

# GCP-BASELINE SETTING PROCEDURE

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**GLOBAL COFFEE  
PLATFORM**

for a sustainable coffee world

# GCP-BASELINE SETTING PROCEDURE

GCP\_Doc\_050\_GCP-Baseline-Setting-Procedure  
\_v2.0\_en



## Version 2.0: March 2017

### Document history

Version	Effective date / as of	Details of Change
V1.0 en	June 2011	Release of first version of Standard Setting Procedure for the 4C Code of Conduct
V2.0 en	March 2017	Adaptation of the procedure to reflect the GCP-baseline as a reference code and including: (1) clarification on 60 day period for public consultation round, (2) Including a Complaint procedure specific for the process of setting the GCP-baseline, (3) Specifying criteria for local interpretation, (4) Including need to make publicly available records of the consultation.

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## 1. PURPOSE

The Global Coffee Platform is a multi-stakeholder sustainable coffee platform working towards the improvement of the economic, social and environmental conditions of coffee production and processing to build a thriving, sustainable sector for generations to come.

To achieve its mission, the Global Coffee Platform has three functions:

- The Global Platform provides an enabling environment for members to collectively define a shared vision, act on national priorities, closely cooperate with governments, improve the effectiveness of sustainability programs, and contribute to greater impact at farm level.
- The GCP baseline is a set of globally referenced minimum baselines principles and practices for coffee production and processing. It aims to create a level playing field and underpin national sustainability strategies to enable sector-wide adoption of a minimum sustainability level in coffee production and processing.
- The Global Progress Framework provides the coffee sector with the means to collectively report, measure and compete on sustainability efforts to drive improvements beyond the baseline.

The Membership Assembly is the highest organ of the Global Coffee Platform and responsible to elect the Board of the Global Coffee Platform as key strategic and political decision making organ of the governance.

The Technical Committee is part of the wider governance of the Global Coffee Platform, being the expert organ of the Global Coffee Platform and the first counterpart in the GCP for the Executive Officer in all main processes related to technical matters.

## 2. SCOPE

- Of the GCP-baseline
  - The GCP-baseline describes the multi-stakeholder agreement on a set of baseline sustainability practices for green coffee production and processing.
  - The role of the GCP-baseline is to become a global reference for the entire coffee sector. It aims to underpin national sustainability strategies and can be taken up by other actors at both national and international levels. It also can be used to measure performance within the Global Progress Framework.
  - The Global Coffee Platform is the custodian of the GCP-baseline and is responsible for defining, maintaining and revising periodically its content and for its implementation rules.
- Of the GCP-baseline setting procedure
  - As a full member of the ISEAL Alliance the Global Coffee Platform aims at compliance with its Code of Good Practice for Setting Social and Environmental Standards (v. 6.0 of December 2014.).
  - This Baseline-setting procedure specifies general requirements for transparent and accountable adoption and revision of the GCP-baseline.
  - Non-substantive (e.g. to clarify language) and/ or administrative changes are NOT considered as code revision and therefore do not have to follow this procedure. In case of non-substantive changes to the standard these must be informed in a notification in the subsequent review and revision process.



## 3. REFERENCE DOCUMENTS

ISEAL Standard Setting Code v6 Dec 2014  
GCP\_Doc\_01\_Baseline Common Code\_v2.1\_en  
GCP\_Doc\_04\_Statutes\_v.4.0\_en  
GCP\_Doc\_07\_By-laws\_Membership Assembly\_v.1.0\_en  
GCP\_Doc\_07\_By-laws Technical Committee\_v4.  
GCP\_Doc\_08\_By-laws\_Board\_v.1.0\_en  
GCP\_Doc\_50a\_Complaint procedure on GCP-baseline definition\_v1.0\_en

## 4. DEFINITIONS

GCP-Baseline: includes 10 Unacceptable Practices and 27 coffee specific principles with respective indicators.

Revision: Any change to the existing code which adds or removes any point in(to) the code resulting in modification or change of the code application. In this case, the process of revision must follow this code-setting procedure.

## 5. GENERAL PROCEDURE FOR GCP-BASELINE-SETTING PROCESS

### 5.1. General provisions

- 5.1.1. **Within the Global Coffee Platform, the Technical Committee (TC) has the mandate to take care of the GCP-baseline-setting procedure whereas the Global Coffee Platform Secretariat coordinates this process (By-law for the Technical committee). The decision on the review and/ or revision lies with the GCP Board.**
- 5.1.2. **This code-setting procedure is shared widely amongst Global Coffee Platform Members and stakeholders and it is published on the Global Coffee Platform Website once finalized and approved.**
- 5.1.3. **Global Coffee Platform Members and stakeholders are invited to comment on the procedure. Comments are compiled and taken into consideration during review and incorporated into the revised procedure when appropriate. This GCP-baseline-setting procedure is subject to regular review (at least every five years) prior to the revision of the GCP-baseline.**



- 5.1.4. The starting point of the review process may stem from different sources like results of impacts monitoring studies, inputs from national coffee platforms, from standards classified as equivalent, from learnings from other type of sustainability initiatives in coffee, from accumulated comments on the current version of the GCP-baseline, demand from different stakeholders, changes in the Global Coffee Platform Governance or changes in the ISEAL standard setting code.**
- 5.1.5. The Global Coffee Platform makes publicly available a list of sectors that are key stakeholders and interest groups of its activities in general and of the GCP-baseline-setting process in particular. In order to monitor the engagement of members and external stakeholders over time, the stakeholder participation goal is set from the outset of the process.**
- 5.1.6. Records generated along the process of developing and revising the GCP-baseline code are kept for at least 5 years for reference and transparency purposes.**

## **5.2. GCP-baseline setting process**

### **5.2.1. Need and risk assessment**

- a. Regardless of the sources of the starting point, a need and risk assessment must be conducted. In case of a substantive revision of GCP-baseline or of a new add-on module to it, a needs justification is prepared and shared with the entire membership of the GCP.
- b. The extent of need and risk assessment depends on the scope and complexity of the new add-on module or proposed revision.
- c. The need and risk assessment comprises the following issues:
  - I. Definition of clear objectives of the new add-on module or revision
  - II. Review of other standards existing or being developed is necessary as part of the needs and risks assessment as to avoid unnecessary and overlapping efforts which will eventually end up in more confusion for the end users of the GCP-baseline and standards.
  - III. Identification of interest groups (stakeholder mapping), key stakeholders as well as disadvantaged groups who will be affected and impacted by the GCP-baseline.
  - IV. Assessment of assumed risks and outcomes (both positive and negative) in implementing the GCP-baseline.

### **5.2.2. Terms of Reference**

Results of the need and risk assessment are reflected in the terms of reference (TORs) for the process which include the following elements:

- A justification of the need for the activity
- Documentation of what other standards exist or are in the process of development which meet all or part of the expressed need.
- Clear objectives that the revised Code of Conduct or add-on-module seeks to achieve
- Interest groups, stakeholders (including local ones) with expertise relevant to the subject matter of the standard, and those materially affected by the standard. When appropriate, an announcement of how the Global Coffee Platform can financially facilitate the latter group to participate in public consultation process is mentioned.
- Goals for stakeholder participation in public consultation as well as communication means



- Risks and outcomes in implementing the revised GCP-baseline or add-on-module and how to mitigate for these, including identified factors that could have a negative impact on the ability of the reference code to achieve its objectives; and possible corrective actions that could be taken to address these potential risks.

The terms of reference are updated each time when the GCP-baseline is about to be revised or new add-on module is planned to be developed. The TORs are prepared by the GCP Secretariat in consultation with the chairman of the TC and shared with the entire TC.

Based on these TORs a working group within the TC is formed engaging those who have the expertise needed for the subject matter of the standard. In case no expertise available within the TC, the invitation to join the working group is extended to the rest of membership. For efficiency purposes, it is possible to contract external experts and consultants to (jointly) work out the draft of the standard before public consultation. This will be mentioned in the TORs for comment by all representatives of the TC and realised once accepted by the TC and approved by the Board.

### 5.2.3. "Work-in-progress"

When the TORs are accepted by the TC and approved/ endorsed by the Board, a "work in progress" paper (a combination of public summary and work programme) will be prepared and made publicly available for comment. This document includes:

- contact information and information on how to contribute to the consultation;
- summary of the terms of reference for the standard (5.2.1.2), including the proposed scope, objectives, rationale and justification of the need for the standard;
- steps in the revision resp. standard-setting process, including timelines and clearly identified opportunities for contributing;
- Methods (including language) of submitting comments; and
- decision-making procedures, including how decisions are made and who makes them.
- Stakeholders as defined in point 5.1.4 of this document will be given the opportunity to comment on the public summary for the revision process or proposed standard and, in particular, on the terms of reference within a timeframe between 30 to 45 days.
- During the standard setting process, the "Work in progress" is updated at least every 6 months or more frequently as the process progresses.

### 5.2.4. Public consultation

here is number of issues to be taken into consideration in order to have meaningful comments on the standard being developed or revised.

- Commenting periods
- Languages
- Meaningful opportunities to contribute
- Methods of submitting comments

In general, the public consultation phase for standards development or revision includes one round of public consultation that lasts at least 60 days to have sufficient time especially for key stakeholders to submit their comments. In certain circumstances, additional rounds of consultation will be necessary especially if unresolved issues persist or when insufficient feedback has been received or key stakeholders have not participated.

In case a new code is being developed, an additional round of consultation of at least 30 days will be included.

When needed, the GCP-baseline in process may be translated into several other languages as to facilitate the participation of interest groups directly affected by the standard and benefit from their expertise and practical experience.



The Global Coffee Platform will seek for means to support Representatives of disadvantaged stakeholders which may be directly affected by the GCP-baseline to be able to participate actively in the public consultation process.

The Global Coffee Platform acknowledges that there are various means for different interest groups to submit their comments. Those means may be virtual (email, webinar, phone call, etc.) or physical (meeting in person), and the GCP Secretariat, on behalf of the Technical committee, is pleased to receive comments in any form and language whichever is convenient for the interest groups. This is clearly mentioned in the work-in-progress to encourage stakeholders to actively participate in submitting their comments.

The GCP Secretariat on behalf of the Technical committee proactively contacts key stakeholders for their participation and contribution.

## 5.2.5. Taking Comments into account

At the end of each consultation round, the GCP Secretariat compiles all comments and inputs received during the commenting period, i.e. they are considered in the revision or the development of an add-on module and a justification given if the issue area that the comment addresses is not to be incorporated.

The document with the compilation of comments and inputs is shared with the Technical committee. A written synopsis of how each material issue has been addressed in the GCP-baseline development or revision is prepared. The consultation revision process must ensure that enough time be given to the elaboration of this compilation document. This synopsis will be made publicly available and will be sent to all parties that submitted comments. A notice of the synopsis will be shared using means that make them available to them. The original comments are available on request.

## 5.2.6. Decision making

According to the *by-laws for the Technical Committee and Council*, as a membership organization, all decisions are made within the Global Coffee Platform. The decisions regarding revision or development of new standards, are prepared and proposed by the Technical committee for the Board to approve.

The decision-making process, which covers as well the voting mechanism, is clearly defined in respective by-laws and it is widely communicated with all members of the Global Coffee Platform. They are as well available publicly on the GCP website.

The Global Coffee Platform will make public any decisions on the content of the standard as well as a summary of deliberations in arriving at the decision.

## 5.2.7. List of records

Records are generated along any process for standard revision or development. For transparency and reference purposes, records related to the GCP-baseline setting process are kept for at least 5 years. This include: policies guiding the code-setting activity; lists of stakeholders contacted; stakeholders involved at each stage of the process; comments received and synopsis of how these were addressed; drafts and final versions.

## 5.2.8. Complaint mechanism

All complaints on issues related to code setting process follows the Procedure for Complaints against GCP-baseline Setting Procedure, which is publicly available on the Global Coffee Platform website.



## 5.2.9. Publishing

Approved revised version of the GCP-baseline and any complementary modules will be published as soon as possible after approval, aiming to avoid unnecessary delays during edition and lay-out of the document.

All draft and final versions will be published in the GCP website and will be made available for free in electronic format.

Hard copies of public summaries, standards and other related materials shall be made available upon request at as low a cost as possible, and covering only reasonable administrative costs. This will be publicly informed in the website.

The GCP-baseline is translated into coffee relevant languages. These currently are English, Spanish, Portuguese, Vietnamese and Bahasa Indonesia. The translation into other languages will be considered and decided upon request and need and published within 30 days after approval of the English version.

## 5.2.10. Local applicability

The Global Coffee Platform has foreseen the need to develop local interpretation to make it applicable and easier for local stakeholders, including producers.

When the global GCP-baseline is to be adapted as a reference for the national or regional level, GCP will develop interpretation guidance that take local conditions and regulations into account.

In case the Global Coffee Platform develops national or regional baseline codes as interpretation of the global GCP-baseline, these must be developed through balanced and representative multi-stakeholder participation ensuring they have opportunities to provide input.

In the case that the Global Coffee Platform recognizes equivalence in existing standards this should be based on: (a) a determination of the equivalent of the sustainability performance and (b) that the existing standard reflects local context.

## 5.2.11. Review and revision provision

The GCP-baseline is to be reviewed at least every five years. The planned date of the subsequent review shall be made publicly available and included in the document GCP\_Doc\_001\_GCP-baseline (Baseline Common Code). Proposals for revisions or clarifications can be submitted by interested parties at any time and shall be documented and considered by the Global Coffee Platform in the subsequent review process.

The GCP-baseline shall be reviewed for continued relevance and for effectiveness in meeting its stated objectives. The review process shall consider whether external circumstances have changed to the point of requiring changes in the GCP-baseline. Continued relevance of the GCP-baseline shall also be assessed through results of monitoring and evaluation activities, as per guidelines in the ISEAL Impacts Code.

The date of any revisions or reaffirmations of the GCP-baseline shall be noted in the document GCP\_Doc\_001\_GCP-baseline (Baseline Common Code) along with a transition period by which the revised version will come into effect. The Global Coffee Platform will inform its members and any other stakeholders, of the revised version and the transition period.

## 6. CONTACT DETAILS

Global Coffee Platform +49 228 850 50 10. Emails with comments on the existing GCP-baseline can be directed to: [info@globalcoffeeplatform.org](mailto:info@globalcoffeeplatform.org)