
SRP Standard Setting and Revision Procedure



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About the Sustainable Rice Platform (SRP)

The Sustainable Rice Platform e.V. (SRP) is a global multi-stakeholder alliance comprising over 100 institutional members from public, private, research, civil society and the financial sector. Originally co-convened by the International Rice Research Institute (IRRI), the United Nations Environment Programme (UNEP) and Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ), SRP is now an independent member association, working together with its partners to transform the global rice sector by improving smallholder livelihoods, reducing the social, environmental and climate footprint of rice production, and by offering the global rice market an assured supply of sustainably produced rice.

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INTRODUCTION

About the Standard Setting and Revision Procedure

SRP Standard Setting and Revision Procedure is applicable for the development and revision of SRP Standards and SRP supporting documents. This document is the first version of the SRP Standard Setting and Revision Procedure. SRP is an ISEAL member. The Standard Setting and Revision of SRP Standard is therefore designed according to the ISEAL Standard Setting Code.

The **objectives** of this Procedure are:

- To ensure the standard development process is inclusive and transparent to affected stakeholders.
- To provide a robust review process that ensures the standards effectively meet their respective goals.
- To ensure that the development and revision of SRP standards is in line with international best practices for standard setting (including ISEAL Code of Good Practice for Setting Social and Environmental Standards).

This Procedure will support by helping to ensure robust, effective standards that facilitate good assurance and as well as monitoring, evaluation, learning and Impact assessment

Purpose

The purpose of SRP Standard Setting and Revision Procedure is the advancement of:

- Promotion, and wide-scale adoption of sustainable, productive, resource-saving and environmentally friendly rice cultivation.
- Environmental protection through resource-saving and environmentally friendly rice cultivation bringing, adult education and vocational training including assistance for students in the field of sustainable, resource-saving and environmentally friendly rice cultivation.
- Development (and international) cooperation, i.e. partnership-based support for so-called developing countries, e.g. providing help for self-help in the field of economic and social progress. This also includes projects in the field of education, health and energy supply as well as policy measures

1. ROLES AND RESPONSIBILITIES

SUSTAINABLE RICE PLATFORM e.V. (SRP)

The SRP Board is responsible for approval of substantive changes to SRP strategy, particularly in reference to any changes to the goals and scope of the standards. SRP Secretariat shall be responsible for all standard development and revisions or designate another party to do so.

1.1 SRP Secretariat

The SRP Secretariat shall be responsible for the following:

1.1.1 Ensuring that all standards and supporting documents are developed in accordance with this document.

1.1.2 Drafting the Terms of Reference for any Standard setting or revision for approval by SRP Technical Committee and board.

1.1.3 Ensuring that all feedback is recorded and shared with a Working Group delegated by the SRP Technical Committee, including feedback deemed out of scope.

1.1.4 Preparing issue papers and standards drafts.

1.1.5 Facilitation of public consultations.

1.1.6 Record-keeping for the development or revision process, including information shared with the Working Group and other stakeholders, decisions made, and how feedback was addressed.

1.1.7 SRP Secretariat contributing role to the process, the SRP Secretariat participation and contribution shall include staff members from various areas of knowledge and draw upon expertise from Assurance Service Providers, Verification Bodies, SRP Registered Projects and experts in different fields.

1.1.8 Determining and finalizing verification systems and labelling criteria for Verified sites and products, criteria for Assurance Service Providers and Verification Bodies, data collectors and the policies and documents governing the Standard system, such as this document.

1.1.9 Ensuring Working Group members are selected according to experience, subject matter expertise, and stakeholder representation.

1.1.10 Keeping information about the standard development or revision process publicly available, including, at minimum, details on the scope of the revision, estimated timeline, and how to participate; and

1.1.11 Keeping details and records of all standards development and revision activities for a minimum of five years, and available to stakeholders upon request, including the following:

- a. Applicable Standard Setting and Revision Procedures at the time of the development or revision.
- b. Stakeholder Identification, including any Working Group members.
- c. Project plan for the standard, including the intended scope, goals, objectives, desired outcomes, needs justification, and plans to address risks identified in meeting the goals of the standard.
- d. Draft versions of the standards; and
- e. Feedback summary.

1.1.12 Organize any feasibility testing and reporting, as directed by the Working Group.

1.2 Technical Committee Working Group

The development and revision of SRP standards shall be led by a Working Group that is chaired by a member of the Technical Committee and that reports to the SRP Technical Committee (SRP TC).

The Working Group shall be composed of members of the SRP Secretariat and Technical Committee members, and others invited to ensure broad, balanced and appropriate stakeholder engagement in revision processes including decision-making.

2. PUBLIC CONSULTATION PROCEDURE

2.1 Overview

2.1.1 SRP shall ensure that participation in the consultation process is open to all stakeholders; and SRP aims to achieve a balance of interests in the subject matter and in the geographic scope to which the standard applies.

2.1.2 SRP publishes drafts of fundamentally changed or new documents for public consultation. Please note that all finalized versions of the documents might be subject to further adjustments.

2.1.3 SRP invites all interested parties to send their feedback regarding the documents. SRP will announce public consultations via SRP's communication channels to facilitate adequate balance of various stakeholder groups.

2.1.4 The first round of public consultation will last 60 calendar days from the date of publishing. A contact form like the one below will be provided to submit feedback. All fields marked with an asterisk (*) will be mandatory.

2.1.5 Where substantive, unresolved issues persist after the first consultation round, or where insufficient feedback was received (for example, inadequate representation of stakeholder groups relevant for the topic), SRP will carry out additional rounds of consultation that last 30 calendar days. In case of necessity of another round, SRP will make the synopsis of the previous round publicly available to comment on it.

2.1.6 SRP will publish the feedback during the public consultation phase for reasons of transparency.

2.1.7 After the final round of public consultation, SRP will analyze and consider the feedback received. All feedback is handled impartially. After approval by the SRP Technical Committee the final version will be published.

2.1.8 SRP will announce the date from which the document will be valid and allow an appropriate transitional period for all stakeholders to adapt to the adjustments or changes.

2.2 Format to submit comments

Section /Topic /Page Information *	Comment *	Proposed Revision *	By *	Answer to Comment	Change	Required	Suggested New Text
					YES	NO	

I authorize SRP to publish my statement on the SRP website

- Yes, anonymously
 Yes, with reference to full name and organizational affiliation

3. STAKEHOLDER ENGAGEMENT

3.1 The SRP Secretariat shall conduct a stakeholder mapping exercise to identify potential stakeholders and interested parties for outreach, including:

3.1.1 Ensuring clear stakeholder participation goals are set and communicated for each stakeholder sector. Goals ensure representation from affected geographic regions and market sectors of the given standard.

3.1.2 Ensuring under-represented or disadvantaged stakeholders are identified in the stakeholder mapping, or following the first consultation round, with strategies to proactively seek their contribution, including the possibility for a stipend at the discretion of the SRP Secretariat.

3.1.3 SRP shall provide stakeholders with appropriate opportunities to contribute to the development or revision of the SRP Standard and Performance Indicators.

4. DECISION MAKING

4.1 Through the standard-setting process, the SRP Technical Committee shall be responsible for approval of the following:

4.1.1 The project plan for the Standard, including intended scope, goals, objectives, desired outcomes, needs justification, and plans to address risks identified in meeting the goals of the Standard.

4.1.2 Revised drafts of the Standard are made available for public consultation; and

4.1.3 The final text of the Standard, including all criteria applicable to a Verified site and/or product.

4.2. Decisions by the SRP Technical Committee shall be made by consensus among its members. Consensus is determined by the absence of sustained expressions of dissent by a prespecified deadline.

If consensus is not met in one of the three approvals outlined in 4.1, majority vote shall be required within each stakeholder category (as outlined under 'Stakeholder Identification').

When a vote is held, a quorum of at least 75% of each stakeholder category (as stipulated under 'Stakeholder Identification') shall be required. As the entity ultimately responsible for the Standard, the SRP Secretariat reserves the right to make final decisions regarding standard content and shall publicly disclose any decisions, including reasoning, that differ from a consensus decision or vote.

5. STANDARD DEVELOPMENT

5.1 Standard setting

5.1.1. Standards shall be written to enable monitoring and evaluation against the goals of the standard. Conformity criteria within the Standard shall:

5.1.2 Be linked to the goals and desired outcomes identified in the approved project plan;

5.1.3 Be clear, objective, and verifiable.

5.1.4 Be informed by best available science related to achieving the desired outcomes identified in the project plan, as well as by regulatory and market considerations; and

5.1.5 Not seek to restrict trade in anyway or give preference to one region, technology, or company over another.

5.2. Feasibility testing

5.2.1 The WG should make a recommendation to the Secretariat for whether feasibility testing should be undertaken and what its objectives should be. In general, draft new or draft revised SRP standards or new requirements will be pilot tested on a specified number of sites to:

- ensure feasibility
- ensure that the evaluation and auditability of new criteria meets the requirements of the ISEAL Assurance code
- validate if the presumed outcomes of the standard can be achieved.

5.2.2 The tests can include field trials or mock audits, and measurement of impact and evaluation of risk as appropriate.

5.2.3 Where feasible, multiple pilot tests should be held to trial the new or revised standard in geographical regions which are significantly different from one another.

5.2.4 A report summarizing the results from testing shall be made publicly available on the SRP website as part of subsequent consultation materials.

5.2.5 Testing should be conducted prior to the final consultation opportunity.

5.2.6 Results of the field test shall determine any edits and changes necessary to the draft standard prior to final endorsement.

5.3 Supplementary documents

5.3.1 As a minimum, the Standard shall be accompanied by supplementary documents as described below.

5.3.2 Guidance for local applicability where necessary or helpful (e.g., varying farming methods around the world);

5.3.3 An accompanying User Manual, providing additional guidance for organizations seeking Verification; and

5.3.4 Verification Procedures providing guidelines for Assurance Service Providers and Verification Bodies.

5.3.5 Supplementary documents may be updated by SRP as often as deemed necessary without a formal revision process. The SRP Technical Committee may provide feedback on these and other supplementary documents, but they are not considered within the decision-making scope of the SRP TC.

5.3 Mandatory information

5.3.1 The following shall be noted in the Standard document:

5.3.2 Stipulation of English as the official language of the Standard, including the statement that in case of inconsistency between translated versions, the English version shall prevail.

5.3.3 Anticipated timing of next revision and process for submitting feedback and complaints.

5.3.4 Release date, effective date and version number (a new standard will be designated as version 1.0);

5.3.5 Disclaimer stating that SRP will not be held liable for use of the Standard: and

5.3.6 Copyright statement.

5.4 Transparency- Availability of documentation on SRP website

5.4.1. The following documents shall be available on the SRP website:

- Final Standard
- Final Standard User Manual
- Final Standard Verification Procedures
- Feedback summary
- Summary of key changes
- Updated SRP Brand Manual and
- Transition policy.

5.4.2. A detailed list of all changes from previous versions (if applicable) must be made available upon request.

5.5 Standard revision

5.5.1 The SRP Secretariat may make minor revisions involving non-substantive changes without consulting the SRP Technical Committee.

5.5.2 The SRP Standard shall undergo a review at least every 3 years as stipulated in the SRP Strategic Plan.

5.5.3 In addition to scheduled major revisions, major revisions may also be initiated for the following reasons:

1. Standard criteria result in critical unintended consequences that compromise the goals or desired outcomes of the Standard;
2. New developments that change or affect implementation, the assurance process, or known impacts of the Standard;
3. Expanded goals or scope in SRP strategy; or
4. At the discretion of SRP.

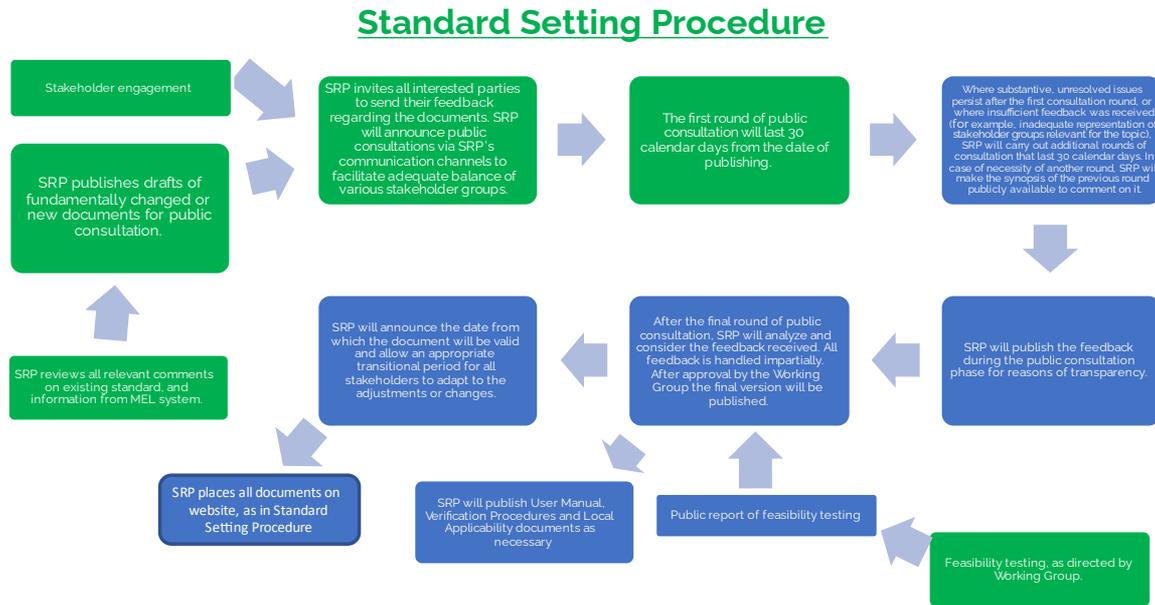
5.5.4 All major revisions shall include the following steps as part of the process:

1. Approval of a project plan;
2. Approval of the public consultation standard draft;
3. Public consultation of at least 60 days; and
4. Approval of the final Standard.

5.5.5 The process is shown schematically in Process Flow Chart No 1 (below).

5.5.6 A transition period shall be stipulated for each Verified organization and Verification Body to transition to the revised version, starting from date of publication of the revised Standard. This date is known as the standard version conformity date.

Process Flow Chart No.1 SRP Standard Setting Procedure



Process Flow Chart No. 2 SRP Standard Setting and Revision Procedure v 1.0

SRP Standard Setting and Revision Procedure v 1.0

