



NEN

Committee plan 2019

Dutch Standards Committee 370 008, Cocoa

NEN: sets the standard

COMMITTEE PLAN 2019



STANDARD COMMITTEE
370 008, Cocoa

DATE
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1 General details

1.1 Dutch Standards Committee

370 008, Cocoa

1.2 Area of expertise

Standardization in the field of cocoa, including, but not limited to, terminology, sampling, product specifications, test methods, and requirements and verification criteria for the determination of sustainability and traceability of cocoa respectively. The work programme mainly includes participating actively in the development of international standards for quality, sustainability and traceability of cocoa beans. The Dutch Standards Committee functions as a broad platform where amongst others representatives of civil society, government, private sector meet and influence the content of existing and new international standards.

2 Structure and relations of the Committee

2.1 National structure

Committee	Name
370	Policy Committee Agriculture & Food products
370 008	Dutch Standards Committee Cocoa

2.2 International and European relations

CEN started a balloting round which led to the development of European (and international) standards on sustainable and traceable cocoa. The European [CEN/TC 415 'Sustainable and traceable cocoa'](#) had its first meetings in 2012. At European level, the Dutch Standards Committee Cocoa participates actively through the Dutch delegation which represents various stakeholder groups including civil society, government and the private sector. Several Dutch Committee Members are also involved as an expert in the Working Groups (WGs) of CEN/TC 415; an overview of the different WGs is shown in the table below. [ISO/TC 34/SC 18 'Cocoa'](#) is the counterpart of CEN/TC 415 and cooperates closely with CEN/TC 415 to make sure the standards for sustainable and traceable cocoa are applicable on an international level. Through ISO/TC 34/SC 18, cocoa producing countries and cocoa consuming countries can participate together in the standards development process. In the table shown below the role of Chair, Convenor and Secretariat are indicated as well as the name(s) of the Dutch expert(s) within a Working Group.

Committee	Name	Chair, Secretary and Dutch experts
ISO/TC 34/SC 18 (P-member**)	Cocoa	Chair (Netherlands): Jack Steijn Vice-Chair (Côte d'Ivoire): Edouard Kouassi N'Guessan [vacancy for successor] Secretary (Netherlands): Laura Mout Twinned Secretary (Ghana): MacMillan Prentice
WG 1	Cocoa beans	Convenor (United Kingdom): Phil Sigley Co-convenor (Cameroon): Pierre Etoa Abena Secretariat (Netherlands/Ghana): Laura Mout/MacMillan Prentice Dutch experts: Peter van den Hengel, Willem Zwaan

Committee	Name	Chair, Secretary and Dutch experts
CEN/TC 415	Sustainable and Traceable Cocoa	Chair (Netherlands): Jack Steijn Secretary (Denmark): Bibi Nellemose
WG 1	Management	Convenor (Côte d'Ivoire): Edmond Konan Co-convenor: vacant Secretariat (Denmark): Lars Brogaard Dutch expert: Enrique Uribe Leitz*, Co Rietveld, Annemiek Righarts
WG 5	Traceability	Convenor (Denmark): Andreas Hansen Co-convenor (Ghana): William Jonfia-Essien Secretariat (Denmark): Lone Skjerner Dutch experts: Margriet Glazenberg, Co Rietveld, Annemiek Righarts, Robert van Raamsdonk
WG 6	Certification Scheme	Convenor (United Kingdom): Sue D'Arcy Co-convenor (Solidaridad Network Foundation): Aliyu Abdulahi Secretariat (Denmark): Jørgen Hagelund Dutch expert: Antonie Fountain, Enrique Uribe Leitz*, Co Rietveld, Annemiek Righarts
WG 7	Communication	Convenor (Germany): Torben Erbrath Co-convenor: vacant Dutch expert: vacant
WG 9	Guidance	Convenor (United Kingdom): Sue D'Arcy Co-convenor (Ecuador): Francisco Eduardo Miranda Garcia Dutch expert: Enrique Uribe Leitz*
WG 10	Performance	Convenor (Netherlands): Antonie Fountain Co-convenor (Cameroon): Pierre Etoa Abena Secretariat (Denmark): Lars Brogaard, Lone Skjerner Dutch experts: Dick de Graaf*, Enrique Uribe Leitz*, Annemiek Righarts, Co Rietveld

*These Dutch experts are also a representative of a liaison organization of CEN/TC 415 and/or ISO/TC 34/SC 18.

**CEN committees: the national committee is allowed to give advice and to vote on European developments mentioned.

ISO committees: there is a difference between P-members (participants) and O-members (observers).

P-members are actively involved in the development of standards and are obliged to vote.

O-members have access to the documents and are allowed to comment, but are not obliged to vote.

3 Committee composition and stakeholder categories

3.1 Current composition

The following table shows the membership per 30 October 2018; for each person the national role and European/international role(s) are indicated. In addition, the stakeholder group is shown and a more detailed categorization of organization type.

Organization	Person	Role	Stakeholder group	Participation in WG of CEN/ISO 2 nd member in NEN committee	Category*
Ascot Amsterdam B.V.	Merijn Bruinse	Member NC	Private sector		5
Barry Callebaut Cocoa Netherlands B.V.	Robert van Raamsdonk	Member NC	Private sector	Expert CEN/TC 415/WG 5	5
Cargill Cocoa B.V.	Co Rietveld	Member NC	Private sector	Expert CEN/TC 415/WG 1 Expert CEN/TC 415/WG 5 Expert CEN/TC 415/WG 6 Expert CEN/TC 415/WG 10	5
Cargill Cocoa B.V.	Willem Zwaan			Expert ISO/TC 34/SC 18/WG 1	5
Cocoanect B.V.	André van den Beld	Member NC	Private sector		5
CWT Commodities (Amsterdam) B.V.	Dick Versteeg	Member NC	Private sector	Expert ISO/TC 34/SC 18/WG 1	6

Organization	Person	Role	Stakeholder group	Participation in WG of CEN/ISO 2 nd member in NEN committee	Category*
Federatie Nederlandse Vakbeweging (FNV)	Dick de Graaf	Member NC	Civil society	Expert CEN/TC 415/WG 10	11
Initiatief Duurzame Handel (IDH)	Jonas Mva Mva	Member NC	Government/ IDH/science	2 nd member: Bas Buurman 3 rd member: Mark de Waard	11
IUCN Nederland	Jan Willem den Besten	Member NC	Civil society		11
Koninklijk Instituut voor de Tropen (KIT)	Anna Laven	Observing member NC	Government/ IDH/science	2 nd member: Noortje Verhart	7
LEI, Wageningen UR	Verina Ingram	Member NC	Government/ IDH/science	2 nd member: Yuca Waarts 3 rd member: Fédes van Rijn	7
Mars Nederland B.V.	Roel Govers	Member NC	Private sector		5
Ministry of Agriculture, Nature and Food Quality	Anne Stolk	Member NC	Government/ IDH/science		9
Mondelēz International	Dionne Heijnen	Member NC	Private sector		5
Rainforest Alliance	Martine Willems	Member NC	Civil society	Expert CEN/TC 415/WG 5 (Margriet Glazenborg)	10
Solidaridad Network Foundation	Boukje Theeuwes	Observing member NC	Civil society		11
Theobroma B.V.	Annemiek Righarts	Member NC	Private sector	Expert CEN/TC 415/WG 1 Expert CEN/TC 415/WG 5 Expert CEN/TC 415/WG 6 Expert CEN/TC 415/WG 10 2 nd member: Peter van den Hengel	5
Theobroma B.V.	Peter van den Hengel			Expert ISO/TC 34/SC 18/WG 1	5
Vereniging voor de Bakkerijen Zoetwarenindustrie (VBZ)	Robin Schwidder	Member NC	Private sector		5
VOICE Network	Antonie Fountain	Member NC	Civil society	Expert CEN/TC 415/WG 6 Convenor CEN/TC 415/WG 10	11
World Cocoa Farmers Organization (WCFO)	Enrique Uribe Leitz	Member NC	Civil society	Expert CEN/TC 415/WG 1 Expert CEN/TC 415/WG 6 Expert CEN/TC 415/WG 9 Expert CEN/TC 415/WG 10 2 nd member: Warren Mukete	11
Personal title	Jack Steijn	Chair NC		Chair ISO/TC 34/SC 18 Chair CEN/TC 415	
NEN	Laura Mout	Secretary NC		Secretary ISO/TC 34/SC 18 Secretariat ISO/TC 34/SC 18/WG 1	

*Description of the categories: 1 = Direct users, 2 = Requirement-specifying organizations/clients, 3 = Consulting organizations, 4 = Implementing/executing/service-provider organizations, 5 = Manufacturers/suppliers of main product, 6 = Manufacturers/suppliers of associated products and services, 7 = Research and knowledge institutes, 8 = Monitoring authorities, 9 = Legislative authorities, 10 = Existing/new instigators, 11 = Influencers - wider context.

3.2 Missing categories of stakeholders

Category stakeholder	Explanation
1. Direct users	Certain members shown in the table above can represent various categories; this is the case for some of the members in category 5. These members are under certain conditions also "category 1". However, only the main category (5) is given in the table above.
2. Requirement-specifying organizations/clients	Certain members shown in the table above can represent various categories; this is the case for some of the members in category 5 and 6. These members are under certain conditions also "category 2". However, only the main category (5 or 6) is given in the table above.



3. Consulting organizations	At the start of the process, a few consulting organizations were invited to join. After some exchanges, they decided the discussions were too detailed and time-consuming for their organizations.
4. Implementing/executing/service-provider organizations	Certain members shown in the table above can represent various categories; this is the case for some of the members in category 5 and 6. These members are under certain conditions also "category 4". However, only the main category (5 or 6) is given in the table above.
8. Monitoring authorities	This stakeholder category (e.g. certification bodies) decided to join in other countries and not in the Netherlands.

3.3 Regularly review of stakeholders

The last extensive review of the stakeholder groups that should be/are involved in the Dutch Standards Committee took place in 2018. The Secretary and Chair of the Dutch Standards Committee Cocoa evaluate on a regular basis if new members should be approached to maintain a well-balanced representation of the various stakeholder groups. The next review of stakeholder groups will take place in 2020.

3.4 Criteria to be met by new members and code of conduct

There are criteria to be met by organizations/persons who would like to become a member of the Dutch Standards Committee Cocoa. The Dutch Standards Committee Members, Chair and Secretary will use these criteria to decide if an organization/person can become a member. The general requirement is that the Dutch Standards Committee shall ensure that all interests affected by the work of the Committee are properly taken into account.

The various stakeholder groups (e.g. civil society, government, private sector) should be represented in the Dutch Standards Committee in a balanced way.

Criteria for (proposed) Committee Members:

- Are experts in the field of cocoa and/or sustainability
- Will participate on behalf of their organization
- Commit as much as possible to the consensus reached so far
- Shall have the intention to follow the code of conduct shown below

Code of conduct - Committee Members will:

- Influence and decide on the content
- Participate in national committee meetings
- Communicate in an open and transparent way
- Read documents of ISO and CEN
- Take part in the preparation of the Dutch comments/vote
- Vote and give comments on international/European proposals
- Take into account the confidentiality of information provided/discussions during meetings

Committee members have the possibility to:

- Participate in international/European committee meetings (Dutch delegation/observers)
- Become an expert* in an international/European Working Group
- Become a convener of an international/European Working Group

*The experts act in a personal capacity and not as the official representative of the Dutch Standards Committee. However, it is recommended that they keep in close contact with the Dutch Standards Committee in order to inform the Committee Members about the progress of the work and of the various opinions in the Working Group at the earliest possible stage.



3.5 Duties and responsibilities Dutch Standards Committee

The Dutch Standards Committee has the following duties and responsibilities.

- The Dutch Standards Committee is responsible for the overall coordination and management of the standardization programme (incl. communication and implementation of the standards).
- The Dutch Standards Committee ensures coordination of its activities with their organizations/members and other committees & organizations working on related issues.
- The Dutch Standards Committee is responsible for the contribution of the Netherlands in international standardization, for example: the composition and active participation of the Dutch delegation that attends the CEN/ISO-meetings.
- For the Dutch Standards Committee it is of importance for new topics, in which the Netherlands has an interest, to appoint one or more experts. This will lead to an efficient way of influencing the development of international standards.

3.6 Duties and responsibilities NEN Secretariat

The NEN Secretariat has the following duties and responsibilities:

- Work programme
 - Prepare cover sheets and distribute documents of CEN/TC 415 and ISO/TC 34/SC 18
 - Collect, process comments and vote on draft standards/documents
 - Technical expertise related to standards (e.g. drafting rules) and process
 - Maintain contact with CEN/ISO and inform about CEN/TC 415 and ISO/TC 34/SC 18
- Meetings
 - Preparation, including agenda
 - Report of the meeting and follow-up on actions
 - Give support to the chair
- Communication
 - Provide information to (potential) committee members
 - Write press releases, if possible
 - Draft committee plan and (member) administration
- European & international meetings [*in case of one time 5-6 meeting days*]
 - Support Dutch delegation to CEN/ISO-meetings, including preparation/travel costs

NEN can perform the above mentioned activities only if there is sufficient funding, see 8 'Financing - Membership fee'.

4 Publications

The following standards are published and fall under the responsibility of the Dutch Standards Committee Cocoa:

- NEN-ISO 2292:2017 'Cocoa beans - Sampling' (ISO 2292:2017,IDT)
- NEN-ISO 2451:2017 'Cocoa beans - Specification and quality requirements' (ISO 2451:2017,IDT)
- NEN-ISO 34101-1:2019 'Sustainable and traceable cocoa - Part 1: Requirements for cocoa sustainability management systems' (ISO 34101-1:2019,IDT)
- NEN-ISO 34101-2:2019 'Sustainable and traceable cocoa - Part 2: Requirements for performance (related to economic, social and environmental aspects)' (ISO 34101-2:2019,IDT)
- NEN-EN-ISO 34101-3:2019 'Sustainable and traceable cocoa - Part 3: Requirements for traceability' (ISO 34101-3:2019,IDT)
- NEN-EN-ISO 34101-4:2019 'Sustainable and traceable cocoa - Part 4: Requirements for certification schemes' (ISO 34101-4:2019,IDT)



5 Work programme

5.1 National work

The work programme mainly includes participating actively in the development of international standards for quality, sustainability and traceability of cocoa beans.

5.2 European work (CEN) and international work (ISO)

The Dutch Standards Committee follows the work of CEN/TC 415 'Sustainable and Traceable Cocoa' and ISO/TC 34/SC 18 'Cocoa'. The ISO 34101 series is published at the level of ISO; part 3 and part 4 are also published in CEN. For part 1 'Management systems' and part 2 'Performance' of the ISO 34101 series, a ballot will take place to verify if these two parts can be adopted at CEN level as well. The Dutch Standards Committee considers in the coming year which new work item proposals for the development of future (European and) international standards can be submitted to ISO/TC 34/SC 18.

6 Membership of European and international Working Groups

The memberships of the European and international Working Groups are shown in 2.2 'International and European relations' and 3 'Committee Composition and stakeholder categories', respectively, by Working Group and Committee Member.

7 Evaluation and progress report

Over the last few years, NEN presented national, European and international documents in a structured way - and if necessary accompanied by an explanation - to the Dutch Standards Committee. In this way, members are kept informed so they can give comments on draft documents and their comments are brought on time to the attention of CEN and ISO. The Dutch Standards Committee met in 2018 on 7 May, 28 May and on 1 November and in 2019 on 8 March. The meetings were largely devoted to discussing the progress of CEN/TC 415 and ISO/TC 34/SC 18, preparing the Dutch position based on comments submitted by the Dutch Committee Members on draft documents for four new international standards. In addition, several national issues and the leadership position in ISO/TC 34/SC 18 (e.g. Chair and Secretariat) were discussed.

The overall functioning of the Dutch Standards Committee Cocoa leads to a stronger networking position, increase of knowledge exchange, support of various stakeholder groups and a larger influence on the development of international standards for quality, sustainability and traceability of cocoa (beans). Annex A shows the full Service Profile of the Dutch Standards Committee Cocoa that indicates on which aspects (influence, consensus building, network and knowledge) the main focus is at the moment; this can be changed in the coming years.

8 Financing - Membership fee

The basic principle of participating in standardization is that organizations jointly finance the activities of NEN and the Chair, based on the concept that parties who benefit of standardization must be prepared to contribute financially. The Dutch Standards Committee agreed that civil society and knowledge institutes (science) can join for free, on the condition that they invest a decent amount of time by contributing in knowledge (e.g. becoming an expert in an international/European Working Group). The Dutch Standards Committee is financed by contributions obtained from a large part of the interested organizations; this is coordinated amongst the Members and the Secretary.



9 Activities

The Dutch Standards Committee continues to provide input into the European (CEN/TC 415) and international standardization (ISO/TC 34/SC 18) and the corresponding Working Groups. In addition, at a national level (e.g. in the Netherlands), the Committee shares experiences related to the (future) implementation of the standards, communicates to a broader public about the standards, and considers the possibility of maintaining the leadership positions in CEN/TC 415 and ISO/TC 34/SC 18 (e.g. Convenor, Secretary, Chair).

This contribution consists, for example, of:

- Making sure that the various stakeholder groups (e.g. civil society, government, private sector) are represented in the Dutch Standards Committee in a balanced way.
- Ensuring the continuity of the work of the Dutch Standards Committee.
- Active monitoring of the European and international standardization processes that includes, but is not limited to:
 - commenting and voting on New Proposals for work item (NP);
 - commenting on Working Drafts/Committee Drafts (WD/CD);
 - commenting and voting on draft standards (prEN ISO/DIS and FprEN ISO/FDIS);
 - participation in systematic reviews and possible revision of existing standards.
- Participating actively in CEN/ISO-meetings.
- Appointing Dutch experts in international and European Working Groups, and taking up/maintaining leadership positions in CEN/TC 415 and ISO/TC 34/SC 18.
- Executing a twinning arrangement in which the standardization organization in Ghana and Côte d'Ivoire are supported and trained by NEN and the Dutch Chair on how to run an ISO Subcommittee.
- Running the Secretariat for ISO/TC 34/SC 18 'Cocoa'.

Annex A: Ambition, objectives and services – The Service Profile

A client satisfaction survey is conducted annually among members of the NEN standards committees. An outcome of this survey has revealed the need for greater clarification of NEN's added value. This need will be met through the Service Profile. The Service Profile sets down NEN's service provision for the standards committee. It renders the need of the standards committee transparent, allowing NEN to optimise its added value for the standards committee. Human and other resources can thus be deployed as effectively and efficiently as possible.

What does the Service Profile entail?

The Service Profile is an agreement at the level of the standards committee. It concerns the added value in NEN's service provision to standards committees. Individual agreements with committee members are not included as part of the Service Profile.

The profile consists of four aspects:

- **Influence:** influencing the content and applicability of standards and other agreements in the interests of the organization, the sector and/or society.
- **Consensus building (create support):** creating as broad a base of consensus as possible for solutions which are established in standards or other agreements.
- **Network:** access to a Dutch, European and/or international network of people and organizations.
- **Knowledge:** knowledge of standards but also of developments in the fields of technology, legislation and implementation of standards.

Various NEN services have been categorised under each aspect. Each aspect has been divided into a basic service level and additional levels. Each standards committee shall receive the basic service level as a minimum. It is then up to the committee members to discuss the potential need for additional services. The graphical representation of the Service Profile illustrates the importance of the four aspects for the Dutch Standards Committee Cocoa. NEN can then adjust its service provision in consultation with the standards committee over the coming years.

