

GoodWeave

RMI Operating Procedure (OP) Development of GoodWeave Standards

**Current Version: Draft 3,
01.18.10**

**Superseded Previous Versions:
not applicable**

**Period for stakeholders' comments and enquiries on this version:
N/A**

**Contact for Comments:
standards@goodweave.net**

**For further information and standards downloads:
www.goodweave.net**

RMI Operating Procedure (OP) Development of GoodWeave Standards

1. INTRODUCTION

RMI is the standard-setting body responsible for developing GoodWeave standards. Exporters and importers must meet GoodWeave standards in order for their products to carry any GoodWeave certification. The purpose of this document is to summarise the procedure by which GoodWeave standards are developed. The procedure is designed in compliance with all the requirements of the ISEAL Code of Good Practice for Setting Social and Environmental Standards, as applicable to RMI Standards.

The term 'Project' is employed to refer to the development or review of a Standard of any type by the Secretariat.

The term 'Standard' refers to generic and country specific/regional standards.

Overview of GoodWeave Standards

RMI has a generic international standard which sets out the minimum requirements that exporters of rugs must meet before they can qualify for GoodWeave certification. When commencing operations in a new exporting country, RMI will carry out an evaluation of the production methods and prevailing employment conditions etc in that country. This evaluation may recommend that a national variation of the generic standard is necessary. In such cases, a national variation of the generic standard will be developed for application to exporters in that country.

Decision Makers

The RMI Council has delegated final decision-making authority on the content of standards to the GoodWeave Standards Committee (SC). The RMI Council is responsible for defining the broad goals and objectives of the SC's standard development work. The Council also reviews the work of the SC to determine whether appropriate policies were followed in the standard development process, and if approved, determines procedures for the implementation of GoodWeave standards.

The RMI Council appoints members to the SC, consisting of representatives of the key stakeholders for RMI standards, including rug manufacturers, importers, retailers, and NGOs representing child rights, workers rights and environmental protection, as well as other external experts.

The Secretariat manages the process of arriving at or reviewing GoodWeave standards and undertakes the research and coordination work to support their development and maintenance.

2. PROCEDURE FOR DEVELOPING STANDARDS

2.1 Project Proposal

A Project may be proposed to the RMI Council by the RMI Members, RMI Board or the Secretariat. The Secretariat may propose projects as a result of adherence to review cycles, (see 3.6), of analysis of monitoring and evaluation of standards (see 3.5 and 3.4) or of receipt of a complaint (see OP Complaints).

2.2 Review of Project Proposals

Where a substantial need for a Project can be identified, the RMI Council will consider the proposal. The needs assessment looks at: whether the proposal fits into the strategic direction of RMI, whether other standards Projects already encompass the proposal, and whether funding and resources can be secured. It also evaluates the urgency of the project.

The RMI Council –together with the Chair of the SC if necessary – makes a decision whether to approve the Project.

2.3 Definition of Project Scope and Planning

Once a Project proposal has been approved, the Secretariat commences a planning stage. The planning activities generate the scope, objectives, time lines, work plans, budget and allocation of responsibilities. A responsible person also serving as the main contact point during the Project is nominated. The project planning sets goals or critical performance indicators.

An additional activity during the planning stage of the Project is the identification of all stakeholders who will receive communications during the development of the standard, and who will be consulted over draft standards – both internal and external stakeholders will be considered. External stakeholders may include consumers, retailers, unions, NGOs, governments, authorities, trade bodies and researchers etc.

The output from the planning stage is called a project description which is placed on the web site for further input from stakeholders so far unknown to RMI.

2.4 Research

At the research stage of a project, input from stakeholders, internal sources and external sources is collated. This work is undertaken by the Secretariat, but in some cases a decision can be made by the Secretariat to outsource the research stage of a Project.

The nature of the research undertaken varies according to the type of Project, but may include questionnaires to stakeholders, individual meetings, expert input and reviews of other existing standards.

Throughout the research stage of a Project, the Secretariat works to develop a draft standard ('a Draft') reflecting the data and responses from stakeholders.

2.5 Consultation

Once a draft Standard has been prepared, a formal consultation exercise with stakeholders is commenced. The initial draft of a Standard is sent to the Standards Committee, whose members have 30 days to comment. Their comments will be incorporated into the draft standard which will then be sent directly to stakeholders with a request for feedback. It is also posted on the web site. The Secretariat receives and reviews all comments on draft Standards from stakeholders. The Secretariat incorporates the feedback, and – if applicable – the results from additional research, as appropriate, in a revised draft Standard. The public is involved in the consultation procedure at appropriate steps at least in two rounds. However in cases where unresolved issues do not persist after the first round, the second round will not take place.

Consultation periods normally last 60 days. However, where considered urgent for the marketplace or other reasons, the consultation period may be reduced to 30 days. In case of non-substantive changes (eg. correction of mistakes and necessary clarification of intentions and guidance of the standards) the amendments may be undertaken without a consultation round at all.

The cycle of consultation with the SC, stakeholders, revision and communication of revisions to stakeholders is repeated as often as necessary to resolve relevant issues. At this point a ‘final Draft’, judged suitable for submission to the SC as the approving body, is said to have been prepared.

2.6 Approval

A ‘final Draft’ must be formally approved in order to be introduced as a Standard. The draft Standard is referred to the SC normally to its next meeting for decision making on the content of the Standard.

If a Draft is not approved, the SC will provide guidance to the Secretariat as to amendments that should be made and further research that is required. In this case, a Project or parts of it effectively returns to the research stage and the Standard in preparation must go through the subsequent steps of drafting and consultation with stakeholders prior to submission to the SC for final approval.

The RMI Council reviews the work of the SC and determines whether a proper process was adhered to in the development of the content of the Standard. If the process is approved, the RMI Council determines the necessary steps to implement the Standard.

3. IMPLEMENTATION AND REVIEW OF AN APPROVED STANDARD

3.1 Editing and Publication

Once a draft Standard has been formally approved, it is edited for presentation in perfect English. The English version of a Standard is the only valid version of the

Standard. The Secretariat makes a judgement as to the need to provide the Standard in other languages and appropriate translations are arranged. The edited and approved English version of a Standard is published within a month after completion on the RMI web site. Any approved translations of a Standard are published on the web site as they become available.

3.2 Application

Following publication, an interim period may be allowed before a reviewed Standard becomes effective. The date of entering into force is clearly indicated in the published standard. A certain period may be granted to manufacturers to make preparations to comply with the Standard.

3.3 Training

If necessary, training sessions in respect of a Standard will be arranged by the Secretariat and RMI Members.

3.4 Evaluation

Once published, the stakeholders may comment to the RMI contact point found on the web site on the approved draft's compliance with pre-established needs and may submit proposals for a next review. These comments are taken into account during monitoring (see 3.5) and review (see 3.6).

3.5 Monitoring

After publication, the Secretariat continually collates feedback from internal and external stakeholders about the application of the Standards in practice. The feedback is documented and added to the comments from the evaluation (see 3.4).

3.6 Review Cycle

Usually the Secretariat will undertake a review of a Standard at least every five years. The review cycle will include a formal comment period and the results from the evaluation and monitoring activities (see 3.4 and 3.5). The Review may lead to a Project proposal for the revision of a Standard.

3.7 Complaints

Stakeholders have the right to follow the mechanisms of the OP Complaints against GoodWeave Standards.

4. INFORMATION

All relevant and applicable documents related to a Project are placed on the RMI website and hence made available to stakeholders and the public. This in particular includes: updates to work plans, project descriptions, consultation documents, synopsis papers from consultation rounds, drafts, final drafts, decisions of the Standards Committee and this standard setting procedure. On

request, all these documents are also available as hard copy, if necessary against payment of an administrative fee.

5. DOCUMENTATION

All records related to a Project are kept for at least five years. Electronic copies are kept as existing and back-ups are made as often as deemed necessary.

6. REFERENCES

OP Complaints against GoodWeave Standards