

Terms of Reference of the Code Development Committee

1. Scope

Features of the trustea Code include improving competitiveness for verified entities and making it possible for them to comply with national regulations and in the future, with international sustainability standards. Verification under the Code also provides consumers with the assurance of responsible production and provides producers the opportunity to credibly demonstrate this to their customers.

To keep the trustea Code up-to-date with technological and regulatory developments in the sector and learnings from ongoing assessments, the Code is reviewed periodically to determine the need for any changes or upgrades. The Code Development Committee (CDC) plays important roles in providing inputs and reviewing suggestions made by stakeholders to keep the Code updated and relevant to current scenarios and challenges.

The purpose of the CDC is to provide advice, and support and to monitor whether the trustea is developing, improving, and maintaining its Code and Assessment in a way that satisfies the requirements of concerned stakeholders. Manager Assurance System will be the Project Manager and shall be responsible for any change or revision made to the standard.

The CDC is the authorised body to approve the following:

1. Approve draft copy of the code revision for submission to the council for final approval
2. Approve the standard setting and revision process for submission to the council
3. Review and approve the audit protocol
4. Urgent changes in audit protocol in code requirements due the any regulatory change
5. Approval of the technical criteria-related requirements for third-party audit agencies

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2. Committee Composition

To comply with the global best practices and facilitate a smooth transition in any Code revision or change, the composition of the CDC is extremely important and comprises a group of individuals, from within & outside of the trustea program, representing the key interests. The committee composition will be based on the identified stakeholders whose expertise is relevant to the process. Trustea Secretariat will initiate the invitation to the concerned stakeholder. In case there is a vacancy against any identified stakeholder, trustea will proactively reach out to the concerned category for feedback on the process and the proposed changes.

The committee includes –

Name	Expectation
Tea Buyers (CP)	Expect timely availability of trustea certified tea for the market that meets the international sustainability standard requirement
CSO - Civil Society Organizations	Expect timely updates to ensure environmental sustainability and good ethical practice and a level playing field for compliance to
Research Institute (RI)	Expected to advise on any changes applicable to the Code
O (Other sustainability organizations which are relevant to the program)	Expected to provide relevant input and advise on technical aspects
Trustea Secretariat – Director & Code Manager	Expected to propose changes or addition to strengthen the Code's credibility
Certification Body – Rotation basis (CB)	Expected to provide impartial, unbiased, objective & fact-based feedback
Implementation Partner - Rotation basis	Expected to ensure that Code requirements are suitable for providing advice & support to the entities so as to prepare them for acceptable and successful external audits
Producing Organization representatives (Estate/ BLF) (PA)	Expected to ensure Code requirements are beneficial and achievable

3. Terms of Reference

The CDC will:

- Meet at least annually. In case a physical meeting is not feasible, virtual meetings are also possible
- Assist in the review and development of the trustea Code.
- Oversee, at least once every five years, a full review and revision of the Code in line with the international standard-setting procedures.
- Ensure that the Terms of Reference for a full review and revision of the Code comply with international standard-setting procedures.
- Review, at least once a year the continued relevance of the code requirements in line with the technological, legal, and other developments within the tea sector.
- Ensure that any legal changes to the Code required by the government are implemented in time. trustea will notify CDC members for approval via email, and proceed with the changes, for ratification at the next council meeting. Any such change will not be defined as a Code revision and hence this process will be followed.

Advisory Role of the Committee –

- Assist in developing policies relating to the provision of audit and certification activities in line with the trustea Code.
- Advise on matters affecting confidence in certification, including openness and public perception.
- Counteract any tendency on the part of TSTF to allow commercial or other considerations to prevent the consistent objective provision of certification activities

4. CDC Meeting Procedure

The CDC is holding the authority to make the final recommendation on Code change, whereas the trustea Council ratifies the recommendation.

1. The CDC meeting shall be convened by trustea
2. The quorum for the meeting shall be at least 75% of the members present

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3. Decisions are expected to be taken by consensus but in case there is any disagreement 51% of the members are present and voting shall be considered to be the procedure for approval.
4. The minutes of the CDC meeting will be circulated by trustea for approval by the members and the same will be confirmed and recorded in the next meeting
5. In case of any urgent change in the nature of legal requirements etc which will have an immediate impact on implementation and audits trustea will circulate the same electronically for feedback. In the absence of feedback, assent will be deemed to have been given and the same will be ratified and recorded in the next meeting.

5. Current CDC Members

Category	Organization	Name of the concerned person
Tea Buyers (CP)	Gujarat Tea Processors and Packers Limited (GTTP) Hindustan Unilever Limited (HUL) Tata Consumer Products Limited (TCPL)	Mr. Paras Desai Mr. Daleram Gulia Mr. Anurag Priyadarshi
CSO - Civil Society Organizations	UN Women	Ms. Poulomi Pal
Research Institute (RI)	Tea Research Association (TRA)	Mr. Jaydeep Phukan Mr. Kaushik Saikia
O (Other sustainability organizations which are relevant to the program)	MSC	Ms. Lucy Frazer
Trustea Secretariat – Director & Code Manager	Trustea Sustainable Tea Foundation	Mr. Rajesh Bhuyan Ms. Anandita Ray Mukherjee
Certification Body – Rotation basis (CB)	Indocert TUV India	Mr. Mathew Sebastian Mr. Rahul Nayak
Implementation Partner - Rotation basis	Action for Food Production (AFPRO)	Ms. Minakshi Sharma
Producing Organization representatives (Estate/ BLF) (PA)	Indian Tea Association (ITA)	Mr. Arijit Raha

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REVIEW RESULT:

REVIEWED BY: Anandita Ray Mukherjee

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