



## Stronger Together Responsible Recruitment US Stakeholder Forum

### Terms of Reference

#### Introduction and Vision

Stronger Together (S2G) is launching a two-year program [Building Responsible Recruitment in US Agriculture](#) - an effort to stimulate a responsible recruitment marketplace for migrant farmworkers in US agriculture. This program seeks to create demand for responsible recruitment, increase the supply of ethically sourced labor, reduce the risks of hidden forced labor during recruitment and improve the recruitment experience for migrant workers. The program will focus on the produce industry.

#### Purpose and Scope of Activity

S2G is launching in the United States a Stakeholder Forum for Responsible Recruitment (Forum) to generate awareness of, and demand for, responsible recruitment and to offer an engagement pathway in the program for broad and inclusive participation of stakeholders.

The Forum is comprised of two caucuses of stakeholders who have an affiliation or interest in responsible recruitment in US produce that serves as a common resource and collaborative advocate for this program: it serves as a clearinghouse for issues, events and activities, and supports responsible recruitment interest, culture and needs.

#### Membership and Term

The Forum will run for the two years of the program; there will be a determination as to whether to continue the Forum beyond this time. A diversity of perspectives is an important aspect of the Forum's function. Participation in the Forum is voluntary and open to all members who agree to support its objective(s) and abide by the Terms of Reference.

Participants are being asked to commit to participating for one year (which of course can be extended as needed). Membership continues until a member advises the secretariat that she or he no longer wishes to participate.

#### Structure

Recognizing that the stakeholder community is composed of varied members from many communities, backgrounds, work environments and professional interests, a structure has been established to allow for both subgroup and whole group cooperation across the network of stakeholders

The Forum is composed of two caucuses: the private sector caucus and the civil society caucus. The civil society caucus will include workers' representatives, nongovernmental organizations, and public officials. The private sector caucus will include business across the produce supply chain (e.g., farm labor contractors as well as buyers and suppliers of produce).

Throughout the year, each caucus works independently to advance their groups' unique needs and interests as they engage with this S2G program. The two caucuses are also brought together to find common ground and work towards the common goal of responsible recruitment.

#### Authority



The Forum is the consultative body within this program. The Forum may make recommendations and provide non-binding strategic advice to S2G through the secretariat and the S2G liaison. The Forum does not engage in decision-making related to S2G program's personnel, budget, or internal policy development.

### **Duties**

The specific activities of caucus members include:

- Serve as an ambassador and advocate for responsible recruitment, providing a connection to and ongoing exchange of information and ideas with practitioners in the field and other external contacts
- Represent the various roles and interests in the supply chain
- Promote, advance, and advise on the implementation of this S2G program
- Realistically assess market demand and propose meaningful ways to encourage and enhance program participation and/or to enable greater responsible recruitment utilization or improvement in the industry
- Propose tools, resources, strategies, policies, and processes, activities or other events or ideas that could help enable responsible recruitment in the US produce supply chains
- Offer insight on business practices and recruitment trends
- Provide a forum for peer exchange and thought leadership; Become a community of practice
- Act as a "sounding board" for this program's research efforts and tool development
- Identify additional program resources as necessary

### **Meetings**

The Forum will meet four times a year as follows:

- Each caucus will meet three (3) times a year via conference calls for up to two hours to conduct business.
- An all member event inclusive of both caucuses will meet one (1) time a year via conference call for up to two hours to conduct business.

Any additional calls and/or meetings of each caucus are determined by its own members to best accomplish its specified objectives.

### **Secretariat**

S2G staff or its consultants will serve as the secretariat, providing necessary administrative & secretarial support and maintaining consistent and effective communication across the Forum's members. The secretariat will also establish and maintain a viable pool of prospective members and maintain a current list of members.

The secretariat will propose Forum agendas and will consult with members before finalizing the agenda. The secretariat will plan the meetings, take meeting notes, distribute and archive the meeting minutes, and take follow-up action as required.

S2G is open to establishing co-chairs and/or an executive committee if Forum members decide it is needed or desired.

### **Compensation**

There will be no formal compensation for Forum members. In the event an in person meeting is held, S2G will cover costs associated with the meetings such as technology costs (conference call/video conferencing, equipment rental,



technicians, and other) and food services; however, costs related to travel (mileage, accommodations, and other expenses) will be the responsibility of the Forum's member.

### **Meeting Rules**

All calls or meetings operate under Chatham House Rules. Members shall maintain confidentiality about personal opinions expressed in the Forum; they shall not report publicly or independently on any Forum discussions or decisions without the consent of the Co-Chairs and S2G.

Participants should avoid any discussions or joint efforts regarding confidential competitive information such as non-public cost or price information, non-public volume information, strategic plans or other information that is not "reasonably necessary" to achieve the Forum's goals.

Each caucus may also, at any time, adopt its own rules of organization and procedure to govern its own operations, provided they do not conflict with this Terms of Reference or with the program's mandate.

### **Values Statement**

In keeping with the objectives of the Forum, members will maintain respectful and collegial working relationships to ensure its effectiveness.

All stakeholders who participate in the Forum commit to acting with integrity, pursuing positive impact on workers' lives, and collaborating effectively.

Realizing that the community embraces these values, S2G reserves the right to ask a member to leave the Forum and to delist them as a member. This would take place in the unusual case where a member refuses to engage in dialogue or to uphold commitments to these values, which results in, or threatens, the reputation or standing of the Forum. Typically, it will only happen if there are clear indications that engagement will not work and/or there is no intent to uphold the Forum's values.

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