

## Procedures for the setting and revision of GLOBALGAP Standards

New GLOBALGAP standards and new modules for the Integrated Farm Assurance standard are developed based on request, either from retailers or producers.

1. After a request has been received GLOBALGAP and/or the requesting party, if applicable will do a stakeholder analysis to determine whether the new standard or module will be viable. This feasibility study shall determine if the requested product (standard or new module) falls within the GLOBALGAP scope and who the potential customers (retailers as well as producers) will be.
2. GLOBALGAP will clearly define target markets and assess value adding of its involvement, also against already existing standards and/or initiatives.
3. After constraint evaluation and cost estimation have been completed, a proposal will be put forward to the GLOBALGAP Board to approve or reject. The Board is required to reach consensus before work on a new standard/module will begin.
4. The Board decision will be published on the GLOBALGAP website. Once the project is approved, the Terms of Reference for the proposed project will be available and interested parties shall have the opportunity to comment. The Terms of Reference shall include a justification of the need for the standard and clear objectives that it seeks to achieve in terms of food safety, environmental, social, animal welfare issues and any other aspects in the scope of GLOBALGAP.
5. The public review phase during the development of a standard or module shall include two rounds of comment submissions by interested parties, each lasting 60 days. In the case of developing a new standard or module, the first round will be after the initial draft proposal as prepared by GLOBALGAP and the requesting party. The second round will be after the completion of a minimum of two trial audits in the field.
6. The comments received shall be incorporated when applicable and GLOBALGAP will prepare individual feedback to the parties who submitted comments as well as a summary of how each comment has been addressed during the further processing of the standard/module. This summary will be available on the website.
7. When comments need to be discussed at Sector Committee level to decide whether it must be included or not, consensus must be reached. In the absence of consensus, the Sector Committee shall make a decision through a simple majority vote. Minority statements shall be documented.
8. A standard/module will be published as "Interim Final" on the GLOBALGAP website and available for download at not cost as soon as it has been finally approved by the relevant Sector Committee and formally adopted by the GLOBALGAP Board. This Interim Final document, which is effective from publication date, will be open for commenting on technical errors during a period of 4 weeks where after it will become the "Final" version.
9. GLOBALGAP translates all relevant document of final standards/modules according to demand.
10. GLOBALGAP standards are revised every 4 years to ensure continued relevance and effectiveness. During the revision period, interested parties will have two opportunities of 60 days each to send their comments to the address indicated in the call for comments. Alternatively, comments can be sent to the person responsible for the specific area of the standard as indicated on the website. Comments received will be dealt with in the same manner as described in points 6 and 7.
11. An update of all projects (standards or modules) that GLOBALGAP has engaged in, is revising or has signed off on will be published every six months on the GLOBALGAP website.
12. Participation in the standard-setting procedure of GLOBALGAP Standards is open for interested parties in the subject matter. Balance of interested representatives is always promoted between producers and retail / food service organisations.

13. One of the tasks of the established National Technical Working Groups (NTWG) is to take part in standard development and revision procedures and through these groups minorities are represented.
14. Although the compliance criteria set in the GLOBALGAP standards are clear and restricted to the scope of the standard, they are not prescriptive and are flexible to account for local variation. These variations are proposed by the NTWGs and are after acceptance by the relevant Sector Committees published as National Interpretation Guidelines on the GLOBALGAP website for free download.
15. All GLOBALGAP standards take relevant regulatory and market needs into account during the development and revision processes.
16. GLOBALGAP is actively involved in harmonisation of standards and provides and facilitates a benchmarking process whereby standards that are in line with the vision and objectives of GLOBALGAP standards are evaluated for equivalence. Before developing a standard, GLOBALGAP evaluates other existing standards to see if there can be mutual cooperation between.

#### References:

1. ISO Guide 59: Code of Good Practice for Standardization. 1994
2. ISEAL Code of Good Practice for Setting Social and Environmental Standards. P005 - Public Version 4 - January, 2006
3. WTO Agreement on Technical Barriers to Trade (TBT) Agreement. Annex 3: Code of good practice for the preparation, adoption and application of standards.

Cologne, March 2008