GoodWeave International

**Standard Operating Procedure (SOP)
Development of GoodWeave Policies**

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**Contact for Comments:
info@goodweave.org**

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**For further information:
www.goodweave.org/about/governance/policies-procedures**

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1. Background

The purpose of this document is to describe the process for the development and revision of global policies for GoodWeave International (GWI). Country-specific or program-specific policies may also be developed by GoodWeave affiliates and programs at the national level, but these do not fall within the scope of this SOP. This procedure shall also apply to the development and revision of Terms of Reference (TOR) documents for GWI committees; however "procedure" and "guidance" documents do not fall within the scope of this SOP.[1] This procedure supersedes all previous OP relating to development of new policies.

Definitions:
- 'Board', 'Executive Leadership Team' and 'Secretariat' refer to GWI, which sets international policies for the GoodWeave program globally.
- Stakeholders are all persons or groups concerned with or directly affected by a policy, and may be internal or external to GoodWeave.
- The 'website' referred to below is www.goodweave.org.

2. Procedure for Developing New Policies

The Secretariat is responsible for developing new policies for GWI, in consultation with the Executive Leadership Team. Board approval is required for the adoption of new policies. In the development of any new policy, the following steps are to be followed:

1. The Board, Executive Leadership Team or Secretariat can propose the need for a new policy during regular meetings, teleconferences or by email correspondence. Needs may also be identified by other stakeholders through the website or by GoodWeave personnel.
2. The Secretariat reviews the proposal and makes a recommendation to the Board on whether a policy is needed (alternately, it may recommend creation of a Standard Operating Procedure, Terms of Reference or guidance document depending upon the situation).

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[1]The appropriate body for developing/revising/approving procedure and guidance documents depends on its content. For example, procedures relating to inspections or certification are set by the GWI Certification Division.

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3. If there is no objection from the board to the recommendation, the Secretariat will proceed to set out a timeline and process for developing the new policy. The final process should be communicated to the Executive Leadership Team and other relevant stakeholders.
4. Either the Secretariat personnel or a member of the Executive Leadership Team can be nominated to lead the development of the new policy.
5. The following matters should be defined:
   - Aims and goals of the new policy;
   - Responsibility for implementation;
   - Date for coming into effect;
   - Review process and period.
6. Relevant stakeholders should be identified to provide resources and input, including consultation with relevant committees, where applicable. Existing resources from the ISEAL Alliance and its members should be utilised. Key stakeholders should be informed of the policy development timeline and expectations.
7. A first draft should be circulated to the Executive Leadership Team, relevant committees and experts for comments, and revisions made and subsequent drafts re-circulated for further discussion, as needed.
8. The Secretariat determines whether the draft is ready to be submitted to the Board for final comments, and any final revisions made if needed.
9. The policy may be approved or rejected by the Board. If it is not approved then the Secretariat returns to step 7 above for further revisions of the draft until it is deemed satisfactory.
10. The Secretariat is responsible for carrying out appropriate document control procedures, maintaining records and making final approved policies available to the identified audience(s) as necessary.

3. Review and Revision of Policies

The following steps should be followed in the review and revision of existing policies:

1. Policies shall be reviewed every three years or earlier if requested.
2. The Secretariat continually accepts feedback from internal and external stakeholders on current GoodWeave policies. The feedback is documented and included in the review process.
3. If the review highlights a need for major substantive revisions to the policy, the steps outlined above for development of new policies shall be followed.
4. For minor or non-substantive changes, the Secretariat may propose revisions to the policy based on the feedback received, and notify the Board and Executive Leadership Team of the changes.