

# MINUTES

## Standards Committee Teleconference

Thursday 24 October, 2013

Teleconference dial-in times (allow 2 hours):

City	Local Time (24 hr)
Vancouver/Carlsbad/Seattle	0600
Salt Lake City	0700
New York/Toronto/Ottawa	0900
London	1400
Milan/Antwerp/Paris	1500
Johannesburg	1500
Nairobi	1600
Mumbai	1830
Melbourne	2400



**Participants:** David Bouffard, Wilfried Horner, Larry Drummond, Claus Teilmann-Petersen, Susan Posnock, Jennifer Horning, Andrew Parsons, Marcelle Shoop, Fiona Solomon Sam Brumale, Graham Nicholls.

**Apologies:** Eva Carlson, Cecilia Gardner, Jon Hobbs, Felix Hruschka, Estelle Levin, Juliane Kippenberg, Philip Hunter, Ryan Taylor, Didier Backaert, Steven Oates, Assheton Carter, Iris van der Veken, Marianna Smirnova, Ngomesia Mayer-Kechom, Stan Lurie, Stephane Fischler, Angelo Palmieri, Michael Rae, Marieke van der Mijn.

### Documents circulated:

- Minutes of Standards Committee meeting, 12 September 2013

*Attendees are kindly reminded that the RJC is committed to complying with all relevant antitrust and competition laws and regulations and, to that end, has adopted an [Anti-trust Policy Statement](#), compliance with which is a condition of continued RJC membership. Failure to abide by these laws can potentially have extremely serious consequences for the RJC and its members, including heavy fines and, in some jurisdictions, imprisonment for individuals. You are therefore asked to have due regard to this Policy today and indeed in respect of all other RJC activity.*

### 1. Welcome

### 2. Minutes of previous meeting

- Minutes of the Standards Committee teleconference on 5 September 2013 were approved and will be posted on the RJC website at:  
<http://www.responsiblejewellery.com/rjc-standards-committee/>

### 3. RJC Code of Practices review

- Update on revised COP launch timetable:
  - **Approvals:** Endorsed in October by Executive Committee for Board approval – thanks expressed to Standards Committee for hard work over previous two years. Board teleconference for formal approval on November 12.
  - **Communications plan:** update on desktop publishing, translations, information webinars, training development and general communications. Interest from Committee members in contribution to training/topic-focused webinars welcome.

- Philip Hunter has offered to work with RJC on forced labour, migrant workers and trafficking issues, which could be part of a human rights focus.
- Toolkits: update on finalisation of updated Assessment Workbook, and new Risk Assessment toolkit and Human Rights Due Diligence (HRDD) toolkit.
  - Customised training will be developed on how to use the toolkits.
  - The HRDD toolkit is being developed currently, and efforts made to avoid duplication with the Assessment Workbook. It will be circulated to the Standards Committee for feedback.

#### 4. Human Rights Working Group

- Report from first meeting of steering group – see slide set.

#### 5. Monitoring and Evaluation program

- Overview of upcoming work program
  - Feedback is welcome on this work, and the Committee will focus on these topics in 2014 meetings.
  - The work of Richard Locke was discussed, as RJC is considering potential lesson from supply chain auditing experiences to RJC as a supply-chain wide initiative, as part of its Impacts work. A link to an overview of his recent book is: <http://www.bostonreview.net/forum/can-global-brands-create-just-supply-chains-richard-locke?>
- Report from India factory visits - September.
  - Further explanation was given of the industry's reliance on the informal sector: as the value of goods become lower, a higher proportion of the value is labour costs. 750,000 people in India are involved in the diamond cutting and polishing sector.
  - The Committee discussed that other manufacturing companies generally share similar issues eg fire safety, working conditions, remuneration and hazardous substances.
  - The gap between the informal sector and top-tier factories is of course also populated by a wide spectrum of businesses and performance levels. RJC should reflect on at which point/s in this spectrum, development focused programs would have more relevance than a certification program.
  - Future programs need to consider how the informal sector can be incorporated, without being disruptive. There are parallels with the more nuanced attention being brought to the artisanal mining sector with the increase in risk-based due diligence approaches.

#### 6. Update on other initiatives

- OECD Due Diligence Guidance: update from Fiona Solomon, RJC.
  - Next Forum meeting taking place in Kigali in November 2013. Agenda is focused on upstream parts of the supply chain. Site visits are being arranged as part of the agenda.
  - RJC has been leading a peer learning group for industry initiatives, which has developed a comprehensive slide set to help explain how the various initiatives implement the OECD Guidance and relate to each other. A draft will be available from November and finalised by year's end.
- Initiative for Responsible Mining Assurance (IRMA): update from Susan Posnock (Jewelers of America).
  - The draft IRMA standard has been written and will be shared with the Steering Committee for a workshop in November. A second meeting in December will work to prepare the standard for a public comment period in 2014.
  - IRMA continues to seek funding for its ongoing work.
- Precious Stones Multi-Stakeholder Working Group: update from Fiona Solomon and Susan Posnock.

- An authorship team has been selected for an independent study into due diligence initiatives for the precious stones supply chain.
- A report outline has been developed, and an MOU type agreement is in its final stages.
- Funding is still being sought for the study: the contact person is Dave Bonaparte at Jewelers of America.
- The group is planning one or more in-person meetings in 2014, place and dates still tbc.
- Alliance for Responsible Mining – Fairmined Standard: update from Fiona Solomon.
  - Final comment period for the Fairmined Standard’s review has closed and the Standards Committee will be meeting over the next month to finalise the revisions.
- Other updates from Committee members welcome.

**7. Any other business**

- The RJC Executive Committee will be reviewing the Governance Handbook in 2014. All Committees are asked to review their Terms of Reference, to recommend any amendments thought necessary.

**8. Standards Committee schedule –2013 dates:**

- Standards Committee invited to participate in COP 2013 webinars in November.
- Propose reconvene Committee in February 2014 – dates to be confirmed.