Standard-Setting Code System Report Outline

Introduction to Public System Report

ISEAL members must produce and annually update a Public System Report for each of the ISEAL Codes. The main goal of the Public System Reports is to provide a simplified overview of the key aspects of the organisation’s associated system to stakeholders, e.g. Standard-setting, Assurance or Monitoring & Evaluation. For the Standard-Setting Code, standards systems should prepare a narrative report that describes the various aspects of the standards development and revision process. Where standards systems have developed public summaries for a standards development or revision process, the information in those summaries can potentially serve as useful input to the system report. Reports must provide brief descriptions for all topic areas listed below.

Presenting information: format and length

Within this general framework, standards systems have flexibility to decide exactly how information is presented. The narrative may be complemented by web links to additional information on the organisation’s website or include graphics or diagrams.

It is important that the narrative report be written in clear, easily accessible language. The report should also be concise – maximum length of 4 pages.

Standard-Setting System Report Outline

Please use the two main section headings to present the information: Standard and Standard-Setting and Revision Process. You may change the order in which you present the sub headings, e.g. scope, sustainability outcomes. A Table of Contents has been added below for reference.

Contents

Standard .............................................................................................................................. 2
1. Scope .............................................................................................................................. 2
2. Sustainability outcomes ............................................................................................... 2
3. Why is it needed (justification) .................................................................................... 2
4. Performance level ......................................................................................................... 2
5. Adaptations .................................................................................................................... 2

Standard-Setting and Revision Process ...................................................... 2
6. Stakeholder categorization and geography ................................................................. 2
7. Summary of the revision process, .............................................................................. 2
8. Governance .................................................................................................................. 2
9. Decision-making process .......................................................................................... 2
10. Review and Revision process ................................................................................... 3

Standard

Scope

- Sectors or products covered, who it applies to and geography (where the standard is applied).

Sustainability outcomes

- Hotspots and key sustainability issues included in the standard.

Why is it needed (justification)

Performance level

- Description of intent and structure (e.g. baseline standard with continual improvement/ standard for top performers, supply chain standard/metric-based, etc.).

Adaptations

- How the standard is made locally applicable (e.g. international standard may be interpreted or adapted to apply to local context), considerations for SMEs, recognition of existing standards as equivalent etc.

Standard-Setting and Revision Process

When standard was first written and by whom

Stakeholder categorization and geography

- What interest sectors have been identified and who are key stakeholder groups within those sectors).

Summary of the revision process,

- When and how stakeholders engage in the consultation and overall revision process, what type of mechanisms (e.g. workshop, comment form, survey, field testing pilot, etc.), how under-represented and disadvantaged stakeholders are included/proactively approached, where consultations are held, etc.

Governance

- What does the governance look like (e.g. Standards Committee) and who participates.

Decision-making process

- How balance of interests is maintained, decision-making thresholds, rules for alternative decision making where consensus cannot be reached.
Review and Revision process

- How to submit complaints and how stakeholders can provide ongoing input (including proposals for revisions or clarifications) on the standard in between revisions, the date of the next review, etc.