

## Joint Initiative on Corporate Accountability and Workers' Rights Local Working Group

Terms of Reference – *Revised as of September 18, 2006*

### Purpose

The purpose of the Local Working Group (LWG) of the Joint Initiative on Corporate Accountability and Workers' Rights (Jo-In) is to enhance multi-stakeholder cooperation around worker rights issues in Turkey during and beyond the lifespan of the Jo-In project. Through the LWG, local project stakeholders can discuss and advise upon those elements of the project that impact Turkey.

### Membership

Members of the LWG will include participating suppliers, local trade unions, local NGOs working on related issues, representatives of Turkish industry associations, Turkish government officials, and the local staff of participating brands.

Stakeholders are invited to organize themselves within the Working Group through self-convened committees (e.g. a supplier committee, trade union committee, etc.) in order to more effectively work through issues addressed during meetings.

### Roles and Responsibilities

The LWG will adhere to Jo-In's general objectives and consultative structure as set out in the attached Project Design and Stakeholder Guidelines. Specifically, the LWG's principal goal will be to provide advice to the Jo-In Steering Committee on the aspects of the Jo-In project in Turkey, for example, effective remediation strategies in the Turkish context. In the discharge of this responsibility, the LWG will be asked to do the following:

- Approach meetings willing to cooperate with other stakeholders to reach conclusions that address the concerns of various interest groups.
- Stay informed of the project's activities and convey information to their respective sectors.
- Review and respond to Jo-In communications in a timely manner. Absence of timely feedback will be interpreted as consent.
- Discuss and advise the Jo-In Steering Committee on the implications of Jo-In activities in Turkey.
- Identify good practice as agreed through the project.
- Prepare brief LWG comments for inclusion in Jo-In public reports.

## Meetings

It is envisaged that the LWG will convene two or three times per year. The LWG will work with Jo-In Project Staff to set meeting agendas. Minutes of meetings will be recorded and summaries of the discussions and outcomes will be considered by the JO-IN Steering Committee and included in public reports of the project.

Consensus opinions on key topics will be a goal for meetings. If a consensus cannot be reached, however, each of the committees may submit a separate opinion to be considered by the Steering Committee. Due to tight timelines, absence of timely feedback will be interpreted as consent.

## Support

The Jo-In Project staff will convene LWG meetings in consultation with local stakeholder members. LWG are also welcome to communicate regularly with Jo-In Steering Committee and staff by phone and email.

## Additional LWG Guidance

See the Appendix for more about information flows to local stakeholders (section I), options for suppliers in the event that they opt not to participate in the LWG, and other items. Please note that the guidelines were drafted before the LWG was created and so does not mention this structure. The guidelines are nonetheless still applicable to the project and its efforts to consult with local and international stakeholders.

## Appendix: Jo-In Stakeholder Engagement Guidelines

These guidelines were devised to provide a framework for consulting and engaging with the many stakeholder involved in the Jo-In pilot project in Turkey, both at the local level (“inside Turkey”) and the international level (“outside Turkey”). These were drafted in 2004, and have been updated as the project progressed. The most recent updates were made in June 2006.

### I. Stakeholders Inside Turkey

JOIN aims to involve groups and organizations that have a direct responsibility for, or impact and influence on the labor conditions and industrial relations in the Turkish garment industry, specifically in Greater Istanbul and other major garment producing regions. The project wants to work with those that directly represent workers or employers, but also with those that play important roles in civil society and can contribute to change.

JOIN has identified the following categories of stakeholders:

- Industry organizations and suppliers
- Trade Unions and workers
- NGOs (labor-related, women, community organizations)
- Governmental and quasi governmental organizations (labor inspectorate, ILO, chamber of commerce)

Experts, academics, consultants, auditors, local staff of international organizations or other governments working related issues all potentially can make important contributions to the project. They can therefore certainly be consulted or involved as service providers or resource persons, but are not considered stakeholders in the sense as outlined above.

In the first phase of the project, relevant stakeholders in Turkey were identified and a series of consultations was organized. A full list and report is available on the JOIN website.

The people on this list will:

1. All receive bi-monthly email update (maximum of 2 pages and available in Turkish and English)
2. All receive agenda in advance and a report on the main decisions and discussions following steering committee meetings (section to be taken from minutes).
3. All receive an invitation to the JO-IN Stakeholder and Participant Seminars that will take place twice-yearly preceding the Steering Committee meetings, which will take the outcomes forward.
4. All receive draft project output documents and be asked for written feedback.

Ample time will be allowed for stakeholders to process the information and organize their feedback.

The JOIN Stakeholder and Participant Seminar will typically have the following structure:  
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- a. Opportunities to feedback on project issues - and presentations by Jo-In.
- b. Workshops among the different stakeholder groups to discuss and organize their feedback (suppliers and brands separately, trade unions and NGOs separately)
- c. Presentation of all groups back to main meeting.

Organizations or individuals who can be categorized as ‘service providers’ may receive the email updates (1) and the draft project documents (4), and be invited to the Join Stakeholder and Participants Seminar as observers and/or resource persons.

Participating suppliers, though certainly stakeholders, in a way form a separate category, given that they are directly involved in the implementation of the project and therefore will need a mechanism that allows for more regular, in depth feedback regarding project design and execution. Presently this is organized on a one-on-one basis, partly via the brands, partly via the MSI's, partly via JOIN project staff.

In order to better streamline communications and allocate resources, participating suppliers are encouraged to form a committee that will

- communicate via email list and, when necessary, phone conferences with JOIN staff
- receive all the documents listed under 1 to 4 above

Local Turkish staff of brands could participate and facilitate

If suppliers do not wish to participate in the JOIN Stakeholder and Participant Seminars, they may decide to send a representative of their committee, or otherwise organize their collective feedback to the Steering Committee.

Other categories of stakeholders could be encouraged to either form a committee that would seek to discuss and provide feedback to the project in between meetings.

Furthermore,

- the local coordinator will remain directly in touch with each trade union individually, through phone or face-to-face, at least once a month
- the NGO's focusing on women workers will be asked to form a reference group for the research foreseen to be set up to further explore subcontracting and informal employment, and will be explicitly and actively asked to comment on the output documents of the project with a view to application along subcontracting chains and regarding informal employment
- the local coordinator will set up meetings with the other NGO's
- the government departments will receive email updates in the form of an official letter, possibly including additional relevant information
- the local coordinator continues to participate in the GTZ roundtable

## II. Stakeholders outside Turkey

Here we can distinguish 4 categories:

1. International umbrella organizations of trade unions and labor related NGOs: ITGLWF, ETUF/TCL, ICFTU, Oxfam, and Maquila Solidarity Network.

These will receive all documents listed above under 1 to 4. The project will aim to fund travel- and staying costs of one representative each from each umbrella organization to the JOIN stakeholder and participant seminar.

### 2. Participating brands

These are encouraged to set up a separate committee, to facilitate communication with and among the brands (not to replace current communication regarding the project between the MSI and its member brand). This could include representatives from the brands at international and at Turkish level. Similar to the participating suppliers committee, this would include

- communications via an email list and, when necessary, phone conferences with JOIN staff and/or Steering Committee
- receive all documents listed above under 1 to 4
- relevant MSI staff may participate in & facilitate the brands discussions, if requested.

Note relating to international umbrella organizations and participating brands:  
Following the Stakeholder and Participant Seminar in November 2005, it was decided to establish an International Advisory Panel, consisting of two representatives of participating brands, two representatives of international trade union organizations, and two representatives of international NGOs. The panel would discuss and advise on the aspects of the JOIN project that have global significance.

3. Trade unions and labor related NGOs from other countries or regional organizations, some of whom will be affiliated or partner to the umbrella organizations outlined, others who are not.

For the outputs of the project to have meaning, relevance, recognition, and acceptance among the wider labor community a mechanism is needed to regularly update, channel feedback and obtain inputs from these groups.

The JOIN project will maintain a database of email addresses of interested groups who will:

- receive the project design and a request for any relevant documentation, including reports from their relevant experiences
- receive the bimonthly email update (listed above under 1) and the draft project documents (listed above under 4)
- receive a report of the stakeholder and steering committee meetings (which will also go on the website)

JOIN project staff will be available to participate at relevant meetings and conferences involving the wider labor community (especially those with high participation levels of the target group)

4. Industry associations and brands/suppliers not participating in the project

JOIN will encourage feedback on the output documents (listed under 4) via the brands and associations participating in MSI's, and by sending out the email updates (listed under 1) and giving interviews to magazines targeting these companies.