, and to convey this information on the Global Standards website, along with their photograph.

## 5 ADMINISTRATIVE MATTERS AND EXPENSES

5.1 SRC meetings shall be conducted virtually to the largest extent possible.

5.2 Should there be a need for an in-person meeting, Global Standards shall provide finances towards meeting expenses, reasonable travel, room and board for members of the SRC.

5.3 The SRC may also request budgetary support for projects and investigations based on a formal request.

## 6 MEETING PROTOCOL AND RULES

6.1 The SRC meeting shall be convened by the Convenor by sending an appropriate notice to all members via email at least 15 calendar days in advance.

6.2 A draft agenda shall be circulated to all members at least 10 calendar days in advance. SRC members may suggest inclusion of additional points or modifications to the agenda up to 5 days in advance of the meeting.

6.3 Each SRC meeting shall commence with the election of a Chairman among the present members. The Chairman shall conduct the meetings of the SC with the help of the Convener.

6.4 The SRC generally has quorum if at least two-thirds of its members are present and shall strive for consensus from all the voting members.

6.5 If consensus is not found, decisions shall be taken by at least two-thirds majority of the members present. If such a majority is not reached in a second vote, the decision shall be postponed to the next meeting or a vote via e-mail upon the Convenor's decision.

6.6 Each Member of the SRC shall have one vote.

6.7 With an express and meeting-specific written authorisation, an absentee member of the SRC may be represented by another. However, no member can represent more than one other member.

6.8 The Convenor shall arrange to note discussions and decisions taken at each SRC Meeting. Minutes of meetings shall be circulated in an appropriate format. Minutes are valid only after approval by the SRC members who took part in the respective meeting or after the deadline for comments has passed.

6.9 The SRC is permitted to appoint subcommittees consisting of any number of members for specific tasks.

6.10 Such subcommittees shall be responsible to the SRC and shall present their reports or findings to the SRC., through the Convenor or an appointed member of the SRC.

6.11 The language of business of the Standard Revision Committee shall be English.

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