

## **Public Summary of the revision process for the SBP Document Development Procedure**

**June 2019**

### **Background**

This document provides a summary of the proposed process to revise the existing SBP Standard-setting Procedure, which has been incorporated into a document with a wider scope and renamed the Document Development Procedure.

### **Purpose and scope of the SBP Document Development Procedure**

The Document Development Procedure specifies the steps to be followed for the revision of existing documentation or the issuing of new documentation that informs the implementation and operation of the SBP certification system. Revision and issuing of new documents are collectively referred to as document development. The Procedure covers a wide range of both normative and non-normative documents implemented across the SBP certification system, including sustainability standards, other standards, instruction documents, guidance documents, interpretative documents, process documents and contracts.

All documents that inform the implementation and operation of the SBP certification system shall be developed in compliance with the Procedure. The scope of the Procedure does not cover documents created through the day-to-day operation of the certification system, such as emails.

The purpose of the Procedure is to ensure the credibility of all SBP documentation, 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.

### **Objective of the revision process**

To revise the SBP Standard-setting Procedure Version 1.0, June 2018 in line with ISEAL Code of Setting Social and Environmental Standards Version 6.0 – December 2014 and publish an SBP Document Development Procedure.

### **Justification**

The revision follows the recent governance transition process in SBP and will bring SBP in line with the ISEAL Code of Setting Social and Environmental Standards Version 6.0 – December 2014.

### **The process and expected timeframe**

The draft SBP Document Development Procedure Version 2.0 was presented for review and comment to SBP's Technical Committee and Standards Committee during the week of 27 May 2019. This Public Summary was presented to the Stakeholder Advisory Group during the same period for review and comment.

A public consultation was launched on 4 June 2019 and will remain open for 60 days.

If there are no substantive unresolved issues, then a revised draft will be submitted to the Technical Committee for review and comment during the week of 5 August 2019. If there are substantive unresolved issues, then a second round of consultation of at least 30 days will be undertaken.

A final draft will be presented to the Standards Committee during the week of 26 August for consideration for approval at the meeting of the Committee during the week of 16 September 2019.

### **Opportunities for contributing**

All stakeholders will be able to contribute during the 60-day consultation period commencing 4 June 2019.

### **Decision-making process**

The Standards Committee is responsible for the approval of the final document.