



INTRODUCTION

SAI Platform follows good practice in reviewing and updating the Farm Sustainability Assessment every few years. We aim to launch the next evolution of the FSA early 2020, ensuring that it is aligned with the SAI Platform 2025 strategy, relevant to members and users, reflecting the latest insights on sustainable agriculture and responsive to stakeholder expectations. This will be version 3.0.

The development of FSA 3.0 will be guided by the FSA 3.0 Guidance Committee. These Terms of Reference (ToR) set out the scope of work, role, objectives and work processes for this Committee. The FSA Steering Committee has approved this ToR and will regularly review the progress and outputs of the FSA 3.0 Guidance Committee.

ROLE AND OBJECTIVES

The FSA 3.0 Guidance Committee has the following roles:

- Support the SAI Platform Secretariat by providing input to the review and revision of the FSA Programme
- Provide recommendations to the FSA Steering Committee about the revision of the FSA Programme
- Engage users and stakeholders of the FSA Programme to feed into the review and revision process, as well as to communicate progress and outcomes to them

SCOPE OF THE FSA 3.0 REVIEW AND REVISION

The FSA Steering Committee has decided to take a broad approach to the review and revision of FSA. This means that we will review and potentially revise all elements of the FSA Programme, such as:

- The FSA Questionnaire
- The FSA verification programme, including benchmarking and the hybrid options
- The FSA tools, such as the FSA Web App, training materials, etc.,
- The operational and financial model of the FSA Programme
- The FSA positioning and narrative



GUIDING PRINCIPLES

SAI Platform uses the [ISEAL Codes of Good Practice](#) as Guidance for the development of the FSA Programme and Tools. The Standard Setting Code specifically refers to some of the ISEAL Credibility Principles that are relevant to the development of FSA 3.0. Both the process and the outputs of the review and revision process will be in line with these principles:

Improvement	Standards scheme owners seek to understand their impacts and measure and demonstrate progress towards their intended outcomes. They regularly integrate learning and encourage innovation to increase benefits to people and the environment.
Relevance	Standards are fit for purpose. They address the most significant sustainability impacts of a product, process, business or service; only include requirements that contribute to their objectives; reflect best scientific understanding and relevant international norms; and are adapted where necessary to local conditions.
Rigour	All components of a standards system are structured to deliver quality outcomes. In particular, standards are set at a performance level that results in measurable progress towards the scheme's sustainability objectives, while assessments of compliance provide an accurate picture of whether an entity meets the standard's requirements.
Engagement	Standard-setters engage a balanced and representative group of stakeholders in standards development. Standards systems provide appropriate and accessible opportunities to participate in governance, assurance and monitoring and evaluation. They empower stakeholders with fair mechanisms to resolve complaints.
Transparency	Standards systems make relevant information freely available about the development and content of the standard, how the system is governed, who is evaluated and under what process, impact information and the various ways in which stakeholders can engage.
Accessibility	To reduce barriers to implementation, standards systems minimise costs and overly burdensome requirements. They facilitate access to information about meeting the standard, training, and financial resources to build capacity throughout supply chains and for actors within the standards system.



OUTPUTS

The outputs of the FSA 3.0 Guidance Committee will include:

- **FSA Scoping Paper:** Outlining a review of the current FSA Programme and Tools in relation to future FSA user needs and requirements, including a 2030 horizon scanning exercise
- **FSA Programme Paper:** Outlining recommendations on how to improve the organisation of SAI Platform, its members and stakeholders to improve adoption of FSA Programme objectives and tools
- **FSA 3.0 Questionnaire:** reviewing and improving the current list of FSA questions in terms of content, logic or presentation
- **FSA Tools Paper:** Outlining recommendations on how to improve existing FSA tools and documents and potentially add new tools to the programme
- **FSA 3.0 Development & Launch Evaluation Paper:** Capturing the lessons from the development and launch of this iteration of FSA 3.0, and making recommendations for the process for FSA 4.0

The FSA 3.0 development process may reveal the need for additional outputs. These additional outputs may be requested by the FSA Steering Committee and may also be initiated by the FSA 3.0 Guidance Committee itself.

TIMELINE AND PLANNING

The FSA 3.0 Guidance Committee will exist from 1 September 2018 until 6 months after the public launch of FSA 3.0. The expected launch date is April 1, 2020.

The Committee will have monthly online meetings and can plan for additional meetings as it sees fit. The Committee will meet physically at least once a year (i.e. in 2018, 2019, 2020).

The Committee will actively participate in stakeholder consultations, which are expected to take place in Q2 and Q3 2019.



Output	Sent to FSA SteerCo
FSA Scoping Paper	December 2018
FSA Programme Paper	June 2019
FSA Tools Paper	September 2019
FSA 3.0 Questionnaire	November 2019
FSA Devt. & Launch Evaluation Paper	October 2020

FSA 3.0 GUIDANCE COMMITTEE COMPOSITION

The Committee will be composed of around eight individuals, who will be selected based on their application letter. SAI Platform will put out 'role descriptions' for Committee members as a reference for interested candidates. Membership of the Committee is open for individuals from members and non-members of SAI Platform.

The FSA 3.0 Guidance Committee Chair will recommend candidates to the FSA Steering Committee for appointment. Besides the right mix of individual skills and qualities, the Chair will ensure that the committee is representative of the diverse user base of the FSA and capable of engaging other (potential) users and stakeholders.

FSA 3.0 GUIDANCE COMMITTEE FUNCTIONING

The Committee works with a mandate from the FSA Steering Committee. While it needs to fulfil its objectives as per this Terms of Reference, the FSA 3.0 Guidance Committee has a significant degree of freedom as to how it wishes to do so. This includes the liberty to work on issues that have not been specified in this ToR. The Chairs will ensure smooth communications between both Committees, including a regular update on progress against plan and discussing potential additional work. The FSA Lead is responsible for providing



FSA 3.0 GUIDANCE COMMITTEE TERMS OF REFERENCE

September 2018

adequate input and support to the Guidance Committee in delivering the work of the Committee.

Members of the Guidance Committee are expected to actively engage with their networks of internal and external stakeholders about the development of FSA 3.0. This is meant to drive input into the review and revision of FSA, as well as support for the outputs and outcome.

QUESTIONS AND RECOMMENDATIONS

Please contact the FSA 3.0 Guidance Committee / SAI Platform for questions and input, through fsatool@saipatform.org