

## **Terms of Reference**

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### **Organisation**

The AIJN COP Expert Group is a permanent Expert Group and reports to the AIJN Technical Committee. The COP Expert Group consists of a Core Group and a Support Group, a chairman, vice chairman, members and a secretary. The Core Group members are selected on their expertise and need an approval of the Executive Board. The Support Group members are representatives of the world wide fruit juice industry and recognised for their specific expertise. The members of this Group have to be approved by the CORE Group. The Executive Board also appoints the chairman, vice- chairman and secretary. The AIJN COP can create ad-hoc working group(s).

### **Scope of work**

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

1. Development and maintenance COP and COP web site
2. Maintenance of existing and development new reference guidelines + position papers and other relevant additions.
3. Advice in relation to:

- EU Fruit Juice Directive
- CODEX Fruit Juice Standards
- Other relevant EU and CODEX Directives, regulations, etc.

### **Core Group members**

The Core Group of the Code of Practice consists of the following categories of participants:

1. Recognised industry experts from different segments of the EU fruit juice industry (max 7).
2. Representative of a specialised fruit juice laboratory (max 1 / can be rotating).
3. Representative of SGF / IRMA (max. 1)
4. Representative of an university / institute (max. 1)
5. General Secretary AIJN (for administrative support and political and legislative aspects).

In total the group should not be bigger than 8-10 participants.

### **Profile Core Group members**

- Broad know-how on fruit processing and fruit juice analysis.
- Authorisation for participation in meetings and to carry out homework. Total time occupation approx. 10-15 man-days /year.
- Active participation both in and between meetings
- Taking care of 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**

Support Group participants are acknowledged fruit and/or vegetable juice specialist from within and outside the EU. Support Group members can participate in the common meeting with the Core Group in September of each year. They can be invited for a Core Group meeting upon special invitation.

### **Profile Support Group members**

- Broad know-how on fruit processing and fruit juice analysis.
- Authorisation for participation in meetings and to carry out homework. Total time occupation approx. 5-8 man-days/year.
- Active participation both in and between meetings..
- Taking care of own travelling expenses if necessary.
- Be able to communicate in English.
- Good links to national and/or international industry
- Communicative and co-operative.

### **Meetings**

In respect to meetings the following is foreseen:

- The Core Group meets at least two times a year for a two days meeting. The second meeting of the year will be together with the Support Group
- The Core Group meeting will take place in rotating countries (country of an expert or another country willing to host the group).
- The combined Core Group and Support Group meeting will in principal take place in Belgium and hosted by AIJN
- In principal the host is providing meeting facilities (room, lunch, coffee, etc.) and participant pay their own travelling and accommodation cost.
- In between meetings the chairman will be frequently in contact with the members in order to discuss progress, to solve problems or to organise phone conferences where necessary.

### **Working procedure**

In order to structure the work of the COP Expert Group the following procedure (in steps) is proposed:

1. Registration of a request or an idea by the COP chairman.
2. Circulation of the request to all experts in the Core and Support Group in order to start the information / opinion gathering and where possible already preparing a proposal by a champion.
3. First discussion by COP Expert Group This can be Core or Common Group depending on timing in the year and decision further follow-up. Written comments of all Experts will be taken into consideration.
4. Where necessary preparing a new proposal by a champion. Distribution of the result to Core and Support Group for comments.
5. Follow-up discussion and decision next COP meeting.
6. First proposal COP Expert Group to Technical Committee (TC)
7. Evaluation and decision comments of TC.
8. Preparing follow-up (revised) proposal to TC.
9. Decision COP approved proposal by TC.

10. Decision TC approved proposal by GA

**Communication COP proposals**

In principal the COP chairman (or vice-chairman) will present and defend the COP proposals in the TC. Occasionally also one of the experts can be asked to present a proposal. In principal the TC chairman (or vice chairman) or upon his request the COP chairman will present and defend TC proposals in the GA.

**Administrative support (secretary)**

The following support is necessary:

1. Registration of relevant requests for information, ideas, proposals, etc. from interested parties
2. Communicate this information to COP Experts (special part web site)
3. Formulate answer in co-operation with chairman and inform accordingly and/or add to the agenda for next COP meeting.
4. Preparation and distribution of agenda and meeting documents COP meetings in co-operation with chairman.
5. Participate in meetings and prepare an approved action sheet in the meeting and distribute within one week. .
6. Prepare COP proposals and explanatory notes for TC meetings
7. Add all relevant COP documents to a special part of the web site.