



Bettercoal Country Working Group South Africa Terms of Reference

1. Purpose

Bettercoal Members agreed to form a South Africa Working Group during the Members Committee Meeting on 5 May 2022. The aim of the Group will be to assist Bettercoal in onboarding new producers in South Africa and to improve Members' knowledge and understanding of the risks and relevant context of the South African coal market.

The South Africa Working Group will serve the following purpose:

1.1. Support Bettercoal's engagement and recognition with producers in South Africa

- Grow participation in South Africa by encouraging producers to go through the assessment process.
- Support communication between producers and the Bettercoal Secretariat.
- Raise awareness and understanding of the Bettercoal Code and help to shape the Bettercoal message in South Africa.
- Once producers have been assessed, support in monitoring CIP progress.
- Plan and organise any Bettercoal visits to South Africa.

1.2. Develop Country and Context Expertise

- Support in the production of a risk assessment report highlighting high-level issues of the coal market in South Africa, focusing on the major coal regions in the country.
- Develop in-depth knowledge and understanding of the current and future issues in South Africa relevant to the application of the Bettercoal Code.
- Develop a network of stakeholders in South Africa that Bettercoal and the Working Group can engage with.
- Develop (when appropriate) a coordinated response from Bettercoal Members on issues and topics relevant to the Bettercoal Code.

2. Membership

Membership is open to any Bettercoal Member or Associate. The Secretariat Sustainability and Stakeholder Engagement Lead (SSEL) will also be a Member. Other Secretariat staff can attend the meeting as and when appropriate.



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.

The group must be composed of at least five Bettercoal Members. Ideally, there will be no more than eight permanent Members of the working group.

Participation in the Meetings is highly recommended unless there are exceptional circumstances.

3. Accountability

The Working Group will report to the Members Committee in a note and if more information is required an agenda item will be added to the Members Committee 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.

The annual Work Plan developed by the South Africa Working Group outlining its activities will be presented to the Board for approval.

4. 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. The group will not move forward unless a Chair from the members has been nominated and selected.

4.1. Roles and Responsibilities

a) Secretariat

- *Executive Director*

The ED is responsible for the implementation and delivery of the Bettercoal Standard which includes all activities in priority countries. The ED owns all external messaging from the organisation to Bettercoal Producers 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

- *Sustainability and Stakeholder Engagement Lead*

The SSEL is the Secretariat representative in the South Africa Working Group. The SSEL will:

- Coordinate the Country Working Group Meetings
- Develop an agenda with the Working Group Chair



- Circulate the agenda, supporting documentation, etc.
- Coordinate bi-annual calls with Producers, Members, Assessors
- Report to the ED on progress and actions
- Support the ED 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
- Present updates on the Working Group to the Members Committee and Board of Directors, including presenting the annual work plan for Board approval
- 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
- Contribute to the work programme, as required

c) Guests

Ad-hoc participants could be invited to meetings of the Working Group to contribute expertise and sector knowledge, as well as propose actions to the group, such as producers, lead assessors and assessors, 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 Producer information unless Producers have agreed to it.

4.2. 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 Sustainability and Stakeholder Engagement Lead, who will organise the logistics for the meeting and circulate a summary with agreed actions following the meeting.



4.3. 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 South Africa Working Group to ensure that Members and the Board receive the information needed to support decision-making, aiming for a decision within seven working days.

The Working Group will be required to present the annual work plan and actions to the Board of Directors each year for approval, as well as provide a review to the Board at the end of each year.

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.

5. 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](#).