

SRI Roundtable Advisory Committee - Terms of Reference

1. Objective

The objective of these ToRs is to facilitate the discussion of strategic issues, proposed directions and actions of SRI Roundtable and the provision of timely feedback for further decision making.

2. Composition

The SRI Roundtable Advisory Committee (AC) shall be composed of a minimum of 6 and a maximum of 9 members. The members may choose to serve the AC by representing their organizations in their official capacity or in their individual capacity. AC members will be listed on the SRI Roundtable project website [to be launched in May 2015].

3. Eligibility

Appointment of the members shall be upon invitation by the SRI Secretariat. The following criteria shall be taken into account:

- a. Balanced composition in terms of geographical origin and type of activity.
- b. Key representatives of SRI related sectors, who are well recognized for their expertise.

To setup the AC, first members are selected by the Secretariat. Once this body is setup, new AC candidates are to be proposed by the AC and their acceptance shall depend on the positive vote of two-third majority of its membership. The candidates selected must meet the above criteria.

4. Term of appointment

AC members shall hold office till the 31st of December 2017. There shall be no continuation of the AC unless the SRI Roundtable project enters into a next phase from January 2018 onwards. In that case, current AC members as of December 2017 will not be automatically confirmed. The Secretariat shall look into the appropriate process to renew the AC if the SRI Roundtable project continues in 2018 and onwards.

5. Resignation

In order to resign, the concerned AC member shall submit a written communication to the Secretariat. The communication will take effect 1 month after its reception.

6. Roles and responsibilities

The roles and responsibilities of the AC shall be:

- a. To understand the objectives and expected results of the SRI Roundtable;
- b. To take a genuine interest in the expected results and overall success of the SRI Roundtable;
- c. To provide guidance on strategic decisions and developments of the SRI Roundtable concerning stakeholder's composition of the Roundtable, general scope of the Guidance Principles¹, conformity assessment and traceability mechanisms, and communication and outreaching plans;
- d. To act on opportunities to promote the SRI Roundtable;
- e. To actively participate in bi-monthly teleconference meetings, discussions, and review of minutes, papers and other AC documents. If possible, also participate in annual face-to-face meetings (e.g. in conjunction with the ISO International Workshop Agreement event to develop the Guidance Principles to be held in Davos on 16 and 17 October 2015). Quorum constitutes the presence of two-third of AC members.
- f. The AC members act in an advisory capacity only.

¹“Guidance Principles” is the shorthand used for the document “Guidance Principles for Addressing Sustainability Criteria in Secondary Resources Management”. This document will be developed following an ISO International Workshop Agreement process and is aimed to define and determine what environmental and socio-economic aspects are relevant to ensure the sustainable management of secondary metals, in particular regarding the context and needs of micro, small and medium enterprises in developing countries

7. Confidentiality

The members of the AC are required to maintain an appropriate standard of confidentiality. All confidential information and data disclosed to the AC members by virtue of their participation in the AC shall be used by the AC members solely and exclusively for the performance of their functions.

Except for the AC teleconference meetings minutes, which will be made available on the SRI website, all other verbal and written correspondence and communication between the members of the AC and Secretariat shall not be disclosed to any person or third party, unless expressly agreed upon by a minimum of two-third of the members voting and present at a meeting. Commercially sensitive information shall not be disclosed in any case. This clause shall hold true even after the individual ceases to be a member of the AC or the AC ceases to exist.

8. Secretariat support

The Secretariat shall provide support to the AC as follows:

- a. Proposing the agenda;
- b. Preparing and distributing meeting documents, minutes and action items lists in due time: minutes shall be sent at the latest 10 working days after the AC meetings and supporting discussion materials at least 3 days before the meetings;
- c. Coordinating meetings, including invitations and logistical aspects, if relevant.

9. Review of the ToRs

The AC's responsibilities and working arrangements are subject to a half-yearly review by the Secretariat, in consultation with the AC.