

Bonsucro Standard Development and Revision Procedure Version 1.5

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SUMMARY OF CHANGES

Changes from v1.4 to v1.5:

Section	Amendment
3	Added list of abbreviations.
5	Clarity on roles and responsibilities.
5	Introduction of the standards committee.
6	Bonsucro Secretariat as responsible for drafting the standard.
6	Alignment with ISEAL code of good practice v6.0 (setting social and environmental standards).
6	Decision making and approval: roles and responsibilities.
7	Decision making and approval: roles and responsibilities for post publication changes.

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.
- 1.3 Any comments or feedback about this document are welcome at any time. Please send your comments to standards@bonsucro.com which will be logged and taken into consideration for future standard development and revision processes.

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2 DEFINITIONS

- 2.1 Consensus: General agreement, characterized by the absence of sustained opposition to substantial issues by any 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-substantive 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 established by consensus that provides rules, guidelines or characteristics for activities or their results so that they can be repeated. For the purpose of this procedure, the procedure shall be followed when reviewing and revising the Bonsucro Production Standard, the Bonsucro Production Standard for Smallholders, and the Bonsucro Chain of Custody Standard.

3 LIST OF ABBREVIATIONS

- 3.1 BD: Board of Directors
- 3.2 KPI: Key Performance Indicator
- 3.3 MC: Members' Council
- 3.4 S&A: Standards & Assurance
- 3.5 SC: Standards Committee
- 3.6 TAB: Technical Advisory Board
- 3.7 ToR: Terms of Reference
- 3.8 WG: Working Group

4 REFERENCES

- 4.1 Guidelines: ISEAL Code of Good Practice for Setting Social and Environmental Standards (v6.0)

5 DECISION TO DEVELOP OR REVISE A NEW BONSUCCRO INTERNATIONAL STANDARD

- 5.1 Proposals for revisions or clarifications to the standard, as well as to develop a new standard may be submitted at any time by any interested party and the input received shall be logged centrally in the 'Queries Management System' document maintained by Bonsucro Secretariat. The input received shall be considered in the subsequent review process (see 5.6.1.a).
- 5.2 The decision to develop or review a new Bonsucro standard shall rest with the Board of Directors (BD), advised by the Bonsucro Secretariat, Technical Advisory Board (TAB) and the Members Council (MC).
- 5.3 Bonsucro standards shall be reviewed on an ongoing basis, with the period of the next review to commence on a date not exceeding 5 years from official publication date of the previous final version of the standard.

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- 5.4 The date of the subsequent scheduled review shall be made publicly available and shall be included in the standard.
- 5.5 A review process shall consider a standard's continued relevance, effectiveness, and whether external circumstances have changed to the point where change is required.
- 5.6 After each review, a recommendation shall be made by the Bonsucro Secretariat to the TAB and MC on whether a revision shall be recommended to the BD.
 - 5.6.1 Reasons why a revision process may be recommended and initiated are:
 - a) Stakeholder and/or internal Bonsucro feedback as captured in the Queries Management System.
 - 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 Standard.
- 5.7 If the development or the revision of a Standard is approved, the Bonsucro Secretariat, with support from the TAB shall establish:
 - 5.7.1 A WG ensuring a balance of interest between different geographies, 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.
- 5.8 The WG shall as a minimum include a designated Project Manager from the Bonsucro Secretariat and external consultants, if necessary. The Project Manager shall produce a project management plan with roles and accountability. The work plan shall reflect the processes described in the Standards Development and Revision Procedure.
- 5.9 The WG shall as a minimum include an appointed liaison for each of the respective Governance Bodies: Bonsucro Member Council (MC) and Bonsucro Technical Advisory Board (TAB).
- 5.10 The Bonsucro Secretariat shall establish a Standards Committee (SC). The SC is composed of cross-cutting key areas of the organisation essential to the successful development and implementation of the standard. It may be composed of internal and external members, according to the needs of the revision. These members have the technical knowledge, expertise, and authority to decide on the content of the Standard, considering stakeholder input. The SC can escalate queries or topics to the governance bodies (MC, TAB, BD) or external experts when needed.
- 5.11 The SC shall approve and monitor the project management plan to ensure the project is carried out according to the work plan.

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- 5.12 Prior to starting the revision or development process, the SC shall elaborate a stakeholder mapping, including a stakeholder engagement plan. The stakeholder engagement plan shall present identification of strategies for reaching underrepresented stakeholders (disadvantaged and vulnerable), with roles and responsibilities.
- 5.13 The Bonsucro Secretariat 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.

6 PROCESS TO DEVELOP OR REVISE A BONSUERO INTERNATIONAL STANDARD

- 6.1 Terms of Reference (ToR).
- 6.1.1 Before developing or revising a standard, the Bonsucro Secretariat shall develop Terms of Reference. The Terms of Reference shall include:
- a) The proposed scope of the standard and the intended geographic application.
 - b) An assessment of the most important sustainability issues falling within the scope of the standard, including an explanation of whether the proposed standard will meet an expressed need.
 - c) Clear social, environmental, and economic outcomes that the standard seeks to achieve and how those are linked to the organisation's intended change.
 - d) 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 and actions that could be taken to address/mitigate these potential risks.
 - e) Rules and responsibilities for the actors involved such as the Bonsucro Secretariat, WG, SC, TAB, MC, BD, etc.
 - f) Evaluation of the resources needed to deliver on the objectives.
 - g) Decision making process and governance based on the principles of consensus.
 - h) A series of KPIs to evaluate the success of the revision process.
 - i) List of sectors and stakeholder's map that have an interest in the standard, including key stakeholder groups within those sectors.
 - j) Identification of under-represented stakeholders or disadvantaged groups.
 - k) A work plan and budget for the revision.
- 6.1.2 The Terms of Reference for the Standard Development or Revision are validated by the TAB, recommended for approval by the MC and approved by the BD.
- 6.1.3 A summary of the finalised Terms of Reference and work plan shall be made publicly available for comment.
- 6.1.4 The Bonsucro website shall be continuously updated with information on the status of the standard development or revision activities, including timelines, opportunities for contributing and decision-making procedure.

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6.2 Drafting Standards.

- 6.2.1 The Bonsucro Secretariat is responsible for drafting the Standards, with external support if needed.
- 6.2.2 The social, environmental, and economic objectives of the Standard shall be clearly and explicitly specified in the Standard itself.
- 6.2.3 The Standard shall be no more trade-restrictive than necessary to fulfil the legitimate objectives of the Standard.
- 6.2.4 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.
- 6.2.5 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.
- 6.2.6 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.
- 6.2.7 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.
- 6.2.8 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.
- 6.2.9 A Standard shall not favour a particular technology or patented item.
- 6.2.10 Requirements relating to assessment of conformity shall be presented separately from technical, process or management requirements.
- 6.2.11 A Standard shall attribute or cite all original intellectual sources of content.
- 6.2.12 The WG shall approve a draft Standard before releasing it for public consultation.
- 6.2.13 The WG shall inform the Technical Advisory Board (TAB) and the Member Council (MC) before releasing draft Standard or draft revised Standard for public consultation.

6.3 Public Consultation.

- 6.3.1 The launch of a public consultation shall be officially announced on the Bonsucro website and shall be open to all stakeholders. The announcement shall be copied to ISEAL Alliance and Bonsucro stakeholders.
- 6.3.2 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.

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- 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) How to contribute to the development or revision of the standard and contact details for sending comments.
- 6.3.3 Bonsucro Secretariat shall ensure the use of consultation mechanisms and tools that are accessible and culturally appropriate for the stakeholder groups in question.
- 6.3.4 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.
- 6.3.5 Bonsucro should proactively seek contribution from a balanced representation of stakeholder interests in public consultations.
- 6.3.6 Bonsucro shall encourage organisations that have developed related standards to participate.
- 6.3.7 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.
- 6.3.8 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.
- 6.3.9 Additional rounds of consultation shall be carried out as necessary, where substantive, unresolved issues persist after the consultation round(s), or where insufficient feedback was received.
- 6.3.10 Before the end of the consultation period, the Bonsucro Secretariat and the SC 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 Bonsucro Secretariat to carry out adequate mitigation measures.
- 6.3.11 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.
- 6.3.12 The Bonsucro Secretariat shall run a series of representative pilot audits to test the auditability of the draft Standard in the field.
- a) The Bonsucro Secretariat shall amend the draft Standard in light of the result of the pilot audit and amend the draft ready for approval.
- 6.3.13 The Bonsucro Secretariat shall amend the draft Standard in light of the comments received and produce a final draft ready for approval (or second consultation if relevant).

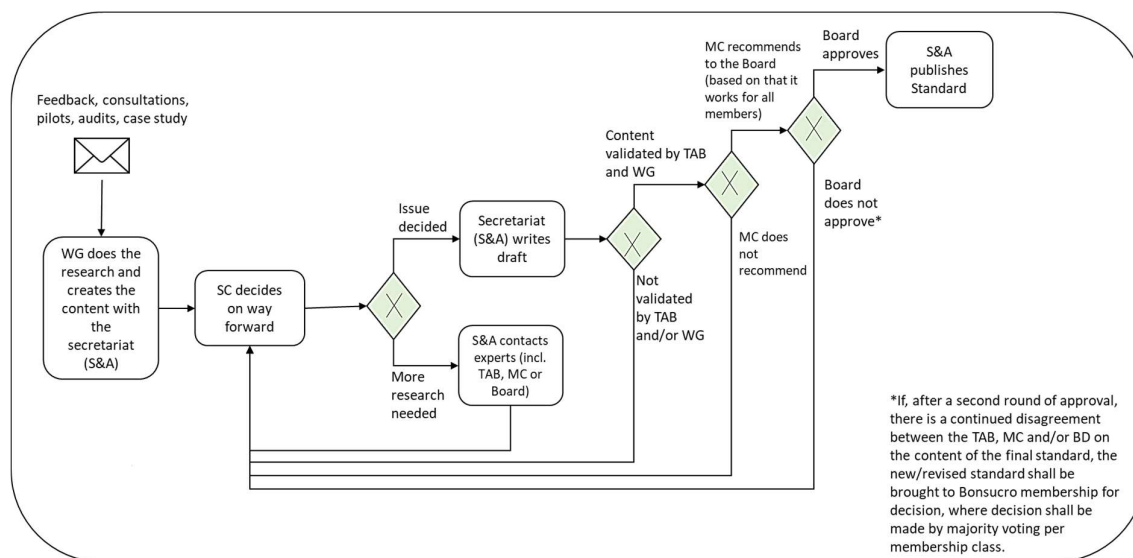
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6.4 Decision Making and Approval of a Standard.

6.4.1 The decision making and approval process shall follow the graphic below (Graphic 1).

Graphic 1. Decision making and approval process for new and revised standards:



6.4.2 Any decisions made by any of the groups (WG, Bonsucro Secretariat, SC, TAB, and MC) on the content or process shall aim to make decisions by consensus.

6.4.3 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 group shall refer the matter to the SC, who shall seek to resolve the issue in question.

- a) Deadlock on an issue shall not prevent continuation of the standard development process and the groups shall continue on all other issues not directly affected by the matter causing the deadlock.

7 PUBLICATION AND IMPLEMENTATION OF BONSUCCRO STANDARDS

7.1 Publication and Record Keeping.

- 7.1.1 The approved final draft Standard shall be published on the Bonsucro website within 30 days of approval.
- 7.1.2 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.
- 7.1.3 All approved standards shall include a contact point where requests for clarification and general feedback can be sent.
- 7.1.4 As per 5.4 all approved Standards shall include the date of the subsequent scheduled review.
- 7.1.5 Bonsucro shall keep a file of all records made during standards development and

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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. Hard copies of the standard and related documents shall also be made available upon request, at as low a cost as possible, covering only actual out of pocket costs.

- 7.1.6 All records related to Standard development and revision activities shall be kept for at least five years.
- 7.2 Implementation.
 - 7.2.1 Certificate holders shall be given a period of maximum three years to come into compliance with any revised Standards.
- 7.3 Making non-substantive changes.
 - 7.3.1 Non-substantive changes may be corrected by the Bonsucro Secretariat after informing the Technical Advisory Board (TAB).
 - a) Changes must be summarised in the document and be communicated to all certificate holders, 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.
- 7.4 Changes post publication.
 - 7.4.1 Up to six months after publication of a new/revised Standard and after informing the TAB, the Bonsucro Secretariat can suggest changes to fix potential gaps identified during the early stage of implementation of a new/revised standard.
 - 7.4.2 The SC, TAB, MC, and BD shall validate, recommend for approval, and approve the changes to the Standard (as described in Graphic 1).
 - a) Changes must be summarised in the document and be communicated to all certificate holders, 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.
- 7.5 Urgent substantive changes and/or legally binding substantive changes.
 - 7.5.1 The SC, TAB, MC and/or BD can instruct the Bonsucro Secretariat to review the Standard in light of any Licensed Certification Body exemption request or any other relevant issue flagged to those groups by Bonsucro's stakeholders. The review will be limited to the scope set by the SC, TAB, MC and/or BD in relation to the exemption request or relevant flagged issue. The SC, TAB, MC and/or BD can instruct the Bonsucro Secretariat to review the Standard when changes in legislation occur that affect the application of the Bonsucro Standards or their legal recognition.
 - 7.5.2 The SC, TAB, MC and/or BD shall direct the Bonsucro Secretariat to follow the relevant Bonsucro Standard Development and Revision Procedure clauses including the decision process and implementation and may allow diversion on one or both of the following points: constitution of a Working Group (5.7), or public consultation (6.3).

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- 7.5.3 Changes must be summarised in the document that is communicated to all certificate holders, certification bodies and stakeholders.
- 7.5.4 The updated Standard shall be clearly identified with a new version number and date. The most recent version shall be posted on the Bonsucro website.