

ResponsibleSteel Technical Advisory Panel Terms of Reference

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1. Introduction

ResponsibleSteel is a not-for-profit organisation and the industry's first global multi-stakeholder standard and certification initiative for responsible steel supply chains.

The ResponsibleSteel certification programme is based on:

- Robust Standards
- A robust Assurance system, including all relevant auditing aspects
- A Monitoring and Impact (M&E) system
- A Claims system

ResponsibleSteel needs technical support for the different elements mentioned above, to ensure the implementation of a robust certification program. The Technical Advisory Panel Terms of Reference (this document) describes how the Technical Advisory Panel is set up and how it operates.

2. Technical Advisory Panel roles and responsibilities

The roles and responsibilities of the ResponsibleSteel Technical Advisory Panel (TAP) are enshrined in the ResponsibleSteel International Standards Development Procedures v3.0. These include providing independent technical inputs to the following areas whenever agreed with the ResponsibleSteel Secretariat:

- a) Providing technical input to Standards related issues, interpretation questions and new developments
- b) Providing technical input to Assurance related issues
- c) Providing technical input to M&E related issues
- d) Providing technical input to Claims related issues

3. Appointing Technical Advisory Panel members

Candidates for the TAP are suggested by ResponsibleSteel members and stakeholders and are proactively sought by the ResponsibleSteel Secretariat. Selection for the TAP will aim to balance factors including subjective matter expertise, experience in the steel sector, availability, prior experience in a similar advisory role, and geographical location (time zones).

TAP members sign an agreement that outlines the obligations of Panel members and of ResponsibleSteel before serving on the Panel.

TAP members may not delegate someone else to carry out their functions.

4. Providing technical advisory services

ResponsibleSteel Secretariat will select TAP members to one or multiple assignments. The minimum number of TAP members for one specific assignment is two. ResponsibleSteel secretariat will develop a specific agreement for each assignment with the TAP member(s), containing at least the following information:

- Background
- Purpose/objectives
- Scope of work
- Deliverables
- Deadlines

The agreement will be shared with the TAP member(s) for signature before the service is started. The TAP members will be asked to declare any conflict of interest with the defined scope of the specific assignment.

5. Confidentiality

The agreement between ResponsibleSteel and the Technical Advisory Panel members contains a clause that ensures the confidentiality of Panel member activities. All information that is not already publicly available is treated as confidential and is not communicated to third parties.

Chatham House Rules apply during all meetings, meaning that people can use information from a discussion, but they can't reveal who the speaker was or what organisation they're from.

6. Relationship between the Technical Advisory Panel and ResponsibleSteel

Except for cases where the TAP member is part of the ResponsibleSteel Secretariat, the TAP members have no involvement with the day-to day-operations of ResponsibleSteel, and none of the responsibilities, legal obligations or liabilities associated with being a company director.