



# Manufacturing Working Group

## Terms of Reference

<b><u>Version</u></b>	<b>v1.0 1 November 2021</b>
<b><u>Name</u><sup>1</sup></b>	Supply Chain Sustainability School Manufacturing Working Group (the Group)
<b><u>Type</u><sup>2</sup></b>	Standing advisory committee
<b><u>Purpose</u><sup>3</sup></b>	<p>The Group was created to:</p> <ol style="list-style-type: none"> <li>1. provide advice to the CEO on the development, maintenance and promotion of resources that aim to increase sustainability knowledge and competency along supply chains with an emphasis on supporting small-to-medium enterprises</li> <li>2. ensure high quality, diversity, accessibility, and relevance of learning content offered by the School</li> <li>3. assist in the application and administration of grant and funding opportunities</li> <li>4. support the promotion of the School to both current and prospective Fellows and Members</li> </ol>
<b><u>Scope</u><sup>4</sup></b>	<p>The Group will provide advice to the CEO and the Advisory Board on aspects of the School's operations as they relate to:</p> <ul style="list-style-type: none"> <li>• Market(s): Manufacturing</li> <li>• Topics(s): social, environmental and economic sustainability</li> </ul> <p>Unless expressly provided elsewhere, the Group does not have rights for decision-making around learning resources, funding, or development.</p>
<b><u>Deliverables</u><sup>5</sup></b>	<p>The Group will:</p> <ol style="list-style-type: none"> <li>1. Develop content for             <ol style="list-style-type: none"> <li>a. one (1) eLearning module</li> <li>b. one (1) live event/workshop (online or face to face)</li> <li>c. one (1) landing page for the primary market/topic (within the Group's scope)</li> <li>d. one (1) email campaign</li> <li>e. five (5) 5-10min videos</li> <li>f. ten (10) 1-page fact sheets/infographics</li> <li>g. ten (10) games/puzzles</li> </ol> </li> </ol>

<sup>1</sup> Official name of the committee or group

<sup>2</sup> Can be standing, ad hoc (special project) or advisory (related to another board, committee or project)

<sup>3</sup> Describe the purpose of the committee (what the committee will do, why it was created)

<sup>4</sup> Clearly describe what is in and out of scope for the committee. Describe the decision-making authority of the committee (decides, approves, recommends, etc.)

<sup>5</sup> Describe the requested/required committee output, roles and responsibilities

2. Review and identify new document and weblink resources (within the Group's scope)
3. Review self-assessment questions (within the Group's scope)
4. Review and provide advice to the CEO on resource development plans
5. Review and guide the CEO on the performance of resources
6. Propose and advise the CEO on Fellowships or sponsorships that may assist in the development, maintenance and promotion of the school and school resources
7. highlight critical market/topic risks, and provide reports to the Audit Committee and Advisory Board when appropriate
8. Perform an annual evaluation of the Groups' performance

#### **Membership<sup>6</sup>**

The Group shall consist of employees of Fellow organisations. Group members should demonstrate significant relevant understanding of the market, the education and training of individuals or, environmental, social or economic sustainability.

**Guests:** Any school administrator or Advisory Board member may attend and speak at a Group meeting as a Guest.

At the discretion of the Group, School Members and independent experts may be invited to attend and speak at a Group meeting/s as a Guest. Guests do not have voting privileges.

**Facilitator:** The School's CEO, or delegate, will facilitate meetings and provide secretarial support for the Group, including preparation of agendas, minutes and meeting papers. The Facilitator does not have voting privileges.

#### **Meeting arrangements<sup>7</sup>**

**Frequency:** at least two times per year and not more than monthly.

**Duration:** each meeting will aim to be 30 minutes long and must not be more than three hours long.

**Location:** Meetings must be teleconference or video conference and may also be held at a physical venue.

**Notice:** The Facilitator will prepare and send a meeting notice as soon as practicable before the meeting date to all members containing the date, time, log in details, venue (if applicable), agenda, previous minutes and any relevant papers. The Facilitator will aim to send the notice at least one week before the meeting.

**Quorum:** minimum quorum for a meeting is two members.

**Conflicts:** Members with an actual or perceived conflict of interest must declare this at the beginning of a meeting. The Group will then determine the appropriate remedy, which may include but not be limited to the conflicted member:

- not participating in the affected discussions,
- not voting on any affected issues, or

<sup>6</sup> Type and number of members, how members are appointed, how the chair and co-chair are appointed and a list of members (Name and functional role) Code of conduct

<sup>7</sup> Meeting frequency and location, meeting procedures (if applicable), quorum, details about agendas and minutes (how these will be distributed, available online, who prepares them, etc.), communication between meetings.

- having their perceived conflict noted for transparency.

**Communication between meetings:** The Group may agree to discuss and decide the outcome of an issue between meetings if the Group unanimously agrees to do so.

**Amendments:** These meeting arrangements may be amended with the prior consent of all Group members.

<b><u>Reporting</u></b> <sup>8</sup>	Minutes of the Group will be provided to the Board and may be discussed at Board meetings.
<b><u>Resources and budget</u></b> <sup>9</sup>	The School will provide a digital meeting platform (Microsoft Teams) for the Group to meet and cloud-based file storage, as reasonably required.
<b><u>Review</u></b> <sup>10</sup>	The Group will review the Terms of Reference annually and provide that information to the Board. Next review date: Nov 2022

<sup>8</sup> Describe whom the committee will report to, in what format, how often

<sup>9</sup> Describe the available resources (people, rooms, equipment, etc.) available to the committee, Describe the funds available to the committee

<sup>10</sup> State the ToR review frequency and next review date