



RTRS STANDARD FOR RESPONSIBLE SOY PRODUCTION WORKING GROUP TERMS OF REFERENCE

1. Scope

This document constitutes the Terms of Reference for the Working Group (the “WG”) to be formed with the objective of revising the RTRS Standard for Responsible Soy Production V3.1.

The objective of this WG is to identify and discuss the current issues related to the responsible soy production, in order to achieve the expected outcome.

The working group will have to:

- Identify the fundamental issues that the RTRS Standard for Responsible Soy Production (the “Soy Production Standard”) is currently not considering and should be addressed.
- Provide information that might be relevant to soy production.
- Revise the current indicators of the Soy Production Standard and decide if certain issues should be updated.

2. Identification of needs

The RTRS Standard for Responsible Soy Production V3.1 currently in force -in line with the requirements established by the ISEAL Code of Good Practice for Setting Social and Environmental Standards- sets forth that the Soy Production Standard shall be revised not less than once every five years and not more than once every three years.

As a consequence of the above, since the last revision of the Soy Production Standard was made in 2016, 2020 was selected as the year of the following revision.

3. Expected outcome

By February 2021, the WG will deliver a draft of the RTRS Standard for Responsible Soy Production V4.0 (the “Deliverable”) to be approved by the Executive Board and endorsed by the General Assembly.

All results arising from the WG work must have followed the procedures for approval within the WG set forth in Section 11 and will in any case be subject to the approval of the Executive Board following the decision-making process provided for in RTRS Statutes.



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4. Stakeholder identification

RTRS encourages all relevant players in the soy supply chain to participate in the WG. This includes the following stakeholders:

- Soy producers;
- Soy related Chambers;
- Industries that use soy as a raw material; and
- NGO's related to soy and the soy industry.

5. Working Group

5.1. Responsibilities of the members of this WG and rules of participation

- 5.1.1. All WG participants must support the mission and vision of RTRS and they are expected to actively participate in the process and work to achieve the group's objective, rather than any personal or organizational agendas.
- 5.1.2. The members of the WG commit to work constructively with other group members in order to achieve the objectives of the group and develop commonly acceptable solutions to all issues addressed.
- 5.1.3. WG members also commit to respect the views of other WG members, the right of each member to share their expertise and opinions with the group, and the authority of the coordinator of the WG chairing the meetings.
- 5.1.4. The WG participants are requested to consult the work and needs of information of this WG with other institutions which are not part of this WG whether from their own constituencies or not.
- 5.1.5. All the members of this WG shall participate actively in the necessary meetings and in any written communication arising as the result of the work of this WG.
- 5.1.6. All the members of this WG shall review and discuss comments that may arise from the discussion.



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- 5.1.7. The WG members commit to follow the proposed activities, tasks assigned to them and respect the deadlines proposed by the coordinator of the WG.
- 5.1.8. The coordinator of the WG is entitled to define and propose new rules for the better functioning of this WG and to ensure the active participation of the members of this WG.
- 5.1.9. If any participant fails to follow these participation rules, the coordinator of the WG is entitled to exclude this member of the WG. If as a result of the exclusion of a WG member a constituency would cease to be represented, the Executive Board will be entitled to appoint a new member to replace the excluded member so as to ensure that all constituencies remain represented at all times.

5.2. Language of the WG

The language to be used in this WG for written and oral communications will be English.

5.3. Conformation of the WG

- 5.3.1. The three constituencies (Industry, Trade and Finance, Civil Society Organizations and Producers) will be represented in the WG. A minimum of 4 (four) members per constituency will be required and a maximum of 5 (five) members per constituency will be admitted. Additionally, different experts can be invited to participate as observers of this WG or as source of information.
- 5.3.2. The RTRS Executive Board, at its sole discretion, shall (i) select which applicants will participate in the WG as members, and (ii) admit those experts invited to participate as observers of this WG.
- 5.3.3. Observers are allowed to participate during discussions, when their expertise is required, or when they are invited to do so.

5.4. Activities

WG members will participate in the following activities:

- From August to December 2020, a blog or other kind of technological platform (the “Forum”) will be used to update and exchange information within the WG. The WG members are expected to interact with each other and give opinions using the Forum on a regular basis and not only when meetings are held.



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- A minimum of 3 (three) meetings via videoconference or conference call will be held during the last week of August and the first two weeks of September of 2020. The exact dates will be provided once the group is formed.
- During December 2020, one or more meetings via videoconference or conference call will be held on a need basis, taking into consideration the number of comments received during a 2nd public consultation period. The exact date/s will be provided near such date/s.
- If necessary, there might be meetings via videoconference or conference call during February 2020 after a potential 3rd public consultation period. If decided, they will be communicated in advance so that all WG members can participate.
- E-mail communications: in preparation and/or following the meetings.

It is possible that more meetings are required in order to be able to comply with the objectives of this WG. Frequency of meetings may vary upon the participants' agreement and taking into account the budget RTRS has for this project.

The WG shall send a final proposal for the Executive Board's approval by February 2021, with an intermediate progress report.

6. Expected duration of the WG

WG activities are expected to commence in August 2020 and the objectives of the WG and the Deliverable shall be completed by February 2021.

7. Coordinator of the WG

The coordinator of the WG will be a person appointed by the RTRS Executive Board, who will be assisted by a member of the Technical Unit of the RTRS Secretariat (Daniel Kazimierski or Ana Laura Andreani), and will have the following responsibilities:

- 7.1. To moderate the WG.
- 7.2. To prepare and provide the WG with information necessary to facilitate its discussions and work.
- 7.3. To prepare the minutes and to coordinate the content of any material developed by this WG.
- 7.4. To prepare the reports for the Executive Board.



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8. Cost compensation

The members of this WG, participate on a voluntary basis. Therefore, RTRS does not compensate for their participation nor reimburse for any costs incurred.

9. Quorum

Meetings shall have quorum provided that **50 (fifty) percent of the voting members (or proxies) from each voting constituency** are present.

Quorum will be verified at the beginning of the meetings and will not be affected by WG members subsequently leaving such meetings, provided that the minimum quorum is maintained at all time.

10. Proxy votes

10.1. If a WG member is not able to participate in a meeting, such WG member may delegate the exercise of its voting rights in accordance with the following rules:

- The proxy shall be a person that works in the same organization or company than the member of the WG or another member of the WG from the same constituency.
- If a member of the WG wants to use a proxy vote, this shall be informed to the coordinator of the WG in writing, at least 48 (forty-eight) hours before the beginning of the relevant meeting.

11. Decision-making process

11.1. When discussing the agenda items in the WG meetings, the WG members aim at reaching consensus. Consensus is understood as the absence of sustained opposition of the WG members present or duly represented.

11.2. If consensus cannot be reached through debate, resolutions are made by vote. The WG members vote by constituencies.

11.3. Only the members of the WG selected as provided for in Section 5.3 are entitled to vote.

11.4. All other participants of the WG other than the members selected pursuant to Section 5.3 are considered observers and source of information, which can participate, express opinions, give recommendations but are not entitled to vote.



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- 11.5. In order for a resolution to be passed by vote, the approval by simple majority (more than half of the valid votes cast) within each constituency is required. In the event at least one constituency fails to reach the simple majority required for the approval of a resolution, the coordinator of the WG will submit the subject for the consideration of the Executive Board along with a written report produced by each of the constituencies that were unable to reach the simple majority describing their respective proposals and the reasons and back up information that support such proposals. This written report shall be produced in the English language.
- 11.6. WG members having left the meetings after verification of quorum and WG members abstaining from voting on a specific item shall be deemed not to have cast a vote on such specific item and shall therefore be disregarded for purposes of the voting calculation be it consensus or of the simple majority within each constituency, with the following exception: provided that WG members are informed in writing beforehand about the issues to be voted on, absentee ballots -submitted in writing- will be accepted.

12. Identification of Risk Factors

Risks that may be identified as factors that could prevent the Soy Production Standard from achieving its intended objectives include, but are not limited to:

- The new version of the Soy Production Standard may contain requirements in connection with which the approved auditors are not qualified to assess. In order to reduce this risk, all auditors will have to update their qualifications, for which purpose they will have to take a course where the new version of the Soy Production Standard will be analyzed.
- The new version of the Soy Production Standard may contain requirements that might be difficult for the producers to implement. In order to reduce this risk, RTRS shall carry out a workshop where the new requirements are explained and mechanisms to comply with them are suggested.
- Certain players of the soy supply chain may disagree with the new version of the Soy Production Standard. In order to reduce this risk, at least 2 (two) public consultations will be held in order to give all these players the possibility of commenting on the drafts of the Deliverable.



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13. Public information

Information, including meeting minutes and records of activities will be made available on demand to non-members of the WG.

During the meetings held, the participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.

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Annex 1: How to participate

RTRS invites all the interested parties wishing to participate in this WG. If you are interested in participating, please send the application form attached to: technical.unit@responsiblesoy.org (cc: ana.andreani@responsiblesoy.org).

E-mail Subject: Participation in the RTRS Standard for Responsible Soy Production Working Group.

Deadline for applications: July 31st, 2020

CANDIDATES APPLICATION FORM

By delivering this application form, you (i) consent to the use of the personal information contained herein by Round Table on Responsible Soy Association (RTRS) for purposes relating to the RTRS Standard for Responsible Soy Production Working Group and the overall promotion of such working group's objectives, (ii) agree with these Terms of Reference and commit to follow them, and (iii) commit to understand other people's opinions and point of views and work together to find solutions that could be agreed by all parties.

Date:	
Name:	
Organization/Company Name:	
Is your Organization /Company Member of the RTRS?	
Country:	
E-mail address:	
Phone number:	
Position:	



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Why would you like to be part of this WG?	
Do you work with soy in any of its production or industrial stages?	
Have you ever participated in other RTRS Working Groups? If yes, which ones?	
Any other comments or remarks	