

ASI Standards Setting Procedure

Rev 0 – 31 May 2016

1. PURPOSE

This procedure describes the process for the development, approval, publication and revision of ASI Standards, which commits ASI to:

- be open and transparent in its standards development and review process
- encourage input from a wide range of stakeholders
- treat input from stakeholders with integrity and respect
- report publicly on submissions received, including how comments have been addressed in subsequent drafting
- align with the ISEAL Codes of Good Practice (Standards Setting Code, Impacts Code and the Assurance Code).

2. SCOPE AND APPLICATION

This procedure applies to the development of new and revision of existing ASI Standards.

The procedure does not apply to

- non-substantive changes to existing ASI Standards
- ASI internal operational procedures and policies.

3. DEFINITIONS

ASI Standards	Currently, the ASI Performance Standard and ASI Chain of Custody Standard.
Consensus	General agreement achieved through a process seeking to take into account the views of interested or affected stakeholders, particularly those directly affected, reconciliation of conflicting arguments and characterised by the absence of sustained opposition from stakeholders to substantial issues. NOTE – Consensus need not imply unanimity (adapted from ISEAL Code of Good Practice and ISO/IEC Guide 2: 2004).
Outcome	The likely or achieved short-term and medium-term results from the implementation of the Standard.
Board	ASI Board as defined in the ASI Governance Handbook
Non-Substantive Changes	Correction of typographical errors or minor inconsistencies, or formatting changes that do not involve changes to the content or performance requirements specified in the Standard.
Standards Committee	ASI Standards Committee as defined in the ASI Governance Handbook
Stakeholders	Individual or group interested, concerned with or directly affected by a Standard

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 voluntary. (ISEAL Code of Good Practice)

4. REFERENCES

- ASI Performance Standard
- ASI Chain of Custody Standard
- ASI Complaints Mechanism
- ASI Governance Handbook
- ISEAL Code of Good Practice for Setting Social and Environmental Standards
- ISEAL Code of Good Practice for Assessing the Impacts of Social and Environmental Standards
- ISEAL Code of Good Practice for Assuring Compliance with Social and Environmental Standards
- ISO/IEC Guide 2 Standardization and related activities -- General vocabulary

5. PROCEDURE

There are five main stages applied to the development and revision of ASI Standards as illustrated in Figure 1:



Figure 1 ASI Standards Setting Process

5.1. Proposal Stage

1. Any ASI stakeholder, including the ASI Standards Committee, can initiate a proposal to develop a new or review an existing ASI Standard.
2. The stakeholder must submit the proposal to the ASI Secretariat including:
 - Justification for the creation of a new ASI Standard or revision of an existing ASI Standard; and
 - Information including content, scope and application of a new ASI Standards, or
 - Overview of suggested changes for an existing ASI Standard
3. The ASI Secretariat will review the proposal and inform the ASI Board.
4. Decision and timing to proceed with the development of a new ASI Standard or revision of an existing ASI Standard rests with the ASI Board.

5.2. Preparatory Stage

5. Once approved, the ASI Secretariat will engage with the ASI Standards Committee to collectively:
 - a. Coordinate the identification of stakeholders to be directly involved
 - b. Collate information relevant to the ASI Standard
 - c. Identify issues and opportunities associated with the ASI Standard
 - d. Develop a first draft of the Public Summary and Consultation Plan that outlines the development and/or review process including a public consultation and feedback process with key dates showing start and end dates for public comments. The Public Summary and

Consultation Plan will itself be released for public comment (see section 5.4). This Plan should include the identification of any language translation needs during the consultation phases and define the methods by which comments can be received.

- e. Develop a proposed timing for the ASI Standard development / revision from the first public comment stage to proposed approval by the Standards Committee. As a guide, minor revisions may take place over 6-8 months, and more significant developments/revisions may take place over up to 2 years.
 - f. Develop a first draft of the ASI Standard for public comment during the consultation stage (see section 5.4).
 - g. Develop a template for comments submission and a register for recording how comments were addressed.
 - h. Determine the need for any Working Group/s to assist with drafting or revision of the ASI Standards. If a Working Group is required, it must be established with terms of reference in accordance with the agreed template for establishing Working Groups, should include participants from industry and non-industry relevant to the scope, and be approved by the Standards Committee. External subject matter expertise may be called upon to assist the Working Group as required after a consideration of financial resources required and approval from the ASI Executive Director.
6. All ASI Standards shall adopt the credibility principles outlined in the ISEAL Code of Good Practice for Setting Social and Environmental Standards.
 7. Individual performance requirements shall be written to adopt the following ASI principles:
 - Express a single expectation
 - Be simple, clear, concise
 - Be implementable
 - Be readily auditable.
 8. The first draft of the ASI Standard shall be subject to the legal review process outlines in section 5.3 prior to release for public consultation.

5.3. Legal Review

9. New or revised ASI Standards shall be subject to a legal review by the Legal Committee.
10. The purpose of the legal review shall be to:
 - Ensure the ASI Standard complies with applicable laws and minimises ASI’s legal exposure
 - Assist ASI to act in accordance with the Anti-Trust Compliance Policy
 - Bring legal issues to the attention of the Standards Committee and recommend courses of action as deemed appropriate
 - Advise the Standards Committee, the ASI Board and /or the ASI Secretariat as to when external legal advice is required, and recommend on the appointment of external legal counsel.
11. Legal review shall occur at the following stages, as appropriate:
 - Prior to the each public consultation periods (See Table 1)
 - Prior to ASI Board Approval.

5.4. Consultation Stage

12. There will be three rounds of public consultation.
13. The scope, comment period and deliverable of each round is indicated Table 1:

Table 1 Public Consultation Scope

Round	Scope	Legal Review	Period	Output
1	Review Process and Stakeholder Engagement Plan	No	60 days	Final Review Process and Stakeholder Engagement Plan
2	First draft of the ASI Standard	Yes prior to public review	60 days	Second draft of the ASI Standard
3	Second draft of the ASI Standard	Yes prior to public review	30 days	Final draft of the ASI Standard for Board endorsement

14. The launch of a public consultation round shall be officially announced to the ASI mailing list, and added to the ASI website. Reminders and updates on the consultation period will be communicated via the ASI newsletter.
15. The announcement shall include:
 - a brief and clear description of the scope and objectives of the ASI Standard
 - the justification of the need to introduce or revise the ASI Standard
 - the estimated timeline for completion of the ASI Standard
 - the opportunity and process to submit written comments on the ASI Standard
 - ASI contact details.
16. For all consultation rounds, the ASI Secretariat will facilitate dialogue on input received from the public with ASI Standards Committee using the template developed in step 5(g) above.
17. Feedback and comments received during the public comment period and how they are being addressed will be summarised and made publicly available on the ASI website.
18. The Standards Committee will be involved with redrafting of subsequent versions of the ASI Standard following the public consultation and comments arising from the legal reviews.
19. Where outstanding issues exist at the end of the third consultation round, a final consultation period of 30 or 60 days (which shall be preceded by a legal review) may be considered by the Standards Committee.

5.5. Approval Stage

20. Upon completion of the final draft of the ASI Standard along with relevant associated supporting documentation, the Standards Committee will decide whether to approve the ASI Standard for adoption by the ASI Board in the form of a by-law.
21. The Board will review the recommendation and document its decision to adopt the new or revised ASI Standard and associated assurance models by making them a By-Law, where due process has been followed by the Standards Committees and no material risks are identified.
22. Approval by the Standards Committee and adoption by the Board are subject to the decision making and consensus processes outlined in the ASI Governance Handbook.

5.6. Publication Stage

23. Once the ASI Standard has been approved by the ASI Board, the ASI Secretariat will prepare the final document for publication.
24. Only editorial corrections can be made during this stage.
25. The approved ASI Standard will be published on the ASI website within 30 days of Board Approval (unless otherwise specified in the Public Summary and Consultation Plan). Translated versions of the Standard may in some cases take additional time beyond this period.
26. The approved ASI Standard shall include:
 - Date of publication
 - Next review date (a maximum of five years for ASI Standards)
 - Official language and a note that in case of inconsistency between versions, reference shall default to the official language version.
 - Contact point where requests for clarification and general feedback can be sent.
 - Reference to the ASI Complaints Mechanism (where appropriate)
 - In the case of revisions, the transition period that will apply for when Members must comply with the revised ASI Standard.
27. The ASI Secretariat will update the internal document register with the details contained in point 28.
28. Once the ASI Standards is issued, the Standards Committee will monitor feedback from Members and other interested stakeholders about the new or revised ASI Standards, which will be recorded and considered as part of future revisions.

6. RECORDS

Records of public drafts and final versions of the ASI Standard, comments received and responded to during the public comment periods, decisions to recommend and adopt the ASI Standard shall be maintained for a minimum of five years, or for as long as the adopted ASI Standard remains in the public domain.

7. DOCUMENT CONTROL

Document Name	ASI Standards Setting Procedure
Document ID	ASI-PRO-1
Revision	Version 0
Publication Date	31 May 2016
Approved By	Standards Committee
Next Review Date	3 years or as required

Please refer to the ASI Website for the latest version of this procedure.