

Global Food Safety Initiative

Technical Committee Terms of Reference



Introduction

The Global Food Safety Initiative (GFSI) is a non-profit making foundation, created under Belgian law. The daily management is undertaken by CIES – The Food Business Forum. The GFSI Board provides the strategic direction for and oversees the daily management of the Global Food Safety Initiative. Membership of the Board is by invitation only.

The GFSI mission is to work on continuous improvement in food safety management systems to ensure confidence in the delivery of safe food to consumers.

The **GFSI Objectives** are to:

- maintain a benchmarking process for food safety management schemes to work towards convergence between food safety standards, as outlines in this Guidance Document.
- improve cost efficiency throughout the food supply chain through the common acceptance of GFSI recognised standards by retailers around the world.
- provide a unique international stakeholder platform for networking, knowledge exchange and sharing of best food safety practice and information.

The GFSI Board also provides governance to the GFSI Technical Committee, an international food business multi-stakeholder group of around 60 food safety experts. The Technical Committee is open to all retailers and to other members by invitation only. The Technical Committee works on specific selected projects throughout the year, following consultation with wider industry stakeholders. The issues to be addressed and the work plan are approved by the GFSI Board in order to fulfil the GFSI Mission.

The Governance of the GFSI Technical Committee



The GFSI Technical Committee is in place to execute the mandates specified by the GFSI Board in given timeframes. These mandates are generally agreed by the GFSI Board following the stakeholder meetings held at the annual CIES International Food Safety Conference.

Purpose

The purpose of the GFSI Technical Committee is to:

- ensure the GFSI delivers its objectives through a consensual approach to work items approved by the GFSI Board
- promote knowledge exchange and best practices
- put forward recommendations to the GFSI Board for consideration for future mandates

Composition

The GFSI Technical Committee is composed of around 60 members including a Chairperson and GFSI secretariat.

The Committee is a food business multi-stakeholder group which has representatives from;

- retailers
- manufacturers
- Certification Bodies
- Accreditation Bodies
- standards owners
- trade associations
- farmers
- food service companies

The GFSI Technical Committee may also have members who are independent food safety experts or consultants.

The GFSI Board will ensure a proportionate sector representation at all times.

Technical Committee Membership

Applications to join the Technical Committee shall be made in writing to the attention of the GFSI Secretariat. The membership application shall include a brief company profile, personal profile and letter of application from the individual. The application will be reviewed by the GFSI Board during the subsequent GFSI Board Meeting. The Board meets three times a year: February, June and October. The Board decision on the application will be provided in writing to the applicant within a reasonable time frame, and no longer than a month following the meeting.

The members of the committee who are representing a particular stakeholder group, will be named and also asked to nominate a deputy, who will have the same

responsibility and accountability as the named member. The names of organisations and their respective representatives will be published on the GFSI web site.

The GFSI Board have the authority to invite or dismiss organisations, or individuals, from the Committee.

Other external experts may participate in the GFSI Technical meetings and the decision to invite non members will be taken by the GFSI Board alone or further to a recommendation from the GFSI Technical Committee.

The chair of the GFSI Technical Committee will be appointed by the GFSI Board. The term of office for the Chairman shall be two years.

Expert Working Groups may be set up at the request of the GFSI Board to execute specific tasks. These Expert Working Groups will primarily be made up from members of the GFSI Technical Committee, but outside experts may be invited to work within these Groups with the agreement of the Technical Committee. Members of the Expert Working Groups shall commit to attend their respective Expert Working Group meetings in their entirety and shall also be committed in terms of time and effort to achieve objectives set by the GFSI Board.

Members of the GFSI Technical Committee are expected to have at least five years relevant experience in the food industry.

Mandates and Duties

The mandates and duties of the GFSI Technical Committee are to;

- execute the mandates from the GFSI Board within given timeframes
- provide technical recommendations and advice to the GFSI Board in order to assist with strategic decision making
- define the appropriate methodology in order to execute the allocated task
- inform and report upon best practice

Rules of Procedure

The Chairman shall convene meetings of the Committee by notice in writing to each member at a frequency of not less than three meetings per year. The meetings may take place in any major city around the world, but at least once in Europe and once in the USA during the year.

The agenda of meeting of the GFSI Technical Committee shall be set two weeks prior to the date of the meeting and shall be sent to all Committee members.

A quorum at such meetings shall consist of not less than one-third of the members of the Committee, provided that no stakeholder interest dominates. In the event that it is deemed that there is an issue regarding the attendance at specific meetings that could lead to predominance of interests, the secretariat will refer the matter to the Board for a decision on the convening of the GFSI Technical Committee meeting in question. To ensure adherence to this rule a member must positively respond to the

secretariat regarding their attendance at least one month before a proposed meeting date.

Minutes of all meetings will be prepared and circulated at least one month in advance of the next meeting. Approval of these minutes will be made at the next meeting, providing a quorum is present.

In the absence of the Chairman at any meetings of the Committee, a member of the Committee, selected by the Chairman in advance, shall take the chair, or failing this, the temporary Chairman will be elected by a majority of those present at the meeting.

Organisations or persons nominated to the Committee shall be expected to attend all meetings. The Chairman may ask for an incumbent member to be replaced if the member fails to attend two of the three meetings per year. The possible removal of the of an organization or person from the GFSI Technical Committee will be referred to the GFSI Board by the Chairman and the decision to remove or retain the organization or person on the GFSI Technical Committee will rest with the GFSI Board.