

SuRe® – the Standard for Sustainable and Resilient Infrastructure

Standard-Setting Procedures

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Global Infrastructure Basel Foundation (GIB) is a Swiss non-profit foundation working to promote sustainable and resilient infrastructure globally. GIB engages with a wide range of stakeholders to build links between infrastructure projects and sources of finance. GIB is the Standard Owner of SuRe® – The Standard for Sustainable and Resilient Infrastructure, a private, voluntary, third-party verified certification standard.

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Standard-Setting Procedures

1 Overview

For the development and revision of SuRe® - the Standard for Sustainable and Resilient Infrastructure, the following procedures will apply, established to comply with the ISEAL Standard-Setting Code v6.0 (2014).

2 Standard-Setting Review and Revision Process

The present document will be regularly reviewed, and is therefore subject to change. Review will take place at least every five years or before the next review of the Standard, whichever is sooner. If the need for modifications is identified before and between revisions, the GIB Secretariat drafts modifications with input from the Standard Committee and the Stakeholder Council. Revisions and modifications of the Standard Setting Procedures shall be approved by the GIB Foundation Board.

2.1 Steps for the Standard-Setting and Revision Process

- a) The SuRe® Normative Standard shall be reviewed at least every five years from the date of publication of the most recent version of the Standard; however GIB reserves the right to conduct revisions before the five year period if needed;
- b) For the development of the Standard as well as for each review and revision process, the SuRe® Secretariat prepares the draft documents and coordinates the standard-setting/revision process. The Standard Committee, a permanent multi-stakeholder governance body, is responsible for monitoring the standard-setting/revision process, signing off on drafts, and recommending approval of the new/revised standard to the GIB Foundation Board based on the quality of the revision process;

NOTE: For more information about the functioning of the Standard Committee, the Stakeholder Council and their current compositions see document GO01 – Governance Bodies Terms of Reference available in the SuRe® Document Library on the SuRe® webpage.

- c) The consultation for the development of the Standard will adhere to the following procedures:
 - 1) The Terms of Reference (ToRs) for the SuRe® Standard shall be published on the SuRe® webpage, thereby initiating the consultation process;
 - 2) In a first phase, GIB staff shall engage with the Standard Committee and the Stakeholder Council which (representing the different stakeholders interests) shall verify the material content of the Standard through face-to-face meetings and online participation (e.g. Google apps, webinars, etc.). At the end of this phase, the SuRe® Secretariat shall publish the outcome of this process and open a public consultation;
 - 3) The Public consultations shall be open to all interested parties. The SuRe® Secretariat shall aim to achieve a balance of interests in the subject matter and in the geographic scope to which the Standard applies. Efforts shall be made to make the process as inclusive as possible with the use of adequate tools and mechanisms (for example reaching out through e-mail or other media outlets to underrepresented stakeholder groups; see Annex I for a complete list);

- 4) The Standard's 1st round of public consultation will be open for at least 60 days for submission of comments from across the GIB network and stakeholders, along with proactive involvement of materially affected stakeholder groups;
- 5) Wider communication of the consultation shall be carried out, which may include: a GIB press release, newsletter, social media postings, mailings, postings on official journals from countries and regions if possible (e.g. EU), etc.;
- 6) Feedback from the 1st round of public consultation shall be recorded, documented and made available in the form of a public summary, along with information on how items are addressed (see clause 6.1.5 of this document);
- 7) Upon completion of the 1st round, all stakeholders shall be notified of the closure and the next steps through the channels mentioned in point 5 above;
- 8) The SuRe® Secretariat shall compile a matrix of feedback and outline implications (positive and negative) for the standard's evolution, and will share it with the Standard Committee and the GIB Foundation Board;

NOTE: The current composition of the Foundation Board can be found on GIB's [website](#).

- 9) The Standard Committee, if necessary also by forming suitable sub-committees, will propose new elements or revisions to the standard based on the feedback matrix, which will be included into the Standard by the the SuRe® Secretariat;
- 10) After inclusion of feedback from the 1st round, the revised standard will be made publicly available together with the matrix of feedback as outlined above. The matrix will also be sent to all parties that submitted comments. The public summary of the 1st round of public consultation can be found on the SuRe® webpage;
- 11) A 2nd round of public consultation shall be held for new Standard development, and where necessary for further revisions. The second round will also follow procedures 5 to 10 as outlined in this document, but can be shortened to 30 days if deemed sufficient.
- 12) If significant issues persist after round 2, the Standard Committee will consider additional, focused consultation;
- 13) The alternative decision making process (as outlined in section 4 of this document) shall be enacted if outstanding unresolved issues persist after public consultation;
- 14) If there is a need of urgent revisions of the Standard which need to take place between scheduled regular revisions, the SuRe® Secretariat shall follow the following steps to conduct it:
 - i. Inform the Standard Committee of the urgent revision needed;
 - ii. Consult the Standard Committee and Stakeholder Council on changes required to the Standard, its documents or procedures;
 - iii. Draft new documents with implemented changes;
 - iv. Submit the draft Standard documents for approval to the Standard Committee;
 - v. The resulting version shall be made readily available on SuRe®'s webpage informing about the version number, approval date and effective date.
- 15) The conditions that might trigger urgent revisions on the Standard include but are not limited to: receiving substantive advice from stakeholders that the Standard's procedures, guides or criteria

are not representing the objectives of the SuRe® Standard anymore, receiving substantive advice from SuRe® Governance Bodies that an urgent revision is needed, etc.;

16) When the Standard undergoes non-substantive changes (such as formatting or language related), the SuRe® Secretariat will not conduct a formal revision process but the SuRe® Secretariat shall inform of the changes undergone in the following version of the Standard;

- d) Upon completion of the consultation process, the SuRe® Secretariat shall finalize the draft Standard;
- e) The draft Standard is submitted to the Standard Committee for approval who will revise the document following the Terms of Reference and Decision-Making Procedures outlined in this document and the document “GO01 – Governance Bodies Terms of Reference”;

NOTE: The approval of the Standard by the committee members does not imply an automatic endorsement of the Standard by the organisations with which the committee members are affiliated.

- f) The approved Standard will be submitted to the GIB Foundation Board for approval regarding procedural compliance;
- g) After approval by Standard Committee and GIB Foundation Board, the Standard will be made available promptly through SuRe®’s webpage and will be circulated to stakeholders;
- h) A notification shall be posted that all comments and requests for clarification regarding the SuRe® Standard should be submitted to standard@gib-foundation.org;
- i) Starting during the first consultation, approximately 1-5 field tests of the draft standard will be carried out in different regions. The lessons and feedback from these tests shall inform the revision of the draft during the phase of inclusion of stakeholder input resulting from the public consultation.

After publication of the Standard, piloting projects shall be implemented by GIB and in cooperation with partnering organisations on the ground.

3 Decision Making

Decisions regarding the content of the Standard shall be taken in accordance with the following procedures:

- a) The Standard Committee is the main decision making body for decisions regarding standard content. As per its Terms of Reference (see separate document MA02), the Standard Committee constitutes a representation and balance of the different stakeholder groups of the Standard;
- b) The Standard Committee approves new or revised content of the Standard. According to the requirements of the ISEAL Standard-Setting code v6.0 (2014) clause 5.6 “Requirements”, the standard-setting process shall strive for consensus. Therefore, decisions within the Standard Committee shall be consensus-based decisions;
- c) Consensus for decision-making is defined as a general agreement, characterised by the absence of sustained opposition by more than one member of the deciding body, unless otherwise stated;
- d) When consensus is not obtained, the alternative decision-making process shall be used (see section 4).

4 Alternative Decision Making

For instances in which the Standard Committee is unable to reach a consensus decision, an alternative decision-making process shall be enacted. This process consists of the following actions:

- a) If there is sustained opposition by more than one member of the Standard Committee, said members shall propose an alternative solution to the issue(s) in question;
- b) The alternative solution is discussed among the Standard Committee with the aim to reach a consensus decision;
- c) If again consensus is not reached, the Standard Committee will take a decision according to an absolute supermajority of two thirds, which requires that at least two thirds of the Stakeholder Council membership vote in favour of the proposition and that at least one member from each stakeholder group is also in favour. This threshold for decision making shall ensure that no particular stakeholder group controls decision-making or that one stakeholder group is systematically excluded;
- d) The point of disagreement shall be clearly noted and recorded as part of the Standard documentation;
- e) As part of the regular review of the Standard, points of concern and/or disagreement shall be closely evaluated.

5 Work Programme

A work programme (see separate document MA04) of the Standard development or revision process will be made available to the public and shall:

- a) Be updated at least every year;
- b) State the organisation's name, address and contact point;
- c) List the Standard currently prepared;
- d) Include a schedule of the envisioned process.

6 Additional Procedures

6.1.1 The complexity of the risk assessment for the scoping document shall be based on the scope of the new Standard or proposed revision.

6.1.2 The SuRe® Standard shall be structured to allow for the monitoring and evaluation of progress toward achieving the Standard's objectives. The Standard shall define short and medium-term outcomes expected as a result of compliance with the Standard. For each one, indicators shall be defined that will help to measure progress towards these outcomes. Wherever possible, a baseline for each indicator shall be established to compare the current and future performance against, including an explanation of how the baseline is defined and how it will be applied throughout the monitoring and evaluation processes.

6.1.3 The SuRe® Standard shall be expressed in terms of process, management and/or performance criteria.

6.1.4 The SuRe® Standard is reviewed at least every five years or earlier if a new revision is deemed necessary in order to assure the continued relevance and effectiveness in meeting its stated objective. The date of the next scheduled review shall be included in the Standard.

6.1.5 Records of Standard development activities and process shall be stored for five years. These records include:

- a) The Standard development process;
- b) Associated policies, procedures, work programmes etc. which guide the standard setting process for SuRe®;
- c) A list of stakeholders contacted and parties involved at each stage of the process;

d) Comments received and a summary of how they were taken into account;

e) All draft and final versions of the Standard.

6.1.6 Hard copies of the SuRe® Standard, public summaries and other relevant materials (points a –e) are available upon request. The cost for these materials shall be determined at the time of the request, ensuring the price is reasonable, accessible and reasonably covers administrative costs.

6.1.7 Procedural complaints regarding the standard-setting process shall be handled in accordance with the SuRe® Standard’s Complaints Procedure (see separate document PR03).

6.1.8 The length of consultation may be shortened if a justifiable reason is provided in writing, in which case a minimum of 30 days shall be set.

6.1.9 The language of the SuRe® Standard shall be clear and eliminate ambiguities in its interpretation.

6.1.10 The SuRe® Standard shall not favour a particular technology or patented item.

6.1.11 Citations shall be made and credit shall be given for all original sources of content.

6.1.12 Guidance on how to take into account local economic, social, environmental and regulatory conditions shall be provided for the Standard where required.

6.1.13 All drafts and standards shall be available on SuRe®’s webpage, without undue delay, and clearly show the dates of revisions and the transition period by which the revised standard will come into effect.

6.1.14 Trade restrictions of the Standard shall be limited to no more than necessary to fulfil the legitimate objectives of the Standard.

6.1.15 Organisations that have developed related or similar international standards shall be informed of a proposal to develop the new standard or its revision and shall be encouraged to participate in its development where appropriate. Where appropriate, the SuRe® Standard shall strive for mutual recognition with related standard schemes.

6.1.16 Engagements and the extent of engagement with related standard-setting organisations shall be documented. This shall include discussions on consistency and reducing overlaps.

6.1.17 Global Infrastructure Basel Foundation encourages stakeholder involvement and participation. Comments received on the present document shall be incorporated in the next review process. You are welcomed to submit your comments through the following channels and get in contact with the SuRe® Secretariat at any time.

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ANNEX A

A.1 Non-exhaustive list of mechanisms and tools to engage and gather input from stakeholders during public consultation:

- 1) E-mails (including personalized e-mails);
- 2) Banners on SuRe®'s website;
- 3) Posts on adequate groups of LinkedIn;
- 4) Annual stakeholder webinars;
- 5) Telephone availability;
- 6) Post (addressed readily available on SuRe®'s website);
- 7) Newsletter and press releases;
- 8) Twitter and Facebook communication;
- 9) Standard Committee Meetings;
- 10) Other face-to-face meetings with stakeholders;
- 11) Attendance to sustainable infrastructure related events and announcements made in those (e.g. during presentations, panels, etc.).