

International Fair Trade Towns Campaign Steering Committee (IFTTC SC)

Terms of Reference 2018

1) Background

1. Fair Trade Towns began as a grassroots effort to raise awareness of the importance of Fair Trade. It was started by Bruce Crowther of Garstang, U.K., an Oxfam organizer in 2000. After working on a platform that would more formally get his community to embrace Fair Trade, he brought the idea to the Fairtrade Foundation (UK), who helped formalize it and put resources into organising the movement
2. As of June 2018, there are currently 2,063 Fair Trade Towns in 36 countries, on 6 continents. Some have posited that it is now the largest grassroots movement in history. As the movement has grown more globally, stakeholders in Latin America have innovated a Regional Coordination model that has contributed to strong growth of Fair Trade Towns in that part of the world.
3. As a part of each international conference since 2010, there has been a meeting of all National Coordinators in attendance. At the international conference in Poznan, Poland in 2012, the gathered coordinators expressed a need and desire for the international campaign to have more structure and centralized governance. This resulted in the formation of the International Fair Trade Towns Steering Committee (IFTTSC) which is made up entirely of volunteers.
4. The IFTTSC produced several documents to help define the process for becoming a Fair Trade Town, as well as to provide guidelines for how new campaigns could form strong national initiatives and organize in a more inclusive and effective way.
5. As part of the discussion during the 10th international conference in Baskinta, Lebanon in July 2016, as well as at the coordinators' meeting, the expansion of Fair Trade Towns into more and more countries in the South and the increased participation of Fair Trade producer communities was articulated. The need for more inclusive leadership in the governance model was recognized, as was the need for more resources and creative structures.
6. The International Fair Trade Towns Working Group was proposed and then organized by FTAO, along with the IFTTSC to engage appropriate stakeholders in helping to re-imagine how the global Fair Trade Towns model could be organized and led. The Working Group subsequently developed these Terms of Reference for the IFTTSC, as well as drafted updated Guidelines for the Fair Trade Town Campaign. The organizations represented on the Working Group include: FTAO, IFTTSC, FI, WFTO, FTUSA, CLAC.

2) Mission of IFTTC SC

The IFTTC SC exists to support the growth of the Fair Trade Towns movement globally. It does this by:

- a) Acting as a 'lighthouse' that promotes, guides, encourages and inspires the network and when appropriate speaking on behalf of it, in recognition that Fair Trade Towns is a grassroots movement.

- b) Ensuring that the decisions are made in line with the International Guidelines for Fair Trade Towns.
- c) Providing support for emerging Fair Trade Towns initiatives in countries without FTT coordination - by providing guidance and support with a goal of every country with Fair Trade Town efforts having an established and formal national initiative and a national coordinator formally recognized by the IFTTSC according to the process written in the FTT guidelines.
- d) Providing online support and networking opportunities for Regional and National Fair Trade Town initiatives to learn from one another and act in solidarity whenever possible
- e) Ensuring a strong, annual international conference and jointly develop the conference program with the host

3) Role of IFTTC SC

1. In order to achieve the goal of every country having an established national initiative, with a formally recognized national coordinator, by the IFTTSC the IFTTSC will:
 - a. Ensure regular review in updating of the FTT Guidelines in consultation with the national and regional coordinators as needed and present it for adoption to the annual coordinators meeting in conjunction with international conference.
 - b. Develop and make available tools for developing a well-established national initiative.
 - c. Develop and make available tools for developing national coordination.
 - d. Determine the minimum conditions needed to justify a national coordinator position.
 - e. In countries without recognised national coordination, recognize Fair Trade Towns.
 - f. Define the relationship between the IFTTSC, Regional Coordinators and National coordinators.
2. The IFTTSC facilitates the International Fair Trade Towns network by:
 - a. Ensuring an annual Int. FTTs conference is held each year, including fielding applications, vetting and selecting the location for each conference and assisting in its organization.
 - b. Ensuring that the international Fair Trade Towns website and related social media platforms are maintained.
 - c. Establish direct communication lines with the National, Regional and Fair Trade Town coordinators and or FTT in countries without coordinators.
 - d. Oversee that the national coordinators have tools and best practices to ensure that Fair Trade Towns are active on their mission and goals.
 - e. Create and participate in dialogue with different stakeholders of the Fair Trade movement such as producer networks or similar organisations e.g. Fairtrade International, Fair Trade USA, WFTO, FTAO.
 - f. Raise funds for its work with the support of major international and national FT networks and organizations.

4) Membership

1. The Committee shall consist of 5 – 9 members.
2. The membership will be composed of experienced Fair Trade Town activist and national coordinator members, and/or staff of international Fair Trade networks.
3. Members will be required to have at least two-years of previous experience through their involvement in a local and/or national Fair Trade Town group or campaign or other Fair Trade advocacy experience and represent countries with existing Fair Trade Town campaigns; either declared or in-progress. Membership will include:
 - i) One seat will be guaranteed for each of the five global regions defined by the IFTTC SC:
 1. Africa & Middle-East
 2. Asia-Pacific and Oceania (incl. Australia and New Zealand)
 3. Europe
 4. Latin America & Caribbean (incl. Mexico)
 5. USA & Canada
 - ii) There will be two types of members:
 - (1) 5 national coordinators representing each region above has a guaranteed seat. National Fair Trade Towns Camp coordinators (or regional coordinators, when there's no recognised national coordinator) and/or employees or affiliated w/ international FT stakeholder organizations.
 - (2) Two members of partner organizations supporting the global Fair Trade Towns movement, using the qualifications noted below.***
 - (3) Up to two additional members: In addition to the "guaranteed" members (one per region), the IFTTSC shall have the ability to open a nomination process for the addition of up to two more (total of nine) additional members based on needs/expertise determined by the IFTTSC. The committee shall present a public nomination process outlining the knowledge/skills desired, so that application process is transparent.
 - (4) In the event of adding up to two additional members, the IFTTSC will take the following into account when considering applicants/nominees:
 - (a) Not more than one representative from any country
 - (b) Ensuring a geographical balance based on regional concentration of Fair Trade Towns
 - (c) Consideration of regional representation as possible
 - (d) Consideration of stakeholder representation
 - (e) Consideration of gender balance
 - iii) In the event that there is no candidate from a region, a member of a regional coordinating body, or a Fair Trade movement stakeholder who represents that region shall serve on the IFTTSC until such time as a national coordinator is available to take that guaranteed seat.

****Qualifying criteria for organizational consideration for membership on the IFTTSC*

- 1) *Organization's primary focus must be Fair Trade.*
- 2) *Organization must have a formally organized global network, including staff and/or governance partners in multiple regions of the world.*

- 3) *Organization must have an expressed willingness and commitment to activate their network(s) to support the growth of the Fair Trade Towns movement.*
- 4) *Terms for a given organization's seat on the IFTTSC will be three years with a planned re-evaluation of their participation and contribution of efforts by the rest of the IFTTSC.*
- 5) *Unless an organization is found to have failed in their duties as a member of the committee, the organization will automatically renew its membership for another three-year term.*
- 6) *To ensure consistency, Organization may choose to change their assigned representative one time in each three-year term, unless 75% of the committee deems it appropriate to request a new appointed representative from the Organization.*

5) Nominations, Officers & Terms

1. Process for the 5 representatives (one per region): Members are nominated and elected by each region and inform the Nominating Committee.
2. Process for the 2 representatives of the partner organisations supporting the FTT Campaign will be appointed by those organizations respectively (see above sec 4. ii 2).
3. Process for the (up to two) additional members: see above section 4. ii) (3)
4. Members shall commit to a term of three years, with the option of renewing for 2 additional terms.
5. Removal from Membership: Any member may be removed due to lack of participation at a regular meeting by a two-thirds vote when a member has ceased to perform the duties of membership. If a member fails to participate in 3 consecutive meetings, without communication to the committee, they shall be removed from the committee. Termination is effective immediately.
6. Executive functions: the IFTTSC will decide whether and what executive functions are needed and whether to delegate them to an external executive support, should there be sufficient funds.
7. Chair: The IFTTSC will have one Chair, who will serve a term of three years with the option to renew 2 times. The Chair will be nominated by, and decided on, by the entire committee membership and will have the following responsibilities:
 - a. Responsible to call meetings, propose an agenda, chair the IFTTSC and represent the IFTTSC and speak on their behalf.
 - b. Serve on the Nominating Committee.
 - c. Monitor International Fair Trade Town finances to ensure financial growth and stability.
8. Sub-Committees: The IFTTSC, when needed, will establish sub-committees for the purposes of covering the scope of the IFTTSC's work.
 - a. Sub-Committees will be proposed by members of the Committee and made up of no fewer than 3 members.
 - b. Sub-Committees, with consultation of the full Committee, will be empowered to seek feedback and input from stakeholders.
 - c. The Nominating Committee will be one permanent sub-committee whose purpose is to ensure that the membership requirements of the IFTTSC as described above are met. The Nominating Committee will consist of members of the IFTTSC.

6) Meetings

1. The IFTTSC shall elect a Chair from among its members as set out in clause 5 (e).
2. In the event that the Chairperson is absent from his or her duties, the Chairperson shall designate another member of the Committee to act on the Chair's behalf.
3. The members of the IFTTSC will fulfil their tasks in a timely, objective, impartial, and non-political manner.
4. The IFTTSC will hold a minimum of four (4) meetings per year. It is expected that all meetings will be virtual. Meetings will normally be no more than three (3) hours in length.
5. A quorum consisting of at least 60% of all IFTTSC members is required for all formal decisions.
6. All decisions require a simple majority of the votes cast by members present except for decisions of a strategic nature, which require at least 75% of all IFTTSC members including those not present to vote in favour of the resolution. Decisions of a strategic nature include those that are likely to affect the Fair Trade Towns movement for a period in excess of 24 months, and could include but are not limited to:
 - (i) changes to the Fair Trade Towns mission
 - (ii) changes to the Fair Trade Towns Guidelines
 - (iii) changes to the International Fair Trade Towns Steering Committee Terms of Reference.
7. Members must declare to the IFTTSC any matter which they have, directly, or indirectly, an interest or duty which is material and which conflicts or may conflict with the interests of the Fair Trade Towns movement. The Steering Committee may, by majority vote, request the member to withdraw from the discussion and/or abstain from voting on the business concerned. The affected member of the IFTTSC shall not participate in the initial vote.
8. The draft minutes are distributed to IFTTSC members no later than 20 working days after the meeting. The minutes will be approved at the following scheduled meeting of the IFTTSC. In the absence of a Secretariat, secretarial support (including assisting the Chair in organising the IFTTSC meeting and minute taking responsibilities) will be rotated among IFTTSC members. The member responsible for the provision of secretarial support for the following meeting will be agreed at the end of each meeting.
9. The minutes of all IFTTSC meetings will be made publicly available, while taking confidentiality into account.
10. The IFTTSC may create working groups to research/handle or make recommendations to the IFTTSC. The IFTTSC will define specific Terms of Reference for each working group. Working groups are set up on a temporary basis and disappear once they have reported back to the IFTTSC or when the IFTTSC feels that the issue shall be administered in a different way. Working groups are composed of at least 1 IFTTSC member and external experts/ stakeholders, with or without voting rights as specified in the working group terms of reference.

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Agreed at the National Coordinators' Meeting on 19 October 2018, Madrid.