

Dairy Sustainability Framework

DEVELOPMENT GROUP

Terms of Reference

April 2017

Functionality:

- The Development Group will be Chaired by the DSF Secretariat.
- Where appropriate a member of the DSF Governance Group will also be part of the Development Group as a direct linkage to the Governors.

Membership:

- Representatives will be drawn from the implementing membership of the DSF.
- This is a voluntary role (except for Aggregating members) that requires the motivation of organizations and individuals in the provision of support and development.
- All Aggregator members of the DSF must play an active role on the Development Group
- Representation will reflect a range of required skill sets and levels of the value chain
- Ideally the Group should not go beyond 20 representatives
- Where necessary additional skills can be co-opted onto the Group for a specific period to address an identified issue

The Role of the Groupⁱ:

- To support the Secretariat in developing the DSF in a manner that is acceptable to the Governors and the membership
- To consider development proposals / concepts presented in relation to the evolution of the DSF
- To act collaboratively with dairy sector colleagues through the provision of guidance and other support activities
- Engage, where appropriate, the wider industry to canvas support for developmental proposals
- Provide proposals for the development of the DSF that can be shared with the DSF Advisory Council for comment
- Respond in a timely manner to requests from the Secretariat in the preparation of DSF proposals/initiatives
- Support the Development Director in shaping and developing proposals for the DSF Governors to ratify.

- To promote this development work of the DSF to both internal and external stakeholders.
- Join 'meetings' in a range of formats (predominantly electronic) to debate and reach consensus on developmental issues for the DSF
- Members cannot claim to represent the views or policies of the DSF in public unless specifically requested by the DSF Chair or Secretariat.

Term:

- As 'membership' is a voluntary (except for Aggregating members) position, a specific term is not appropriate
- Membership is limited to 20 it will be 'managed' by the Secretariat to ensure that all are providing the desired input to the development process
- The DSF requests that should members feel that they are no longer able to provide constructive input to the developmental process they notify the Secretariat and step down from the Group
- If the Secretariat feels that a limited contribution is being received from a member they will discuss this with the member and agree an appropriate route forward in order to maintain the necessary momentum.

Secretariat function:

- The Development Group will have the support of the Secretariat in the undertaking of their duties. This will be in the form of meeting coordination, distribution of materials and the development of papers for consideration by the DSF Governors.

ⁱ *The DSF, though not a standard, seeks to operate by the ISEAL Credibility Principles*