Grown in Britain

The Grown in Britain Standard Setting Procedure

1. Introduction

This document describes the general procedure by which the Grown in Britain Standard is reviewed and revised by Grown in Britain and has been written based on the requirements of the ISEAL Good Practice for Sustainability Systems V1.0[1]. Grown in Britain Ltd is responsible for revising the Grown in Britain Standard. The Grown in Britain Standard will only include language that is clear, specific, objective and verifiable. The Standard Setting Procedure is made publicly available through the Grown in Britain website.

Grown in Britain welcomes feedback from all stakeholders on any aspect of the Grown in Britain Standard and certification process at any time, including this Standard Setting Procedure. Please contact Grown in Britain on enquiries@growninbritain.org. Stakeholders may also submit complaints to Grown in Britain by following the Grown in Britain Complaints Procedure. Grown in Britain will disclose to interested parties, decisions taken on procedural complaints. All comments and feedback received between revision periods of the Grown in Britain Standard are noted and where relevant, considered in subsequent review and revision of the Grown in Britain Standard.

A work programme of standards development is available on the Grown in Britain website, outlining any new standards development or revisions to existing standards. This work programme will be updated on at least an annual basis.

The Standard Setting Procedure is reviewed at least every 5 years. Reviews may be conducted more frequently if necessary, e.g. following a complaint or following a review of the Grown in Britain Standard. The date of the next review of this procedure is 2030.

2. Recognition of equivalent standards

Where existing standards are deemed as partially or fully equivalent to the Grown in Britain Standard this shall be based on a determination of the equivalence of the sustainability performance and an assessment that the existing standard reflects the local context.

3. Terms of Reference

The Grown in Britain Terms of Reference can be found here and are updated at the outset of new standards development or following a standards review. The Terms of Reference cover:

a. The intended scope of the standard
b. The intended sustainability outcomes of the standard consistent with the Scheme's strategy
c. A justification of the need for the standard including how the standard complements existing external standards with overlapping scopes
d. The intended sustainability claims that the standard will substantiate

[1] https://isealalliance.org/sites/default/files/resource/2024-03/ISEAL-Code-of-Good-Practice-v1.0_ISEAL_final_public.pdf.pdf

4. Stakeholders

Stakeholder engagement is a core part of Grown in Britain. Grown in Britain want to ensure that all stakeholders have the option to contribute to the process of revising the Grown in Britain Standard. At the outset of a standards development or revision process, Grown in Britain develop/update a list of sectors that have an interest in the Standard and key stakeholder groups within those sectors, based on the scope of the Standard and its social, environmental and economic outcomes. In addition, to avoid duplication, Grown in Britain will inform organisations that have similar standards of their intention to develop a new standard and seek input from them on the TOR and encourage participation in the standard's development. Grown in Britain stakeholder engagement covers a wide range of representation including geographic representation, gender, differing economic, social and environmental interests, the scale of the facilities and different types of organisations. The table below details the range of stakeholders involved/invited to be involved in the Standard Setting Procedure and their roles, as well as the composition of those groups.

Stakeholder	Role in the Standards Setting Procedure	Composition
Grown in Britain Board	• Provide strategic direction for GiB • Approves the frequency of revisions of the GiB Standard • Approves the final version of the GiB Standard	Multi-stakeholder group. Members do not represent the stakeholder group of which they are a part, but act in the overall interests of Grown in Britain. Includes: Timber supply chain, construction, woodfuel and compliance expertise. Extensive experience in forestry and timber supply chain.
Grown in Britain Technical Advisory Committee (TAC)	• Provides advice on the development and revision of the GiB Standard to meet the strategic direction set by the Grown in Britain Board • Recommends the final version of the GiB Standard for approval by the GiB Board	Multi-stakeholder group including a range of organisations. Includes: Certificate holders, auditors, industry experts, supply chain, Grown in Britain staff.
Grown in Britain Stakeholders	• Invited to participate in stakeholder consultation • Invited to provide feedback at any time	Includes: Certificate holders, auditors, NGOs, governments, consumers, trade associations, environmental representatives, retailers, community interest groups, interested parties.

Grown in Britain Technical Team	• Co-ordinates the revision and further development of the GiB Standard including the Standard Setting Procedure • Can approve non-substantive changes and urgent revisions with approval from the GiB CEO	Grown in Britain staff

5. Review and Revision of the Grown in Britain Standard

5.1 Standards Review

The Grown in Britain Standard is reviewed every 2 years to assess the continued relevance and effectiveness of the current Standard relative to its objectives. With approval by the Grown in Britain Board, the GiB Standard may be revised more frequently, such as upon request or through Grown in Britain internal recommendation (e.g. following receipt of a complaint or an update to the UK Forestry Standard).

In reviewing the Standard, or at the outset of developing a new standard, Grown in Britain will ensure that the standard is consistent with the following requirements:

- Be expressed in terms of process, management and performance criteria, rather than design or descriptive characteristics
- Not favour a particular technology or patented item
- Include definition of the scope to which the standard applies
- Attribute or cite all original intellectual sources of content
- Not present administrative requirements related to assurance, claims or labels or other non-technical issues integrated with technical and/or performance requirements.

Grown in Britain will prepare and provide sufficient guidance on the standard to support consistent interpretation of its requirements.

The review process considers all comments received in between revisions to the Grown in Britain Standard, any relevant stakeholder feedback, discussion with the Grown in Britain TAC and Grown in Britain Technical Team. A review can lead to no revision, revision of part, or revision of the whole of the Grown in Britain Standard. If a revision is necessary, the timeline for the Standard revision will be defined, ensuring the process occurs in a timely manner relevant to extent of revision necessary.

5.2 Revision Preparation and Planning

Preparation and planning for revision of the Grown in Britain Standard includes:

- Review of stakeholders identified and addition of further interested stakeholders as appropriate (including identifying groups that are not adequately represented)

- A public summary, published at the outset of a standards development or revision process, including a summary of the TOR, the steps in the standards development/review process and clear opportunities for contributing and an outline of the decision-making process, including how decisions are made and who makes them.
- A time plan, including the date of the revision and the transition period for implementation.

5.3 Consultation

Public consultation is carried out using the existing version of the Grown in Britain Standard or a draft of a new version of the Grown in Britain Standard.

In preparation for the consultation, consideration is given to:

- Stakeholder engagement:
    - Strategies to reach all stakeholders. At a minimum, this includes publication of the consultation on the Grown in Britain website and information sent by email to all identified stakeholders. Grown in Britain seek to identify any under-represented stakeholder groups and proactively seek their contributions to consultation.
- Accessibility and communication of the consultation.
    - Public consultation open for a minimum of 60 days
    - Publicised through Grown in Britain communication channels as appropriate
    - Feedback welcomed in any format (email, letter, online, phone call, in person)

Grown in Britain collates and reviews all comments received from the consultation.

Grown in Britain incorporates the consultation feedback in a (revised) draft Standard. The (revised) draft Standard also, if applicable, incorporates the results from additional research, for example from testing the feasibility and auditability of requirements in the draft Standard.

Where the consultation is carried out using the existing version of the Grown in Britain Standard, feedback from prior to the consultation period will also be considered.

The Grown in Britain TAC reviews the revised draft Standard.

Additionally, Grown in Britain will summarise the comments received during the public consultation along with how they have been addressed and the main changes in the revised version. This is shared with stakeholders who responded to the consultation and made available through the Grown in Britain website. Grown in Britain ensures that no confidential information is disclosed through the summary. Where possible, considering the confidentiality of stakeholders, original comments can be made available upon request.

Grown in Britain will consider holding additional consultation cycle(s) if stakeholder feedback is identified as insufficient or if further input is needed to resolve relevant issues. Decisions to hold additional consultation(s) will be made in conjunction with advice from the Grown in Britain TAC. Such subsequent consultation cycles will be a minimum of 30 days.

5.4 Approval

A draft Final version of the Standard is recommended by the Grown in Britain TAC for approval by the Grown in Britain Board.

5.5 Publication

The revised Grown in Britain Standard is published on the Grown in Britain website at 60 days before it becomes effective. A one-month period is suitable for non-substantive changes. The Grown in Britain Standard includes the date the document is issued and the date on which it becomes effective (i.e. status of the document) as well as contact information for Grown in Britain and a version history.

Draft and Final Standards are published in English on the Grown in Britain website. To reduce environmental impacts, Grown in Britain documents are only available electronically.

The publication of a new version of the Grown in Britain Standard is also publicised through the Grown in Britain communication channels as appropriate.

5.6 Non-substantive Change(s)

From time-to-time, non-substantive change(s) may be required to the Grown in Britain Standard (for example to clarify language). In this case, there is no need for a formal revision process. A notification of the changes will be made in the Version History in the subsequent Standard.

5.7 Urgent Changes

Where urgent revisions are required to the Grown in Britain Standard, Grown in Britain will define the appropriate procedure which include at least consultation with the Grown in Britain Board. The Grown in Britain TAC and Grown in Britain Board will be informed of any such changes made and the reasons for these changes. Urgent revisions may be required to meet changes in the conditions of production or for other urgent matters.

6. Decision Making

Where possible, all decisions are reached by consensus. A consensus is considered to be a lack of sustained opposition. In order to reach a consensus, the Grown in Britain TAC utilises the following processes to establish whether there is opposition:

a) A face-to-face meeting where there is a verbal yes/no vote, show of hands for a yes/no vote; etc.
b) A telephone or online conference meeting where there is a verbal yes/no vote.
c) Electronic communication where a request for agreement or objection is provided to members (a proxy for a vote).
d) Or combinations of the above.

When consensus cannot be met, for example when there is a sustained opposition, the issue shall be resolved using alternative process as appropriate including the following:

a) Discussion and negotiation within the group in order to find a compromise.
b) Direct negotiation between the stakeholder(s) submitting the objection and stakeholders with different views on the disputed issue in order to find a compromise.
c) Where consensus/compromise cannot be reached, the issue will be escalated to the Grown in Britain Board.

7. Records

Grown in Britain keeps records relating to each revision of the Grown in Britain Standard on file for at least five years. All electronic storage is regularly backed up. This includes:

- Policies and procedures
- Stakeholders contacted
- Stakeholders involved in each stage of the process
- Comments received
- Summary of how comments received were taken into account
- Draft and Final versions of the Standard.

If a publicly available document is removed from the website (e.g. documentation relating to a previous revision process), documentation is still available to stakeholders upon request.