



Terms of Reference – Safeboards Certification Scheme (TOR-SBCS) Standards Development Group (SDG)

Document name: Terms of Reference for the NCCF-SBCS Standards Development Group (TOR-SDG-SBCS-2020)

Date: July 2020

1. Establishment

A Standards Development Group is being constituted under the chairpersonship of Mr. A K Goyal for developing NCCF Safeboards Certification Standards and Scheme (SBCS).

2. Normative Basis

NCCF's Standards Setting Policy (SSP) for reference is available on its website at <https://www.nccf.in/wp-content/uploads/2019/10/S5-NCCF-STD-SSP-012015-rev.pdf>. The SSP relevant to the SBCS is under draft stage and will be approved in the first SDG meeting.

Scope

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

To develop NCCF Certification Standards for the SBCS

- To consider the international and national requirements while drafting the standards
- To maintain transparency and have balanced representation from all potential and relevant stakeholders
- Maintain records of all the proceedings
- Any other significant work that needs to be incorporated in the document.

Members

The Governing Body, NCCF has authorized the Chairperson, SBCS to select and appoint members of the SDG based on nominations obtained from them. SDG is an apex body consisting of members constituted for developing the Standards for the SBCS.

The SDG would further be serviced by a Technical Working Group (TWG) which will be responsible for preparing the draft standards in consultation and under the guidance of the SDG.

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

Members can apply to the Chairperson for the designation of an alternate person,

representing the member at the SDG/TWG meetings on their behalf. To ensure a balanced representation of the stakeholders, the member or his proxy shall not participate in an SDG/TWG meeting at the same time, unless approved by the Chairperson in advance. The Chair of the Group shall ensure the balanced representation of the stakeholders in the process.

Detailed TORs for the SDG and TWG are given at **Annexe**.

3. Meetings

The TWG shall meet at least once a month or even earlier, if required, virtually or in person, as may be decided and is convenient to the members.

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The meeting will be coordinated by the Secretariat of the NCCF. The proceedings of the meetings will be documented and circulated among the members generally through e-mail and records of the same will be maintained.

4. Confidentiality

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 inappropriate manner in public domain, such as on websites, in newsletters, newspapers, *etc*, without the express approval from the Chairperson, SDG.

Any information required to be kept confidential by any of the SDG members or the Secretariat shall be kept confidential.

5. Working Mode

The SDG/TWG congregates in meetings convened by the Chair of the SDG/TWG. Meetings will take place via telephone/web conferencing facilities or through physical presence or combination thereof, as is convenient.

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

Members can submit their comments, requests for discussions, documents, *etc*, for those to be considered in the meeting, to the Secretariat well in advance.

Annexe

Terms of Reference for Standards Development Group and Technical Working Group

Standards Development Group (SDG):

Standards Development Group (SDG) is the apex body consisting of members constituted for developing the Standards for SBCS. The SDG process would adhere to the guidelines provided in the Standards policy document of NCCF available on its website.

- The SDG would be serviced by the Technical Working Group (TWG) which will be responsible for preparing the draft standards in consultation and under the guidance of the SDG.
- The work of the SDG would be organized in an open and transparent manner where:
 - working drafts would be made available to all the members mostly through e-mails
 - all members would be provided with equal opportunities to contribute to the development or revision of the standards and submit comments on the working drafts prepared by the working group, and
 - comments and views submitted through e-mail by any member would be considered in an open and transparent manner and their resolution and proposed changes would be recorded.
- SDG will help in the preparation and formulation of standards' draft version1 with the working group.
- SDG will liaise, coordinate and assist the working group for piloting and pilot testing of the standards in the field with concerned stakeholders.
- SDG will formulate final draft version of the standards through consensus among the SDG members and present the same to the Governing Body of the NCCF.
- 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 standards have been finalized after intensive consultations.
- All the relevant documents pertaining to standards development process will be uploaded on the NCCF's website for public consultations
- If an SDG member fails to attend three consecutive SDG meetings, he/she shall stand disassociated from the SDG. Members can also participate *via* emails and 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 provide technical support for drafting of the standards through regular consultations and under the guidance of the SDG members.

Functions of the TWG will be:

- To perform the functions of drafting the standards in consultation with the SDG members.
- To conduct stakeholder mapping and participate in the relevant stakeholder engagements 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 Chairpersonship of Mr. A K Goyal, to keep the momentum of the process going.
- If a TWG member fails to attend three consecutive TWG meetings, of the group he/she shall stand disassociated from the TWG. Further, the members can also be part of the meeting *via* webinars and emails, *etc.*