

GHI TASK DESCRIPTIONS
Accepted by the Board:
Accepted **in principle** by the General Assembly:

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INTRODUCTION:

This document is meant to reflect the actual tasks of the various positions. In some cases in addition to a “broad” statement of the position, additional more detailed information has been provided. This often comes from a member holding that position. We encourage members holding any of these positions or interacting with any of these positions to submit material to improve this document.

To accept new revisions after initial approval of this document will only require the approval of the Board unless the changes are deemed “significant” by the Board, in which case they should go to the General Assembly also.

The latest version of this document will be posted on the GHI website.

As leaders, one should strive to grow by developing and/or improving our skills and abilities as suggested by the following list:

Essential Skills and Abilities

1. Excellent leadership skills and ability to work with any type of individual
2. Creativity and ability to find solution for any problems or difficulties encountered
3. Effective communication skills: verbal, written, editing, and proof-reading
4. Knowledge and understanding of the requirements and expectations of the people being asked to undertake a task
5. Ability to handle pressure constructively in a very demanding human-based environment
6. Knowledge of computer application software such as MS Office, Adobe, Zoom, etc.
7. Being organized and able to prioritize
8. Excellent multi-tasking and time management skills
9. Great networking skills
10. Good listening skills
11. Detail-oriented and good at problem-solving
12. Strong sense of ethics and integrity, dedication and responsibility
13. Good sense of humour

**Submitted by Diana Bogueva
January 24, 2023**

GHI Position Descriptions Explanation

Below are specific descriptions for positions within GHI. These are positions appointed in general by the President of the Board with the concurrence of the Board. The job descriptions attempt to capture the main role of each task. If an assistant is indicated, that person shall both assist the principal person and be prepared to step in for that person when that person is unavailable for whatever reason. The persons in these positions shall also be able to lead a committee if that is deemed appropriate. In all cases, occupants of these positions should work using good committee procedures, e.g., principles of fairness. The persons in these positions shall also keep the Board informed of their activities on a regular basis as determined by the Board and shall be assigned a Board member as a liaison to assure good internal communications.

The President, Vice-President, Treasurer, Deputy Treasurer, General Secretary, Deputy General Secretary and Board Members' positions are all described in the Constitution. The Chair and Vice-Chair of the Supervisory Council along with the Council member's positions are also described. The MENA and Global Councillors are specifically designated as representatives of the Middle East and North Africa area and a particularly strong global perspective, respectively.

WORK GROUPS DIRECTOR TASK DESCRIPTION

WORK GROUPS DIRECTOR:

WORK GROUPS VICE-DIRECTOR:

BOARD LIAISON TO THE WORK GROUPS DIRECTOR:

1. Provide inspiration, motivation, and guidance to GHI working groups leaders
2. In charge of directing the GHI working groups' operations to make sure they achieve their planned goals, targets and objectives effectively and efficiently
3. Review the performance of the working groups chairs and vice chairs and give helpful feedback
4. Help with the development, guidance and execution of the GHI working groups plan of work and strategies to attain their goals
5. Monitor and identify on a regular basis new working group opportunities
6. Build and maintain good relations with working groups chairs and vice chairs and members and as well as with any other important for GHI relationships
7. Introduce new practices to improve efficiency and quality
8. Maintain accurate records of working groups and their leaders' activities
9. Organize training for the working group leaders when necessary
10. Closely work with the working groups chairs and vice chairs to prepare monthly webinars featuring different working groups to showcase their activities
11. Undertake regular market research, analyze the findings and accordingly provide suggestions to improve the GHI webinars
12. Give presentations to stakeholders when appropriate
13. In collaboration with chairs and vice chairs, assist, if needed, with the determination of the vision and mission of the working groups

Diana Bogueva
24 January 2023

WORKING GROUP (WG) CHAIRS AND VICE-CHAIRS TASK DESCRIPTION

Current Working Groups: (For full list of current working groups, chairs and vice-chairs visit the [GHI website](#)).

GHI has many working groups focussed on a variety of topics and different aspects of food safety regulations and harmonisation globally across countries. Working groups are led by chairs and vice-chair. The chairs are appointed by the Board. The vice-chair may be appointed by the chair.

1. Role of the chairs

The chair is responsible for:

- a. Taking the lead in defining the scientific programme of the working group and then ensuring its accomplishment.
- b. Closely following the progress of all activities.
- c. Encouraging the working group members and ensuring their active participation in the various activities, such as the long-term planning of the scientific programme and the identification of emerging issues.
- d. Holding regular meetings (either live or online), as needed to ensure progress.
- e. Moderating the discussions and summarising comments/decisions made during the meetings in a meeting report (which may be assigned to a “recorder or minutes taker”).
- f. Approving the draft report following the meeting within a stipulated amount of time.
- g. Share the report with the working group members and the GHI working groups director.
- h. Reviewing/updating the section related to the working groups in the GHI library.
- i. Making decisions on important issues on behalf of the working group when required in a timely fashion between meetings of the working group.
- j. Acting as the working group’s contact point with the GHI’s leadership.
- k. Updating the webpage of the working group.

2. Role of the vice-chairs

- a. Assisting the working group chair in the preparation and follow-up of meetings.
- b. Assisting the working group chair in editing and producing documents.
- c. Replacing the working group chair in meetings if the chair is not available and postponement of the meeting is not desirable.

3. Requirements for the chair and vice-chair

- a. Adequate knowledge/expertise about the topics being considered by the working group.
- b. Willingness to lead discussions at the meetings.
- c. Ability to ensure that each point of view raised by the working group members is seriously considered.
- d. Available for active attendance, participation in meetings, and feedback.

*Diana Bogueva and Huub Lelieveld, 15 March 2022
Updated 19 December 2022*

AMBASSADOR PROGRAMME DIRECTOR TASK DESCRIPTION

AMBASSADOR PROGRAMME DIRECTOR:

AMBASSADOR PROGRAMME VICE-DIRECTOR:

BOARD LIAISON TO THE AMBASSADORS PROGRAM:

Ambassadors are important members of GHI. They are the link between GHI and local scientists, local organisations and local authorities. In particular they bring the ability to communicate locally in the local language(s). They are also the people who can advise always without affecting the scientific justification —about local conditions or constraints that may have or should have an impact on any harmonization proposals or other GHI documents. As harmonization of regulations requires that food safety and nutrition security are well understood, it is not only the harmonization itself that needs addressing. Therefore other important subjects, such as education and training, understanding food safety incidents, ethics and whistleblowing, need to occur and Ambassadors are GHI's link to the local stakeholders. Details can be found in the "[GHI Ambassador Programme Guidelines](#)" and the "[About the GHI Ambassador Programme](#)" information sheets on the [GHI website](#).

These are all reasons why GHI needs a global network of ambassadors who are scientifically capable and skilled communicators. Ambassadors must be capable of understanding English well, to avoid miscommunication, in particular when they need to locally discuss GHI views on food safety and food security. If there are more than one GHI ambassador in a country, it is not necessarily that they all master English equally well, as long as it is assured that the communication in the local language is correct, requiring that the ambassadors work closely together.

A GHI Ambassadorship is for a period of three years, but can be renewed after every three year period.

It is the task of the Ambassador Programme Director to ensure as strong a network of ambassadors as possible as well as maintaining and expanding the programme as opportunities arise. The long term goal is to have at least one ambassador in every country.

The Ambassador Programme Director:

1. Is the point of contact for candidate ambassadors, providing them with the information needed to apply for the position by
 - a. Providing the GHI Ambassador guidelines;
 - b. Providing the GHI Ambassador information sheet;
 - c. Assuring that the candidate is in agreement with:
 - i. the goal of GHI "Achieving consensus on the science of food regulations and legislations to ensure the global availability of safe and wholesome food products for all consumers";
 - ii. a statement that GHI Ambassadors, like all members of GHI are impartial and do not represent their employer or organisation, but base their activities solely on their personal scientific conscience in relation to the goals of GHI;
 - iii. permission to add contact details (usually an email address) to the ambassador's webpage indicating which locale they serve; and

- iv. willingness and ability to translate important GHI documents into one or more local languages, or have them correctly translated.
2. Collects the application information required and checks for completeness:
 - a. a recent CV;
 - b. the reasons for wanting to become a GHI Ambassador; and
 - c. their fluency in English; and
 - d. their fluency in at least one local language.
3. Communicates with the existing GHI ambassador(s) in the country or region about the new application:
 - a. to ask if they have any objections regarding the new candidate and if so why;
 - b. to ask their willingness to work with the new ambassador as part of a team in which they support each other, discuss and create a common vision and work together more effectively.
4. Sends the application for ambassadorship, together with all relevant information, to the GHI Board members for approval and asks the Board members to reply within a maximum 4 weeks. In the case of no reply within 4 weeks, it will be assumed that the Board member has no objections. Any objections, however, must be supported by clear and valid reasons that can be documented.
5. If approved:
 - a. ask the Certificate Director to produce an Ambassador's certificate, with the signatures of the Ambassador Programme Director, the President and the Certificate Director;
 - b. writes a message to the ambassador, with copies to the leadership and, if applicable, to the existing Ambassador(s) of that country or region, announcing the appointment for a period of three years, with the new Ambassador's certificate and the "Ambassador webpage information form" (see letter template).
 - c. checks the information on the "Ambassador webpage information form" for completeness and correctness, and has the text edited if needed;
 - d. sends the information to the webmaster for uploading to either the existing page for the country or region or to create a new page;
 - e. sends the information to the editor of the GHI Matters newsletter to announce the appointment in the next issue;
 - f. in a separate email, sends the ambassador additional information that may be important, including links for downloading important materials (see email template), such as:
 - i. the GHI brochure - viewing version (for emailing) and the availability of a printed version;
 - ii. a copy of the GHI book Ensuring Global Food Safety - Exploring Global Harmonization - for personal use only;
 - iii. information about GHI books and relevant books written or edited by GHI members;
 - iv. documents from the GHI Library, such as:
 - o articles that may be used as a basis for articles by the ambassador e.g. in local magazines;

- previously prepared presentations that may be used by the ambassador for their presentations to local audiences;
 - v. published issues of GHI Matters;
 - vi. GHI information sheets that may have to be translated into one or more local languages.
- 6. At least once in every three year period towards the end of the ambassador's term evaluates the performance of the ambassador to be able to propose renewal of the ambassadorship for another three years.
- 7. Reports to the Board on a regular basis (as needed, but at least once a year) about the progress with the Ambassador Programme and about the reappointment of ambassadors.
- 8. After reappointment sends a new certificate to the ambassador, with the new term dates.
- 9. When an ambassador resigns, if appropriate, send her/him a Certificate of Appreciation to commemorate the work/mandate done for GHI.

*Huub Lelieveld and Alina-Ioana Gostin, 10 October 2020
updated by Joe Regenstein and Matilda Freund, 19 December 2022*

EDITORIAL ADVISOR TASK DESCRIPTION

EDITORIAL ADVISOR:

ASSISTANT EDITORIAL ADVISOR:

BOARD LIAISON TO THE EDITORIAL ADVISOR:

GHI is a global initiative and has members in most countries. Many of the members are active as ambassadors, members of working groups, presenters at events, or authors of articles in magazines, journals and books. Although their knowledge of English is good, it may not be sufficient for publications or correspondence with third parties.

Any text should be clear, unambiguous, and easy to understand in all languages, although this is even more important for the English version. Often, editors, reviewers or colleagues assist in improving these documents. However, because only a few are native English speakers, advice and support is available from a native English speaker and professional editor. This person serves as part of the Editorial Advisory group.

The Editorial Advisor will upon request:

1. Handle the document himself/herself or assign it to a member of the Editorial Advisory group.
2. Read submitted documents, e.g., a letter, article, chapter, or presentation.
3. Recommend linguistic changes, e.g., grammar, syntax, choice of words, or clarity of meaning.

Return edited text to the author with any further recommendations, e.g., including adding any missing information or asking questions to improve the document. If necessary, review the document more than once.

*Siân Astley and Huub Lelieveld, 2 February 2021
Updated 19 December 2022*

GHI DOCUMENTS EDITOR TASK DESCRIPTION

DOCUMENTS EDITOR:

ASSISTANT DOCUMENTS EDITOR:

BOARD LIAISON TO THE DOCUMENTS EDITOR:

To avoid confusion or misunderstanding, official GHI documents should be clear, unambiguous and easy to understand. The language should also be such that it will enable translation into other languages without ambiguity.

To ensure that GHI documents meet the above requirements, the GHI Documents Editor will aim to:

1. Check concept documents for clarity and correct wording to avoid sentences that may be interpreted in more than one way.
2. Recommend changes to the choice of words and edit the text to minimize the possibility of misunderstanding of the documents and, if needed, propose additional text for clarification.
3. Consult with the Legal and/or Regulatory Advisor, if he/she considers that there may be anything in the text that could conflict with the laws and/or regulations of any country or with transnational legal entities such as the United Nations, in which case a modification of the text will be suggested.

Once the editing is complete, the Document Editor returns the document to the GHI person who asked for the editing, while indicating on the document the person doing the review and the date of his/her review.

This all will be done within a reasonable time and, if needed, as short a time as possible.

*Huub Lelieveld, 22 January 2021
Reviewed by the GHI Documents Editor: January 23, 2021
updated 19 December 2022*

MEMBERSHIP DIRECTOR TASK DESCRIPTION

MEMBERSHIP DIRECTOR:

ASSISTANT MEMBERSHIP DIRECTOR:

BOARD LIAISON TO THE MEMBERSHIP DIRECTOR:

Overview: The Membership and Assistant Membership Directors shall be responsible for assuring that applicants obtain the proper documents to apply for membership and then to track the documents until a decision is rendered. They will also check if the applicants meet the membership requirements. Subsequently they shall see that the results have been conveyed to the applicant. They shall also be the point of contact to handle any appeals consistent with the process indicated in the Constitution. They shall also be responsible to see that the proper and complete information is transmitted to the keeper of GHI records. Any appeals shall be reported and summarized to the Board without indicating the name of the person applying for membership.

More information:

GHI's major goal is to reach global scientific consensus on issues that hamper the transboundary movement of food for reasons that cannot be justified scientifically. To reach such consensus, scientists around the world need to be engaged and willing to contribute to the development of these scientific consensus protocols. Therefore GHI needs members around the world who are motivated to help to fulfil GHI's goal, "Achieving consensus on the science of food regulations and legislation to ensure the global availability of safe and wholesome food products for all consumers" and they must agree to follow their professional scientific conscience and when participating in GHI activities to not represent their employer or other organization that might represent a conflict of interest, be it a company, industrial association, government, supranational organisation or any other social, religious or political organisations.

Because GHI depends on having documents based only on well done peer-reviewed science, membership is restricted to scientists in food or food-related sciences, which includes microbiologists, toxicologists, medical doctors, nutritionists, engineers, technologists, etc., as long as they are professional scientists and/or engineers who have been properly credentialed in these fields. In addition, however, motivated students can become "student members" if their study relates to those areas. It is anticipated that student members will transition to full members of GHI on successful completion of their academic studies.

To join GHI, a membership application form must be completed. To be able to approach members who are experts in specific areas or interested in such areas, new members are asked in which subjects they are interested. To make it possible to reach members in certain geographical areas, they are also requested to specify where they live and what their nationality(ies) is. To be able to reach the members, their email addresses are essential and their phone numbers may be useful. (Current members are, of course, invited to update their information whenever it changes.)

The Membership Director:

1. Is in many cases the first point of contact for potentially new members.
2. Checks the information on the application form to ascertain that the members are indeed scientists/engineers or students as described above. This may be done by:
 - a. Checking their data on the internet, using for example:
 - I. LinkedIn
 - II. Research Gate (www.researchgate.net)
 - III. Science Direct (www.sciencedirect.com)
 - IV. Scopus (www.scopus.com)
 - b. If in doubt asking:
 - I. GHI Board Members
 - II. GHI Ambassadors
3. Because the GHI newsletter "GHI Matters" is incorporated in the African Journal of Food, Agriculture, Nutrition and Development (AJFAND), it is necessary to inform the publisher about new members and members whose email addresses and have agreed on the membership application form that their email address may be shared. AJFAND **must** be informed of people who are not a member anymore, including deceased members.
4. Helps other GHI Officers (Board Members, Directors, Working Group Chairs, Ambassadors, and Editors) to identify potential GHI specialists/experts, globally or in specific countries, who may be invited to join the organization and/or provide services to the organization.
5. Keeps updated information on the location of members (country and region), to identify where membership is low.
6. Reports to the Board on a regular basis (as needed, but at least once a year) about the progress of the membership programme.
7. Proposes improvements to the database and registration page, based on experience.

*Ana Sanhueza Martín and Huub Lelieveld, 7 July 2020
Amended 14 March 2022 and updated 19 December 2022*

SUPERVISORY COUNCIL CHAIR TASK DESCRIPTION

SUPERVISORY COUNCIL CHAIR:

SUPERVISORY COUNCIL VICE-CHAIR:

BOARD LIAISON TO THE SUPERVISORY COUNCIL:

From its inception, GHI has maintained and remained impartial. GHI is a global network of member scientists in the fields of food science and related disciplines. The members of GHI never represent their employers or other non-scientific interest groups. Scientific opinions must be based on their scientific conscience and not be influenced by the interests of industries, non-scientific organizations (see Section 3.3.4 for a definition of which organizations are and are not allowed), or governments. That is the reason that GHI does not accept funding from industries, non-scientific organizations, or governments.

In 2006, GHI decided to install a Supervisory Board, with the Constitution of 2022 renaming it the Supervisory Council, consisting of representatives of scientific organisations and stakeholders, to guard the impartiality and integrity of GHI. In practice, this means keeping an eye on the activities of GHI and advising GHI officers when they are in any doubt about activities, cooperative ventures with other organisations or participation in a project where impartiality may be at stake.

The Supervisory Council is independent and therefore reports only to the General Assembly and NOT to the Board.

The most relevant points impacting the Supervisory Council can be summarized as follows (taken from the English version of the GHI-Association Constitution as revised and accepted by the General Assembly in November 2022):

- 2.1 The Association will be an impartial, non-governmental, non-political, non-religious and non-profit-making organisation based on science.
- 2.2 The purpose of the Association is to contribute to global food security in terms of availability of sufficient safe and wholesome food for all. To this end the Association advocates consensus on the science underpinning food regulations and legislation.
- 3.3.4 [The necessary means shall be provided by] Donations, subsidies, collections, legacies, allowances, grants and other donations, provided they are not coming from persons or organisations that are excluded from membership for reasons mentioned in 4.5. Donations from scientific and professional societies, their organisations, independent research organisations, scientific institutes, universities and publishing houses, and GHI members are permitted.
- 4.5 Individuals or organisations, whose interests are in conflict with the purpose of the Association because of political, economic or other reasons, are excluded from membership. Regular or scientific members could be scientists or organisations, that are scientifically independent e.g. universities, independent research institutions or associations, etc.

- 11.2 The Board is required to decide on the rules of procedure that will govern its internal organisation, the duties of each member of the Board and, in general, the method and accountability for the organisation as well as the implementation of the Association's work. Proposals to create or change the rules of procedure require greater than a 2/3 majority of the "yes and no" votes cast. The rules of procedure are valid until changed; this rule applies even in the period exceeding the terms of office and re-election of the Board.

In all cases in which the Supervisory Board is called upon to perform its oversight duties, it is important that emphasis is placed on the last sentence of the GHI Charter: "All of these will be done in an open, transparent manner, to avoid bias or the appearance of bias, political or otherwise."

The Supervisory Council Chair is therefore responsible for the following tasks:

3. Chairing the Supervisory Council.
4. Following the activities of GHI to determine that no activities take place that would affect GHI's impartiality or the perception that GHI is impartial.
5. Alerting the GHI Board in case of any suspicions of violation of GHI's impartiality.
6. Checking whether the Board responded to such a violation in an appropriate and effective manner.
7. Answering requests from the GHI Board about impartiality, in particular in case there is an intention to:
 - a. co-operate with other organisations; and/or
 - b. participate in projects.

In both cases there should be no agreement about keeping anything confidential, i.e., such cooperation or participation should be public and announced in the GHI Matters newsletter and on the GHI website.

8. Reporting any infringement of GHI's impartiality that is not addressed by the Board to the members of the General Assembly.

*Michaela Pichler, Veronika Haslinger and Huub Lelieveld, 8 March 2022
Updated 19 December 2022*

WEBMASTER AND DATA PROTECTION OFFICER TASK DESCRIPTION

WEBMASTER AND DATA PROTECTION OFFICER:

ASSISTANT WEBMASTER AND DATA PROTECTION OFFICER:

BOARD LIAISON TO THE WEBMASTER AND DATA PROTECTION OFFICER

GHI cannot function without a well-working website, which is the main communications medium to reach out to its members around the world, to its many stakeholders, and to the public. It is the system that provides information about the many different aspects of GHI including Working Groups and Ambassadors. Moreover, to retain the status of being an "Algemeen Nut Beogende Instelling (ANBI)" (Institution for General Benefit) in The Netherlands and therefore in the European Union (EU), GHI must have an informative, functioning website as an essential requirement.

The EU General Data Protection Regulation (GDPR) that became law in May 2020 requires that organisations actively protect personal data they store in databases. For GHI this mainly is concerned about the information provided by members when they apply for membership and create a GHI account. All persons who have data in the database have the right to change and update the data in their account. They also have the right to cancel their account at any time, in which case their account and all data will be immediately removed.

The law requires that organisations appoint somebody who is responsible for the protection of the data and in GHI this function has been delegated to the Webmaster, who therefore is also the GHI Data Protection Officer.

The Webmaster and Data Protection Officer:

1. Maintains the GHI website (www.globalharmonization.net), expands or reduces it as needed, based on information received from those responsible for the contents, such as:
 - a. The Board;
 - b. The General Assembly;
 - c. The Ambassadors, in particular the newly appointed ones;
 - d. The Working Group Chairs
 - e. The Working Group Director
 - f. The Communications Director
 - g. The Certificate Director
 - h. The Newsletter (GHI Matters) Editor
 - i. The Events Coordinator (for the Calendar page)
 - j. The Librarian
 - k. The Translations Officer

8. Maintains the webpage where food safety incidents can be reported anonymously. The data reported to this webpage can only be accessed by experts of the WG Global Incident Alert Networks (GIAN) who have signed the GHI [GDPR confidentiality agreement](#).

9. Ensures that the membership database is working properly:
 - a. When somebody applies for membership, the candidate member
 - I. receives a confirmation that the application has arrived;
 - II. the application is forwarded to the Membership Director; and

- III. after approval a message is sent to inform the applicant which contains the information to access his or her account, including choosing a password.
 - b. The database makes it possible to select members based on:
 - I. subjects of interest (e.g., beverages, biotechnology, or cereal and bakery products);
 - II. role in the organisation (e.g., Board, Director, Officer, Ambassador, or Working Group Chair);
 - III. country or region of residence;
 - IV. being a student; and/or
 - V. other information, as needed, for the proper functioning of GHI.
 - c. To send personalised messages to selected members.
- 10. Ensures that the data of the members are protected against abuse or that data are not disclosed to anybody not authorised. For that purpose anybody who wants access to the membership database needs
 - a. permission from the president or the vice president or a majority of the Board; and
 - b. to sign the GHI GDPR confidentiality agreement (attached).
- 11. Provides email addresses to GHI officers as needed:
 - a. ending at @globalharmonization.net (e.g., firstname.surname@globalharmonization.net").
 - b. automatically forwards emails with an unknown account name to either the president of GHI or to an assigned officer who will then try to identify the intended addressee; designates the message as undesirable, not needing a reply, or contacts the sender to find out for whom the message is intended.
- 12. In case of a breach in the security of the database shall without delay:
 - a. block access to all data; and
 - b. send an alarm message to the GHI Board members.

*Gunter Greil and Huub Lelieveld, 14 July 2020
Updated 19 December 2022*

COMMUNICATIONS DIRECTOR TASK DESCRIPTION

COMMUNICATIONS DIRECTOR:

ASSISTANT COMMUNICATIONS DIRECTOR:

BOARD LIAISON TO THE COMMUNICATIONS DIRECTOR:

GHI has been growing from less than 10 people in 2014 to greater than 1400 members in 2022 and from contacts with just a few to relations to relations with many scientific organisations. In addition, effective communication with scientific journals, professional magazines and publishers is essential to communicate our messages to targeted stakeholders and to the public. To be able to work with these scientists and organisations in such a manner that the goal of GHI, "Achieving consensus on the science of food regulations and legislation to ensure the global availability of safe and wholesome food products for all consumers" will be moved forward, effective and reliable communication is essential. Messages must be clear and addressed to GHI members and members of organisations that are being approached. It is important to avoid miscommunication that can be the result of using language that is ambiguous.

The Communications Director:

1. Helps GHI officers with internal and external communication, i.e.:
 - a. The Board and Directors;
 - b. The Ambassadors and Councillors;
 - c. The working group chairs and project leaders in working groups;
 - d. Editors of GHI books;
 - e. Scientific and organising committees of GHI congresses and GHI meetings at non-GHI events; and
 - f. Other GHI officers.
2. Uses the membership database to select members to whom messages should be sent. The selection may be based on the interest profile of the members, the nationality, country or region, their function (role) in GHI or any combination thereof.
3. Formats messages such that they can be personalised before being sent.
4. Maintains a database of scientific and professional organisations, including governments and supra-national bodies, for distribution of messages such as:
 - a. Announcements of GHI events (with requests for further distribution);
 - b. Calls for abstracts;
 - c. Consensus documents; and
 - d. Information sheets
5. Produces and maintains a database of addresses by country for press releases, including:
 - a. Magazines;
 - b. Journals;
 - c. Newspapers; and
 - d. Organisations
6. Communicates with "owners" of GHI social media such as:
 - a. LinkedIn;
 - b. Facebook; and
 - c. Twitter.

*Adriana Sterian (acting Communications Director) and Huub Lelieveld, 14 December 2020
updated 26 April 2021 and 19 December 2022*

EVENTS COORDINATOR TASK DESCRIPTION

EVENTS COORDINATOR:

ASSISTANT EVENTS COORDINATOR:

BOARD LIAISON TO THE EVENTS COORDINATOR:

Events include conferences, congresses, summits, exhibitions, and seminars aimed at informing members, stakeholders and the public whether live or online, or a combination of both.

Apart from events organised by GHI, there are many other events around the world that are relevant to the goal of GHI, events that may contribute to improving food safety and food (and nutrient) security. Such events may be a source of information and also an opportunity to meet scientists that may help in achieving our goal. They may be invited to join GHI. In many cases it is also possible for representatives of GHI to give presentation about GHI and what GHI is doing. Even if GHI is not represented at such meetings, they can be important to make GHI known among food scientists/engineers and those in closely related fields everywhere. For that reason GHI may endorse such meetings and use the opportunity to display GHI brochures, GHI books or other relevant material. In many cases GHI Ambassadors are involved in organising relevant events.

The Events Coordinator:

1. Is the focal point for questions about events.
2. Collects essential information about events that are likely to be relevant to GHI:
 - a. name of the event;
 - b. scientific organisation(s) that is organising the event;
 - c. detailed location information;
 - d. dates;
 - e. link to the event's website;
 - f. key members of their Scientific Committee;
 - g. key speakers;
 - h. registration fees; and
 - i. housing options.
3. Ensures that those events relevant to some GHI members are listed in GHI Matters, the newsletter of GHI and in the events calendar on the GHI website.
4. Replies to invitations to GHI to provide:
 - a. members for the Organising Committee;
 - b. members for the Scientific Committee;
 - c. speaker(s); and
 - d. chair(s).
5. Replies to requests to endorse the event (following an agreed GHI protocol).
6. Takes initiatives to offer
 - a. speaker(s);
 - b. chair(s);
 - c. members of the Organising Committee;
 - d. members of the Scientific Committee and
 - e. organisation of GHI session(s).

LIBRARIAN TASK DESCRIPTION

LIBRARIAN:

ASSISTANT LIBRARIAN:

BOARD LIAISON TO THE LIBRARIAN:

There are many members of GHI who are writing articles and giving presentations about food safety and security, and related topics. These articles and presentations may be useful for other GHI members when they are involved in writing articles, chapters for books or for preparing presentations. For that reason GHI has created a library. To ensure that the library is indeed useful, there need to be a structure, reminders to submit materials, and also an updating anytime an article, book or presentation is made available to the library.

The Librarian:

1. Designs a structure for the library webpage, considering the types of publication, such as:
 - a. Articles;
 - b. Books;
 - c. Presentations;
 - d. Translations;
 - e. Press releases;
 - f. Official GHI documents, such as:
 - the Constitution;
 - consensus protocols; and
 - consensus documents;
 - g. Reports of meetings:
 - Board and Leadership;
 - General Assembly; and
 - Working groups.
2. Is responsible for the information on the library webpage (<https://www.globalharmonization.net/library>) that should include as much information as possible such as:
 - a. Correct names of authors and editors;
 - b. Contact information for at least the lead author or editor:
 - email address;
 - affiliation (name of institute, location, country);
 - c. Date of publication;
 - d. Name of journal or book;
 - e. Title of article or chapter;
 - f. Publisher;
 - g. ISBN;
 - h. Link for downloading:
 - the publication from the GHI Library;
 - information from the source of articles or chapters that cannot be downloaded from the GHI site; or
 - publisher's information about GHI relevant books.
3. Asks the authors and/or editors to supply any of the missing details and/or to upload the articles or presentations (dedicated web link to be provided by the webmaster).
4. Sends the information to the GHI Webmaster for uploading on the webpage.

5. Writes a summary of what is available for publication in GHI Matters and updates this information regularly (if possible every two months).
6. Any other information that has been submitted and is judged to be relevant to GHI.

*Huub Lelieveld, 14 July 2020
Updated 19 December 2022*

SENIOR ADVISOR TASK DESCRIPTION

SENIOR ADVISOR:

ASSISTANT SENIOR ADVISOR:

BOARD LIAISON TO THE SENIOR ADVISOR:

Background

GHI has become a large organisation and GHI is productive, but coordination of the many different activities has become a task that is too big for any one person. Initially, with just a 100 members and 5 officers, in addition to the Board, the many activities were easy to handle by the GHI president. Now, with more than 1400 members, of which there are about 40 active officers and 100 ambassadors, it has become a task that requires more time and effort than can be done solely by the president. Also the tasks of the individual officers are becoming larger and more complex. This means that to make sure that GHI continues to work effectively to achieve its goal, "Achieving consensus on the science of food regulations and legislation to ensure the global availability of safe and wholesome food products for all consumers", more motivated and competent officers and Board members will be needed.

The officers and Board members need to know what their tasks and responsibilities are. Hence accurate task descriptions are needed, not only for the current officers and Board members, but even more so for new officers and Board members before assuming one of these positions. These task descriptions may be used when announcing vacancies for officer or Board member positions.

To produce and document a workable organization structure that shows the various functions in GHI and to produce accurate and clear task descriptions would benefit from having a competent senior adviser and assistant. Their first task description would be for their own positions. As with many Task Descriptions, the tasks already exists but are being done without a clear description.

The task of the Senior Advisor is to advise on:

- Task descriptions for all GHI officers, including Board members, directors and ambassadors. This includes making sure that:
 - a. the descriptions are complete;
 - b. the responsibilities for each position are clearly defined;
 - c. there are no conflicts between the responsibilities of various positions:
 - the descriptions are unambiguous and clear;
 - c. Messages of the President of GHI to officers and members in general are reviewed to prevent errors, such as ambiguous texts that may lead to confusion and conflicts;
 - d. Composition of committees needed to plan and organise GHI meetings, such as congresses, conferences and summits needs to be determined.

*Veslemøy Andersen and Huub Lelieveld, 18 June 2020
Updated 19 December 2022*

NEWSLETTER EDITOR TASK DESCRIPTION

NEWSLETTER EDITOR:

ASSISTANT NEWSLETTER EDITOR:

BOARD LIAISON TO THE NEWSLETTER EDITOR:

Overview: The Newsletter and Assistant Newsletter Editors shall be responsible for assembling GHI Matters, the GHI newsletter, which currently published in the African Journal of Food, Agriculture, Nutrition and Development (AJFAND) and to also send to all GHI members by e-mail. The Editors shall also work with the many different GHI entities to obtain appropriate copy for the newsletter. The Editors shall also be responsible for liaison with AJFAND. The Editors are encouraged to write an appropriate Editor's letter and encourage the President to write a President's letter.

More information:

GHI has been growing from less than 500 people in 2014 to more than 1400 members in 2022 and from contacts with just a few to relations with many scientific organisations. It is important that the members of GHI receive information in relation to the goal and activities of GHI that they may need. GHI currently has 20 working groups and more than 100 ambassadors. That these officers are provided with correct and up-to-date information is important and the newsletter of GHI, "GHI Matters" is the vehicle for rapidly and comprehensively distributing that information. Information that needs to be included in the newsletter are:

1. A message from the president.
2. A message from the editor
3. Information about GHI events such as GHI congresses and other events in which GHI is involved.
4. News from:
 - a. Board members;
 - b. Directors;
 - c. Working groups;
 - d. Ambassadors and councilors; and
 - e. Editors of GHI books.
5. Any other information that has been submitted and is judged to be relevant.

The Newsletter Editor therefore:

1. Asks the president (or vice-president if the president is not available) to provide the President's Message, an introduction to all issues of GHI Matters.
2. Write the Editor's Message.
3. Asks all other Board members to write a short message if there is anything they need to tell the GHI membership.
4. Asks all directors, coordinators and other officers for their messages, e.g.:
 - a. The director of the Ambassador Programme about new ambassadors;
 - b. The membership director about the number of new members (but NEVER names of new members, see [Privacy Statement of GHI](#));
 - c. The events coordinator may announce forthcoming events, including information, such as:

- i. discounts for GHI members; and
 - ii. submission of abstracts;
 - d. The translations officer may announce new translations;
 - e. The librarian may announce new downloadable documents; and
 - f. The working group coordinator may announce the progress of the working groups and/or the forming of new working groups.
5. Invites GHI ambassadors and councilors to report about issues in their country or region regarding:
- a. Food safety issues that have global relevance;
 - b. Events related to food safety and security, and if needed consults with the events coordinator:
 - i. to provide the name, place, date and website; and
 - ii. the language(s) being used and if there is simultaneous translation.
 - c. Any other matter that is important.
- Because of the large number of ambassadors (>100), a schedule may be made such that every ambassador is invited to share information at least twice a year.
6. Asks the editors of GHI books and other relevant books edited by GHI members to report about:
- a. Progress and delays with books under development; and
 - b. Updates on publishers, publication dates, revisions, etc.;
7. Asks GHI members, via the newsletter, to provide detailed information about relevant books and other publications.
8. Ensures that the information in GHI Matters about books (written or edited by members of GHI) is correct and provides:
- a. Links to websites for ordering; and
 - b. The code GHI30 when ordering from Elsevier for a 30% discount.
9. Ensures that notice of the due date deadline for materials for GHI Matters is conveyed to all GHI members that might or ought to have something to contribute.
10. Ensures that the edited text is sent to the appropriate person at the African Journal of Food, Agriculture, Nutrition and Development (AJFAND),
11. Ensures that GHI members are aware when a new newsletter is available.
12. Ask an experienced English editor to check contributions that do not look grammatically correct. This may be the editorial advisor or a member of the working group on science communication.

To avoid that addressees overlook messages, they should always be personal, preventing them from incorrectly going to the recipient's spam folder. Therefore, messages may be sent to the communications director who may send out personalized messages to the various groups of addressees.

*Huub Lelieveld, 12 January 2021
Updated 19 December 2022*

REGULATORY ADVISOR TASK DESCRIPTION

REGULATORY ADVISOR:

ASSISTANT REGULATORY ADVISOR:

BOARD LIAISON TO THE REGULATORY ADVISOR:

The Regulator Advisor shall assist GHI in assuring that it meets the requirements of its Constitution and the governments of those places where its activities subject them to these government's rules.

LEGAL ADVISOR TASK DESCRIPTION

LEGAL ADVISOR:

ASSISTANT LEGAL ADVISOR:

BOARD LIAISON TO THE LEGAL ADVISOR:

The Legal Advisor provides assistance with coordinating the following and understanding of regulations by governments around the world that impact on food safety and food security.

COOPERATION COORDINATOR TASK DESCRIPTION

COOPERATION COORDINATOR:

ASSISTANT COOPERATION COORDINATOR:

BOARD LIAISON TO THE COOPERATION COORDINATOR:

The Cooperation Coordinator is tasked with establishing and tracking cooperative agreements with other organizations such as NGO, particularly scientific organizations. Such agreements will require the approval of the Supervisory Council and the Board and following approval of the MOU, a sign off by the appropriate officer(s) of the Board as specified in the Constitution.

AUDITORS TASK DESCRIPTION

AUDITORS:

ASSISTANT AUDITORS:

BOARD LIAISON TO THE AUDITORS:

Auditors: They are appointed by the Board and function as indicated in the Constitution.

GHI BOOKS EDITORIAL MANAGER TASK DESCRIPTION

GHI BOOKS EDITORIAL MANAGER:

ASSISTANT GHI BOOKS EDITORIAL MANAGER:

BOARD LIAISON TO THE GHI BOOKS EDITORIAL MANAGER:

GHI Books Editorial Manager: As GHI has an active book preparation program, it is the role of the editorial manager to be the liaison that is in touch regularly with all of the active book editors and with the book's publishers to be sure the process is going smoothly. Any issues shall be brought to the attention of the Board.

GHI BOOK EDITOR(S) TASK DESCRIPTION

GHI BOOK EDITOR(S):

ASSISTANT GHI BOOK EDITOR(S):

BOARD LIAISON TO THE GHI BOOK EDITOR(S):

GHI Book Editors (and Co-Editors) are responsible for “their” book. As such, they are the primary contact with the chapter authors and editing of the submitted material, particularly to avoid any text that might be inappropriate for GHI. They also need to coordinate the final assembly of the book and the specific interactions with the publisher for their book. They are also expected to help with the dissemination/sales of the book.

GRAPHIC DESIGNER TASK DESCRIPTION

GRAPHIC DESIGNER:

ASSISTANT GRAPHIC DESIGNER:

BOARD LIAISON TO THE GRAPHIC DESIGNER:

The Graphic Designer works with the Webmaster (and Assistant Webmaster) to improve the graphics of the GHI website. The holder of this position may also be asked to help with other documents, especially “posters” and “flyers” that may be needed by various arms of the GHI and benefit from graphic design help.

CERTIFICATION DIRECTOR TASK DESCRIPTION

CERTIFICATION DIRECTOR:

ASSISTANT CERTIFICATION DIRECTOR:

BOARD LIAISON TO THE CERTIFICATION DIRECTOR:

The Certification Director is responsible for preparing (possibly with the help of the Graphic Designer) various certificates that GHI may choose to offer in the course of its activities. All such certificates need to be approved by the Board and the recipients of such certificates need to be approved by the Board either specifically or through a blanket authorization for those meeting a specific set of criterion.

PROJECT PARTICIPATION COORDINATOR TASK DESCRIPTION

PROJECT PARTICIPATION COORDINATOR:

ASSISTANT PROJECT PARTICIPATION COORDINATOR:

BOARD LIAISON TO THE PROJECT PARTICIPATION COORDINATOR:

The Project and Deputy Project Participation Coordinator are responsible for assuring that projects, particularly any grants or contracts, are carried out properly. They shall also assist the Board in identifying potential participants in such projects and to update the Board of the status of such projects on a regular basis as determined by the Board.

TRANSLATION OFFICER TASK DESCRIPTION

TRANSLATION OFFICER:

ASSISTANT TRANSLATION OFFICER:

BOARD LIAISON TO THE TRANSLATION OFFICER:

The Translation Officer is responsible for assisting Ambassadors with translating critical documents into the languages of record in different countries. The Board shall approve a document for translation, either into a limited set of languages or into as many as possible. The Ambassadors shall be responsible for disseminating such documents in their respective countries after working with the Translation Officer to be sure the text has been properly translated.

SOCIAL MEDIA COORDINATOR TASK DESCRIPTION

SOCIAL MEDIA COORDINATOR:

ASSISTANT SOCIAL MEDIA COORDINATOR:

BOARD LIAISON TO THE SOCIAL MEDIA COORDINATOR:

The Social Media Coordinator shall actively seek to put significant GHI information worthy of dissemination to the public on multiple social media platforms in conjunction with the Communications and Assistant Communications Directors.

FOOD SAFETY AUTHORITIES OFFICER TASK DESCRIPTION

FOOD SAFETY AUTHORITIES OFFICER:

ASSISTANT FOOD SAFETY AUTHORITIES OFFICER:

BOARD LIAISON TO THE FOOD SAFETY AUTHORITIES OFFICER:

The Food Safety Authorities Officer shall be responsible for providing as much up-to-date information about regulations in various countries to be posted on the GHI website. The Officer shall also maintain an up-to-date list of the appropriate authorities to contact in all countries if GHI shall have a “whistle-blower” report that is deemed sufficiently documented and of concern that it needs to be shared with a government official in that country. The Officer shall try to develop a working relationship with the appropriate regulatory food safety authorities in the different countries, particularly those that are major exporters and importer of food. The Food Safety Authorities Officer shall maintain appropriate contact with the Regulatory Advisor and the Legal Advisor.