

## Alternative Proteins Council Terms of Reference

### 1 Purpose

- a) The Alternative Proteins Council (APC) provides a leadership role for the emerging alternative proteins sector and consultative forum for members in relation to state, national or international policy and regulatory matters. The Council ensures that the interests of the Australian and New Zealand complementary meat alternative, dairy alternative and cellular agriculture sectors are appropriately represented and that the collective voice of the sectors remains strong on areas of mutual interest.

### 2 Function

- a) The primary function of the APC is to discuss, advise and form collective industry positions in relation to matters of mutual interest to the sector.

### 3 Membership

- a) Members are:
  - i. company brand owners that manufacture or market plant-based meat and dairy alternatives; and/or
  - ii. allied ingredient suppliers in the plant-based meat and dairy alternative supply chain; and/or
  - iii. cellular agriculture companies.
  - iv. deemed 'Subscribers' of the Ai Group managed APC.
- b) Membership criteria  
Members must either be registered businesses in and/or have commercial operations in Australia and/or New Zealand.
- c) Other parties may be considered for membership on a case-by-case basis.
- d) Membership of the APC will incur an annual fee, reviewed yearly. If services and support are required outside the agreement, Ai Group will provide a quote to the APC for any supplementary services and work.
- e) Members agree to uphold the Terms of Reference and endorse the APC's Voluntary Labelling Guidelines as a condition of their membership.

### 4 Secretariat

- a) The Australian Industry Group (Ai Group) will provide secretariat services to the APC. These will include:
  - i. Council management and administration, including convening meetings, recording minutes, website content and maintenance
  - ii. Member recruitment, in conjunction with the APC
  - iii. Managing and issuing communications to internal and external stakeholders
  - iv. Issue management and guidance management, including coordinating and developing policy positions and papers
  - v. Regulatory activities, industry representation and advocacy
  - vi. Acting as spokesperson for the APC

**5 Meetings**

- a) Meetings will be chaired by the APC Chair or Deputy Chair.
- b) Agreement is by consensus, with every attempt made to secure unanimity.
- c) If Ai Group has a policy in the public arena, it will reserve the right for the APC not to adopt a position in conflict or contrary to this policy position.

**6 Discussions and input**

- a) Members are encouraged to actively discuss issues of common interest, cross-industry trends and cross-sectoral gaps related to the Australian and New Zealand alternative proteins policy environments.
- b) Council meetings are intended to confirm common policy and regulatory positions, and to brief members on related developments.
- c) Members may contribute in-person, via videoconference or by email to the Secretariat.
- d) Public communications will be approved by the Chair and issued by the Secretariat on behalf of members.

**7 Confidentiality**

- a) For the purposes of ensuring free and frank discussion, information provided in meetings is subject to normal standards of business confidentiality. Discussions should not be attributable to individual members, ie 'Chatham House rules' apply.
- b) Members are required to announce any disclosure of interest at the beginning of each meeting.

**8 Reporting**

- a) Minutes will be circulated to members by the Secretariat within one week of each meeting.

**9 Operating procedures**

These Terms of Reference are to be read in conjunction with Ai Group's operating procedures for managed forums, ie Managed Forum Guidelines.

**10 Review and endorsement**

These Terms of Reference are endorsed by the APC membership as at August 2022 and may be amended, as required, following consultation between members and the Secretariat.