



Section 2

QUALITY COUNCIL OF INDIA

India Good Agricultural Practices (IndG.A.P.) Certification Scheme

Governing Structure

Section 2

GOVERNING STRUCTURE

1. OBJECTIVE

1.1. The objective of this document is to provide guidance to the Scheme Owner on the establishment of the governing structure required for setting up and operating the India Good Agricultural Practices (IndG.A.P.) Certification Scheme (also referred to as 'the Scheme') in India.

2. SCOPE

2.1. This document describes the governing structure of the Scheme and the roles and responsibilities of various committees and organizations involved in establishing and operating the Scheme.

2.2. This document draws upon the guidance provided in the international standard ISO/IEC 17067:2013 "Conformity assessment — Fundamentals of Product Certification and guidelines for product certification schemes".

3. GOVERNING STRUCTURE

3.1. The Scheme shall have a multi-stakeholder committee – a Steering Committee at the apex level with the secretariat being held by the Scheme owner.

3.2. The Steering Committee may be supported by a Technical Committee and a Certification Committee. The Steering Committee will internalize the scheme in the India and provide operational guidance. Steering Committee for IndG.A.P. shall be the QCI Committee on Quality in Primary Production.

3.3. The Technical and the Certification committees shall be represented by a variety of stakeholders and experts in the related technical (agronomy, plant physiology, entomology, horticulture, plant pathology, soil nutrition and related subjects) areas and having knowledge of conformity assessment.

3.4. In case deemed appropriate, Scheme owner through the Steering Committee could constitute multiple committees in the form of task force (TF) to deal with different sectors such as combinable crops, fruits and vegetables, animal husbandry, tea, coffee etc.

3.5. The committees will be required to formulate the certification criteria, certification process and the certification body requirements aiming towards introducing quality in farms.

3.6. The Technical and the Certification committee shall be authorized to review the documents put up to them and approve the same. The approved documents shall be placed to the Steering Committee for their information only. In case the Steering Committee has a particular view, the same would be put up to the respective Chair for review and internalization.

4. Composition and Terms of Reference of Committees

4.1. **General Principles:** In the appointment of various committees, the following general principles should be kept in mind:

- 4.1.1 Representation of a balance of interests in the Steering Committee such that no single interest predominates. While nominating representatives for technical/certification committee, predominantly personnel from expert groups shall be ensured.
- 4.1.2 Key interests should include representatives of regulatory/standard bodies or other governmental agencies, representatives of user associations, industry associations, accreditation body and certification bodies (subject to availability), test laboratories, academic/research bodies, voluntary consumer organisations and representatives of non-governmental organizations working in the related areas.
- 4.1.3 The technical committee may have additional representations from persons competent in agriculture science viz., areas like plant entomology, plant pathology, horticulture, agronomy, soil nutrition etc.
- 4.1.4 The certification committee needs to have representation from experts that have understanding of conformity assessment.
- 4.1.5 Representation to individual experts should be given exercising due care in their selection.
- 4.1.6 It is desirable to invite organizations to nominate Principal and Alternate members in the interest of higher attendance and continuity.

4.2. Steering Committee: It may comprise of Governments, regulatory bodies, growers' associations, export promotion bodies, research/academic bodies, accreditation bodies, testing laboratories, certification bodies, NGOs, voluntary organisations, trade associations, and or any other technical expert(s) as invitees for specific meetings, as identified by the Scheme Owner. For this purpose, there exist already a QCI Committee on Quality in Primary Production comprising of balanced stakeholders.

- 4.2.1 SC may coopt any other members.
- 4.2.2 Quorum - The presence in person, at a meeting of the Steering Committee (SC) of the member representatives of at least 30% members of the SC shall constitute a quorum for a meeting.
- 4.2.3 Terms of reference - The SC is responsible for:
 - 4.2.3.1 Overall development, modification and supervision of the Scheme
 - 4.2.3.2 Receiving recommendations of Technical/Certification Committees and deciding on it
 - 4.2.3.3 Constituting any other committees, as needed
- 4.2.4 Meetings - The SC shall meet at least once every year.

4.3. Technical Committee (TC): It may comprise of Governments, regulatory bodies, growers' associations, export promotion bodies, research/academic institutions, standards body, accreditation bodies, testing laboratories, certification bodies, NGOs, voluntary organisations, trade associations, and or any other technical expert(s) as invitees for specific meetings, as identified by the Scheme Owner. This shall be in the form of Task Force constituted separately to handle each of the agriculture sector viz., combinable crops, fruits and vegetables, animal husbandry, tea, coffee etc.

- 4.3.1 TC may coopt any other members.

4.3.2 Quorum - The presence in person, at a meeting of the Technical Committee (TC) of the member representatives of at least 30% members of the TC shall constitute a quorum for a meeting.

4.3.3 Terms of reference - The TC is responsible for:

- 4.3.3.1 Developing and maintaining any standards or technical documents needed by Scheme Owner
- 4.3.3.2 Defining the certification criteria, and
- 4.3.3.3 Resolving any related issues;

4.3.4 Meetings - The TC shall meet at least once every year.

4.4. Certification Committee (CC): It may comprise of members as mentioned in the Technical Committee with greater representation to have accreditation/ certification bodies having insight into certification processes. There will be a singly Certification Committee that shall handle all the sectors viz., combinable crops, fruits and vegetables, animal husbandry, tea, coffee etc.

4.4.1 CC may coopt any other members.

4.4.2 Quorum - The presence in person, at a meeting of the Certification Committee (CC) of the member representatives of at least 30% members of the CC shall constitute a quorum for a meeting.

4.4.3 Terms of reference - The CC is responsible for;

- 4.4.3.1 Developing, maintaining and revising as appropriate the certification process
- 4.4.3.2 Developing, maintaining and revising as appropriate the requirements for Certification bodies for the operation of the Scheme
- 4.4.3.3 Developing guidance document to assist producers to apply for Certification
- 4.4.3.4 Designing the Certification Marks, if any
- 4.4.3.5 Developing, maintaining and revising as appropriate the rules for the use of Certification mark or logo and
- 4.4.3.6 Resolving any issue relating to certification

4.4.4 Meetings - The CC shall meet at least once every year.
