

Bonsucro Standard Development and Revision Procedure

Version 1.4

1 PURPOSE AND SCOPE

- 1.1 This document specifies the procedure to be followed by Bonsucro for the development of any new Bonsucro international standards and when substantive changes to existing Bonsucro international standards are required to be made.
- 1.2 The purpose of this procedure is to ensure all Bonsucro Standards are and remain effective and credible by incorporating the values of transparency, participation and fairness into the processes for their development, and through compliance with international best practice for standards development.

2 DEFINITIONS

- 2.1 Consensus: General agreement, characterized by the absence of sustained opposition to substantial issues by an important part of the concerned interests and by a process seeking to take into account the views of interested parties, particularly those directly affected, and to reconcile any conflicting arguments. NOTE – Consensus need not imply unanimity.
- 2.2 Interested party: Any person or group concerned with or directly affected by a standard – used synonymously in this procedure with the term stakeholder.
- 2.3 Non substantial changes: Typographical errors, minor inconsistencies, mistakes in references
- 2.4 Reviewing: The process of analysing comments and feedback received to determine a standard's continued effectiveness. A review shall consider whether the standard should be formally and publicly revised.
- 2.5 Standard: Document that provides, for common and repeated use, rules, guidelines or characteristic for products or related processes and production methods, with which compliance is not mandatory. For the purpose of this procedure, the procedure shall be followed when reviewing and revising the Bonsucro Production Standard. The Bonsucro Chain of Custody Standard should follow this procedure.

3 REFERENCES

- 3.1 Guidelines: ISEAL Code of Good Practice for Setting Social and Environmental Standards (v. 6.0)
- 3.2 Procedures: Bonsucro Complaints Resolution Process

4 DECISION TO DEVELOP OR REVISE A NEW BONSUCCRO INTERNATIONAL STANDARD

- 4.1 Proposals to develop or review a new standard may be submitted by any interested party and shall be logged centrally in the 'ticketing' document maintained by Bonsucro Secretariat.
- 4.2 The decision to develop or review a new Bonsucro standard shall rest with the Bonsucro Board of Directors (BD), advised by the Bonsucro Technical Advisory Board.
- 4.3 Bonsucro standards shall be reviewed on an ongoing basis, with the period of the next review not exceeding 5 years from adoption of the previous version of the standard.
- 4.4 The date of the subsequent scheduled review shall be made publicly available and shall be included in the standard.
- 4.5 A review process shall consider a standard's continued relevance, effectiveness, and whether external circumstances have changed to the point where change is required.
- 4.6 After each review, a recommendation shall be made by the Bonsucro Secretariat to the TAB on whether a revision shall be recommended to the Board of Directors.
 - 4.6.1 Reasons why a revision process may be recommended and initiated are:
 - a) Stakeholder and/or internal Bonsucro feedback as captured in the issue log.
 - b) New scientific developments
 - c) Change in legislation
 - d) Any other significant change in the sugarcane production and supply chain industry
 - e) Lack of relevance of the Bonsucro Production Standard
- 4.7 If the development or the revision of a Standard is approved, the Board of Directors shall direct TAB to establish
 - 4.7.1 the Terms of Reference for the project which frame the work of the Working Group (WG) and which include
 - a) Clear objectives of the Standard Revision that the standard seeks to achieve, in particular those objectives that focus on social, environmental and/or economic aspects
 - b) Key areas for which the WG shall develop Standard indicators
 - c) Key areas the WG shall investigate before developing Standard indicators
 - d) Instructions to the WG to produce drafts of the revised Standard both prior to and following stakeholder feedback, including justification of the proposed changes, and an assessment of risks and impact of each change
 - e) Expected timeframe for the revision process
 - 4.7.2 A Working Group, ensuring a balance of interest between different geographies, expertise, stakeholder groups and expertise, so that no stakeholder group can control decision making. The WG will include individuals based on the following criteria:
 - a) Expert knowledge and/or experience of the issue(s) under consideration
 - b) Capacity to contribute a wide range of viewpoints, for example of different socio-economic, geographic, cultural, gender, organisational and size of interest, including small and medium circumstances
 - c) Represent potentially affected stakeholders
 - d) Understanding of Bonsucro's mission and vision, including knowledge of the Bonsucro's systems and procedures

- 4.8 The WG shall as a minimum include a designated Project Manager from the Bonsucro Secretariat and external consultants, if necessary.
- 4.9 The WG shall as a minimum include one representative from Bonsucro Member Council and one member from Bonsucro Technical Advisory Board. Both members will act as liaising agents between the WG and Bonsucro Governance bodies.
- 4.10 With the support of the Secretariat, the TAB shall identify and inform peer standards of the intention to develop or revise a Standard and seek input to the ToR from peer standards and encourage their participation in the development or revision of the standard.

5 PROCESS TO DEVELOP OR REVISE A BONSUCCRO INTERNATIONAL STANDARD

5.1 Terms of Reference

5.1.1 Before developing or revising a standard, the WG shall develop Terms of Reference in consultation with the Bonsucro Secretariat using the Term of References of the project set by the TAB.

5.1.2 The Terms of Reference shall include:

- a) An assessment of risks in implementing the Standard and how to mitigate for these, including identification of factors that could have a negative impact on the ability of the standard to achieve its objectives.
- b) If the WG is revising an international Bonsucro Standard, the WG shall update the ToRs originally approved.
- c) Rules and responsibilities for the working of the WG
- d) Evaluation of the resources needed to deliver on the objectives set by the TAB
- e) Decision making process based on the principles of consensus
- f) A series of KPIs to evaluate the success of the revision process
- g) List of sectors that have an interest in the standard, including key stakeholder groups within those sectors.
- h) Identification of under-represented stakeholders or disadvantaged groups.
- i) A work plan

5.1.3 A summary of the finalised Terms of Reference and work plan shall be made publicly available for comment.

5.1.4 The Bonsucro website shall be continuously updated with information on the status of the standard development or revision activities.

5.2 Drafting Standards

5.2.1 The WG is responsible for drafting the Standards.

5.2.2 The social, environmental and economic objectives of the Standard shall be clearly and explicitly specified in the Standard itself.

5.2.3 The Standard shall be no more trade-restrictive than necessary to fulfill the legitimate objectives of the Standard.

5.2.4 In defining the content of a Standard, consideration shall be given to regulatory requirements, market needs, Bonsucro Theory of Change and Impact assessments, audit

reports, input from stakeholders, existing peer standards, sustainability risk assessments and scientific & technological developments.

- 5.2.5 If applicable, the Standard shall follow a structure where each requirement clearly contributes to the achievement of the standards' objectives. Each objective shall be linked to principle, criteria, and/or indicators and their associated means of verification.
- 5.2.6 Standards shall be structured to allow for monitoring and evaluation of progress toward achieving the standard's objectives and the organization's objectives set in the Theory of Change.
- 5.2.7 A Standard shall avoid language and structure that may create ambiguities in interpretation. Consistent interpretation will be sought by setting criteria that are clear, objective and verifiable.
- 5.2.8 A Standard shall be expressed in terms of a combination of process, management and performance criteria. To this end, the standard shall be outcome-based so as to avoid being prescriptive.
- 5.2.9 A Standard shall not favour a particular technology or patented item.
- 5.2.10 Requirements relating to assessment of conformity shall be presented separately from technical, process or management requirements.
- 5.2.11 A Standard shall attribute or cite all original intellectual sources of content.
- 5.2.12 The WG shall approve a draft standard before releasing it for public consultation.
- 5.2.13 The WG shall inform the Technical Advisory Board and the Member Council before releasing draft Standard or draft revised Standard for public consultation.

5.3 Public Consultation

- 5.3.1 The launch of a public consultation shall be officially announced on the Bonsucro website. The announcement shall be copied to ISEAL Alliance and Bonsucro stakeholders.
- 5.3.2 The announcement shall include:
 - a) A brief and clear description of the scope and objectives of the consultation
 - b) The justification of the need to introduce or revise the Standard
 - c) The objectives the new Standard wants to achieve or the reason for revising Standards
 - d) The duration of the consultation
 - e) The estimated timeline for completion of the proposed standard or revision
 - f) The opportunity to submit written comments on the specific issues and approaches that should be addressed
 - g) Contact details for sending comments.
- 5.3.3 Bonsucro Secretariat shall proactively seek contribution from under-represented stakeholders or disadvantaged groups, using various means, including but not limited face-to-face meetings, emails, workshops or asking support from facilitators who have direct contact with stakeholders.

- 5.3.4 Bonsucro should proactively seek contribution from a balanced representation of stakeholder interests in public consultations.
- 5.3.5 Bonsucro shall encourage organisations that have developed related standards to participate.
- 5.3.6 Any proposed draft of a standard shall include at least one round of public consultation. A second round shall be required if substantive changes have been made since the first draft.
- a) For new standard, the second round of consultation shall be carried out irrespective of the changes made after the first consultation.
- 5.3.7 The first round of consultation on a proposed draft of a standard shall normally include a period of at least 60 days for the submission of comments.
- a) The second round of consultation shall normally include a period of at least 30 days.
- 5.3.8 Before the end of the consultation period, the WG shall evaluate if the views of all key stakeholder groups (including under-represented or disadvantaged stakeholders) are represented in the contribution and can instruct the secretariat to carry out adequate mitigation measures.
- 5.3.9 After each consultation, a synopsis of the comments received and how they have been addressed shall be produced. The synopsis shall be made publicly available and shall be sent to all parties that submitted comments.
- 5.3.10 The WG shall instruct the Secretariat to run a series of representative pilot audits to test the auditability of the draft Standard in the field.
- a) The WG shall amend the draft Standard in light of the result of the pilot audit and amend the draft ready for approval.
- 5.3.11 The WG shall amend the draft Standard in light of the comments received and produce a final draft ready for approval (or second consultation if relevant).
- 5.3.12 When the WG has completed the development or revision of the standard and has approved its content, the WG shall inform the Technical Advisory Board that the final draft of the Standard is ready for approval.
- 5.4 Decision Making**
- 5.4.1 The WG shall aim to make decision by consensus.
- 5.4.2 If consensus is not possible for any specific issue or criteria /indicators and this results in a deadlock, whereby opposing parties express a sustained opposition on a substantial issue the WG shall refer the matter to the TAB, who shall seek to resolve the issue in question and make a decision by consensus.
- a) Deadlock on an issue shall not prevent continuation of the standard development process and the WG shall continue on all other issues not directly affected by the matter causing the deadlock. The TAB may consider issuing specific instructions for the continuation of the work.

- 5.4.3 Should the TAB not be able to resolve the matter whereby opposing parties express a sustained opposition on the substantial issue, the TAB shall defer the issue to the Board of Directors, who in turn, shall aim to resolve it by consensus.
- 5.4.4 Should the Board of Directors not be able to resolve the matter and also result in deadlock, it shall be brought to a membership vote, where decision shall be made according to the rules established by the TAB.

5.5 Approval of a Standard

- 5.5.1 In its recommendation for approval to the Members Council & Board of Directors, the TAB shall confirm that the process followed by the WG has been in line with the standard revision procedure and has fulfilled the ToR.
- 5.5.2 The decision process shall be organized as followed and this order, understanding that each step which is not fulfilled shall stop the decision making process and lead to step 5.5.3.
- a) The TAB shall recommend the final draft for adoption by the Board of Directors
 - b) The MC shall also recommend the final draft for adoption by the Board of Directors
 - c) The Board of Directors shall approve the new/revised standard.
- 5.5.3 The secretariat shall seek to establish the reason(s) for rejection if:
- i) The TAB concludes that the standard revision procedure has not been followed or,
 - ii) The TAB concludes that the ToR has not been fulfilled or,
 - iii) The MC does not approve the new/revised standard or
 - iv) The Board does not approve the new/revised standard
- 5.5.4 The Secretariat shall share its conclusion with the TAB which shall use the conclusion to instruct the WG to reconvene as described in 5.2.
- 5.5.5 If, after a second round of approval, there is a continued disagreement between the MC & the Board on the content of the final standard, the new/revised standard shall be brought to Bonsucro membership for decision, where decision shall be made by majority voting per membership class.

6 PUBLICATION AND IMPLEMENTATION OF BONSUCRO STANDARDS

6.1 Publication and Record Keeping

- 6.1.1 The approved final draft Standard shall be published on the Bonsucro website within 30 days of approval.
- 6.1.2 All approved Standards shall include on their cover page the official language and a note that in case of inconsistency between versions, reference shall default to the official language version.
- 6.1.3 All approved standards shall include a contact point where requests for clarification and general feedback can be sent.
- 6.1.4 As per 4.4 all approved Standards shall include the date of the subsequent scheduled review.

6.1.5 Bonsucro shall keep a file of all records made during standards development and revision activities (consultation comments, how they were taken into account, list of stakeholders, interested parties involved, draft and final versions of the standard, etc.) and these shall be made available on request.

6.1.6 All records related to Standard development and revision activities shall be kept for at least five years.

6.2 Implementation

6.2.1 Certificate holders shall be given a period of maximum three years to come into compliance with any revised Standards.

6.3 Making non-substantive changes

6.3.1 Non-substantive changes may be corrected by the Bonsucro Secretariat after informing the Technical Advisory Board.

- a) Changes must be summarised in the document and be communicated to all certified members, certification bodies, and stakeholders
- b) The updated Standard shall be clearly identified with a new version number and date
- c) The most recent version shall be posted on the Bonsucro website

6.4 Changes post publication

6.4.1 Up to six months after publication of a new/revised Standard and after informing the TAB, Bonsucro Secretariat can liaise with the WG and suggest changes to fix potential gaps identified during the early stage of implementation of a new/revised standard.

6.4.2 The WG shall approve the changes to the standard.

- a) Changes must be summarised in the document and be communicated to all certified members, certification bodies, and stakeholders
- b) The updated Standard shall be clearly identified with a new version number and date
- c) The most recent version shall be posted on the Bonsucro website

6.5 Urgent substantive changes

6.5.1 The TAB can instruct the Secretariat to review the Standard in light of any Licensed Certification Body exemption request

6.5.2 The TAB shall direct the Secretariat to follow the Standard Development and Revision Procedure as defined from point 4.7 onward or shall allow diversion on one or all of the following points: constitution of a Working Group (4.7, 4.8), drafting of the Standard revision (5.2) or public consultation (5.3)

6.5.3 The review will be limited to the scope set by the TAB in relation to the exemption request.

6.5.4 The decision process shall follow 5.5 and the implementation shall follow 6.1 and 6.2.

6.6 Legally binding substantive changes

6.6.1 When changes in legislation occur that affect the application of the Bonsucro Standards or

their legal recognition, and after completion of point 4.6,

- a) The Board shall direct the secretariat to follow the Standard Development and Revision Procedure as defined from point 4.7 onward or shall allow diversion on one or all of the following points: constitution of a Working Group (4.7, 4.8), drafting of the Standard revision (5.2) or public consultation (5.3)
- b) The Board of Director shall approve the Standard as defined in 5.5
- c) Changes must be summarised in the document that is communicated to all certified members, certification bodies, and stakeholders
- d) The updated standard shall be clearly identified with a new version number and date
- e) The most recent version shall be posted on the Bonsucro website