



TERMS OF REFERENCE OF THE STANDARD REVISION PROCESS

Version 1 – December 2012

1. INTRODUCTION

Bonsucro Board has approved the process for the revision of the standard at its June 2012 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 (SRC).

2. REFERENCE

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

3. DEFINITIONS

- 3.1. 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).
- 3.2. Interested party: Any person or group concerned with or directly affected by a standard.

4. TERMS OF REFERENCE

- 4.1. The SRC shall update, document and publish the following:
 - 4.1.1. Clear objectives that the standard seeks to achieve
 - 4.1.2. Stakeholder mapping
 - 4.1.2.1. Identification of major interest sectors, key interest parties, and their key issues
 - 4.1.3. Justification of the need for revising the standard
 - 4.1.3.1. Will the proposed standard meet an expressed need?
 - 4.1.3.2. Do other standards exist and meet all or part of the expressed need
 - 4.1.3.3. Assessment of how broadly the final standard is intended to be applied
 - 4.1.4. Assessment of risks in implementing the revised standard and how to mitigate for these risks
 - 4.1.4.1. Identification of factors that could have a negative impact on the ability of the standard to achieve its objectives
 - 4.1.4.2. Unintended consequences that could arise from its implementation
 - 4.1.4.3. Possible corrective actions that could be taken to address these potential risks
 - 4.1.4.4. Setting participation goals



- 4.2. Bonsucro shall maintain and publish the work programme of the WG.
- 4.3. Bonsucro shall ensure that participation in consultation is open to all interested parties and that participation and decision-making reflects a balance of interest.
 - 4.3.1. The balance of interest must be ensured amongst sectors, geographic representation, gender, ecosystem representation, scale of facilities, different types of organisations, materially affected parties and influencing parties.
- 4.4. Bonsucro shall run public consultation which shall include two rounds of comments submissions during a period of at least 60 days.
 - 4.4.1. Bonsucro might shorten the consultation period to a minimum of 30 days to the condition the SRC approved it and the justification for reducing the period is made public.
- 4.5. Bonsucro shall offer to all interested parties meaningful and equal opportunities to contribute, especially engaging with disadvantaged or underrepresented groups all along the revision process.
 - 4.5.1. Bonsucro shall ensure its budget includes funds dedicated to enable participation of the disadvantaged groups that will be affected by the implementation of the standard.
- 4.6. Bonsucro shall ensure that all comments received are taken into account by the SRC.
 - 4.6.1. Bonsucro shall publish a synopsis of all comments received.
- 4.7. Bonsucro shall run pilot testing of final draft standard, summarise the finding for consideration by the SRC and publish a synopsis of all the findings.