

**TERMS OF REFERENCE FOR REGISTERING WITH LOCAL GROUPS  
UNDER PGS-NOAN PROGRAMME NIGERIA**

1. The Local Group on being registered as PGS-NOAN Local Group (here in after referred to as LG) shall ensure that it has provided a copy of the following documents:
  - Application form of LG for registration
  - List of farmer members with a copy of individual application form and the duly signed PGS-NOAN pledge
  - Individual members farm history sheet in prescribed pro-forma
  - In case, if all the members are not converting their entire land holding and herd or flocks to organic in one go, then detailed conversion plan of fulfilling the requirement within 24 months would be required
  - Agreement to be entered into with the State chapter.
  
2. There is a mandatory requirement of group endorsement by any other registered PGS- NOAN Group or by the STATE CHAPTER.
  
3. At the time of Registration each LG needs to obtain following documents
  - Copy of PGS-NOAN operational manual
  - Copy of all the forms and peer appraisal sheets
  - LG operating manual, developed by the State chapter or local group along with the checklists (if any developed by STATE CHAPTER)
  - b. List of the services and activities to be provided to LG by the State chapters.
  - c. STATE CHAPTERs shall also facilitate availability of technical literature on crop management, nutrient management, plant protection or any other such issues as needed by farmers.
  
4. The LG shall make all out efforts to promote organic farming and work towards image building and confidence building among its members and other stakeholders of organic farming and consumers
  
5. If a LG is having only five members then each member shall be the part of

certification team. But if the group is large then each LG need to elect its certification team comprising of five members as Follows:

- Group leader.
- Training and meeting.coordinator
- Peer review facilitator
- Documentation In-charge
- Public relation and state chapter Coordinator

Certification team is elected every year with the post of Group Leader being rotated.

6. All efforts should be made to ensure that each and every member of the group is an active participant in peer review process.

7. Capacity building of farmers is an important component of PGS-NOAN Programme each LG shall ensure adequate capacity building measures in consultation with group leaders and STATE CHAPTERS for total compliance of standards. At least 2 members of each group need to be properly trained.

8. LG shall work with members of State chapters who shall participate in LG group meetings, LG key training programmes and some peer appraisal visits to assess the strength of the group (once or twice) and to help them improve their implementation processes.

9. Although entire PGS data shall be on-line in the PGS-NOAN website, but each LG shall also ensure that original hard copies of the records such as LG summary sheets, peer appraisal sheets, LGs application with each member history sheet are also maintained in hard copy in separate member files at LG office.

10. LG shall prepare half yearly calendar of activities (such as trainings, capacity building programmes, peer appraisals etc.) and intimate all group members and STATE CHAPTER for effective coordination.

11. LGs shall also prepare annual or half yearly crop calendar before every sowing season with details of activities to be taken and intimate to STATE CHAPTER in time.

12. As per the requirement each LG shall meet at least six times a year and maintain attendance register and details of meeting proceedings. Each and every member is required to participate in at least half of such meetings. Participation of members in such meetings reflects the commitment of the member to the programme and an important step for endorsement of certification decision by STATE CHAPTER.

13. To keep on building the competence of the members, LGs need to organize some key field day trainings. Proceedings, details of such trainings along with attendance is also an important component for endorsement of certification decision by STATE CHAPTER.

14. LGs shall provide full access to all the documents, records and information, including their fields and members for surveillance, monitoring and groups competence assessment to representatives of STATE CHAPTERs or PGS-NOAN Secretariat at any point of time during their visits.

15. LGs shall ensure mutual recognition and support among different LGs at state and national level by studying each other's processes and functioning and by having surveillance in each other's areas.

16. AS PGS-NOAN programme do not provide for part conversion and parallel production, STATE CHAPTER shall ensure that all LGs stick to these requirements and in case where phased conversion is allowed, proper time schedule of full conversion is chalked out and approved. LGs need to ensure that approved time frame is adhered. In cases where a group or a member of the group fails to meet the requirement of full conversion, he will not be entitled for organic certification, in spite of being attaining full requirements of organic on part fields.

