

TERMS OF REFERENCE (ToR)

COMMUNICATIONS & CLAIMS STANDING COMMITTEE (C&C SC) Endorsed by the RSPO Board of Governors on: June 8, 2016

1. Background

1.1 *The continual expansion Of the RSPO, - in membership, activities, global receptivity (both friendly and hostile), and issues it has to deal with, needs an increasing degree Of distributed management for it to keep pace.*

1.2 *Four Standing Committees (SC) have been established to adequately accommodate the increasing requirements and capacity at the RSPO, namely:*

- I. *Standards & Certification (C&C SC)*
- II. *Trade & Traceability (T&T SC)*
- III. *Communications & Claims (C&C SC)*
- IV. *Finance*

1.3 *The governance of the Standing Committee (SC) is the absolute responsibility of the Board of Governors (BOG). Any changes to these Terms of Reference need to be approved by the BOG.*

1.4 *The brief for the C&C SC derives from Article 3 Of RSPO's by-laws, the relevant excerpt being - "Communication Of RSPO's work to all stakeholders and to a broader public", in order to support the objectives outlined in section 4 entitled: "Objectives and Responsibilities".*

2. Vision

2.1 *The RSPO's vision seeks to "transform markets to make sustainable palm oil the norm". The C&C SC contribute towards this vision by advising and adopting appropriate communications strategies, policies and plans that embrace both internal and external audiences.*

3. Membership & Governance

3.1 Composition:

I. The C&C SC should comprise RSPO members or their nominated representatives (the acceptance of nominated representatives to C&C SC will be based on demonstrated experience, technical competence or expertise relevant to the mandate of the C&C SC).

II. BOG members, or their respective alternates, may be represented but shall not take the chair.

III. The composition of the C&C SC shall strive for balanced representation from stakeholder groups and global/regional presence.

IV. RSPO members may submit proposals to change the composition of the Standing Committee to the C&C SC itself. The BOG has to endorse any changes to the composition of the Standing Committee based on reviewing any proposals and recommendations put forward by the C&C SC.

V. The C&C SC shall decide the scope, leadership and participation in any working groups/ taskforces that it decides to establish to complete the work of the Standing Committee. These sub-groups will report back to the C&C SC, where appropriate and the Standing Committee will evaluate and decide on the working groups recommendations.

VI. The C&C SC, at its behest, may invite non-RSPO member participation (for instance from independent consultants) on specific projects and tasks for additional value and contribution on specific terms and conditions it prefers and specifies at the time. However, such non-RSPO member participation cannot assume management or leadership of the standing committee.

VII. RSPO Service Providers are welcome to participate and provide input to the RSPO Standing Committee except for deliberations about their contractual relationship with RSPO.

3.2 Commitment:

I. Membership is honorary and participation voluntary and all contributions are duly acknowledged.

II. Members act with the objectives of RSPO and the sector in mind, not primarily the interests of their own organization.

III. Members (substantive and/or alternates) are required to participate in at least 75% of all meetings in any consecutive 12-month period, failing which they may be replaced by any other eligible candidate (as defined above within 'composition').

3.3 Decision Making:

I. The C&C SC shall report into the RSPO BOG and decide on any specific roles among its members.

II. The C&C SC makes decisions by consensus, i.e. the absence of sustained objection. A decision of an SC is a recommendation to the BOG for approval.

III. If consensus is unable to be achieved at the C&C SC level, the Chair of the SC or the Secretariat lead in the Standing Committee will present the different views in a balanced and neutral way to the BOG, for a final decision to be made.

IV. The BOG approval or any decision otherwise will be final.

3.4 Facilitation:

The RSPO Secretariat will provide facilitation resources and the Global Outreach and Engagement Director shall be the Secretary to the C&C SC.

4. Objectives & Responsibilities:

4.1 Amongst others, the most critical objectives Of this C&C SC include strategies that address these priorities:

I. Tracking and accelerating market uptake of CSPO;

II. Membership increase in strategically identified geographies and constituents;

III. Continued positioning in high profiled markets;

IV. Establishing awareness in new regions;

V. Demystifying and clarifying misconceptions about the organization

VI. Safeguard the reliability of claims used on the basis of agreed rules and guidelines

VII. Proactive outreach to affected social groups and intermediate organisations in production countries.

4.2 The C&C SC is responsible for:

Advising the BOG and guiding the Secretariat on communications strategy. This includes:

- I. *Global strategic positioning of RSPO*
- II. *Global engagement of RSPO-relevant internal and external stakeholders which may include other multi-stakeholder and multilateral organisations with similar goals*
- IV. *Recommending to the BOG for approval of communications and related strategies.*
- V. *Recommend to the BOG for approval of appropriate communications policies as prepared and proposed by the Secretariat (such as identifying official RSPO spokespersons and guidelines on issues and crisis management).*
- VI. *Review, evaluate and endorse communications and marketing plans as prepared and proposed by the Secretariat.*

5. Contact information

5.1 The administration Of the C&C SC is managed by the Secretariat and Board members. For further details, please contact:

[Stefano Savi. Global Outreach & Engagement Director, RSPO. stefano.savi@rspo.org](mailto:stefano.savi@rspo.org)

**The full list Of members for the Communications & Claims Standing Committee can be accessed at www.rspo.org

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