

GoodWeave

Operating Procedure (OP) Development of GoodWeave Policies

**Current Version: Draft 1
05.05.10**

**Superseded Previous Versions:
not applicable**

**Period for stakeholders' comments and enquiries on this version:
not applicable**

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**Next scheduled review:
May 2013**

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

GoodWeave Operating Procedure (OP) Development of GoodWeave Policies

1. Background

The purpose of this document is to describe the process for the development of policies relating to the GoodWeave program. This procedure is based on, but does not supersede, the RMI OP Development of New Policies, which covers RMI policies beyond the GoodWeave program.

Definitions:

- 'Board', 'Members Council', 'National Initiative' and 'Secretariat' are used in reference to RMI, which is the body that develops policies for the GoodWeave program.
- The 'website' referred to below is the RMI website, www.GoodWeave.net.

2. Procedure for Developing New Policies

The Members Council and Secretariat are jointly responsible for the development of policies for the GoodWeave program. In the development of any new policy, the following steps should be followed:

1. The Board or Members Council can propose the need for a new policy to the Secretariat at Members Council or Board meetings or during Members Council teleconferences. Needs may also be identified by other stakeholders through the website.
2. Decision-making on all aspects of policy development will rest with the Members Council. They will decide whether a network wide policy or guidance document should be produced depending upon the situation.
3. The Secretariat will set out a timeline and process for developing the new policy and agree it with the members. The final process should be communicated to all members and other relevant stakeholders.
4. Either the Secretariat staff or a National Initiative (NI) member 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 – these must include the beneficiaries of the policies. Existing resources from other ISEAL Members should be utilised. All stakeholders should be informed of the policy development timeline and expectations.
7. A first draft should be circulated to members and experts for comments, and revisions made.

8. A second draft should be circulated to members and experts for final comments, and revisions made.
9. The final policy shall be agreed by the Members Council.
10. Decide on audience and make available as necessary.

2. 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 request the Members Council to approve the changes.