

Steering Committee

This document outlines the mandate, composition and responsibilities of the Steering Committee for the Belgian initiative on sustainable cocoa, or the ‘Beyond Chocolate Partnership’

1. Title of the group

The group shall be called the “Beyond Chocolate Steering Committee”.

2. Mandate

2.1. *Role of the Steering Committee*

The Steering Committee provides strategic guidance on the implementation and direction of the Beyond Chocolate partnership within the framework that was agreed upon between IDH and the Belgian government. The main role of the Steering Committee is to give direction to the IDH Secretariat on strategic programme development and implementation issues within the context of the “Beyond Chocolate” partnership agreement of December 2018. The SteerCo also advises the IDH Secretariat on new developments and priorities in the Belgian chocolate sector and their impact on the partnership.

2.2. *Responsibilities of the Steering Committee*

The main responsibilities of the Steering Committee will be to:

- Approve strategic proposals prepared by the secretariat related to the design and implementation of phase II of the Beyond Chocolate program, which includes amongst others:
 - the development of a roadmap for the Partnership
 - criteria for co-funding innovative projects;
 - reviewing the Beyond Chocolate theory of change
- Review the annual progress report prepared by IDH and provide strategic advice on strengthening interventions and partnership arrangements with the aim of increasing accountability;
- Advise on the strategic focus / orientation of the calls for proposals of the Beyond Chocolate Partnership developed by IDH;
- Participate to four annual steering committee meetings, one General Assembly, and involvement in learning events and working groups.
- Mobilize external support to enhance the effectiveness and efficiency of the Beyond Chocolate Partnership.

2.3. *Additional responsibilities for the Chair of the Steering Committee*

The chair of the Steering Committee will be additionally responsible for:

- Approving the agendas of Steering Committee meetings and meetings and workshops of the “Beyond Chocolate” partnership developed by the secretariat;
- Convening the Steering Committee meetings;
- Ensuring the meetings are effectively conducted
- Representing the Steering Committee towards the stakeholders within the “Beyond Chocolate” partnership and others interested in the Belgian chocolate sector.

2.4. Secretary of the Steering Committee

The IDH Senior Programme Manager will be secretary to the Steering Committee, and will be responsible for:

- supporting the chair in ensuring the meetings are organized effectively and background documents are timely prepared and distributed;
- planning, coordinating and monitoring the Steering Committee related activities;
- distributing the agenda;
- preparing minutes;
- providing follow-up and reporting on recommendations / decisions made by the Steering Committee.

2.5. Composition of the Steering Committee

The Steering Committee shall consist out of signatories of the 'Beyond Chocolate' partnership and will include:

- a representative of the DGD private sector unit;
- a representative of the Belgian traders;
- a representative of Belgian large manufacturers;
- a representative of Belgian small manufacturers;
- a representative of the Belgian civil society;
- a representative of the Belgian supermarket chains;
- a representative of the Belgian knowledge institutions;
- a representative of one of the social impact funds.

2.6. Period of membership Steering Committee

Steering Committee members are appointed for a period of a minimum of three years to keep consistency in the Steering Committee. After these three years, the Steering Committee member can decide to renew its mandate or to open the position for other interested candidates. The membership is applicable to the person that has been selected for her/his expertise and position within an organisation that is signatory of Beyond Chocolate. Each member can renew its mandate only once, but someone else from the same organization can still submit an application.

3. Rules of procedure

3.1. Meeting frequency

The Steering Committee shall meet at least three times a year. The meeting dates will be communicated to all partners in advance.

3.2. Meeting attendance

For each Steering Committee meeting, all constituencies should be represented. If a Steering Committee member is not able to attend a Steering Committee, he/she should appoint a replacement. Each Steering Committee member should attend at least 75% of the meetings (both Steering committee meetings and General Assemblies) himself/herself.

3.3. Consensus

Business will be conducted by careful and considered deliberation leading to recommendations. Recommendations shall be decided by consensus. Consensus means

that after deliberation all members support a particular point of view. Where consensus is not achieved, the Chairman will get the final say.

3.4. *Transparency to other signatories*

The agenda of each Steering Committee will be shared with all signatories two weeks in advance. The minutes of each Steering Committee meeting will be written by the secretariat and shared with each SteerCo member within five days after the meeting. The SteerCo will then have five days to validate the minutes. The secretariat will share the anonymized minutes with all signatories. Signatories that have remarks or feedback can take up contact with their respective SteerCo representative.

3.5. *Reimbursement of expenses*

Participation in the Steering Committee is at the expense of its members.