



# Living Wage Technical Working Group

## Terms of Reference

Version November 2022

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### Introduction

The TAG Terms of Reference make provision for the formation of Technical Working Groups (TWGs) to support the technical and scientific work of the TAG. Typically, a TWG will be comprised of technical experts external to ASC's governance bodies with a member of the TAG acting as sponsor to facilitate communication and understanding between the TAG and the TWG and support the ASC technical lead. ASC's Secretariat will provide logistical support to the group and a technical coordinator from ASC will be appointed to provide the group with the technical resources. This may include a white paper to initiate discussion and a draft Standard following TWG deliberations. An external facilitator may be appointed for complex topics.

### References

[ASC Standard Setting Procedure](#)

[ASC Metrics Methodology](#)

[ASC Complaints Procedure](#)

[TAG Terms of Reference](#)

[TAG Conflict of Interest Policy](#)

## 1. Terms of Reference

### 1.1 Statement of purpose

The purpose of the Technical Working Group (TWG) on Living Wage is to provide recommendations that will serve as guidance for the development of Living Wage Indicators for the ASC Farm Standard, and the underlying methodology and supplementary tools and templates to support producers in implementing this guidance.

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## 1.2 Terms of Reference (scope and aims)

Stakeholder feedback from the March 2022 consultation on the ASC Farm Standard underlined the need for requirements on Living Wage in the Standard, and suggested that indicators are based on demonstrated incremental improvement towards payment of a living wage. Based on this feedback, ASC has developed living wage indicators that will be piloted with farms in early 2023, together with a uniform measurement and verification methodology. The TWG will provide input into this process.

The TWG will be assigned the following tasks:

- Review draft indicators and results of the pilot project, and make recommendations on any changes required.
- Support development of revised indicators that progress towards an absolute requirement on living wage.
- Provide inputs on implementation guidance and capacity building materials to accompany the Standard.

The expected deliverables from this process are:

- A revised set of indicators on Living Wage for the ASC Farm Standard
- Methodological guidance on calculating Living Wage
- Interpretation manual
- Capacity building materials for CABs

## 2. Membership

TWG membership shall aim to balance interests from the standard's key interest groups and geographical representation. All members should support the aims of the ASC, its Vision and Mission, and commit to engage constructively.

### 2.1 Technical competencies required:

The working group shall include members with the following core competencies:

- Strong understanding and experience of Living Wage, including living wage benchmarks and/or living wage measurement methodologies, in particular the Salary Matrix.
- Understanding of and/ or experiences in aquaculture, in particular related to wage and labour conditions.
- Experience in social auditing.
- Understanding of / experience in standard setting procedures

The working group shall include members from the following stakeholder groups, some of whom may have participated in the wage measurement pilot:

- Standard representative (SA 8000; Fair Trade International)
- Civil Society (Oxfam)
- Academia working on living wage
- Industry representatives—retailer or secondary processor
- Industry representatives—farms (one large, one small)
- CAB or ASI

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## 2.2 Registered interests

ASC Technical Working Groups need to understand the interests of individual members to manage conflicts. Members are asked to declare these to ensure stakeholders and decision-makers have access to this information.

Interests of all members should be declared in the log included as Annex 1.

**Table 1: TWG Members**

*Members not yet confirmed*

Name	Role	Organisation	Stakeholder sector	Primary region represented
	TAG Sponsor			

## 3. Reporting requirements

The TWG will report to the TAG upon completion of this terms of reference. Output documents will be made available for review along with meeting minutes of the TWG meetings.

## 4. Duration and review times

The TWG will be active until the approval of the revised indicators and complementary materials by the TAG. The TWG will meet regularly (online) and at key moments in the process as suggested in Table 2. The timeline and scope of each meeting will be further refined in consultation with the TWG at the first meeting and with the (external) meeting facilitator.

**Table 2: TWG timeline**

Date	Activity	Outcome/Deliverable
December 2022	Approval of ToR by TAG	
January 2023	Meeting 1	Agreement on TWG scope, objectives, and timelines Input into the Living Wage pilot
April 2023	Meeting 2	Implications of results of Living Wage pilots Input into revision of indicators
July 2023	TAG	Presentation of indicators to TAG
October 2023	Meeting 3	Input into guidance and discussion of public consultation)
January 2024	TAG	Final approval of all indicators

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## 5. Agreement

I agree to the above terms of reference and that the information provided in Annex 1 is accurate.

Signed \_\_\_\_\_

Name \_\_\_\_\_

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