

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

Standard Development Group (SDG) is the apex body consisting of members constituted for developing the Standard for the NTFPs. The SDG process would adhere to the guidelines provided in the Standard policy document of NCCF.

<http://nccf.in/wp-content/uploads/2016/10/Requirement-for-Standard-Setting-Document.pdf>)

The SDG would further consist of a Working group, which will be responsible for preparing the draft standards in consultation with 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 periodically .
- 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 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
- To help in the Preparation and formulation of Standard's draft version1 with working group.
- To liaison, coordinate and assist the working group for piloting and pilot testing of the standards with State Forest Departments, allied departments, corporations and other relevant institutions.
- To formulate final draft version of the standard after consensus of each SDG member and present the same in front of 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 of any member.

## NETWORK FOR CERTIFICATION AND CONSERVATION OF FORESTS

- The SDG members would be further involved in the piloting and pilot testing of the standards, 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 website for public consultation
- If a SDG member fails to attend three consecutive SDG meetings via emails ,physical presence or vice versa then he/she will be disassociated from SDG. Members can also participate via emails, webinars etc.

### Technical Working Group (TWG):

The Technical Working Group 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 with the SDG members.

- 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
- The TWG shall meet regularly under the chairmanship of the Mr A K Bansal, to keep the momentum of the process going. WG shall meet at least once in two months or early as per requirements.
- The Council 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, then he/she will be disassociated from TWG. Further the members can also be part of the meeting via webinars, emails etc.