



INTRODUCTION

The role of a Workstream is to develop FSA tools, documents, and services on behalf of the FSA Steering Committee. Providing assurance of on-farm social, environmental, and business performance is one of the most valued functions of the FSA. The assurance system is an intricate arrangement of checks and balances which requires regular adjustment to evolving user needs and stakeholder expectations. Therefore, the FSA Steering Committee has instituted a permanent Assurance Workstream. This document sets out the remit and duration of the FSA Assurance Workstream.

SCOPE

The Assurance Workstream shall operate within and in accordance with the parameters set out in the FSA Governance Framework.

The Assurance Workstream remit will be restricted to all matters of assurance that relate to FSA Verification, including assurance provided through hybrid solutions that involve the FSA. Benchmarking against the falls outside the scope of the Assurance Workstream.

The Workstream will strive to take all decisions by consensus. If consensus cannot be achieved, the decision will be escalated to the SteerCo.

ROLE AND OBJECTIVES

The Assurance Workstream will:

- Provide solicited and unsolicited advice to the FSA Steering Committee on all matters in scope of the Workstream's remit
- Provide oversight and guidance to the SAI Platform Secretariat required for developing and maintaining the tools, guidance materials, and services to ensure the agreed level of assurance against the FSA



COMPOSITION

The Assurance Working Group will be populated according to Section 3.3 of the FSA Governance Framework. It will strive to maintain a membership of 6 – 8 individuals who fulfil the requirements set out in the Role Description (Annex A) of the Assurance Workstream. The composition will ideally reflect the diversity of stakeholders and actors involved in FSA Assurance. Members commit to a two-year term and can be reappointed after the term ends. Membership of the Assurance Workstream will be personal and voluntarily and will not be remunerated.

The Assurance Workstream will be supported by the SAI Platform Secretariat, which may bring in subject matter experts as and when needed.

STATEMENT OF WORK

The Assurance Workstream will agree a Statement of Work (SOW) at least once a year, stating the agreed goals and deliverables. The SOW may be amended throughout the year based on the Workstream's review and makes up an integral part of this Terms of Reference (Annex B).

QUESTIONS AND RECOMMENDATIONS

Please contact the FSA Helpdesk for questions you may have at fsa@saiplatform.org.



ANNEX A Role description Assurance Workstream Member

This role description functions as guidance for the Steering Committee and the Assurance Workstream in recruiting and appointing new Workstream members.

Role Overview

Key Dimensions of Role:

1. With the rest of the Workstream, provide advice to the FSA Steering Committee on any assurance-related issues that may need to be considered as part of the development, maintenance and roll out of the FSA Toolset
2. Provide development support to the SAI Platform Secretariat for assurance related tools, documents, and guidance documents

Time commitment to fulfil the Role:

The Assurance Workstream commits to deliver against the Terms of Reference and the annual Statement of Work. It has a significant degree of freedom to determine how and if they choose to go beyond the currently requested Outputs. This will all impact on the time commitment required to fulfil this role. SAI Platform expects Workstream members to put in time and efforts that are supportive of the Workstream objectives. While this may vary per individual, we believe that an average of 2 hours a month is a realistic estimate. Committee membership will be a voluntary role, with no remuneration available. Expenses can be covered in exceptional cases.

Chairperson responsibilities

The chairperson of the Workstream prepares the Workstream meetings with support of the SAI Platform Secretariat, chairs the meetings, manages the relationships within the Workstream, and keeps track of performance against the ToR and SOW. The Chairperson is also a member of the FSA Steering Committee by default, to ensure a smooth flow of information. This means the expected time commitment will be higher for the chair person, estimated at an average of 5 hours per month.



Person specification Essential Qualifications, Knowledge & Experience and Skills

- Demonstrated understanding of the farming and/or Food & Beverage industry, particularly as it relates to sustainability
- Relevant network in the Agriculture, Food and Beverage supply chains, service providers and SAI Platform stakeholder community
- Professional proficiency in English
- Demonstrated awareness and sensitivity in accommodating and managing a wide range of perspectives and cultures
- Good insight in the organisational and resource requirements for running a pre-competitive improvement and validation programme

Desirable Qualifications, Knowledge & Experience and Skills

- Proven user experience with FSA on FMG level
- Good communication skills, able to easily explain and discuss difficult concepts to key stakeholders – including in writing

Specialist Knowledge and Experience Required on Workstream Level

- Standard setting
- Auditing Procedures/Verification
- Claims and Labeling
- System Design and Management
- Data Management
- Supply Chain Transparency and traceability
- Food & Beverage Business
- Behavioural Change