

FEBRUARY 2021

Governance structure

1. Overseeing body

1.1 Responsibilities Steering Committee

The Dutch Initiative on Sustainable Cocoa will be supervised and monitored by a Steering Committee that oversees the implementation of the Dutch Initiative on Sustainable Cocoa. The main responsibility of the Steering Committee will be to develop and coordinate the strategic direction of the partnership. Promoting coherence and where possible synergy between interventions geared towards the three main impact areas is part of the DISCO strategy.

Other responsibilities of the Steering Committee include amongst others:

- Supervising the work of Secretariat¹;
- Decide on the membership of the Working Groups and review the outputs of the working groups before these are shared with the general meeting;
- Review and approve the communication strategy around the Dutch Initiative on Sustainable Cocoa;
- Guide the development and review the use of a Monitoring & Evaluation framework;
- Assess and decide in which areas cooperation and harmonization with other sustainability platforms and initiatives is required and possible;
- Reviewing and approving the annual progress report prepared by the Secretariat;
- Mobilisation of additional support and cooperation beyond the DISCO partnership that will contribute to the realization of the objectives of the Dutch Initiative on Sustainable Cocoa;
- Reviewing and approving the applications of new partners to the Dutch Initiative on Sustainable Cocoa.

1.2 Composition of the Steering Committee

The Steering Committee will comprise senior representatives from the different sub-sectors. Each sub-sector delegates one representative and for every representative a possible replacer from the same subsector in case she/he cannot attend. The different sub-sectors are:

- Traders and processors
- Government
- Retail
- Manufacturers
- Civil Society
- Certification, Service Providers & Knowledge Institutes

The composition of the Steering Committee requires the endorsement by the General Meeting of the DISCO signatories.

The members of the Steering Committee will keep the DISCO signatories in their respective sub-sectors informed on the main issues discussed in the Steering Committee. When decisions have to be made they will consult their colleagues prior to the meeting to form a sub-sector opinion on the matter at hand. The Steering Committee will receive the necessary details of the next meeting's agenda well in time to allow these consultations to take place.

The Steering Committee members serve for a period of 2 or 4 years; every 2 years 50% of the Steering Committee members are replaced. If a Steering Committee member leaves before the end of the term, he/she will be replaced by the alternate representative.

¹ The Dutch Government representative in the Steering Committee will not engage in discussions and decide on matters discussed in the Steering Committee related to projects and programs in the cocoa sector co-funded through the Government through IDH.

1.3 Chair of the Steering Committee

One of the members of the Steering Committee will act as the chair of the Steering Committee. The other members of the Steering Committee will endorse the chairperson. The chairperson will not vote during the meetings of the Steering Committee. The main responsibilities of the chair are to:

- Approve the agendas of the Steering Committee meetings and general meetings with all partners and workshops of the Dutch Initiative on Sustainable Cocoa developed by the secretariat;
- Chair the Steering Committee meetings and the DISCO general meetings and ensure these meetings are effectively conducted;
- Represent the Steering Committee towards the stakeholders within the Dutch Initiative on Sustainable Cocoa and others interested in the Dutch cocoa sector.

2. Secretariat

2.1 Responsible organization for Secretariat

IDH Sustainable Trade Initiative will be responsible for the coordination and convening of the Dutch Initiative on Sustainable Cocoa by acting as the Secretariat.

2.2 Responsibilities of the Secretariat

The tasks of the Secretariat will include:

- convening working groups, cooperation between partners of DISCO, relations with other international cocoa initiatives, etc.;
- organization of the monitoring & evaluation of partnership commitments and progress at impact level;
- preparation of Steering Committee, working group and general meetings, including preparation of work plans, minutes, agenda, reporting, etc.;
- communication on behalf of the DISCO partnership (initiatives, effects, consumer information, etc.).

3. Partnership

3.1 Partners

The Dutch Initiative on Sustainable Cocoa consists of partners (companies, ministries, civil society organisations) that signed the DISCO commitment. Partners have the responsibility to report to the Steering Committee on the progress towards achieving the targets of the Dutch Initiative on Sustainable Cocoa². This is based on a monitoring framework approved by the partners of the Dutch Initiative on Sustainable Cocoa.

Organisations can only become a member if they sign the Dutch Initiative on Sustainable Cocoa and therefore make the same commitments as the rest of the members. Any potential new partner organisation can only become a new partner after approval of the Steering Committee.

3.2 Roles and responsibilities of partners

The signatories of the Dutch Initiative on Sustainable Cocoa can bi-annually elect the Steering Committee and have the right to replace the Steering Committee. Partners also approve the annual reports and work plans for the coming year that are prepared by the Secretariat and endorsed by the Steering Committee. All signatories will be invited to the general meetings.

² Note that data and information on sustainability initiatives and progress will be kept confidential among the partners and only aggregated information on the achievements of the DISCO partnership will be shared with a wider audience.

3.3 Decision-making by partners

A general meeting with all signatories will be conducted at least once a year. The outcomes of the monitoring process will be presented and reviewed during this general meeting.

Partners are expected to be represented at the general meetings of DISCO.

When members are asked to vote, voting is based on the majority votes with a maximum of one vote per partner organization. Decisions on new strategic directions, initiatives and (interim) targets will require the endorsement of at least two-thirds of the signatories.

For urgent issues and if deemed necessary by the Steering Committee, partners can be called for an ad hoc general meeting.

4. Working groups

4.1 Types of Working Groups

Three working groups on Living Income, Deforestation and Child Labour will be formed after the DISCO partnership has been formed.

Subsequently technical taskforces dealing with (technical and/or institutional) innovations and developments (e.g. financial inclusion, traceability, etc.) may be formed as per the requirements / interests of the DISCO partnership.

The terms of reference for the different working groups will be drafted by the Secretariat and require approval from the Steering Committee and endorsement by the general meeting.

4.2 Members of Working Groups

The working groups consists of representatives from the Dutch Initiative on Sustainable Cocoa who work on a voluntary basis.

The Steering Committee makes the final decision on the composition of the Working Groups. Each working group shall choose a coordinator from among its members to report to the Steering Committee.

The Working Groups report to the Steering Committee and will be supported by the Secretariat.



DISCO

DUTCH INITIATIVE ON
SUSTAINABLE COCOA