



Better Brick Nepal

Operating Procedure (OP)
Development of Standards

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Standard Operating Procedure (SOP) Development of Better Brick Nepal Standards

1. INTRODUCTION

The purpose of this document is to describe the process for the development of BBN standards. GoodWeave International (GWI) is leading the development of the BBN certification standard in partnership with the Global Fairness Initiative and BrickClean Group Nepal (BCN). The procedure is designed to reflect GoodWeave's commitment to continuing to meet the ISEAL Code of Good Practice for Setting Social and Environmental Standards.

Definitions:

- 'Project' refers to the development or revision of a Standard of any type for BBN.
- 'Standard' refers to generic and country specific/regional standards.
- 'Consensus' refers to a general agreement, characterized by the absence of sustained opposition to substantial issues by any part of the concerned interests. Consensus need not imply unanimity.
- 'GoodWeave International (GWI)' refers to the GWI Secretariat.
- The 'website' referred to below is www.goodweave.org/brick.

1.1 Overview of the BBN Standard

The BBN standard sets out the requirements that participating kilns must meet before they can qualify for BBN certification.

1.2 Decision Makers

Final decision-making authority on the content of standards rests with the BBN Standards Committee (SC). GWI defines the goals and objectives of the SC's standard development work in consultation with the project partners. GWI also reviews the work of the SC to determine whether it followed this standard development process properly, and if approved, determines procedures for the implementation of the BBN standard.

GWI appoints members to the SC, consisting of representatives of the key stakeholders for the BBN standard, including the brick industry, project partners, government departments, and NGOs and other external experts representing issue expertise on child rights and worker rights.

GWI manages the process of arriving at or reviewing the BBN standard and undertakes the research and coordination work to support their development and maintenance.

2. PROCEDURE FOR DEVELOPING OR REVISING STANDARDS

2.1 Project Proposal

A Project may be proposed by the project partners or other stakeholders. GWI may also propose projects as a result of adherence to review cycles, (see 3.3), of analysis of monitoring and evaluation of standards or of receipt of a complaint. The procedures that follow apply both to the development of new standards and to the revision of existing standards.

2.2 Review of Project Proposals

Where a substantial need for a Project can be identified, GWI will consider the proposal. The needs assessment looks at: whether the proposal fits into the strategic direction of GoodWeave and BBN, whether other existing standards or standards in development already encompass the expressed need, and whether funding and resources can be secured. It also evaluates the urgency of the project. GWI, in consultation with the Chair of the SC, makes a decision whether to approve the Project.

2.3 Definition of Project Scope and Planning

Once a Project proposal has been approved, GWI commences a planning stage. The planning activities generate the scope, objectives, timelines, work plans, budget and allocation of responsibilities. A responsible person is assigned to serve as the main contact point for the Project.

Additional activities carried out during the planning stage include:

- An initial assessment of risks in implementing the standard and how to mitigate for them;
- Identification of all stakeholders – both internal and external – who will receive communications and who will be consulted over draft standards. External stakeholders may include consumers, retailers, unions, NGOs, governments, authorities, trade bodies and researchers, etc. Particular attention should be given to proactively identifying and involving disadvantaged groups that face barriers to participation.

The output from the planning stage is a Project Description (this may also be referred to as the project terms of reference).

2.4 Research

At the research stage of a project, input from stakeholders, internal sources and external sources is collated. This work is undertaken by GWI, but in some cases a decision can be made to outsource the research stage of a Project. The nature of the research undertaken varies according to the type of Project, but may include questionnaires to stakeholders, individual meetings, expert input, reviews of other existing standards and/or pilot studies.

During this stage, GWI will prepare a Public Summary that is posted on the website, which shall include:

- Contact information;
- A summary of the Project Description, including the scope, objectives, rationale and needs justification;
- A timeline for the standard-setting process, including opportunities to contribute, and decision-making procedures.

Throughout the research stage of a Project, GWI works to develop a draft Standard reflecting the data and responses from stakeholders.

2.5 Consultation

Once a draft Standard has been prepared, a formal consultation exercise with stakeholders is commenced. The initial draft of a Standard is sent to the SC, whose members will be given at least 15 days to comment. Their comments will be incorporated into the draft Standard, which will then be sent to stakeholders with a request for feedback. It is also posted on the website.

The public is involved in the consultation in at least two rounds. Each public consultation period shall last no less than 60 days. However, in cases where an urgent need is identified and it is justified in writing by the SC, the consultation period may be reduced to no less than 30 days. In cases where unresolved issues do not persist after the first round, the SC may decide that a second round will not take place. In case of non-substantive changes (e.g. correction of mistakes and necessary clarification of intentions and guidance of the standards) the amendments may be undertaken without a consultation round at all.

GWI receives and reviews all comments from stakeholders on the draft Standard as well as the Public Summary. GWI incorporates the feedback and – if applicable – the results from additional research, as appropriate, in a revised draft Standard.

The cycle of consultation with the SC, stakeholders, revision and communication of revisions to stakeholders is repeated as often as necessary to resolve relevant

issues. At this point a final draft, judged suitable for submission to the SC as the approving body, is said to have been prepared.

2.6 Decision-making

The SC will consider whether it believes a consensus has been reached among a balance of interested parties in favour of the content of the draft Standard (or part of the Standard). If a vote is required, the SC follows the decision-making process outlined in the SC Terms of Reference, section 4.2.

GWJ shall submit the following to the SC for decision-making:

- The most recent version of the draft Standard;
- A report explaining the main issues and concerns raised during the standard development process and how these have been addressed;
- A summary of all comments received during the last round of public consultation and their treatment.

Where conflicting views are identified during the consultation process, GWJ shall coordinate discussion by the SC on how to address these in the draft Standard. The results of these discussions and any decisions shall be documented by GWJ and circulated to the SC.

If, after a reasonable period of time that would not normally be less than one year, the SC determines that a consensus on a final draft cannot be reached, it shall instruct GWJ to prepare a report outlining those areas where consensus has not been reached, along with a description of the unresolved issues, including a summary of all related stakeholder comments.

Based on a review of this report, the SC shall consider the outstanding issues and draft recommended language. Depending on the nature and complexity of the issues involved, the SC may choose to conduct additional review(s) before finalising draft language for areas lacking consensus. Once this drafting has been completed, the final approval process shall proceed according to the decision-making process detailed in the SC Terms of Reference.

2.7 Approval

A final draft must be formally approved in order to be introduced as a Standard. The draft Standard is referred to the SC normally to its next meeting for decision making on the content of the Standard.

Taking into account deliberations during the SC review, the Committee Chair shall prepare a formal motion to the effect that the final draft:

- Meets the aims, scope and objectives specified (as per the Project Description/Public Summary);
- Has undergone sufficient consultation and testing to have identified the likely impacts of implementation;
- Based on the level of consensus in stakeholder comments merits the approval of the SC.

The SC will approve the final draft if its analysis affirms this motion; it will reject the final draft if it deems otherwise. If a draft is not approved, the SC will provide guidance to GWI as to amendments that should be made and further research that is required. In this case, a Project or parts of it effectively returns to the research stage and the draft Standard must go through the subsequent steps of drafting and consultation with stakeholders prior to submission to the SC for final approval.

2.8 Adoption

The BBN partners review the work of the SC and determine whether a proper process was adhered to in the development of the content of the Standard. GWI shall prepare a report for BBN partner's consideration, which:

- Summarises the standards development process;
- Includes a clear statement as to whether the process complied with the relevant policies and procedures;
- Includes a clear description of any departures from these procedures;
- Includes the decisions of the SC.

If the process is approved, and GWI affirms that the Standard is consistent with the objectives approved when its development was initiated, GWI determines the necessary steps to implement the Standard. If the process is not approved, GWI with input from the project partners determines the necessary corrective actions, and the Project or parts of it effectively return to the appropriate stage of development.

3. IMPLEMENTATION AND REVIEW OF AN APPROVED STANDARD

3.1 Implementation

The procedures for implementation of an approved standard will be determined by the project partners. At a minimum these shall include:

- Editing and publication

- Application and timetable for compliance
- Training
- Monitoring and Evaluation
- Complaints against BBN standards

3.2 Ongoing Stakeholder Feedback

Once published, stakeholders may comment to the contact point found on the website and may submit proposals to be taken into account during future review cycles (see 3.3). GWI continually accepts feedback from internal and external stakeholders about the application of the Standard in practice, which is documented and added to the comments from stakeholders.

3.3 Review Cycle

GWI will undertake a review of a Standard at least every five years. The review will include a formal comment period and the results from the monitoring and evaluation activities. The Review may lead to a Project proposal for the revision of a Standard, which if approved follows the process described in 2.1-2.6.

4. INFORMATION

All relevant and applicable public documents related to a Project are placed on the website and hence made available to stakeholders and the public. This includes project descriptions/public summaries, consultation documents, synopsis papers from consultation rounds, drafts, final drafts, decisions of the SC and this standard setting procedure. On request, all these documents are also available as hard copy, if necessary against payment of an administrative fee.

GWI shall notify all parties that commented during the consultation process of the availability of these documents and any feedback received shall be shared with the Standards Committee.

5. DOCUMENTATION

All records related to a Project are kept for at least five years. Electronic copies are kept as existing and back-ups are made as often as deemed necessary.

6. REFERENCES

SC Terms of Reference