# Terms of Reference of the Standard Revision Committee

Version 1.1 – March 2013

## Introduction

Bonsucro Board has approved the process for the revision of the standard at its June Board meeting.

The Secretariat has designed the procedure for the revision of the standard which has been published on its website. The procedure requires that the Secretariat establishes a working group, also called the Standard Revision Committee.

## Reference

ISEAL code of good practice for Setting Social and Environmental Standards v5.0

## Definitions

Consensus: General agreement, characterised by the absence of sustained opposition to substantial issues by any important part of the concerned interests. Consensus should be the result of a process seeking to take into account the views of interested parties, particularly those directly affected, and to reconcile any conflicting arguments. It need not imply unanimity - (based on ISO/IEC Guide 2:2004).

Interested party: Any person or group concerned with or directly affected by a standard.

## Terms of Reference

The Standard Revision Committee (SRC) shall include 1 represent from each class of membership.

The SRC shall include individuals based on the following criteria:

* + 1. expert knowledge and/or experience of the issue(s) under consideration
		2. 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
		3. represent potentially affected stakeholders
		4. understanding of Bonsucro’s mission and vision, including knowledge of the Bonsucro’s systems and procedures

Bonsucro shall appoint the SRC.

* + 1. Should a member of the SRC leave the committee or if a member is not actively participating to the work of the SRC, Bonsucro will ask the company to nominate a replacement. If no suitable candidate is proposed, Bonsucro shall replace this member by another representative of the same class of membership.

Members of the SRC can nominate deputies from the same company or the same class of membership.

* + 1. The deputies have voting power.

Bonsucro Secretariat shall appoint a Project Manager and may include external consultants, if necessary.

* + 1. The SRC shall approve the inclusion of external consultants
		2. The Project Manager and the external consultants do not have voting power.

The SRC shall meet at the suggestion of the Project Manager.

The SRC shall:

* + 1. Support the implementation of the Terms of Reference of the Standard Revision.
		2. 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.
			1. The SRC shall receive all comments made by stakeholders with equal importance and irrespective of who has commented
		3. Approve the final draft of the revised standard before its presentation to the members of Bonsucro.

The SRC shall convey sub-working group to seek expertise and member’s comments to address specific issues.

* + 1. At least one member of the SRC shall be present on each sub-working group.

The SRC and sub-working group shall seek consensus on the content of the standard.

* + 1. When consensus cannot be reached, the members not in agreement with the decision shall submit an alternative proposal.
		2. If consensus can still not be reached, the decision shall be submitted to the vote of each member of the SRC and taken according to the majority.

For ordinary decision, the quorum of the SRC is three voting participants, with unanimous decision required.

When the committee has to approve a final draft of requirements before presenting it to the Bonsucro Standard Executive Board, the quorum of the SRC is five voting participants, with a majority of three.

The Project Manager or its representative shall minute the meetings of the SRC and sub-working groups and publish their summary.

The Project Manager will make public the composition of the SRC, summary of as well as any decisions on the content of the standard and a summary of deliberations in arriving at the decision.

The SRC shall remain active until at least six month following the publication of the revised standard to manage comments that might be received after publication