



# Bettercoal Country Working Group Colombia Terms of Reference

## 1. Purpose

Bettercoal developed a [Country Prioritisation Strategy](#). As part of this work, the Board agreed to set up specific country working groups. The Colombia Working Group will serve the following purpose:

### 1.1. Develop a coordinated approach to the monitoring of CIPs

- Develop a model for coordinated response from Bettercoal Members to Continuous Improvement Plans (CIP)
- Organise bi-annual follow up calls with Suppliers on their CIP, reducing the burden of each Member individually following up with Suppliers
- Seek to address risks relevant to the Members in Colombia
- Support the Secretariat in the analysis of CIPs for Suppliers in Colombia to better understand commonalities / cumulative impact
- Support Suppliers in improving their performance
- Identify proving points of Bettercoal (concrete improvements realised through Bettercoal).

### 1.2. Develop Country and Context Expertise

- Develop (when appropriate) a coordinated response from Bettercoal Members on issues and topics relevant to the Bettercoal Code
- Develop in-depth knowledge and understanding of the issues in Colombia relevant to the application of the Bettercoal Code
- Develop in-depth understanding of the context in which Suppliers operate
- Develop a network of stakeholders in Colombia that Bettercoal and the Working Group can engage with.

### 1.3. Communication

- Support the Executive Director in the response to Complaints in Colombia
- Help shape the Bettercoal message in Colombia
- Plan and organise any joint Member visits or Bettercoal visits to Colombia

### 1.4. Other

- Grow Supplier participation in Colombia
- Discuss any other issue which could be relevant for Members in Colombia



### **1.5. Limitations**

Whilst the Working Group is welcome to look at how to include risks beyond the scope of the Bettercoal Code into Supplier CIPs, this group is not there to question the findings of the Assessors on the CIP.

## **2. Membership**

### **2.1. Members**

Membership is open to any Bettercoal Member or Associate Member. The Secretariat Assessment Process Manager will also be a Member. Other Secretariat staff can attend the meeting as and when appropriate.

### **2.2. Ad-hoc Participants**

Upon invitation by the Working Group, participants such as (Lead) Assessors, Technical & Advisory Committee Members or any other person could take part in working group activities.

### **2.3. Term**

There will be no more than 6-8 permanent Members per working group. Should more than 6-8 companies wish to participate, this will be revised by the Secretariat with input from the Members Working Group. Individuals will be nominated for a period of two years. There will be no replacement Members except under exceptional circumstances. Participation in the Meetings is highly recommended unless there are exceptional circumstances.

## **3. Accountability**

The Working Group will report to the Members Working Group (MWG) in a note and if more information is required an agenda item will be added to the MWG meeting. The Working Group will also report to the Board, again through a note, and if more information is required an agenda item will be added to the meeting.

## **4. Review**

The Group's Terms of Reference and Mandate will be reviewed after a 12-month period. Should the Board determine that the Group is of value, the Terms of Reference may be amended and the review period will be extended to every two years.



## 5. Ways of Working

The first meeting of the Group will be chaired by the Bettercoal Secretariat. At that meeting, the group will nominate a Chair from the members who will chair the Group for a two-year term.

### 5.1. Roles and Responsibilities

#### a) Secretariat

▪ *Executive Director*

The ED is responsible for the implementation and delivery of the Country Prioritisation Strategy which includes all activities in priority countries.

The ED owns all external messaging from the organisation to Bettercoal Suppliers and stakeholders relevant to the application of the Bettercoal Assessment Process.

As such, the ED will:

- Review actions proposed by the Country Working Group
- Review membership of the Country Working Group
- Own any public message or statement made by the Working Group

▪ *Head of Standards & Assurance*

The HSA is ultimately responsible for the quality and delivery of the Bettercoal Assessment Process and all associated tools, documents & guidelines.

The HSA oversees the implementation and the CIPs and their monitoring.

As such, the HSA will:

- Ensure all CIPs for Suppliers in Colombia are up to date
- Liaise with Lead Assessors to ensure proper monitoring of CIPs

▪ *Assessment Process Manager*

The APM will:

- Coordinate the Country Working Group Meetings
- Develop an agenda with the Working Group Chair
- Circulate the agenda, supporting documentation, minutes etc.
- Coordinate bi-annual calls with Suppliers, Members, Assessors
- Report to the ED on progress and actions
- Support the HAS in all activities related to the Working Group

#### b) Working Group Members

▪ *Chair of the Working Group*

A Chair will be elected at the first meeting of the Group. The Chair's responsibilities are to:

- Develop an annual workplan in coordination with the Secretariat
- Develop the agenda for meetings
- Ensure the meetings are productive and cordial
- Agree the presence of ad-hoc participants



- Chair the meeting of the Working Group

- *Working Group Members*

All participants in the Working Group are expected to:

- Propose actions for the group
- Participate in all meetings
- Actively participate in the CIP Monitoring calls

### **c) Guests**

It is expected that ad-hoc participants could be invited to meetings of the Working Group. This would include, but is not limited to:

- *(Lead) Assessors*

Lead Assessors and Assessors who have conducted Assessments or will be conducting Assessments in Colombia will be invited to attend some of the meetings to:

- Present Assessment findings
- Propose ways forward / improvements
- Contribute expertise and sector knowledge
- Participate in the bi-annual monitoring calls

- *Bettercoal Suppliers*

Suppliers from Colombia will be invited to participate to:

- Discuss the progress against their CIP
- Share expertise
- Share knowledge and through on progress monitoring and wider-impacts

CIPs will be discussed with individual Suppliers.

Other people may be invited to share expertise and knowledge as well as propose actions to the working group such as academics, civil society organisations, government representatives etc.

The Working Group can include semi-permanent guests as it sees fit. They shall not be made privy to Supplier information unless Suppliers have agreed to it or they have signed a Confidentiality Agreement.

## **5.2. Structure**

The Working Group will meet at least twice a year. The Chair and the Group can decide to meet more often if desired.

The Meetings can take place virtually or face to face. This will be agreed at each meeting for the coming meeting.

The Chair will ensure that there is an agreed agenda for each meeting with the support of the Assessment Process Manager who will organise the logistics for the meeting. The APM will also



take minutes of the meeting which will be circulated to participants no more than 10 business days after the meeting.

### 5.3 Actions and External Communications

Any action agreed upon by the Working Group will have to be submitted to the Members Committee for their agreement. Ultimately, the Working Group cannot act on behalf of the Bettercoal Membership without their agreement. If action is required more speedily, the ED can work with the CWG to ensure that Members and the Board receive the information needed to support decision-making, aiming for a decision within seven working days.

Any public communication on behalf of the Working Group will have to be vetted by the Secretariat and issued by the Secretariat on behalf of the Group.

## 6. Confidentiality and Anti-Trust Compliance Policy

The Working Group will abide by Bettercoal's [Confidentiality Policy](#) to ensure that confidential information shall only be accessible to those who are authorised to have access to the information.

The Working Group will conduct all of its activities in strict compliance with all applicable antitrust and competition laws, in order to facilitate legitimate pro-competitive and other activities that help advance the objectives of the initiative, more information can be found in Bettercoal's [Anti-Trust Compliance Policy](#).