

**TERMS OF REFERENCE FOR THE  
CERTIFICATION GROUP (CG)****1. Constitution**

The Board of BCC hereby resolves to constitute the CG as a sub-committee of the Board.

**2. Membership**

The CG shall be appointed, subject to annual ratification, by the Board of BCC from invited representatives of the Network of Accredited Chambers of Commerce. Members may serve for a maximum of two consecutive terms of three years beginning October 2015. A quorum shall be three members.

b. The Chairman of the CG shall be appointed by the Board of BCC and be a member of the Board.

c. Vice Chairman of the CG will be one of the Certification Inspectors.

d. The BCC National Trade Training Executive shall be the Secretary of the CG.

e. The BCC National Trade Training and Documentation Manager shall attend.

**3. Attendance at Meetings**

The Director General (BCC) and any member of the BCC board shall have the right to attend all meetings. Others may attend by invitation and may be excluded from certain discussions, as applicable.

A representative from the Department for International Trade (DIT) and/or Her Majesty's Revenue and Customs (HMRC) shall have the right to attend all meetings, as appropriate, and receive all minutes and other papers, on request.

**4. Conflict of Interest**

Where a member of the Committee believes he or she has a potential conflict of interest they should leave the room for the duration of that discussion.

**5. Frequency of Meetings**

Meetings shall usually be held three times a year.

**6. Authority**

The Committee is authorised by the BCC Board to investigate any activity within its terms of reference.

The Committee is authorised by the Board of BCC to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with relevant experience and expertise if it considers this necessary.

**TERMS OF REFERENCE FOR THE  
CERTIFICATION GROUP (CG)****7. Duties of the CG**

The duties of the group shall be:

- a. To identify any documentation, certification or market influences having a bearing on the export community or international trade sector.
- b. To encourage and assist with continuous improvement of the Certification Service provided by the Chamber Network and in particular the effective use of technology to benefit the customer.
- c. As set out in the Memorandum of Understanding between the Department for DIT, HMRC and the BCC. In summary these give powers to the CG (from the BCC) to manage, operate and monitor the Non-Preference Documentation Scheme and the Preference Document Scheme. Provide guidance to Chamber Issuing Bodies on Non-Preference and Preference Documentation and other related matters. Advise Chamber Issuing Bodies on particular points of difficulty.
- d. Issue and amend instructions to Chamber Issuing Bodies on the regulations, procedures and responsibilities relating to the issue of Non-Preference and Preference Documents.
- e. Establish and maintain a formal Training Scheme to ensure that authorised Chamber Issuing Bodies are able to meet acceptable standards in the issue of Non-Preference and Preference Documentation.
- f. Appoint Inspectors from the Accredited Network and carry out periodic inspections of Chamber Issuing Bodies in accordance with agreed the criteria, as defined by BCC.
- g. Consult with the DIT and/or HMRC on any proposed changes to the performance criteria and other standards as applicable.
- h. Provide DIT and/or HMRC with such information as they may request on any matters relating to the appropriate Scheme and on the standards set by current and potential Chamber Issuing Bodies.
- i. At all times to show commitment to encouraging interface with the market to satisfy customer requirements.

**8. Reporting Procedures**

The Secretary shall circulate the Minutes of meetings to the CG.