



Standard Setting Procedure

1. Introduction

This document describes the general procedure by which the LEAF Marque Standard is revised and further developed by LEAF Marque.

LEAF Marque is responsible for revising the LEAF Marque Standard.

This procedure is designed in compliance with requirements of the ISEAL Standard Setting Code (ISEAL Code of Good Practice for Setting Social and Environmental Standards, version 6.0 – December 2014¹).

The Standard Setting Procedure, and a summary of it, are made available through the LEAF [website](#).

LEAF Marque welcomes feedback from all stakeholders on the Standard Setting Procedure at any time by contacting LEAF Marque (info@leafmarque.com).

All comments and feedback received between revision periods are noted and where relevant, considered in subsequent revisions of the LEAF Marque Standard.

The Standard Setting Procedure is reviewed at least every 5 years. Reviews may be conducted more frequently if a need is perceived, for example considerations before each review of the LEAF Marque Standard, following feedback/complaints or as deemed necessary by LEAF Marque.

2. Stakeholders

Stakeholder engagement is a core part of LEAF Marque. LEAF Marque wants to ensure that all stakeholders have the option to be involved in the process of revising and further developing the LEAF Marque Standard (as well as with other areas of the LEAF Marque system as detailed in wider LEAF Marque documentation). LEAF Marque stakeholder engagement covers a wide range of representation including: those indirectly affected, geographic representation, gender, ecosystem representation, the scale of the facilities, and different types of organisations.

Table 1 details a range of stakeholders actively involved / invited to be involved in the Standard Setting Procedure alongside their roles and the composition of groups mentioned.

Stakeholder	Role in the Standard Setting Procedure	Composition
LEAF Marque Board	<ul style="list-style-type: none"> • Provide the strategic direction for LEAF Marque • Approves the frequency of revisions of the LEAF Marque Standard • Approves the Final version of the LEAF Marque Standard (contents), based on recommendation from the LEAF Marque Technical Advisory Committee (TAC) and alignment with the strategy 	Multi-stakeholder group. Members do not represent the stakeholder group of which they are part, but rather act in the overall interests of LEAF Marque. Includes: Independent consultant, LEAF Marque

¹ <https://www.isealalliance.org/sites/default/files/ISEAL%20Standard%20Setting%20Code%20v6%20Dec%202014.pdf>



	<ul style="list-style-type: none"> • Approves the Standard Setting Procedure based on recommendation from the LEAF Marque TAC • Approves the Terms of Reference for the LEAF Marque Standard based on recommendation from the LEAF Marque TAC 	producer, members of LEAF Board of Trustees and LEAF staff. Extensive experience in food, farming and agricultural sectors.
LEAF Marque Technical Advisory Committee (TAC)	<ul style="list-style-type: none"> • Provides advice on the development and revision of the LEAF Marque Standard to meet the strategic direction set by the LEAF Marque Board • May delegate work on standard development and revision to a Working Group • Recommends the Final version of the LEAF Marque Standard (contents) for approval by the LEAF Marque Board • Recommends the Standard Setting Procedure for approval by the LEAF Marque Board • Recommends the Terms of Reference for the LEAF Marque Standard for approval by the LEAF Marque Board • For urgent revisions and/or non-substantive changes the Chairperson may act on behalf of the LEAF Marque TAC 	Multi-stakeholder group including a range of organisations. Includes: producers, supply chain, retailer, certification, academic, intergovernmental and non-governmental.
LEAF Marque Additional Stakeholder Group	<ul style="list-style-type: none"> • Invited to participate in stakeholder consultation • Invited to provide feedback at any time and specifically during public consultation periods and workshops (as appropriate) 	Multi-stakeholder group including a range of individuals and organisations who have contributed in previous consultation, and/or under-represented groups.
LEAF Groups & Committees	<ul style="list-style-type: none"> • Invited to participate in stakeholder consultation • Invited to provide feedback at any time and specifically during public consultation periods and workshops (as appropriate) 	Multi-stakeholder groups including LEAF Board of Trustees, LEAF Advisory Board; LEAF Policy and Strategic Development Group; LEAF Demonstration Farmers; LEAF Innovation Centres. ²
All LEAF Marque Stakeholders	<ul style="list-style-type: none"> • Invited to participate in stakeholder consultation • Invited to provide feedback at any time and specifically during public consultation periods and workshops 	Producers, supply chain, retailers, brands, NGOs, governments, academics, certification bodies, accreditation bodies, consumers.
LEAF Marque Secretariat	<ul style="list-style-type: none"> • Co-ordinates the revision and further development of the LEAF Marque Standard including the Terms of Reference and Standard Setting Procedure • Can approve non-substantive changes and urgent revisions with approval from the LEAF Marque TAC Chairperson as appropriate 	LEAF & LEAF Marque staff

Table 1: Standard Setting Procedure Stakeholders

² see closing pages of [LEAF Annual Reports](http://www.leafuk.org/leaf/about/annualreports.eb) for composition; <http://www.leafuk.org/leaf/about/annualreports.eb>



3. Review and Further Development of the LEAF Marque Standard

The LEAF Marque Standard is revised at least every 5 years for continued relevance and effectiveness in meeting its objectives. Upon approval by the LEAF Marque Board, the LEAF Marque Standard may be revised more frequently, such as upon request or through LEAF Marque internal recommendation (for example following receipt of a complaint, through monitoring and evaluation of the LEAF Marque system).

A review can lead to no revision, revision of part or revision of all of the LEAF Marque Standard.

3.1 Revision Preparation and Planning

Preparation and planning for revision of the LEAF Marque Standard includes:

- Review of stakeholders identified and addition of further interested stakeholders as appropriate (including identifying groups that are not adequately represented)
- Confirmation of the LEAF Marque Standard Terms of Reference³.
- A Time Plan⁴.

3.2 Consultation

Public consultation is carried out using the existing version of the LEAF Marque Standard or a draft of a new version of the LEAF Marque Standard. The consultation is:

- Sent directly to all identified stakeholders
- Published on the LEAF website
- Publicised through LEAF media channels as appropriate
- Open for 30 days (unless otherwise decided⁵)

In addition, LEAF Marque may arrange in-person meetings or workshops with stakeholders.

LEAF Marque collates and reviews all comments received from the consultation.

LEAF Marque incorporates the consultation feedback in a (revised) draft Standard.

The (revised) draft Standard also, if applicable, incorporates the results from additional research, for example from testing the feasibility and auditability of requirements in the draft Standard.

Where the consultation is carried out using the existing version of the LEAF Marque Standard, feedback from prior to the consultation period will also be considered.

The LEAF Marque TAC reviews the revised draft Standard.

Additionally, LEAF Marque summarises the comments received during the public consultation along with how they have been addressed and the main changes in the revised version. This is shared with stakeholders who responded to the consultation and made available through the LEAF website. LEAF Marque ensures that no confidential information is disclosed through the summary. Where possible, considering the confidentiality of stakeholders, original comments can be made available upon request.

³ A summary of which is made publicly available.

⁴ A summary of which is made publicly available.

⁵ In most cases, a minimum total of 60 days of consultation is utilised. This is either be a minimum of 2 separate 30 day consultations or 1 consultation of 60 days.



LEAF Marque can repeat the consultation cycle if deemed necessary to resolve relevant issues, or if insufficient feedback was received, in conjunction with advice from the LEAF Marque TAC.

3.3 Approval

A draft Final version of the Standard is recommended by the LEAF Marque TAC for approval by the LEAF Marque Board.

3.4 Publication

The revised LEAF Marque Standard is published on the LEAF website at least three months before it becomes effective. A shorter period is suitable for non-substantive changes.

The LEAF Marque Standard includes the date the document is issued and the date on which it becomes effective (i.e. status of the document) as well as contact information for LEAF, official language(s) and a version history.

Draft and Final Standards are published in English, on the LEAF website, free of charge.

The publication of a new version of the LEAF Marque Standard is also publicised through LEAF media channels as appropriate.

LEAF Marque seeks to make the LEAF Marque Standard available in other languages where this supports the use of the Standard. The English version of the LEAF Marque Standard is the definitive version and therefore any issues of interpretation from other translations need to be referred to the English version.

3.5 Evaluation of Revision project

Once a revision of the LEAF Marque Standard is complete, the project is evaluated by LEAF Marque. Improvement actions may be identified, for example relating to procedures, templates, documentation, project planning etc. These lessons learnt are shared with appropriate teams/individuals within LEAF Marque and noted for future developments.

3.6 Non-substantive Change(s)

From time-to-time, non-substantive change(s) may be required to the LEAF Marque Standard (for example to clarify language). In this case, there is no need for a formal revision process.

A notification of the changes will be made in the Version History in the subsequent Standard.

3.7 Urgent Changes

Where urgent revisions are required to the LEAF Marque Standard, LEAF Marque will define the appropriate procedure which include at least consultation with the Chairman of the LEAF Marque TAC and/or LEAF Marque Board. The LEAF Marque TAC and LEAF Marque Board will be informed of any such changes made and the reasons for these changes.

Urgent revisions may be required to meet changes in the conditions of production or for other urgent matters.



4. Decision Making

Where possible, all decisions are reached by consensus.

A consensus is considered to be a lack of sustained opposition.

In order to reach a consensus, the LEAF Marque TAC (and/or Working Group) utilises the following processes to establish whether there is opposition:

- a) A face-to-face meeting where there is a verbal yes/no vote, show of hands for a yes/no vote; a statement on consensus from the Chair where there are no dissenting voices or hands (votes); a formal balloting process; etc.
- b) A telephone conference meeting where there is a verbal yes/no vote a statement on consensus from the Chair where there are no dissenting voices.
- c) Electronic communication where a request for agreement or objection is provided to members (a proxy for a vote).
- d) Or, combinations of the above.

When consensus cannot be met, for example when there is a sustained opposition, the issue shall be resolved using alternative process as appropriate including the following:

- a) Discussion and negotiation within the group in order to find a compromise.
- b) Direct negotiation between the stakeholder(s) submitting the objection and stakeholders with different views on the disputed issue in order to find a compromise.
- c) Dispute resolution process.
- d) Where consensus/compromise cannot be reach, the issue will be escalated to the LEAF Marque Board (or LEAF Board of Trustees as appropriate).

5. Records

LEAF Marque keeps records relating to each revision of the LEAF Marque Standard on file for at least five years. All electronic storage is regularly backed up. This includes:

- Policies and procedures
- Stakeholders contacted
- Stakeholders involved in each stage of the process
- Comments received
- Summary of how comments received were taken into account
- Draft and Final versions of the Standard

If a publicly available document is removed from the website (e.g. documentation relating to a previous revision process), documentation is still available to stakeholders upon request.

6. Version History

Version 1 – March 2013

Version 2 – June 2016

Version 3 – July 2017