

Brussels, 26 September 2013



TERMS OF REFERENCE

EUROPEAN FOOD

SUSTAINABLE CONSUMPTION AND PRODUCTION
(SCP)

ROUND TABLE

1 - BACKGROUND AND VISION

The European food chain shares the responsibility of ensuring that production and consumption of food and drinks, including products sourced from outside the EU, not only meet consumers' needs for food safety, nutrition, health, affordability, product choice and contribute to economic growth, but that they also are sustainable.

The objective of the Food SCP Round Table (RT) is to establish the food chain as a major contributor towards sustainable consumption and production in Europe. Its activities aim not only at strengthening the long-term competitiveness of the food chain in Europe, but also supporting various EU policy actions on sustainability. Given the objective of these initiatives to improve the overall environmental performance of products throughout their life cycle the equivalent involvement of the food chain members - a fundamental feature of the RT - is indispensable for success.

Moreover, the RT shall strive to ensure alignment with international actions in the framework of the SCP agenda, including the initiatives facilitated by UNEP and other European or global organisations to advance resource efficiency, sustainable value chains and social responsibility.

The RT's activities also respond to some of the areas being addressed in the High Level Forum (HLF) for a Better Functioning Food Supply Chain. The RT also links in with a number of initiatives at EU level such as the European Technology Platforms (ETPs), e.g. ETP "Food for Life" and, the European Innovation Partnership (EIP) on Agricultural Productivity and Sustainability.

The RT shall pay particular attention to developing and promoting a coherent approach to assess and communicate the environmental performance of food and drink products and its production across the EU. The objectives of the Round Table shall be pursued in view of the wider implications of the concept of sustainability, considering all its pillars: economic, social and environmental. The Round Table shall also explore how initiatives taken in Europe link in with relevant developments in other parts of the world and work towards ensuring consistent and coordinated actions.

Managing these major challenges successfully requires a well-coordinated action by all players along the food value chain. In awareness of the significant expertise held by the various food chain operators in continuously improving their environmental, social and economic performance, the key feature of the RT is its holistic approach in involving the whole food chain in a common, results-oriented process. This format reflects the participating organisations' commitment to the concept of shared responsibility for improving the sustainability of the food chain. It shall support the design of consistent and coherent sustainability measures that enjoy the broad support of relevant actors and take a holistic approach to tackling environmental challenges rather than looking at individual impact areas in isolation.

2 - OBJECTIVES

The RT's objectives are centred around the following themes in the management of sustainability (in all its pillars) along the food chain in the EU (with due consideration to social and economic aspects, in order to avoid unintended consequences):

1. Develop and promote further sustainability in the EU food chain

2. Improve the environmental performance of food and drink products throughout their life cycle
3. Develop, whenever necessary, specific solutions, to assess and validate continuous environmental improvement across the food chain
4. Promote and improve the communication of environmental performance of food and drink products and their production across the food chain
5. Promote coordination and policy consistency on sustainability at international level

A working programme (see page 14) shall address in detail the actions, deliverables and timetable to attain the objectives above. The working programme shall be regularly reviewed by the Steering Committee and presented to the Plenary for adoption.

All deliverables and/or other documentation produced by the RT in pursuit of its objectives shall be in compliance with EU single market rules and avoid undue distortions of competition. Voluntary environmental information shall be communicated to consumers and other stakeholders in a factual and non-discriminative way.

2.2 – FUNDING

The activities of the European Food SCP Round Table are financed by the contributions raised by the members on the basis of the decisions taken by the Plenary based on a proposal by the Steering Committee.

On an exceptional and ad hoc basis a member may apply for a partial or total exemption of their financial contribution. The Steering Committee shall analyse the request and propose a course of action for a Plenary decision.

The funds collected shall cover the costs indicated in the annual budget approved by the Plenary, including maintenance of the website (www.food-scp.eu), which is property of the RT.

Membership fees are calculated on a yearly basis and shall be due in full even if the member organisation resigns before the end of the budget year (calendar year).

3 - COMPOSITION

A key feature of the RT is its holistic approach enabling an open and results-driven voluntary dialogue among all interested actors along the food chain.

Interested organisations may apply for participation in the RT in one of the following categories:

- a) Full members: formal members which carry out activities at EU level, including also European sub-sector organisations (see specific conditions under chapter 3.1).
- b) Associated members: national associations if and as long as their representative European level organisation is not a formal member of the RT or such European level organisation does not exist (see specific conditions under chapter 3.2).

- c) Observers: organisations without activities at EU level as well as national governments and their agencies may apply for observer/expert status where this can facilitate an agreement on uniform approaches across the EU.
- d) Co-chairing organisation: the European Commission
- e) Supporting organisations: UNEP, EEA

The European Commission shall participate in the RT as a co-chairing organisation guaranteeing the involvement of relevant DGs in the process.

3.1 – Full members and Eligible constituencies

Full members of the RT shall carry out activities at EU level, including also European sub-sector organisations

Considering the high complexity of the food chain and the multitude of actors involved, it is essential to strive for the inclusion of relevant stakeholder organisations as full members of the RT.

In this regard full members shall be integrated into one of the following constituencies:

1. Suppliers to the agricultural sector
2. Farmers and agri-cooperatives
3. Agricultural trade
4. Food and drink industries
5. Packaging value chain
6. Transport & logistics operators
7. Retailers (including Horeca and collective restauration)
8. End-of-life: packaging recovery organisations, waste industry
9. Consumer NGOs
10. Environmental/nature conservation NGOs

3.2 - Associated members

On an exceptional basis, a national association may apply for Associated membership if and as long as their representative European level organisation is not a full member of the RT or such European level organisation does not exist, under the following conditions:

- The national organisation is committed to the RT's European objectives as outlined in the ToR and to all other provisions of the ToR (this includes paying the usual joining fee).
- While associated membership allows full participation in all WGs, the organisation, due to its non-European nature, is not entitled to formally integrate and represent a constituency in the Steering Committee (SC) and Plenary.
- Associated membership ceases automatically with the formal decision on full membership of the organisation's European level structure which, from that moment on, takes over all rights and obligations.

3.3 – Conditions for participation

Participation by eligible constituencies is open and voluntary but dependent on relevant expertise, active engagement, and commitment to the objectives of the RT.

Any party seeking formal participation in the RT shall:

- Accept and comply with these Terms of Reference and any other statutory documents decided, approved and enacted by the RT;
- Demonstrate support for the vision, objectives, deliverables and governance of the RT;
- Conduct its affairs in a manner suitable for supporting and promoting the vision, mission, objectives, governance and rules of the RT, and;
- Allocate the necessary time, resources and effort necessary to meet the requirements for formal participation, i.e. to be able to: 1) react to discussion papers and 2) participate in meetings and teleconferences.

3.4 – Application for participation

When applying for formal participation in the RT any interested party shall submit:

- a formal application letter:
 - clearly expressing support for the vision, objectives, deliverables and governance of the RT;
 - accepting without prejudice any and all provisions related to the formal participation in the RT, and;
 - indicating the type of membership they seek.
- a statement indicating what concrete contributions it intends to make in support of the objectives and deliverables of the RT;
- a statement as to the constituency to which they wish to belong (if relevant);
- a declaration stating the mission and objectives of the applying organisation (according to its statutes)

Any application shall be submitted to the Steering Committee, who shall take a formal decision at its next meeting (following receipt of the complete set of application documents). Participation shall not be unduly denied to any applicant.

The final decision, including its reasoning, shall be communicated by the Steering Committee to the applicant organisation as well as all RT members.

Member organisations shall be those who have been admitted by the Steering Committee and upon payment of the financial contribution

3.5 – Resignation

A RT participating organisation may resign at any moment in time. In order to do, a written resignation letter shall be submitted to the Steering Committee, upon receipt of which their participant's status ends.

Regardless of the date of resignation membership fees are due in full and for the entire budget period (calendar year).

3.6 – Exclusion

The exclusion of a participating organisation shall be decided on the basis of a detailed report providing sound reason(s) for it and taken by a qualified majority (two thirds) of the Steering Committee.

The decision, including its reasoning, shall be communicated to all RT participating organisations. The excluded participant shall be granted an adequate right of appeal against this decision.

The excluded participating organisation can appeal to the Plenary (in writing with supporting evidence if necessary) within a month of the Steering Committee’s decision.

The Plenary shall decide (see point 4.1.) on the appeal at its next meeting following receipt of written evidence. The excluded participating organisation shall attend the relevant part of this Plenary meeting but shall have no voting rights. The Chairpersons of the Steering Committee shall present the case before the Plenary.

4 – GOVERNANCE

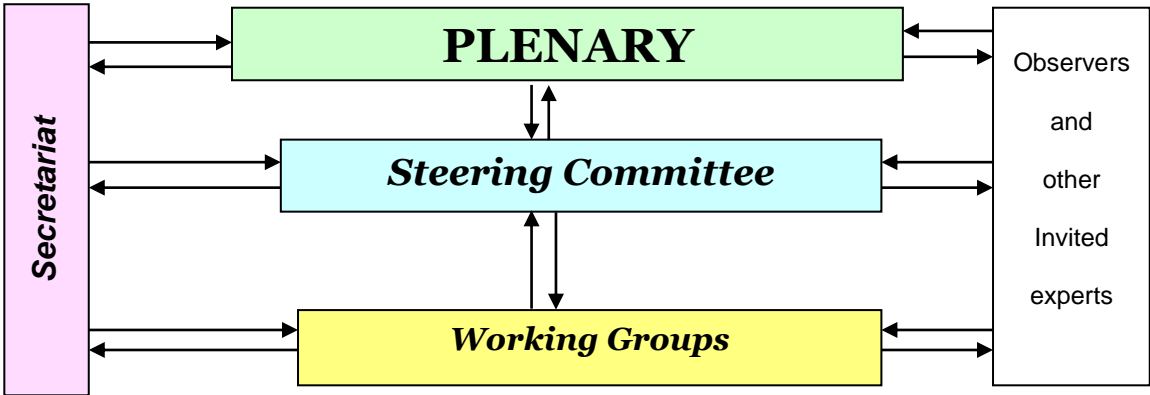
It is essential to ensure that the principle of inclusion of participating stakeholder organisations is implemented in such a way as to also guarantee the RT’s manageability and efficiency whilst enabling it to deliver concrete results within agreed timelines. Written consultation may take place in between meetings to secure timely decision making.

The creation of the RT did not entail the creation of a new organisation or legal entity. The RT is a structured stakeholder process consisting of a three-level structure, comprising a Plenary, a Steering Committee and Working Groups.

The RT’s governance structure shall be interpreted not as a rigid legal document, but as a tool to foster an open, transparent and yet results-oriented stakeholder process. It shall be applied by all participating organisation in a spirit of cooperation in advancing the RT’s agreed objectives.

At each of the three levels, the RT shall work towards consensus among participating organisations.

The meetings of the RT shall be co-chaired by an elected representative of the full members of the RT and a representative of the European Commission.



4.1 - The Plenary

The Plenary, composed of all participating organisations, is the RT’s highest decision-making body. As per the Terms of Reference and for sake of efficiency, the Plenary delegates certain decision-making powers to the Steering Committee as described in 4.2.

In support of the consensus-oriented nature of the RT, the primary role of the Plenary is to serve as a platform for exchanging positions and structured debate among all RT participating organisations and to contribute to the achievement of the RT’s objectives. This includes the activities of its Steering Committee, Working Groups, the results achieved by the RT as well as the required strategies in pursuing the RT’s objectives.

The Plenary shall:

- consider and decide on the principal guidelines/strategies to achieve the objectives outlined in the Terms of Reference;
- analyse and decide on proposals of the Steering Committee;
- analyse and adopt RT positions;
- Organises if and when necessary written procedures to adopt any necessary decisions in a timely manner in between meetings;
- submit concrete proposals and requests to the Steering Committee as to the conduct of its operations, including the running of the Working Groups;
- confirm the appointment of the Steering Committee members as proposed by the constituencies as represented in the Steering Committee;
- enact its accountability responsibilities vis-à-vis the Steering Committee and its individual members.

All Steering Committee members as well as the Chairpersons of the Working Groups shall be present or duly represented in Plenary meetings in order to be able to respond to any questions and requests from the Plenary.

The Plenary shall be composed of up to two representatives of each RT participating organisation, in addition to the members of the Steering Committee and the Co-chairs of the Working Groups. The Steering Committee shall consider any proposals or requests in a formal manner and, when replies cannot be provided during the Plenary meeting, shall submit a written response to the Plenary within one month after the next meeting of the Steering Committee.

The Plenary shall take decisions by consensus among all present participating organisations with consensus being defined as the lack of sustained opposition. Where consensus cannot be achieved, decisions shall be taken by a qualified majority (two-thirds) on the basis of one vote per constituency represented in the Steering Committee.

In the case of qualified majority decisions, any dissent by individual RT participating organisations shall be documented in any written communication on this decision.

Associated members and observers, duly invited by the Plenary Co-Chairs, may attend the Plenary meeting but shall not have voting rights.

The Plenary shall decide on the invitation of organisations to participate as observers in the Steering Committee.

Plenary meetings are co-chaired by a representative of the European Commission and a representative of the food chain appointed from among the RT's full members. Both shall serve a two-year renewable term.

Plenary meetings shall be convoked at least 8 weeks in advance. The invitation shall indicate the date, time, location as well as the draft agenda for the event.

4.2 - The Steering Committee

4.2.1 – Role and responsibilities

The Steering Committee is responsible for the management of the RT's operations, including the management and coordination of the activities of the Working Groups. The Steering Committee is also responsible for the preparation of the RT's general policies, strategic priorities and any other decisions to be presented to the Plenary for approval.

To this end, the Steering Committee:

- proposes the establishment, detailed mandate, rules of procedure, working programme and deliverables of each Working Group for approval by the Plenary, and oversees and coordinates their activities;
- shall appoint a Treasurer responsible to follow the accounts of the RT and prepare the annual budget to be submitted to the Plenary for approval;
- ensures a balanced composition of participating constituencies and a workable size of each Working Group in liaison with the Working Group co-chairs; participation in the Working Group shall not be unduly denied to any participating organisation;
- confirms the Co-chairs of the Working Groups following the proposal made by the Working Group members;
- proposes the dissolution of a Working Group in the event that its mandate is no longer relevant for the activities of the RT;
- prepares common positions of the RT to be presented to the Plenary for approval;
- manages the external communication of the Round Table;
- identifies external experts (e.g. scientists) to be involved in the activities of the Round-table;
- Organises if and when necessary written procedures for adoption of any necessary decisions in a timely manner in between meetings;
- decides on applications of potential new participating organisations (see point 3.3);
- decides on the exclusion of participating organisations (subject to the procedure under point 3.5).

Steering Committee meetings are co-chaired by a representative of the European Commission and a representative of the food chain appointed from among the RT participating organisations, both for a one-year renewable term.

In its coordination role the Steering Committee shall evaluate and approve all reports, recommendations and any other relevant documents produced by the Working Groups before submission to the Plenary for adoption.

4.2.2 – Composition

The Steering Committee shall be composed of one representative per constituency selected from the full members of the RT and a representative of the European Commission as Co-chair.

An additional observer seat (without voting rights) may be allocated to the constituencies that include various full members.

The Steering Committee may decide to invite selected observers/experts (such as scientists, academia, national bodies, or other experts) to its meetings as appropriate.

The Co-chairs of the Working Groups and the supporting organisations participate in the Steering Committee meetings as observers (without voting rights).

4.2.3 – Meetings and decision making

The Steering Committee shall meet at least once every six months.

Decisions are taken by consensus within the Steering Committee with consensus being defined as the lack of sustained opposition (except for cases where otherwise stated, such as expulsion, by a qualified majority of two-thirds).

The Steering Committee reports to the Plenary and is accountable to it for the conduct of its own functions and those of the Working Groups.

The Steering Committee shall submit a progress report to the Plenary at least once a year. This report shall include an overview of achievements of the RT so far and an update on the Working Group's activities as well as an outline of the proposed next steps and associated timeline in view of the agreed RT objectives and deliverables. The Steering Committee shall be accountable to the Plenary for the RT's overall performance in delivering against its agreed objectives, including the activities of the Working Groups.

4.3 - The Working Groups

The Working Groups shall be composed of representatives of the member organisations according to the principles/guidelines established by the Steering Committee.

The Working Groups are the cornerstones of the RT's expertise and play a central role in the advancement of its working programme.

The Working Groups shall be responsible for advancing the work of the RT in their specific area of competence as outlined in their mandate and based on their rules of procedure. They shall develop an adequate evidence base and prepare positions, strategies and actions in their area of competence to be submitted to the Steering Committee for decision.

The Working Groups, when developing their activities, may nominate, in consultation with the Steering Committee, experts from non-participating organisations to contribute to their work.

The Steering Committee shall ensure a balanced composition (of participating constituencies) and a workable size of each Working Group. Participation in the Working Group shall not be unduly denied to any participating organisation.

Working Group meetings are co-chaired by a representative of the European Commission and a representative of the full members proposed from among the RT participating organisations and approved by the Steering Committee, both for a one-year renewable term.

4.4 – Secretariat

In order to ensure the efficient advancement of the RT's objectives, a secretarial management is required (e.g. for drafting meeting agendas, organising venues, collecting and reviewing stakeholder contributions, drafting reports, liaising with public authorities, scientists, NGOs and other external players, etc).

The cost of these services shall be included in the RT's annual budget and shared on an equal basis among the constituencies.

4.5 – Meetings

A calendar of meetings shall be established based in the following principles:

RT Steering Committee: At least twice per year

Working Groups: according to needs

Plenary: one meeting per year

Written consultation may take place in between meetings to secure timely decision making.

5 – REVIEW

These Terms of Reference shall be reviewed every 2 years or if requested by the Steering Committee in accordance with the right of the Plenary to submit proposals and requests to the Steering Committee.

8 – MEMBER ORGANISATIONS

8.1 – Full Members

8.1.1 -alphabetic order

CELCAA	European Liaison Committee of Agricultural and Agro-Food Trade
FOODDRINKEUROPE	Confederation of the Food and Drink Industries in the EU
COPA-COGECA	European Farmers and European Agri-cooperatives
Fertilizers Europe	European Fertilizer Manufacturers Association
EUROPEN	European Organization for Packaging and the Environment
FEFAC	European Feed Manufacturers Federation
IFAH-Europe	International Federation for Animal Health – Europe
ACE	The Alliance for Beverage Cartons and the Environment
APEAL	European Producers of Steel for Packaging
EAA	European Aluminium Association
ECPA	The European Crop Protection Association
EMRA	European Modern Restaurants Association
FEVE	European Container Glass Federation
FPE	Flexible Packaging Europe
PFP	European Primary Food Processors Industry Association

8.1.2 – constituency and alphabetic order

Constituency	Members
Suppliers to the agricultural sector	ECPA, FEFAC , FertilizersEurope, IFAH-Europe
Farmers and agri-cooperatives	Copa-Cogeca
Agricultural trade	CELCAA
Food and drink industries	FoodDrinkEurope, PFP
Packaging value chain	ACE, APEAL, EAA, EUROPEN, FEVE, FPE
Transport & logistics operators	
Retail, restaurants and catering	EMRA, FoodServiceEurope

8.2 - Associated Members:

The Sustainability Consortium

8.3 – Observers

8.4 - Supporting organisations:

EEA European Environment Agency

UNEP United Nations Environment Programme

8.5 – Co-Chairing organisation

The European Commission

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WORK PROGRAMME OF THE FOOD SCP ROUND TABLE

2014

The present text shall serve as a work programme for the activities of the “**European Food SCP Round Table**” for 2014 in accordance with the objectives set in the Terms of Reference.

The work programme shall be approved by the Steering Committee and the Plenary of the RT.

1. ACTIONS AND DELIVERABLES

- Promote the uptake of the EnviFood Protocol as the tool to assess environmental performance of food and drink products and their production, in the framework of the European Commission PEF and OEF, at national, EU and international level
- Conduct further methodology revisions of the EnviFood Protocol as well as specifications for individual food and drink product categories (PCRs)
- Develop guidelines for PCR development and verification for the assessment of the environmental performance of food and drink products and their production
- Identify, review and coordinate available PCRs for food products and management of synergies amongst different PCRs of categories and sub-categories (i.e. definition of scope and boundaries, allocation rules of by products)
- Facilitate technical support on PEF/CRs selection and validation in the context of the testing of the PEF and OEF, as relevant for the food chain
- Further evaluate environmental communication tools for B2B and B2C communication
- Develop and communicate our vision on sustainability of the EU food chain (in the context of the Communication of the Sustainability of the Food System)
- Promotion of further sustainability measures, on a continuous basis, at all levels
- Cooperation and coordination with international initiatives/developments on food wastage
- Regular communication on progress (e.g. website, events, press releases)

2. TIMETABLE (TBC - example)

Deliverable	Indicative timing
Scoping document on available PCR for food products (i.e. definition of scope and boundaries, allocation rules of by products)	1 st quarter 2014
Assessment report on Communication tools (following pilot testing)	
Joint Food Sustainability Vision	