

RSB – ROUNDTABLE ON SUSTAINABLE BIOMATERIALS

RSB Standard for adaptation to geographic conditions

Version 2.1

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Introduction

The objective of RSB-STD-15-002, Standard for adaptation to geographic conditions, is to ensure that the RSB Criteria and corresponding RSB Indicators can be adapted to specific geographic conditions in cases where implementation of the *RSB Principles & Criteria* would otherwise result in a *prejudice* towards participants or in negative environmental, social, cultural or economic effects. Corresponding adaptations to the RSB Criteria and RSB Indicators will be defined in *RSB Regional Standards*. Figure 1 provides a schematic overview of this RSB Standard for adaptation to geographic conditions and the development of *RSB Regional Standards*.

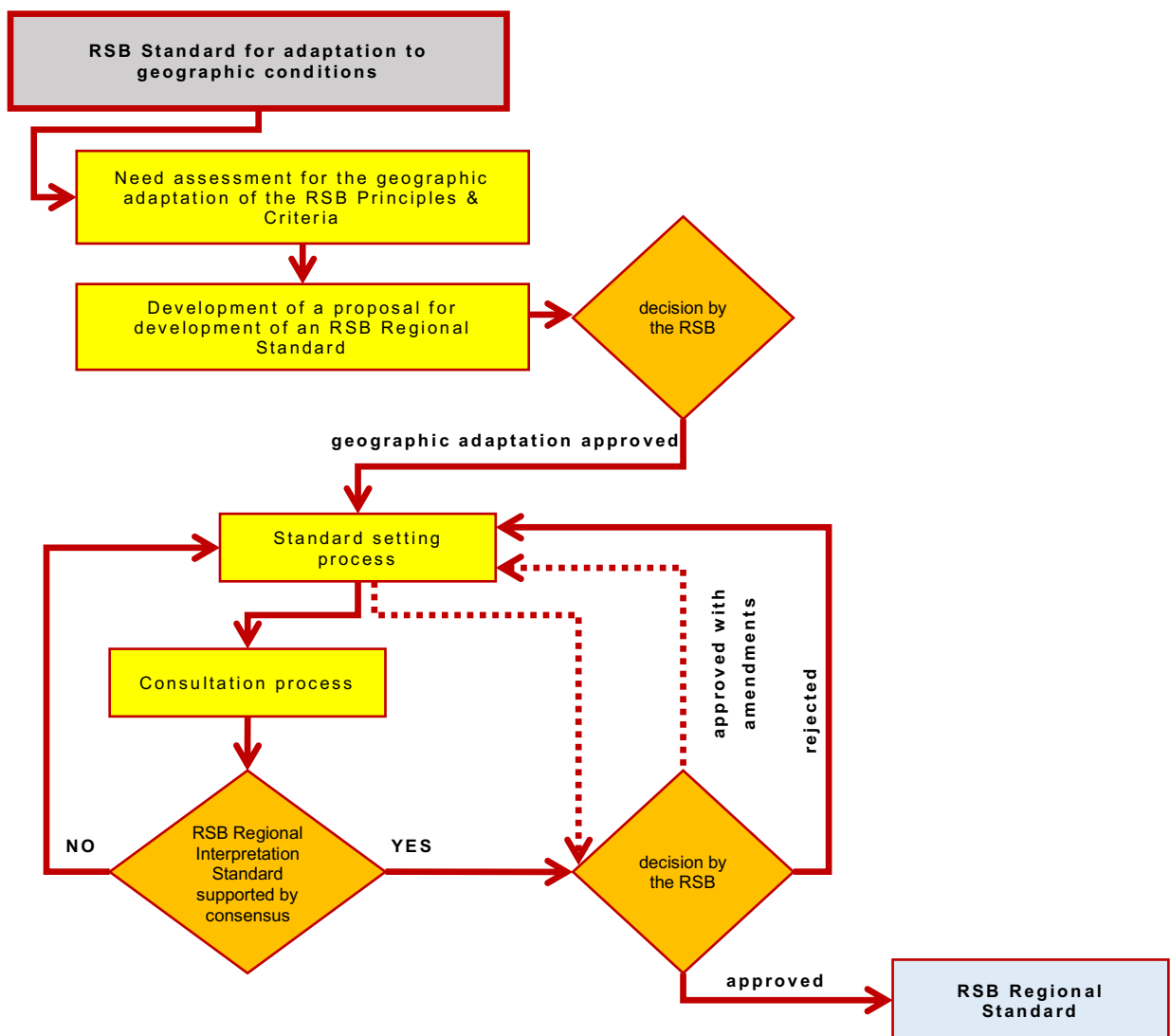


Figure 1: Schematic overview of the RSB Standard for adaptation of the RSB Criteria and corresponding RSB Indicators to geographic conditions and the development of the *RSB Regional Standard*.

The formal decision to develop a new *RSB Regional Standard* is taken by RSB, based on a needs assessment and proposal elaborated by an entity/party with a demonstrated interest in the geographic adaptation of the RSB Criteria and corresponding RSB Indicators. Until a *RSB Regional Standard* is developed and formally approved by the RSB, the international *RSB Principles & Criteria* are applicable.

It is recommended that entities/parties interested in the geographic adaptation of RSB Criteria and corresponding RSB Indicators, and/or other RSB standards, contact the RSB before conducting a needs assessment and elaborating a proposal as specified in this standard.

The requirements in this standard are designed to comply with the ISEAL Code of Good Practice for Setting Social and Environmental Standards (2006), and thereby to demonstrate compliance with the applicable requirements of ISO/IEC Guide 59 Code of good practice for standardization, and the WTO Technical Barriers to Trade (TBT) Agreement Annex 3 Code of good practice for the preparation, adoption and application of standards. Excerpts from the TBT Second Triennial Review Annex 4, Principles for the Development of International Standards, Guides and Recommendations with Relation to Articles 2, 5 and Annex 3 of the Agreement have also been referenced where appropriate.

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ANNEX A

**Requirements for the written proposal for development of a
*RSB Regional Standard***

A. Intent of this standard

This standard is intended to ensure that international RSB Criteria and corresponding RSB Indicators can be adapted to political, legal, customary and/or technical social, environmental, cultural, ethical and/or economic conditions in a *particular geographic region*. Such adaptation shall only be undertaken if compliance with the international *RSB Principles & Criteria* and indicators thereto, and the RSB standards:

- i. do not comprehensively and/or consistently achieve the intent of the *RSB Principles & Criteria* in a *particular geographic region*;
- ii. resulted or could result in a violation of existing legislation in a *particular geographic region*.
- iii. resulted or could result in systematically inconsistent outcomes for different participating operators in a *particular geographic region*;
- iv. resulted or could result in systematic negative political, legal, customary and/or technical social, environmental, cultural, ethical and/or economic effects in a *particular geographic region*;

The geographic adaptation of international RSB Criteria and corresponding RSB Indicators shall:

- i. follow due process as outlined in this standard;
- ii. ensure that experience, knowledge, concerns and inputs, including technical and scientific expertise, of all relevant and affected *constituents* and *stakeholders* are considered transparently, equitably and without prejudice;
- iii. ensure that the resulting *RSB Regional Standards* is supported by a broad consensus of all relevant and affected *constituents* and *stakeholders*;
- iv. be presented to the RSB for decision.

The requirements for the process for the development of the *RSB Regional Standard* listed below are intended to ensure that any entity or person initiating a process for *development of a RSB Regional Standard* is fully able to successfully complete the development process and maintain the resulting *RSB Regional Standard* in the long term. *Constituents* and *stakeholders* in a particular region, who feel that the *development of a RSB Regional Standard* is necessary, but who do not have the ability to initiate such a development process (e.g. for lack of available resources, etc.) should approach the RSB for guidance on the possibilities to address their respective concerns with respect to the *RSB Principles & Criteria* and corresponding indicators.

B. Scope of this standard

This standard is an international standard and valid worldwide, and specifies the requirements for the adaptation of RSB Criteria and RSB Indicators to political, legal, customary and/or technical social, environmental, cultural, ethical and/or economic conditions in a *particular geographic region*.

C. Status and effective date

The version 2.0 of the *RSB Standard for adaptation to geographic conditions* shall be effective on 1 March 2011.

D. Note on use of this standard

All aspects of this standard are considered to be normative, including the intent, scope, standard *effective date*, note on the use of this standard, references, terms and definitions, requirements, and annexes unless otherwise stated. Users implementing this standard shall ensure that the intent of this standard is met. To ensure that the intent of this standard is met users shall implement all of the requirements specified in this standard, and any and all additional measures necessary to achieve the intent of this standard.

E. References

ISO Guide 59: Code of Good Practice for Standardization. 1994

ISEAL Code of Good Practice for Setting Social and Environmental Standards. P005 - Public Version 4 - January, 2006

WTO Agreement on Technical Barriers to Trade (TBT) Agreement. Annex 3: Code of good practice for the preparation, adoption and application of standards.

WTO TBT Second Triennial Review Annex 4, Principles for the Development of International Standards, Guides and Recommendations with Relation to Articles 2, 5 and Annex 3 of the Agreement

RSB-STD-01-001 RSB Principles & Criteria

F. Terms and definitions

The Terms and definitions listed below refer to the use of terms in this *RSB Standard for adaptation to geographic conditions (RSB-STD-15-002)*. While the terms listed below may be used differently in other documents and contexts, the definitions listed below are binding for this document. Terms used in the text of this standard, for which a definition is provided below, are written in italics. A full list of definitions can be found in *RSB-DOC-10-002 RSB Glossary of terms*.

approval by RSB	decision of acceptance duly taken by the RSB.
comments	suggestions, concerns and issues raised by <i>stakeholders</i> during the consultation process.
constituent	see <i>stakeholder</i>
crop	plant used for biomass production and the biomass produced based on this plant
draft for approval	final draft of an <i>RSB Standard</i> ready for submission to the RSB for decision.
effective date	the date when a standard becomes effective and binding for the RSB, its members and <i>constituents</i> and the RSB Certification Systems and its <i>constituents</i> .
external standards	standards set by another independent standard setting organization.
facilitator	the entity technically, legally, financially and politically accountable, responsible and liable for the transparent, comprehensive and consistent implementation of the proposed process for geographic adaptation of the <i>RSB Criteria</i> and corresponding <i>RSB Indicators</i> and the development of a <i>RSB Crop Specific Standard</i> .
geographic scope	specifies in detail to the political, legal, customary and/or technical social, environmental, cultural, ethical and/or economic conditions which differentiate the <i>particular geographic region</i> from neighboring regions.
particular geographic region	geographic region defined by its particular <i>geographic scope</i> .
prejudice	uneven access to or distribution of social, environmental and/or economic advantages and benefits, of disadvantages and burdens
public draft	draft of an <i>RSB Standard</i> published for consultation with <i>stakeholders</i> .
Roundtable on Sustainable Biofuels	RSB - Roundtable on Sustainable Biofuels EPFL - Ecole Polytechnique Federale De Lausanne Energy Center Château de Bassenges, Station 5 CH - 1015 Lausanne Switzerland web: http://rsb.epfl.ch email: rsb@epfl.ch
RSB	see Roundtable on Sustainable Biofuels

RSB certification systems	institutions, <i>constituents</i> , governance mechanisms, processes and relationships which interact systematically to ensure comprehensive and consistent implementation of the <i>RSB Criteria</i> and corresponding <i>RSB Indicators</i> and RSB Standards.
RSB Criterion	objective of performance which is specifically and measurably operationalizing an <i>RSB Principle</i> .
RSB Indicator	outcome specifying a single aspect of performance which is specifically, measurably and achievably operationalizing an RSB Criterion.
RSB member	Legal entity or natural person participating in the Roundtable on Sustainable Biofuels.
RSB Principle	description of the general intent of performance defined by the RSB.
RSB Crop Specific Standard	Standard developed through implementation of this <i>RSB Standard for adaptation to crop specific conditions (RSB-STD-20-003)</i> . Standard resulting from adaptation of <i>RSB Criteria</i> and corresponding <i>RSB Indicators</i> to legal, technical, social, environmental, ethical and/or economic conditions specific to the cultivation of a specific <i>crop</i> .
RSB Regional Standard	standard developed through implementation of this RSB Standard for adaptation to geographic conditions. Standard resulting from adaptation of RSB Criteria and corresponding RSB Indicators to political, legal, customary and/or technical social, environmental, cultural, ethical and/or economic conditions in a <i>particular geographic region</i> .
RSB Steering Board	elected governing body of the <i>Roundtable on Sustainable Biofuels</i> consisting of representatives of the <i>RSB members</i> .
stakeholder	persons, groups or organizations who are directly or indirectly affected by or who can affect an activity, but also includes people and organizations who have concerns about the activity, or who might be responsible agents.
systematic effect	an effect which occurs regularly due to a specific set of conditions and not incidentally or randomly.

G. Requirements

PART 1: PROCESS

1. General requirements for development of RSB Regional Standards

1. 1. An *RSB Regional Standard* may be necessitated and developed if, due to specific political, legal, customary and/or technical social, environmental, cultural, ethical and/or economic conditions in a *particular geographic region*, the implementation of the *RSB Principles*, criteria and/or indicators resulted or would result in one or more of the following effects:
 - i. Compliance with the *RSB Principles*, criteria and/or indicators does not comprehensively and/or consistently achieve the intent of the *RSB Principles & Criteria*.
 - ii. Compliance with the *RSB Principles*, criteria and/or indicators resulted or could result in a violation of existing legislation.
 - iii. Compliance with the *RSB Principles*, criteria and/or indicators resulted or could result systematically in inconsistent outcomes for different participating operators in a *particular geographic region*.
 - iv. Compliance with the *RSB Principles*, criteria and/or indicators resulted or could result systematically in negative political, legal, customary and/or technical social, environmental, cultural, ethical and/or economic impacts in a *particular geographic region*.

1. 2. The process for development of a *RSB Regional Standard* may be initiated by any entity or natural person with a demonstrated political, legal, customary and/or technical social, environmental, cultural, ethical and/or economic interest in the *crop* specific adaptation of the *RSB Criteria* and Indicators and the development of the *RSB Regional Standard*.

Note: It is recommended that any entity or natural person intending to initiate the development a *RSB Regional Standard* contact the RSB for necessary guidance and support.

1. 3. The *development of a RSB Regional Standard*, and all associated processes (e.g. needs assessment, proposal development, proposal decision by RSB, standard setting, consultation, standard decision by RSB, etc.) and results (e.g. new standards, revised standards, associated documents and guidance, etc.) shall meet the intent of the *RSB Principles & Criteria* and shall not conflict with and/or contradict the *RSB standard* and/or the *RSB certification systems*.

1. 4. Upon full and unconditional approval by the *RSB*, the *RSB Regional Standard* shall be effective as of the *effective date*.

1. 5. *RSB members and constituents, and the RSB Certification Systems and its constituents in the particular geographic region, which have already implemented the RSB Principles & Criteria without geographic adaptation, shall implement the RSB Regional Standard within 1 year of the effective date.*

2. Process for the development of a RSB Regional Standard

2. 1. Proposals to develop a *RSB Regional Standard* may be presented by any legal entity or natural person with a demonstrated political, legal, customary and/or technical, social, environmental, cultural, ethical and/or economic interest in the geographic adaptation of the RSB Criteria and Indicators and the development of the *RSB Regional Standard*.
2. 2. The entity or person proposing the *development of a RSB Regional Standard* shall be residing in the particular region for which the development of the *RSB Regional Standard* is proposed.
2. 3. The formal decision to authorize the *development of a RSB Regional Standard* shall be taken by *RSB*.
2. 4. The decision of *RSB* shall be based on a written proposal, which meets the requirements specified in Annex A – Requirements for the proposal for *development of a RSB Regional Standard*.
2. 5. Prior to the decision on the *development of a RSB Regional Standard*, the written proposal shall be circulated to the *RSB* and the *RSB members* for review and *comments*.
2. 6. Subject to compliance with the requirements specified in this standard, the decision on adopting or rejecting the proposal to develop a *RSB Regional Standard* shall be formally taken by the *RSB* and be publicly announced, e.g. through publication in the *RSB Newsletter* and on the *RSB website*.

2. 7. The *Facilitator* shall serve as the principles contact point between the *RSB* and the process for the development of the *RSB Regional Standard*. The *Facilitator* shall be held technically, legally, financially and politically accountable, responsible and liable for the transparent, implementation of the process for the development of the *RSB Regional Standard* as proposed to and decided by the *RSB*. The *RSB* shall, at its sole discretion, accept or reject delegation of the technical, legal, financial and political accountability and responsibility for the transparent implementation of the proposed process to another independent third party.

2. 8. The *Facilitator* shall:
 1. enter into an agreement with the *RSB* (e.g. memorandum of understanding, contract, etc.) detailing the technical, legal, financial and political accountabilities, responsibilities and liabilities for the transparent implementation of the proposed process the development of the *RSB Regional Standard*;
 2. implement the agreement with the *RSB* and the proposed process for the development of the *RSB Regional Standard* as outlined in the proposal approved by the *RSB*;
 3. report to the *RSB* periodically on the progress of the process for the development of the *RSB Regional Standard*;
 4. present to the *RSB* for decision, any changes to the process for the development of the *RSB Regional Standard*;
 5. report to the *RSB* upon the successful completion, suspension and/or termination of the process for the development of the *RSB Regional Standard*;
 6. present to the *RSB* for decision the draft for approval of the *RSB Regional Standard* including a comprehensive documentation of the process for the development of the *RSB Regional Standard* and all other relevant documentation. This documentation shall, in particular, include detailed reference:
 1. to comprehensive consultation of the *RSB Regional Standard*, and to any and all experience, knowledge, concerns and inputs provided by relevant and affected *stakeholders* and *constituents*,
 2. on how these were considered transparently, equitably and without prejudice, and
 3. to an updated comprehensive and detailed strategy and program for long term maintenance of the *RSB Regional Standard* with specific reference to the long term viability and stability of the strategy and program for long term maintenance.

2. 9. The RSB shall evaluate:
 1. the draft for approval of the *RSB Regional Standard* and related documentation for compliance with this standard, comprehensiveness, consistency and feasibility;
 2. the process for developing the *RSB Regional Standard* and related documentation for compliance with this standard;
 3. the draft for approval of the *RSB Regional Standard* for any conflict or potential conflict with:
 1. the *RSB Principles & Criteria* including their respective indicators and the intent of the *RSB Principles & Criteria*,
 2. other *RSB Regional Standards*,
 3. RSB Crop-Specific Standards,
 4. RSB Standards for adaptation to existing Biomass / Biofuels standards,
 5. RSB Standards for adaptation to existing Biomass / Biofuels schemes,
 6. other RSB standards, and/or
 7. other international standards;
 4. the strategy and program for long term maintenance of the *RSB Regional Standard* including in particular its long term viability and stability.

2. 10. RSB shall at its sole discretion either:
 1. approve the *RSB Regional Standard*, or
 2. approve the *RSB Regional Standard*, with amendments, or
 3. reject the *RSB Regional Standard*.

2. 11. If RSB approves the *RSB Regional Standard*, it shall make the *RSB Regional Standard* publicly available. The *RSB Regional Standard* shall then be binding for and be implemented by all *stakeholders* and *constituents* in the particular region, as specified in its intent and scope.

2. 12. If RSB approves the *RSB Regional Standard* with minor amendments, it shall advise the *Facilitator* on the amendments required. The *Facilitator* shall implement these amendments directly or submit to the RSB a proposal on how the amendments will be addressed.

2. 13. If RSB rejects the *RSB Regional Standard*, it shall state the reasons for the rejection, and may suggest what steps it considers necessary in order to address its concerns. The *Facilitator* shall consider these reasons and submit to the RSB a proposal on how to address these reasons for rejection.

2. 14. RSB shall keep the following records for each *RSB Regional Standard* developed:
 1. written proposal for the development of the *RSB Regional Standard*,
 2. documentation of the approval by the RSB of the proposal for the development of the *RSB Regional Standard*.
 3. agreement with the *Facilitator*,
 4. names and affiliations of members of the consultation process, and of all other *stakeholders* and *constituents* that were approached, contacted, invited, engaged, consulted in the process for the development of the *RSB Regional Standard*,
 5. copies of all inputs and *comments* provided to the process for the development of the *RSB Regional Standard* and the names and affiliations of the *stakeholders* that provided the input and comment,
 6. copies of all responses to *stakeholder* input and comment,
 7. copies of all draft standards compiled in the process for the development of the *RSB Regional Standard*,
 8. a description of all departures from this standard and all other RSB standards,
 9. the draft for approval of the *RSB Regional Standard* and accompanying documentation as it was submitted to the RSB for approval,
 10. documentation of the decisions by the RSB.

PART 2: CONTENT

3. Reference to geographic scope and regional conditions

3. 1. The Regional Standard shall, in its introduction, describe the specific political, legal, customary and/or technical social, environmental, cultural, ethical and/or economic conditions in the *particular geographic region*, that make the development of the *RSB Regional Standard* necessary. The scope of the standard shall be specified in terms of the political, legal, customary and/or technical social, environmental, cultural, ethical and/or economic conditions which differentiate

the *particular geographic region* from neighboring regions. This may coincide with a political designation (e.g. a country or a region (e.g. a number of countries, European Union, a province/state, a sub-national area, etc.), an ecological designation (e.g. eco-region, the Amazon Basin, etc.), as well as cultural (e.g. lands of Sami people in Norway, Sweden, Finland) or socio-economic regions.

3. 2. The *RSB Regional Standard* shall specify in its intent that the intent of the *RSB Principles & Criteria* shall be met.

3. 3. The *RSB Regional Standard* shall specify the scope to which it applies.

4. Adaptation of RSB Criteria and Indicators for specific regional conditions

4.1. Needs assessment for the development of the RSB Regional Standard

4.1.1. The needs assessment for the development of the *RSB Regional Standard* shall be conducted as outlined in Figure 2 and specified in the following requirements of this standard. The documentation of the needs assessment shall be part of the proposal for the development of the *RSB Regional Standard*.

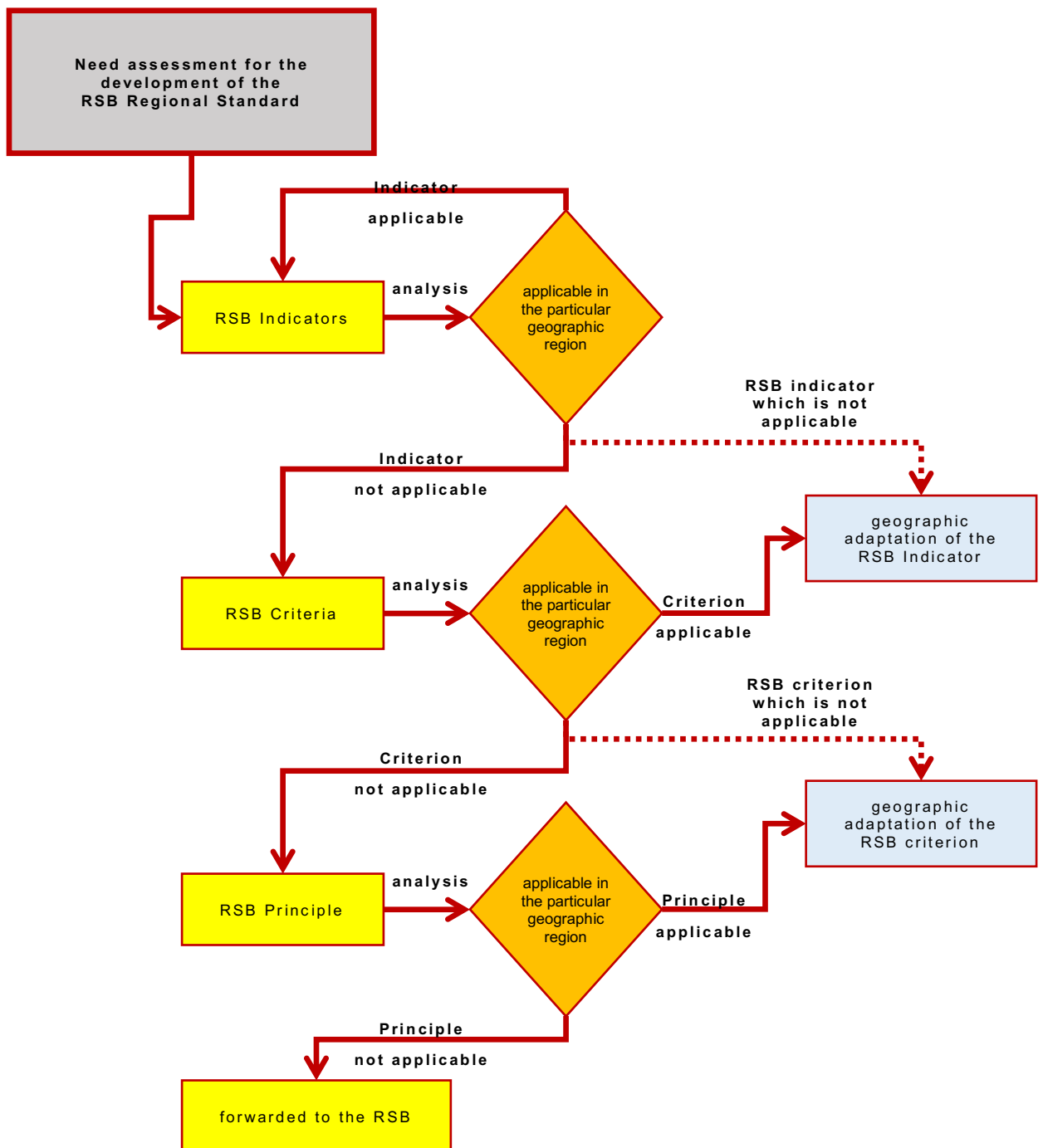


Figure 2: Schematic overview of the assessment of the needs for development of the *RSB Regional Standard*

- 4.1.2. The *Facilitator* shall analyze the applicability of each *RSB Indicator* to the specific geographic conditions. Analysis of the applicability of each *RSB Indicator* shall include a detailed evaluation whether implementation of the *RSB Principles, Criteria and/or Indicators* leads to one or more of the following results listed in 1.1, points i-iv.
- 4.1.3. If an *RSB Indicator* is found to lead to one or more of the results listed in 1.1, points i-iv.:
 1. the corresponding analysis and rationale shall be provided in the documentation of the needs assessment,
 2. the applicability of the corresponding *RSB Criterion* shall be analyzed,
 3. if the corresponding *RSB Criterion* is found to be applicable and to not lead to one or more of the results listed 1.1, points i-iv., the *RSB Indicator* which was analyzed, shall be adapted to the political, legal, customary and/or technical social, environmental, cultural, ethical and/or economic conditions in the *particular geographic region*,
 4. the adaptation of the *RSB Indicator* analyzed shall ensure that the intent of the corresponding *RSB Criterion* is met.
- 4.1.4. If an *RSB Criterion* is found not to be applicable and to lead to one or more of the results listed in 1.1, points i-iv.:
 1. the corresponding analysis and rationale shall be provided in the documentation of the needs assessment,
 2. the applicability of the corresponding *RSB Principle* shall be analyzed,
 3. if the corresponding *RSB Principle* is found to be applicable and to not lead to one or more of the results listed in 1.1, points i-iv., the *RSB Criterion* which was analyzed shall be adapted to the political, legal, customary and/or technical social, environmental, cultural, ethical and/or economic conditions in the *particular geographic region*,
 4. the adaptation of the *RSB Criterion* which was analyzed shall ensure that the intent of the corresponding *RSB Principle* is met.
- 4.1.5. If an *RSB Principle* is found to not be applicable and to lead to one or more of the results listed in 1.1, points i-iv., the full documentation of the analysis shall be forwarded to the RSB for consideration.

4.2. Geographic adaptation of the RSB Indicators and RSB Criteria identified

4.2.1. The geographic adaptation of the RSB Indicators and RSB Criteria and the *development of a RSB Regional Standard* shall be conducted as outlined in Figure 3 and specified in the following binding requirements.

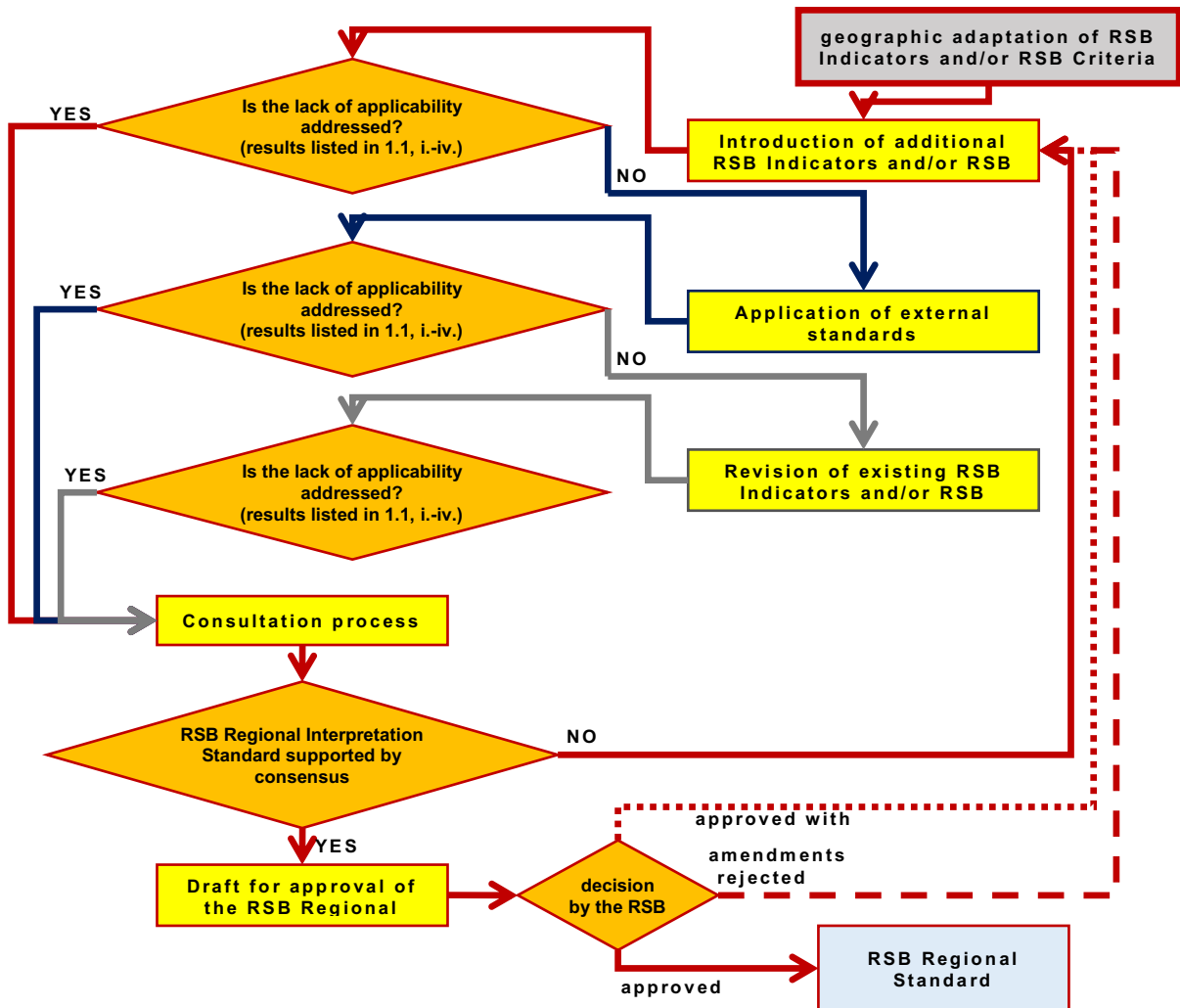


Figure 3: Schematic overview of the geographic adaptation of the RSB Indicators and RSB Criteria and development of the *RSB Regional Standard*

- 4.2.2. Any adaptation of and changes to RSB Indicators and/or RSB Criteria shall be limited to those RSB Indicators and RSB Criteria documented in the needs assessment to be not applicable and to lead to one or more of the results listed in 1.1, points i.-iv..
- 4.2.3. If the lack of applicability (results listed in 1.1, points i.-iv.) can be addressed through the introduction of additional RSB Indicators and/or RSB Criteria, the

process for geographic adaptation shall identify and introduce such additional Indicators to meet the intent of the corresponding *RSB Criterion* and/or such additional Criteria to meet the intent of the corresponding *RSB Principle*.

- 4.2.4. If the lack of applicability (results listed in 1.1, points i.-iv.) cannot be addressed through the introduction of additional Indicators and/or Criteria, but through the application of *external standards*, the process for geographic adaptation shall identify and specify such *external standards* to meet the intent of the corresponding *RSB Criterion* and/or the corresponding *RSB Principle*.
- 4.2.5. If the lack of applicability (results listed in 1.1, points i.-iv.) cannot be addressed through the introduction of additional Indicators and/or Criteria, or through the application of *external standards*, the process for geographic adaptation shall revise the *RSB Indicator* to meet the intent of the corresponding *RSB Criterion* and/or the *RSB Criterion* to meet the intent of the corresponding *RSB Principle*.
- 4.2.6. The requirements listed in 4.2.2. – 4.2.5. shall be repeatedly applied for each of the RSB indicators and RSB Criteria identified as not applicable in the needs assessment.
- 4.2.7. The *RSB Regional Standard* shall include the wording of all *RSB Principles*, RSB Criteria and RSB Indicators, including those which were adapted and those which remained unchanged in the same order as they are prescribed in the *RSB Principles & Criteria* and corresponding RSB Indicators.
- 4.2.9. New or adapted RSB Criteria and/or RSB Indicators, and/or *external standards* specified shall only include elements that contribute to the achievement of the objective of the corresponding *RSB Principle* or *RSB Criterion*.
- 4.2.10. New or adapted RSB Criteria, and/or *external standards* specified shall specify objectives of practice and performance that are specific and measurable during an evaluation.
- 4.2.11. New or adapted RSB Indicators, and/or *external standards* specified shall specify outcomes or levels (i.e. thresholds) of performance that are specific and measurable during an evaluation.
- 4.2.12. The meaning of the RSB Indicators and the level of performance required to comply with the RSB Indicators shall be clear to the user.
- 4.2.13. Each *RSB Indicator* shall refer to a single aspect of performance to be evaluated. An *RSB Indicator* which includes more than one aspect to be evaluated shall list these aspects separately as sub-divisions of the RSB Indicator.
- 4.2.14. RSB Criteria and RSB Indicators shall be free from subjective elements. The use of such phrases as “ordinarily”, “substantial”, “proactive”, “appropriate to”, “minimize”, “wherever possible”, “thorough”, “best available” or similar terms requiring subjective judgment shall be avoided.
- 4.2.15. The *RSB Regional Standard* shall be written using a clear and consistent vocabulary which uses or permits unambiguous translation of the following English words in accordance with the specific meanings given below:



1. the words 'shall' indicates a binding requirement of the standard, and the words 'shall not' to indicate a binding prohibition. A binding requirement must be complied with to achieve compliance with the standard,
 2. the words 'should' or 'should not' indicate a recommendation, rather than a requirement or prohibition. If a recommendation is not complied with, the participating operator and the certification body evaluating the participating operator shall demonstrate that implementation of the indicator was not necessary to achieve the intent of the criterion,
 3. the words 'may' or 'may not' indicate an optional or a permitted course of action, within the limits of the standard,
 4. the words 'need not' indicate that a specified course of action is not a requirement.
- 4.2.16 The new or adapted RSB Criteria and/or RSB Indicators shall include examples of means of verification for every RSB Indicator.
- 4.2.17 The new or adapted RSB Criteria and/or RSB Indicators shall include clear supplementary information as necessary to identify any categories of users to whom special provisions are applicable (e.g. small operators, large operators, vertically integrated operations, communities, indigenous peoples, etc).
- 4.2.18 The new or adapted RSB Criteria and/or RSB Indicators may include guidance notes to help participating operators, accreditation bodies, certification bodies, auditors or others in using the *RSB Regional Standard*. In all cases the *RSB Regional Standard* shall state that guidance or applicability notes shall not be normative.
- 4.2.19 The new or adapted RSB Criteria and/or RSB Indicators may include references to supplementary standards or documents (e.g. best practice guidelines) developed by external third parties. Such references shall specify clearly whether compliance with any additional requirements is normative.
- 4.2.20 The new or adapted RSB Criteria and/or RSB Indicators shall comply with the latest versions of all approved RSB Standards.

ANNEX A

Requirements for the written proposal for development of a RSB Regional Standard

Binding requirements

The written proposal for the *development of a RSB Regional Standard* shall:

1. Specify the aims and objectives of the *RSB Regional Standard*, including the benefits related to credibility, integrity and efficiency.
2. Define the *geographic scope* of the *particular geographic region* for which the *RSB Regional Standard* is proposed. The *geographic scope* shall refer in detail to the political, legal, customary and/or technical social, environmental, cultural, ethical and/or economic conditions which differentiate the particular region from neighboring regions.
3. Describe the specific political, legal, customary and/or technical social, environmental, cultural, ethical and/or economic conditions in the determined region that necessitate the *development of a RSB Regional Standard*.
4. Include the documentation of the needs assessment (see: 4.1 Needs assessment for the development of the *RSB Regional Standard*).
5. State that the proposed *RSB Regional Standard* will be developed in compliance with the ISEAL Code of Good Practice for Setting Environmental and Social Standards.
6. Demonstrate that technical expertise and experience required for setting international standards and political expertise and experience required for managing multi-*stakeholder* standard setting processes are available to be engaged.
7. Detail the process for the *development of a RSB Regional Standard*. The detailed description of the process shall include specific results and milestones as well as indicators to measure progress towards achievement of the results and milestones, and how these results, milestones and indicators will address the necessity for the *development of a RSB Regional Standard*.
8. Identify and map the *stakeholder* and *constituent* groups that will be affected by the *development of a RSB Regional Standard* and the potential political, legal, customary and/or technical social, environmental, cultural, ethical and/or economic impacts upon each of these *stakeholder* groups. Mapping *stakeholder* and *constituent* groups shall include the development of objective criteria and pro-active procedures for identification of relevant and affected *stakeholders* and *constituents*. Pro-active procedures shall include dedicated activities to reach out to and engage with relevant and affected *stakeholders* and *constituents* and to overcome political, legal, customary and/or technical social, environmental, cultural, ethical and/or economic barriers to equitable participation (e.g. language constraint, lack of resources, etc.) which *stakeholder* and *constituent* groups may be facing in the process for the development of the *RSB Regional Standard*.
9. Detail that all relevant *stakeholders* and *constituents* in the particular region are informed about and support the process for the development of the *RSB Regional Standard*.

10. Ensure that the experience, knowledge, concerns and inputs including technical and scientific expertise of all relevant and affected *constituents* and *stakeholders* are considered transparently, equitably and without prejudice in the proposed process for the development of the *RSB Regional Standard*. The process shall include detailed, comprehensive, consistent and transparent pilot-testing of the *RSB Regional Standard*.
11. Detail how the process shall take decisions directly related to the geographic adaptation of the *RSB Principles*, criteria and/or indicators and the content of the *RSB Regional Standard* by consensus of all relevant *stakeholders* and *constituents*.
12. Detail how the *RSB Regional Standard* will be maintained in the long term, if it is formally adopted by the RSB. This maintenance in the long term shall include:
 1. monitoring whether the *RSB Regional Standard* achieves its intended objectives;
 2. monitoring whether the *RSB Regional Standard* overcomes the factors which necessitated its development;
 3. monitoring of the political, legal, customary and/or technical social, environmental, cultural, ethical and/or economic effects of the *RSB Regional Standard* on *stakeholders* and *constituents* in the particular region;
 4. conduct of periodic revision of the *RSB Regional Standard* in intervals of no more than 5 years;
 5. responding to requests for clarification and additional information (e.g. guidance and advice) related to the implementation of the *RSB Regional Standard*;
13. Detail the governance and management structures which will be formally responsible for implementing the process for the development of the *RSB Regional Standard*.
14. Specify a tentative financial plan for the process for the development of the *RSB Regional Standard*. The tentative financial plan shall include an estimation of the overall costs and an estimation of the costs which will need to be incurred by the RSB for accompanying the process.
15. Include in the tentative financial plan, as well as tentative/prospective sources and commitments for providing the necessary financial resources.

Guidance

1. With reference to Annex A, requirements 8.-11.:
 1. The *Facilitator* should set up a consultation process for each *RSB Regional Standard*.
 2. The consultation process should ensure that all *stakeholders* and *constituents* who may be affected by the implementation of a specific *RSB Regional Standard* have the opportunity to comment, formally, during the process of development of the standard.

3. Membership in a consultation process should be open to all relevant *stakeholders* and *constituent* in the particular region. The number of members should not be limited.
 4. The *Facilitator* should ensure that the consultation process includes individuals and/or organizations reflecting the full range of *stakeholders* affected by the *RSB Regional Standard*.
 5. The *Facilitator* should make special provision to ensure that representatives of any marginalized groups that may be affected by the *RSB Regional Standard* represented in the consultation process, and/or ensure that specific provisions are made to ensure that the potential impacts of the *RSB Regional Standard* on such groups have been explicitly identified and taken into account.
 6. The *Facilitator* should ensure that all *RSB members* and *constituents* involved in the *RSB Certification Systems* are invited to participate in the consultation process.
 7. The *Facilitator* should ensure that *RSB members, constituents* involved in the *RSB Certification Systems*, and members in the consultation process suggest individuals and organizations that should be approached, invited and engaged to participate in the consultation process.
 8. A report of all *comments* received from *stakeholders* and *constituents* should be circulated to the consultation process. The report should be publicly available upon request. The report should include a summary of the issues raised, a general response to the *comments*, an indication of how they have been taken into account in the subsequent public draft standard and a copy of all *comments* received in the consultation, including identification of each *stakeholder* who contributed the comment as an Annex.
2. With reference to Annex A, requirement 11., consensus is defined as “absence of sustained opposition from any major *stakeholder* group involved in the process”.