



**Terms of Reference for NCCF Biofuels and Biomass Certification Standard Development Group (SDG)**

Document name: Terms of Reference for the NCCF Biofuels and Biomass (Bio-F&M) Certification Standard Development Group (TOR-SDG- BIO-F&M-2018)

Date: October 2018

## **1. Establishment**

The NCCF Biofuels and Biomass (Bio-F&M) Certification Standard Development Group Standard Development Group has been formed and is being constituted under the Chairmanship of Mr. R.R. Rashmi, (IAS, 1983) and Co-Chairmanship of Dr. Jagdish Kishwan (IFS retd.) developing the standards for certification of Biofuels and Biomass.

## **2. Normative Basis**

The work of the Standard Development Group (SDG) is based on and follows:

- a. NCCF's Standard Setting Policy available on the following web link :  
<https://nccf.in/assets/files/S5-NCCF-STD-SSP-012015-rev.pdf>

## **3. Scope**

The broad scope of work for the SDG is as follows:

- a) To develop NCCF Certification Standards for the Biofuel & Biomass
- b) To consider the international, national requirements while drafting the standard
- c) To maintain transparency and have balanced representation from all the potential and relevant stakeholders.
- d) Maintain the records of the proceedings.
- e) Any other significant work that needs to be incorporated in the document.

## **4. Members**

The Governing Body, NCCF has authorised the Chairman/Co-Chairman, Bio F&M to select and appoint members of the SDG based on nominations obtained from them. SDG is the apex body consisting of members constituted for developing the Standard for the Bio F&M. The SDG would further be serviced by a Technical Working Group (TWG), which will be responsible for preparing the draft standards in consultation with and guidance of SDG.

The Chairman/Co-Chairman can revoke the appointment of any SDG member at any time, if the Chairman/Co-Chairman considers that a member is not actively participating in the process. Membership of the SDG can be given to individuals as well as to organisations. The decision whether the membership status is with an individual or an organisation is made by the Chairman/ Co-Chairman, who can change this decision at any time. If not specified otherwise, members are holding the membership in individual capacity. Members shall inform NCCF about any change in their professional/organisational status.

Members can apply to the Chairman/ Co-Chairman for the designation of an alternate, representing the member at SDG/TWG meetings on the member's behalf. To ensure a balanced representation of stakeholders the member and his alternate shall not participate in an SDG/TWG meeting at the same time, unless approved by the Chairman in advance.

The Chair/Co-Chair of the Group shall ensure the balanced representation of the stakeholders in the process.

Detailed ToR for the SDG and TWG are given in **Annex**.

## **5. Meetings**

The TWG shall meet atleast thrice in a quarter and the SDG once in a quarter. Meetings may take place even earlier if required, at a place as may be decided and convenient to the members. The meeting will be coordinated by the Secretariat of NCCF. The proceedings of the meetings will be documented and circulated among members generally through e-mail and records of the same will be retained.

## **6. Confidentially**

SDG members, if so required, may communicate with their own stakeholders on matters arising within the SDG, but they are not expected to do so in an inappropriately public manner, such as on websites, in newsletters, etc. without approval from the Chair/Co-Chair, SDG. Any information required to be kept confidential by any of the SDG members or the Secretariat shall be kept confidential.

## **7. Working Style**

The SDG/TWG congregates in meetings convened by the Chair/Co-Chair of the SDG/TWG. Meetings can take place in person or via telephone/web conferencing facilities or a combination thereof, etc.

The agenda of an upcoming meeting and related papers shall be distributed to the SDG/TWG at least about 14 to 7 days in advance before the meeting.

Members can submit comments, requests for discussions, documents etc. for the request to be considered at the meeting, to the Secretariat in advance, if possible.

## **8. Costs**

NCCF would not be in a position to bear any travel, boarding or lodging costs incurred by you in discharging your responsibility, being an SDG member as a part of this process.

## **Annex**

### **Terms of Reference for Standard Development Group and Technical Working Group**

#### **Standard Development Group (SDG):**

Standard Development Group (SDG) is the apex body consisting of members constituted for developing the Standard for the Biofuel and Biomass. The SDG process would adhere to the guidelines provided in the Standard policy document of NCCF available on the following weblink.

<http://nccf.in/assets/files/standard-setting.pdf>

- The SDG would be serviced by Technical Working Group (TWG), which will be responsible for preparing the draft standards in consultation and under the guidance of SDG.
- The work of the standard development group would be organized in an open and transparent manner where:
  - working drafts would be made available to all members of the Standard Development Group mostly through e-mail
  - all members of the standard development group would be provided with equal opportunities to contribute to the development or revision of the standard and submit comments to the working drafts prepared by the working group, and,
  - comments and views submitted through e-mail by any member of the standard development group would be considered in an open and transparent way and their resolution and proposed changes would be recorded
- SDG will help in the preparation and formulation of Standard's draft version1 with working group.
- SDG will liaise, coordinate and assist the working group for piloting and pilot testing of the standard in the field with relevant government departments, corporations, boards and other relevant institutions.
- SDG will formulate final draft version of the standard after consensus of SDG members and present the same to the Governing Council of NCCF.
- The members of SDG shall meet once in three month at a place as may be pre-decided by the members. In case of need/if required, the members can hold the

meeting as and when required. NCCF shall not compensate any member for the time devoted and towards professional fees /expenses incurred by any member.

- The SDG members would be further involved in the piloting and pilot testing of the standards in the field, considering their expertise in the concerned field, once the draft standard has been finalized after consultation.
- All the relevant documents pertaining to standard development process will be uploaded on the NCCF website for public consultation
- If an SDG member fails to attend three consecutive SDG meetings, he/she shall stand disassociated from SDG. Members can also participate via emails, webinars etc.

### **Technical Working Group (TWG):**

The TWG is an integral part of the SDG and consists of SDG members able to devote full time and technical support for the drafting of the standard in regular consultation and guidance of the SDG members.

Functions of the TWG will be:

- To perform the functions of drafting the draft standards in consultation with the SDG members.
- To conduct stakeholder mapping and participate in the relevant stakeholder engagement throughout the exercise.
- To collate the outcomes of the assessment reports submitted by the Teams involved in Pilot testing
- TWG shall meet regularly under the chairmanship/co-chairmanship of Mr. R.R. Rashmi/ Dr. Jagdish Kishwan, to keep the momentum of the process going. TWG shall meet at least once in a month or even earlier if required.
- The NCCF shall not compensate any member for the time devoted and towards professional fees /expenses of any member.
- If a TWG member fails to attend three consecutive TWG meetings, of the group he/she shall stand disassociated from TWG. Further the members can also be part of the meeting via webinars, emails etc.