



# Item 09 – GRI Sector Standards Project for Textiles and Apparel – Working group terms of reference

## For GSSB information

<b>Date</b>	27 January 2022
<b>Meeting</b>	10 February 2022
<b>Project</b>	GRI Sector Standards Project for Textiles and Apparel
<b>Description</b>	<p>This document sets out the terms of reference for the Working Group for the GRI Sector Standards Project for Textiles and Apparel.</p> <p>Where there is content that needs to be added or confirmed at the commencement of the project, it is <b>highlighted in yellow</b>.</p>

This document has been prepared by the GRI Standards Division and is made available to observers at meetings of the Global Sustainability Standards Board (GSSB). It does not represent an official position of the GSSB. Board positions are set out in the GRI Sustainability Reporting Standards. The GSSB is the independent standard setting body of GRI. For more information visit [www.globalreporting.org](http://www.globalreporting.org).

# 1 Contents

Item [XX] – GRI Sector Standards Project for Textiles and Apparel – Working group terms of reference .....	1
For GSSB information .....	1
Contents .....	2
Terms of Reference .....	3
Background .....	3
Mandate of the Textiles and Apparel Working Group .....	3
Scope of work .....	3
Responsibilities of other entities .....	4
Additional considerations .....	4
Composition of the Textiles and Apparel Working Group .....	5
Selection criteria .....	5
Working Group commitments .....	5
Public communications protocol .....	6
How to apply .....	6
Appendix 1. Proposed project timeline .....	7
Appendix 2. Meeting schedule .....	8

## Contact

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For more information: visit the [\[project webpage\]](#) and [sign up here](#) to receive regular updates.

## 2 Terms of Reference

3 These Terms of Reference outline the mandate of the Working Group for the GRI Sector Standards  
4 Project for Textiles and Apparel (Textiles and Apparel Working Group), including its selection and  
5 appointment, primary objectives and time commitments.

## 6 Background

7 The Global Sustainability Standards Board (GSSB), GRI's independent standard-setting body, has  
8 identified the textiles and apparel sector as a priority sector for developing a GRI Sector Standards  
9 (Sector Standards).

10 The objective of sustainability reporting using the GRI Standards is to provide transparency on how  
11 an organization contributes or aims to contribute to sustainable development. The GRI Standards  
12 enable an organization to publicly disclose its most significant impacts on the economy, environment,  
13 and people, including impacts on human rights, and how the organization manages these impacts.

14 Sector Standards provide information for organizations in a given sector about their likely material  
15 topics. Sector Standards also contains a list of disclosures for organizations in the sector to report  
16 information about their impacts in relation to each likely material topic. They are designed to enhance  
17 the global comparability and quality of information within a sector, thereby enabling greater  
18 transparency and accountability of organizations, and informed decision-making by stakeholders.

19 The primary objective of GRI Sector Standards Project for Textiles and Apparel is to develop a Sector  
20 Standard that improves the sustainability reporting of textiles, footwear and apparel organizations,  
21 making reporting more complete and consistent across the sector. It will be carried out following the  
22 [GSSB Due Process Protocol](#).

23 See the [\[project proposal\]](#) for more information.

## 24 Mandate of the Textiles and Apparel Working Group

25 Sector Standards are developed using multi-stakeholder expertise, authoritative intergovernmental  
26 instruments, and other relevant evidence. The Textiles and Apparel Working Group is to contribute  
27 their expertise to the development of a Sector Standard for textiles and apparel. The overall work of  
28 the Working Group should support sustainability reporting as promoted by the GRI Sustainability  
29 Reporting Standards (GRI Standards).

## 30 Scope of work

31 The Textiles and Apparel Working Group will be responsible for developing a Sector Standard for the  
32 textiles and apparel sector, for the consideration of the GSSB. Within the context of the GRI Sector  
33 Program, the textiles and apparel sector is defined as described in the [\[project proposal\]](#).

34 The Textiles and Apparel Working Group will be tasked with providing recommendations on:

- 35 • The context of the textiles and apparel sector in relation to sustainable development, including  
36 relevant Sustainable Development Goals and international instruments and agreements.
- 37 • The likely material topics for organizations in textile production, apparel and footwear  
38 manufacturing and apparel and footwear retail, based on the sector's significant impacts on  
39 the environment, economy and people, including human rights;
- 40 • The description of these impacts and authoritative references that evidence these impacts;
- 41 • The disclosures from GRI Topic Standards that are relevant for organizations from the textiles  
42 and apparel sector to report on each likely material topic;

43 • Additional reporting that is recommended for disclosure by organizations in the textiles and  
44 apparel sector. Additional sector reporting is only included when the Topic Standards do not  
45 provide disclosures that sufficiently reflect the impacts associated with the sector.

46 The Textiles and Apparel Working Group may also provide recommendations on:

- 47 • The scope, key and name of the Sector Standard;
- 48 • Considerations that may be relevant to Sector Standards for related sectors;
- 49 • Revisions or updates to other GRI Standards.

50 Impacts identified within this project for which no GRI Standard exists will be assessed and prioritized  
51 by the GSSB for future GRI Standards development.

## 52 **Responsibilities of other entities**

53 The Standards Division is responsible for:

- Overall project management and ensuring compliance with the [GSSB Due Process Protocol](#);
- Facilitating, providing logistical support and preparing materials for Working Group meetings;
- Maintaining an online collaboration platform for the Working Group;
- Engaging with the GSSB and other GRI Governance bodies;
- Engaging other experts and interested parties in a peer review and on an as needed basis;
- Coordinating public exposure of the draft Sector Standard, including collecting and summarizing feedback for consideration by the Working Group;
- Undertaking research to support the development of the Sector Standard; and
- Drafting the content of the Sector Standard.

54 The Standards Division will draft the Sector Standard and other relevant deliverables in accordance  
55 with the recommendations of the Working Group. The content of the Sector Standard will be drafted in  
56 accordance with template and house rules for terminology, style and presentation. The Working  
57 Group will **not** be responsible for editing the stylistic and grammatical presentation of deliverables.  
58 Such edits will be undertaken by the Standards Division to ensure consistency with existing GRI  
59 documents.

60 The GSSB votes on the approval of a draft of the Sector Standard for public exposure and the final  
61 content of a Sector Standard. The GSSB will review the drafted contents and may ask the Textiles  
62 and Apparel Working Group to conduct further research and/or develop the draft recommendations  
63 further. Working group members should be committed to support the revision of draft contents in  
64 addition to the development of these contents. Further information on the role and authority of the  
65 GSSB can be found in the [GSSB Due Process Protocol](#).

## 66 **Additional considerations**

67 The development of the Sector Standard is to be carried out within the existing structure and template  
68 of the GRI Standards, including preserving the hierarchy, coherence and implementation approach of  
69 the GRI Standards. The content of Sector Standards must be in line with the in accordance model  
70 outlined in *GRI 1: Foundation 2021*.

71 The Textiles and Apparel Working Group should aim to develop topic descriptions that are clear,  
72 consistent, and focused on impacts from a sustainable development perspective. Content should also  
73 seek to be in line with key authoritative inter-governmental instruments (such as instruments of the  
74 United Nations, the International Labour Organization, and the OECD) and consider the content of  
75 other business and human rights reporting frameworks, such as the UN Guiding Principles Reporting  
76 Framework.

77 The discussions of the Working Group are confidential but any recommendations made by the  
78 Working Group to the GSSB will be publicly available in accordance with the [GSSB Due Process  
79 Protocol](#).

80 GRI will hold the copyright of any deliverables associated with the project.

## 81 **Composition of the Textiles and Apparel Working** 82 **Group**

83 It is anticipated that the Working Group will have up to 15 members. The Working Group will aim to  
84 have at least one person drawn from each of the constituencies on which the membership of the  
85 GSSB is based: business enterprises, investment institutions, labor, civil society, and mediating  
86 institutions.

87 In addition, geographical, gender and cultural diversity will be considered. There can only be one  
88 representative per organization in the Working Group.

89 **Table 1: Descriptions of constituencies represented on the Working Group**

<b>Business enterprise</b>	a) An enterprise (other than a mediating or investment institution) that has been established in order to generate a profit for the benefit of its investors or owners; or b) An organization representing the collective interests of those falling into category 'a'.
<b>Investment institution</b>	An enterprise that is primarily concerned with the direct or indirect, long-term investment of funds in business – including, but not limited to, asset owners, asset managers, development banks, exchanges, ratings agencies and market information brokers.
<b>Labor</b>	An organization established independently of employers and governments to represent the interests of workers.
<b>Civil society</b>	An organization established in order to promote or secure a public good relating to sustainability (environmental, social and governance) and that does not fall into any of the categories defined above.
<b>Mediating institution</b>	An individual or organization that provides goods and/or services associated with the reporting process and derives benefit from doing so.

90 A GSSB sponsor(s) may join Working Group meetings.

## 91 **Selection criteria**

92 In accordance with the [GSSB Due Process Protocol](#), members of the Working Group are appointed  
93 by the GSSB. The principal criterion for selecting the Working Group is relevant knowledge and  
94 experience of a broad range of sustainable development issues for the textiles and apparel sector.

95 Members must be able to ability to participate in Working Group meetings held in English and provide  
96 written English feedback when requested.

97 In addition, the following criteria will be considered:

- 98 • relevant knowledge of sustainability reporting for the sector;
- 99 • familiarity with the needs of users of sustainability reports;
- 100 • related experience with multi-stakeholder initiatives;
- 101 • understanding of and willingness to work in a consensus-based, multi-stakeholder working  
102 group.

## 103 **Working Group commitments**

- 104 Working Group members are expected to:
- 105 • act in an individual capacity, exclusively in the public interest, and according to due process
  - 106 as defined in the [GSSB Due Process Protocol](#);
  - 107 • review the materials provided by the Standards Division in advance of Working Group
  - 108 meetings, in order to be able to actively participate;
  - 109 • provide timely feedback on documents or other materials distributed by the Standards
  - 110 Division;
  - 111 • work in the manner that aims at achieving consensus.

112 The development of the Sector Standard for textiles and apparel is expected to take up to 20 months

113 following the appointment of the Working Group. See the timeline included in Appendix 1.

114 Working Group members commit to attending approximately 25 hours of meetings and reviewing the

115 draft Sector Standard a minimum of three times during that period. Working Group members also

116 commit to plan sufficient time to prepare for meetings, review other materials and engage in

117 supplementary content creation methods. It is estimated that this may result in up to 50 hours of time

118 commitment across the project (excluding any necessary travel time).

119 Meetings and other engagement methods will vary depending on the needs of the Working Group and

120 the project. Commonly used methods include full group meetings in-person and virtually, sub-group

121 workshops, and use of digital content creation platforms. The use of these methods will also take into

122 account any travel restrictions or risk factors related to Covid-19.

123 Virtual meetings are normally held between 1.00-2:30 pm Central European Time (CET), so that

124 members in most time zones can join. This will be adjusted based on the final geographical

125 representation of the Working Group.

126 In the event of an in-person meeting, Working Group members will be asked to attend a two-day

127 meeting in Amsterdam (excluding travel time).

128 See appendix 1 for the proposed meeting schedule and an itemized time commitment.

129 Working Group members volunteer their time. There is no fee or compensation associated with

130 participation in the Working Group. Upon request, Working Group members will be eligible for travel

131 and accommodation reimbursement for in-person meetings, in accordance with GRI policies.

## 132 Public communications protocol

133 Public communication on issues related to the activities of the Working Group and the development of

134 the GRI Standards is the responsibility of the GSSB. Working Group members may publicly express

135 their personal opinions and views but may not speak on behalf of the Working Group, GSSB or GRI.

136 The names and bios of members will be published on the GRI website. Members are welcome to

137 publicize their participation in, and the activities of the Working Group, in channels such as press

138 releases or on social media. Members are asked to work with the Standards Division or GRI's

139 communication team to coordinate any such activity ahead of time.

140 Working Group members are advised to use the following when referring to their participation in this

141 process:

142 "[name of member] has been appointed by the Global Sustainability Standards Board (GSSB), GRI's

143 independent standard setting body, to serve on a Working Group to produce a Standard for the

144 textiles and apparel sector."

## 145 How to apply

146 Once the open call is launched, all interested experts will be able to nominate themselves to be part

147 of the Textiles and Apparel Working Group, by submitting their CV and the application form to

148 [\[textiles@globalreporting.org\]](mailto:textiles@globalreporting.org).

149

150 **Appendix 1. Proposed project timeline**

151 [To be completed prior to Working Group recruitment. The commencement date of this project has not  
152 been determined and is subject to resource availability. The project timeline will be based on the  
153 estimated duration outlined in the project proposal.]

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## 155 Appendix 2. Meeting schedule

156 [To be determined prior to Working Group recruitment. The following text outlines the typical approach  
 157 to Working Group meetings but the type and schedule of meetings will be determined based on the  
 158 timing of the commencement of the project, the travel limitations anticipated at that time, and the  
 159 outcomes of the pilot projects.]

160 The following table outlines the minimum number of meetings expected to occur throughout the  
 161 course of the project. Engagement as a Working Group is currently predicted to be completely virtual  
 162 as it is anticipated that international travel and in-person meetings may still be challenging. If this  
 163 changes, an in-person meeting may be planned and replace some virtual engagements. In this case,  
 164 the Working Group will be provided with sufficient notice and scheduling will be subject to member  
 165 availability.

166

Meeting	Time commitment	Approximate date
Working Group meeting 1	2-hour virtual meeting + 2 hours review of preparatory materials	TBC
Working Group meeting 2	2-hour virtual meeting + 2 hours review of preparatory materials	TBC
Sub-group meetings	1.5-hour virtual sub-group meeting	TBC
Working Group meeting 3	4-hour virtual meeting + 2 hours review of preparatory materials	TBC
Working Group meeting 4	2-hour virtual meeting + 2 hours review of preparatory materials	TBC
Working Group meeting 5	2-hour virtual meeting + 2 hours review of preparatory materials	TBC
Working Group meeting 6	2-hour virtual meeting + 2 hours review of preparatory materials	TBC
Working Group meeting 7	2-hour virtual meeting + 2 hours review of preparatory materials	TBC

167 In addition to the meetings listed above, it is expected that the Working Group will participate in a  
 168 survey following Working Group meeting 1, review the draft Sector Standard in-full three times, twice  
 169 prior to the public exposure and once following, and participate in stakeholder engagement activities  
 170 during the public exposure period and to support the launch of the Standard as relevant.