

Code of Practice Expert Group Terms of Reference

Organisation

The AIJN COP Expert Group (CoPEG) is a global wide interdisciplinary group of recognized senior industry experts with deep technical background in several areas. The CoPEG consists of a Core Group and a Support Group, a chairman, vice-chairman, members and a secretary.

The AIJN Executive Board appoints the members of the Core Group, the CoPEG chairman, vice-chairman and secretary.

The members of the Support Group have to be approved by the Core Group.

The AIJN CoPEG can establish an ad-hoc working group for special topics if necessary.

The CoPEG reports to the AIJN Technical Committee.

Scope of work

Providing expert opinions and proposals on relevant technical and technology related issues regarding:

1. Development and maintenance of Code of Practice, reference guidelines, position papers and other relevant documents.
2. Maintenance of Code of Practice web site.
3. Providing scientific advice in relation to the European Union legislation and Codex Alimentarius standards and guidelines.

Core Group members

The Core Group of the Code of Practice should consist of experts from various branches of the industry and the organisations that support it and should be taken from the following sources:

1. Recognised industry experts from different segments of the EU fruit juice industry.
2. Representatives of specialised fruit juice laboratories.
3. Representative of SGF.
4. Representatives of universities and institutes.
5. The General Secretary AIJN (for administrative support and political and legislative aspects).

In total the group should not be bigger than approximately 10 participants, the majority of which should be from the fruit and vegetable juice industry.

Profile Core Group members

- Broad know-how on fruit (and vegetable) processing and juice analysis.
- Authorisation for participation in meetings and to carry out “homework”. This would involve a total commitment of approx. 10-15 man-days /year.
- Active participation both in and between meetings.
- Responsible for own travelling expenses.
- Fluent in English.
- Be able to act as an objective expert.
- Good links to national and/or international industry segments.
- Communicative and co-operative.

Support Group members

The Support Group members can participate in the annual common meeting with the Core Group. They can be invited for a Core Group meeting upon special invitation. The majority of the members should be from the fruit and vegetable juice industry.

Profile Support Group members

- Broad know-how on fruit (and vegetable) processing and juice analysis.
- Authorisation for participation in meetings and to carry out “homework”. Total time commitment would be approx. 5-8 man-days/year.
- Active participation both in and between meetings.
- Responsible for own travelling expenses if necessary.
- Be able to communicate in English.
- Good links to national and/or international industry.
- Communicative and co-operative.

Meetings

- The Core Group meets at least twice a year for a two day meeting. The second meeting of the year is combine with the Support Group.
- The Core Group meeting takes place in rotating countries (country of an expert or country willing to host the group).
- The combined Core Group and Support Group meeting typically takes place in Belgium and is hosted by AIJN.
- In principal the host provides meeting facilities (conference room, lunch, coffee breaks, etc.) and participants cover their travelling and accommodation expenses.
- In between the meetings the chairman is in regular contact with the members in order to discuss progress and to solve issues (via emails or phone conferences).

Working procedure

In order to structure the work of the CoP Expert Group the following procedure is proposed:

1. Registration of a request of a new task by the CoPEG chairman.
2. Circulation of the request to all experts in the Core and Support Group in order to start the collection of information/data.
3. Appointment of champion – expert in relevant subject.
4. Preparation of draft proposal by the champion/s.
5. First discussion by CoP Expert Group. This can be Core or Support Group depending on the timing in the year. Written comments of all experts will be taken into consideration.
6. Preparation of a new proposal will be prepared by the champion and a presentation of the result will be made available to the Core and Support Groups for comments.
7. Follow-up discussion during the CoPEG meeting.
8. Presentation of the new draft proposal to Technical Committee (by CoPEG chairman/ v. chairman/ occasionally by the experts).
9. Evaluation of the Technical Committee comments.
10. Preparation of revised proposal for Technical Committee for approval.
11. Presenting approved document to General Assembly for adoption. The TC chairman or vice chairman or upon their request the COPEG chairman will present TC proposals in the GA. Occasionally, also one of the CoP expert can be asked to present a proposal.

Chairman, Vice - Chairman

The chairman and the vice-chairman of the CoPEG should be recognized senior industry experts with deep technical background in several areas.

The purpose of a chairman is to ensure that the participants of a meeting follow the agenda, respect each other and respect the rules of the meeting.

Role of the chairman:

- to set the agenda of the meeting
- to lead the meeting
- to maintain order at the meeting
- to ensure the conventions of the meeting are being followed
- to ensure fairness and equality at the meeting
- not to dominate over people by imposing their own ideas
- to approve the final action sheet of the meeting
- to ensure that decisions made at meetings are implemented

The AIJN administrative support

1. Registration of requests for information, relevant to the CoPEG.
2. Communication of information to CoP Experts (via AIJN web site, restricted access area).
3. Formulation of the answers in co-operation with chairman and relevant expert.
4. Inclusion of the new subjects on to the agenda for the CoPEG meeting.
5. Preparation and distribution of the agenda and the meeting documents in co-operation with chairman.
6. Participation in the meetings and preparation of action sheet.
7. Distribution of the action sheet.
8. Preparation of CoP proposals and explanatory notes for Technical Committee meetings.
9. Uploading all relevant CoP documents to AIJN web site, restricted access area.