

<b>GWI Document ID:</b> SOP2	<b>Document Title:</b> Development and Revision of GoodWeave Standards
<b>Version #:</b> 5.1	<b>Release Date:</b> 3/18/22



# **GoodWeave International**

## **Standard Operating Procedure (SOP)**

### **Development of GoodWeave Standards**

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## 1. Scope

This document describes the process for the development and revision of GoodWeave standards. Exporters and importers must meet GoodWeave standards in order for their products to carry any GoodWeave certification. The procedures that follow apply to the development of new standards and to the revision of existing standards.

## 2. Definitions:

- Major revision - significant updates to an existing GoodWeave Standard
- Minor revision - non- substantive updates to an existing GoodWeave Standard
- '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.
- 'Board', 'Executive Leadership Team' and 'Secretariat' are used in reference to GoodWeave International (GWI).
- The 'website' referred to below is the GWI website, [www.GoodWeave.org](http://www.GoodWeave.org).

## 3. References

T01 Standards Committee Terms of Reference

## 4. Procedure

### 4.1. Decision Makers

- 4.1.1. Final decision-making authority on the content of standards rests with the GoodWeave Standards Committee (SC).
  - 4.1.2. The Executive Leadership Team (ELT) defines the goals and objectives of the SC's standard development work.
  - 4.1.3. The Director of Standards and Certification 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 GoodWeave standards.
  - 4.1.4. The ELT appoints members to the SC, consisting of representatives of the key stakeholders for GoodWeave standards, including rug manufacturers, importers, retailers, and NGOs representing child rights, workers rights and environmental protection, as well as other external experts.
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- 4.1.5. The Secretariat manages the process of arriving at or reviewing GoodWeave standards and undertakes the research and coordination work to support their development and maintenance.

## **4.2. Research**

- 4.2.1. Before beginning the development of a new standard or a major revision, as well as at any stage during the development or revision process, the Secretariat may conduct research, which includes gathering input from internal sources, external sources, the Standards Committee and/or other stakeholders
- 4.2.2. The nature of the research undertaken varies according to the type of Project, but may include desk-based or field-based research, questionnaires, individual meetings, workshops, expert input and reviews of other existing standards as well as pilot projects.
- 4.2.3. The Secretariat may outsource the research.

## **4.3. Development of new standards or major revisions**

- 4.3.1. A new standard or major revision may be proposed to the ELT by any of its members, the Board or the Secretariat for a variety of reasons. For example, the Secretariat may propose a new standard or major revision as a result of adherence to review cycles (see 3.6), analysis of monitoring and evaluation of standards (see 3.4), feedback from stakeholders (see 3.5), or receipt of a complaint or expansion to new geographic areas or industries.
- 4.3.2. Where a substantial need for a new standard or major revision is identified, the ELT considers the proposal. For new standards, the ELT evaluates whether the proposal fits into the strategic direction of GoodWeave, whether other existing standards or standards in development already encompass the expressed need, and whether funding and resources can be secured.
- 4.3.3. The ELT, in consultation with the Chair of the SC, makes a decision whether to approve development of a new standard or a major revision.

## **4.4. Definition of Project Scope and Planning**

- 4.4.1. Once the development of a new standard or a major revision has been approved, the Secretariat 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.
- 4.4.2. Additional activities carried out during the planning stage include:
- An initial assessment of risks in implementing the standard and how to mitigate for them;
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- Identification of all stakeholders – both internal and external – who will receive communications and who will be consulted. External stakeholders may include consumers, retailers, unions, NGOs, governments, standard-setting organizations, trade bodies and researchers, etc. Stakeholder identification includes proactively identifying disadvantaged groups that may face barriers to participation.

4.4.3. The main outputs from the planning are documented in a Project Description (also referred to as Terms of Reference).

4.4.4. Once the Project Description is completed, the Secretariat will inform other organizations that have developed similar international standards about the standard development or revision, and encourage their participation in the process. The Secretariat will also seek input from them on the key elements of the Project Description (such as the scope, objectives, risks, etc.)

4.4.5. The Secretariat prepares a Public Summary that is posted on the website for further input from other stakeholders, which includes

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

#### **4.5. Drafting and Public Consultation**

4.5.1. Throughout the drafting and public consultation stage of a Project, the Secretariat works to develop a draft Standard reflecting the data gathered through research and responses from stakeholders.

4.5.2. Once a draft Standard has been prepared, a formal consultation exercise with stakeholders is commenced.

4.5.3. The initial draft of a Standard is sent to the SC, whose members will be given at least 15 working 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.

4.5.4. The public is involved in the consultation in at least two rounds for new standards and at least one round for revision of existing standards. The first public consultation period lasts no less than 60 days and subsequent rounds are no less than 30 days.

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4.5.5. GoodWeave takes measures to ensure that underrepresented or disadvantaged stakeholders are engaged in the public consultation process. Specific stakeholder groups that should be included in the public consultation are workers, survivors of child, forced and bonded labor and small civil society organizations in producing countries. GoodWeave makes efforts to address any constraints faced by these stakeholders including language barriers and costs of participation. If necessary translations of the draft standard are provided and GoodWeave may provide compensation to underrepresented or disadvantaged stakeholders for the time they spend engaged in consultation.

4.5.6. In cases where substantive, unresolved issues persist, or if insufficient feedback was received, the SC may decide additional rounds of consultation are needed. 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 public consultation round.

4.5.7. The Secretariat receives and reviews all comments from stakeholders on the draft Standards.

4.5.8. The Secretariat incorporates the feedback and – if applicable – the results from additional research, as appropriate, in a revised draft Standard.

4.5.9. At the end of each public consultation, a report is prepared summarizing the main issues and concerns raised during the public consultation. All stakeholders who provide comments are provided with a copy of this report.

4.5.10. 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.

#### **4.6. Decision-making**

4.6.1. The Secretariat 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;
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- A summary of all comments received during the last round of public consultation and their treatment.

4.6.2. 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. The process requires participation from both industry and NGO representatives on the SC and shall ensure that no single group can dominate or control decision-making.

4.6.3. Where conflicting views are identified during the consultation process, the Secretariat 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 the Secretariat and circulated to the SC.

4.6.4. 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 the Secretariat 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.

4.6.4.1. Based on a review of this report, the SC shall consider the outstanding issues and draft recommended language.

4.6.4.2. 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.

4.6.4.3. 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.

#### **4.7. Approval**

4.7.1. A final draft must be formally approved in order to be introduced as a Standard.

4.7.2. The draft Standard is edited for presentation in perfect English and then 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 in the Project Description;
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- 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.

4.7.3. The Standards Committee will approve the final draft if its analysis affirms this motion; it will reject the final draft if it deems otherwise.

4.7.4. If a draft is not approved, the SC will provide guidance to the Secretariat as to amendments that should be made and further research that is required. In this case, a new or revised standard 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.

#### **4.8. Adoption**

4.8.1. The ELT reviews the work of the SC and determines whether a proper process was adhered to in the development of the content of the Standard. The Secretariat shall prepare a report for the ELT'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.

4.8.2. If the process is approved, and the ELT affirms that the Standard is consistent with the objectives approved when its development was initiated, the ELT determines the necessary steps to implement the Standard. If the process is not approved, the ELT provides guidance to the Secretariat on the necessary corrective actions, and the Project or parts of it effectively return to the appropriate stage of development.

#### **4.9. Implementation of new and revised standards**

4.9.1. Once a draft Standard has been formally approved by the SC and adopted by the ELT, it is prepared for presentation on the website, including any final copy-editing and formatting.

4.9.2. The English version of a Standard is the only valid version of the Standard. The Secretariat makes a judgement as to the need to provide the Standard in other languages and appropriate translations are arranged.

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4.9.3. Before the new or revised Standard is published, the ELT will make a determination of the timeline for its implementation and effective date. The final approved English version of a Standard is published within a month after this decision by the ELT on the website.

4.9.3.1. If there is a significant delay (more than 3 months) between the SC approval of a standard and the ELT decision on the timeline or effective date, as an interim step the final approved draft of the Standard is published on the website along with an indication that the implementation timeline is under review. It is also circulated to all internal and external stakeholders who are directly affected by the implementation of the standard and any parties that commented during the consultation process.

4.9.4. Any approved translations of a Standard are published on the website as they become available.

4.9.5. Following publication, an interim period may be allowed before a Standard becomes effective. The date of entering into force is clearly indicated in the published standard. A certain period may be granted to manufacturers to make preparations to comply with the Standard.

4.9.6. If necessary, training sessions in respect of a Standard will be arranged by GoodWeave for the relevant stakeholders responsible for implementing the Standard, particularly producers, as well as GoodWeave personnel.

#### **4.10. Monitoring and Evaluation**

4.10.1. The Secretariat takes appropriate steps to monitor and evaluate the results of introducing the Standard in order to inform future reviews cycles (see 3.6).

4.10.2. Once published, stakeholders may comment to the GoodWeave contact point found on the website and may submit proposals to be taken into account during future review cycles (see 3.6). The Secretariat continually accepts feedback from internal and external stakeholders about the application of the Standards in practice, which is documented and added to the comments from stakeholders.

#### **4.11. Minor Revisions**



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- 4.11.1. Non-substantive changes to a standard can be made by circulating a draft of the changes to the Standards Committee along with a rationale for the changes.
- 4.11.2. The Standards Committee is given 30 days to respond to the proposed changes with any comments or concerns.
- 4.11.3. If there are no objections to the minor revision, the updated standard is published. By their nature, non-substantive changes to do not require research, public comment, formal adoption or a timeline for implementation

#### **4.12. Review**

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

#### **4.13. Documentation**

- 4.13.1. All relevant and applicable documents related to a Project are placed on the website and hence made available to stakeholders and the public. This includes: updates to work plans, project descriptions, public summaries, consultation documents, synopsis papers from consultation rounds, drafts, final drafts, decisions of the SC and this standard setting procedure. The Secretariat 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.
  - 4.13.2. 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.
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