RESPONSIBLE WOOD LIMITED

SDO
PROCEDURES MANUAL

PROCEDURE 01

REVISION AND CREATION OF A STANDARDS DEVELOPMENT PROJECT

V 3.0-Issue 12/2018

Responsible Wood RW/1-10-1

[Australian Forestry Standard Limited (AFSL) has developed two Australian Standards® within the Australian Forest Certification Scheme which address wood production from sustainable forest management and the tracking of certified products in the wood and forest products supply chain by a chain of custody mechanism. These Australian Standards® were developed by and are maintained by AFSL Reference Bodies which comprise of representatives of nominating organisations/associations and individuals with a nominated Chair and secretariat support from AFSL.]

Document Properties

File Name:	SD PROC-01-SDO Procedures Manual-V3.0..Docx
Web File Name:	SD PROC-01-SDO_Procedures_Manual.pdf
File Location (AFSL Management System\)	w:\03-released masters backups\03a process documentation\03a-ii procedures\sd-standard development\sd proc-01-sdo procedures manual-v3.0.docx
Document Status:	Final
Status Date:	28/09/18
File Format Master:	Word
File Format published:	PDF
Publication Authorisation:	AFSL Board
Document replaced:	Sd Proc-01-Sdo Procedures Manual-V2 9
Company:	Responsible Wood
Author(s):	Alan Snow Konsulting
Primary Contact Details: Email	ask@askonsulting.com.au
File included on AFSL Web Documents	Yes

Comments/Abstract

This manual describes the steps to be taken in the standards development and review process. SDO operations and other documents are referenced

Revision Control

Revision No.	Edited by	Date
1.0	Alan Snow Konsulting	3/5/2010
1.1	Alan Snow Konsulting	10/7/2010
2.0	K Watts	15/07/2010
2.1	Alan Snow Konsulting	01/02/2012
2.2	Alan Snow Konsulting	03/10/2012
2.4	Richard Stanton/ Alan Snow	15/3/2013
2.5	Alan Snow Konsulting	23/10/2013
2.6	Alan Snow Konsulting	2/5/2014
2.7	Alan Snow Konsulting	31/10/2014
2.8	Alan Snow Konsulting	
3.0	Simon Dorries	28/9/2018

Table of Contents

About this Procedure Manual 6
1.1 Scope 6
1.2 Application of these procedures 6
1.3 Distribution and Maintenance 6
1.4 Amending this procedure 7
1.5 References 7
1.5.1 Normative References 7
1.5.2 Informative References 8
2 Background 10
2.1 About Responsible Wood 10
3 Snapshot of the Standards Development Process 11
4 Regular review and maintenance of standards 12
4.1 Purpose 12
4.1.1 Schedule of Reviews of Standards 12
5 Chair of Standard Reference Bodies 12
5.1 Purpose 12
5.2 Scope 12
5.3 Procedure 12
5.3.1 Selection 12
5.3.2 Role 13
5.3.3 Responsibilities 13
5.3.4 Meeting Management 13
5.3.5 Conflict Of Interest 14
5.3.6 Performance 14
6 Standard Reference Bodies 14
6.1 Purpose 14
6.2 Scope 14
6.3 Representational Composition of SRB 14
6.3.1 Balanced Representation 14
6.3.2 Openness and representation 15
6.3.3 Tenure 15
6.3.4 Selection Process 15
6.3.5 Membership register 16

6.3.6 Vacancies 16
6.3.7 Terms of References of SRB's 16
6.3.8 Approval and amendment to Terms of Reference 16
6.3.9 Conduct of members 16
6.4 Secretariat and expenses 17
6.4.1 Financial and administrative support 17
6.4.2 SRB Members Expenses 17
7 Meeting Procedures 17
7.1 Frequency and Format of Meetings 17
7.2 Decision Making 17
7.3 Consensus 17
7.4 Interpretation of Consensus 18
7.5 Consensus Within Standard Reference Bodies 18
8 Flowchart - Standards Development Process 20
8.1 Flowchart - Initial Project Evaluation 21
8.2 Flowchart - Preparation of Standard 22
8.3 Flowchart - Public Consultation 23
8.4 Flowchart - Final Evaluation by SRB 24
8.5 Flowchart - Final Process Approval and Publishing of Standard 25
9 Procedures for initial project evaluation, project preparation, public consultation, final evaluation and publishing 26
9.1 Purpose 26
10 Initial Project Evaluation and Assessment 26
10.1 References 26
10.2 Planning, prioritising and resources 27
10.3 Obligations of proponent 27
10.4 Assessing a Development Proposal 27
10.5 Resourcing considerations 28
10.6 Announcing a standards development project request 28
10.6.1 Procedure 28
10.7 Appointment of Independent Chair of SRB 28
10.7.1 Procedure 28
10.8 Appointment of the membership of the Standards Reference Body 29
10.8.1 Procedures 29
10.9 Registration of New Project with Standards Australia 29
10.9.1 References 29

10.9.2 Procedure 29
11 Project Preparation and Drafting of Standard 29
11.1 References 29
11.2 Procedure 29
11.2.1 Commencement Meeting 29
11.2.2 Project Management 30
11.2.3 Working Drafts 30
12 Public Consultation Procedure 30
12.1 References 30
12.2 Procedure 31
12.2.1 Mechanisms used for Public Comment 31
12.2.2 Recording comments from Feedback 31
13 Final Evaluation by SRB 32
13.1 References 32
13.2 Procedure 32
14 Process Approval and Publishing of Standard 32
14.1 References 32
14.2 Procedure 32
14.2.1 Process Approval 32
14.2.2 Documents to SAI Global 33
15 Complaints and Grievance Procedure 34
15.1 References 34
15.2 Purpose 34
15.3 Scope 34
16 Regular Review of Standards Development Process 35
16.1 Standards Development Process Review 35
16.2 Standards Development Process Representation 35
17 Internal Audit of Standards Development Activities 36
17.1 Purpose 36
17.2 Procedure 36
18 Responsible Wood Communications Plan 36
18.1 Purpose 36
18.2 Scope 37
18.2.1 Communication between governance structure and the SRB 37
19 Termination of Accreditation of Responsible Wood as an SDO Procedure 37

About this Procedure Manual

1.1 Scope

This manual defines the procedures for:

I. Operation of Standards Reference Bodies (SRB) including terms of reference;
II. Revising and amending the existing standards:
    - AS 4707 – Australian Standard for Chain of custody of wood and forest Products;
    - AS 4708 – Australian Standard for Sustainable Forest Management:
III. Development of new standards development projects – noting that no such projects are currently envisaged.

A new development project may be:

- To develop a new standard in areas that are not covered by an existing standard;
- To develop a new standard to complement or to support existing standards;
- To revise or amend an existing standard, where the content may not be current or appropriate;
- To adopt certain categories of Australian, industry, or international standards or guidelines.

Existing Responsible Wood policies and procedures will be referenced and will become part of this procedures manual.

This manual addresses the relevant requirements as set out in:

- SDAC Requirements for Accreditation
- *PEFC International Standard PEFC ST 1001:2017 Standard Setting Requirements.*

1.2 Application of these procedures

These procedures shall apply to:

- Board and staff (including contractors/consultants) of Responsible Wood
- Members of Standards Reference Bodies;
- Other people and organisations with an interest in the Australian Forestry Standard.

A number of additional procedures were also referenced in previous versions of this manual. The contents of these procedures have been included in this manual and the previously referenced procedures as indicated below have been removed.

- SD-PROC-06 SRB Public Comment Draft
- WI 09 SDP Review V1
- Standards Development Procedure 04 – Standards Reference Body – Procedures for the Committee Chair
- Standards Development Procedure 08 - Standard Reference Body Procedure for Achieving and Demonstrating Consensus.

1.3 Distribution and Maintenance

The manual is maintained through a regular cycle of reviews, the document is controlled in accordance with the Responsible Wood document control policies.

1.4 Amending this procedure

The Responsible Wood Board may approve amendments to this or related Procedures. The CEO will:

- Consult the relevant Standards Reference Body on any proposed amendments, and
- Consult with the Standards Development and Accreditation Committee (SDAC) on any significant amendments to ensure they are consistent with the conditions of Responsible Wood's accreditation as a Standards Development Organisation.

1.5 References

1.5.1 Normative References

Relevant documentation	AFSL document or link
SDAC Requirements for Accreditation	http://www.SDAC.org.au/pdf/Requirements_for_Accreditation.pdf
PEFC Standard Setting Requirements (PEFC ST 1001:2010 and subsequent editions)	http://www.pefc.org/resources/technical-documentation/pefc-international-standards-2010/673-standard-setting-requirements-pefc-st-10012010
Responsible Wood Guidance on the Selection, role and responsibilities of Chairs is outlined in Standards Development Procedure 04 – Standards Reference Body – Procedures for the Committee Chair	W:\01-Released Documents\01a Process Documentation\01a-ii Procedures\SD-Standard Development\SD PROC-04 SRCChair_V1.2.pdf
Responsible Wood Standards Development Procedure 02- SRB Procedures for Representation	\W:\01-Released Documents\01a Process Documentation\01a-ii Procedures\SD-Standard Development\SD PROC-02-SRCRepresentation V2.0.pdf
Responsible Wood Standards Development Procedure 03 – Standard Reference Bodies – Members Code of Conduct	W:\01-Released Documents\01a Process Documentation\01a-ii Procedures\SD-Standard Development\SD PROC-03 SRC Charter and Code of Conduct V3.pdf
Responsible Wood Standards Reference Bodies Nomination Form	W:\01-Released Documents\01f Forms\SD Form-01 SRC Nomination Form V1.pdf
Responsible Wood Template Registration of new project with Standards Australia	W:\03-Released Masters Backups\03h Templates\SD Temp 02 New Project Registration With SA V0.1.Docx
Responsible Wood Work Instruction New Work Items – Registration	W:\01-Released Documents\01a Process Documentation\01a-iv Work Instructions\WI 07 NWI Registration V2.pdf
Responsible Wood Policy Relationship with SDAC	W:\01-Released Documents\01a Process Documentation\01a-i Policies\POL-06-REL_SDAC-V1.2.pdf
Responsible Wood Work Instruction New Development Plan	W:\01-Released Documents\01a Process Documentation\01a-iv Work Instructions\WI 06 NWI DevelopmentPlan V1.pdf

Relevant documentation	AFSL document or link
Template Public Comments Form	W:\01-Released Documents\01f Forms\SD Form 02 Standard Drafts Comments Form V1.0.pdf
AFSL Corporate Management Procedure 08 for Complaints and Grievances	W:\01-Released Documents\01a Process Documentation\01a-ii Procedures\CM-Corporate Management\CM PROC-08-Complaints and Grievance _V4.4.pdf

1.5.2 Informative References

Relevant documentation	AFSL document or link
Standardisation Guide 001 Preparing Standards	http://www.standards.org.au/StandardsDevelopment/Developing_Standards/Documents/SG-001%20Preparing%20Standards.pdf
Standardisation Guide 002 Structure and Operation of Standardisation Committees	http://www.standards.org.au/StandardsDevelopment/Developing_Standards/Documents/SG-002%20Structure%20and%20Operation%20of%20Standardisation%20Committees.pdf
Standardisation Guide 003 Standards and Other Publications	\http://www.standards.org.au/StandardsDevelopment/Developing_Standards/Documents/SG-003%20Standards%20and%20Other%20Publications.pdf
Standardisation Guide 004 Roles & Responsibilities of Standardisation	http://www.standards.org.au/StandardsDevelopment/Developing_Standards/Documents/SG-004%20Roles%20and%20Responsibilities%20in%20Standardisation.pdf
Standardization Guide 005 Technical Governance and Advisory Structures for the Standards Development Process	http://www.standards.org.au/StandardsDevelopment/Developing_Standards/Documents/SG-005%20Technical%20Governance%20and%20Advisory%20Structures%20for%20the%20Standards%20Development%20Process.pdf
Standardisation Guide 006 Rules for the Structure and Drafting of Australian Standards	http://www.standards.org.au/StandardsDevelopment/Developing_Standards/Documents/SG-006%20Rules%20for%20the%20Structure%20and%20Drafting%20of20Australian%20Standards.pdf
Standardisation Guide 007 Adoption Of International Standards	http://www.standards.org.au/StandardsDevelopment/Developing_Standards/Documents/SG-007%20Adoption%20of%20International%20Standards.pdf
Standardization Guide 009 Preparation of Standards for Legislative Adoption	http://www.standards.org.au/StandardsDevelopment/Developing_Standards/Documents/SG-009%20Preparation%20of%20Standards%20for%20legislative%20adoption.pdf
Standardization Guide 020 Participation by Consumers in Standardization	http://www.standards.org.au/StandardsDevelopment/Developing_Standards/Documents/SG-020%20Participation%20by%20consumers%20in%20standardisation.pdf

Relevant documentation	AFSL document or link
Standardization Guide 015 Australian Involvement in International Standardisation	http://www.standards.org.au/StandardsDevelopment/Developing_Standards/Documents/SG-015%20Australian%20Involvement%20in%20International%20Standardisation.pdf
Responsible Wood Standards Development Procedure 05- Standards Reference Body - Travel Expenses	W:\01-Released Documents\01a Process Documentation\01a-ii Procedures\SD-Standard Development\SD PROC-05 Travel Expenses V2.0.pdf
Responsible Wood System Management Procedure 05 - Corrective, Preventive and Improvement Action	W:\01-Released Documents\01a Process Documentation\01a-ii Procedures\SM-System Management\SM PROC-05-Corrective Preventive and Improvement V1.1.pdf
Responsible Wood SDO Communications Plan	W:\01-Released Documents\01b Business and Quality Plans\AFSL SDO Communication Management Plan V3.0.pdf

2 Background

Sustainable forest management (SFM) in the context of the standards managed and maintained by Responsible Wood, is synonymous with 'good' or 'sound' forest management and well-managed forests.

These terms are based on the premise that a forest production system is not sustainable unless the ecological components and processes on which the system depends are maintained. Forest managers and owners now accept that in managing forests for wood production other aspects must be considered, such as environmental, economic and social values, with the goal of achieving environmentally responsible, socially acceptable and economically viable forest management.

The Responsible Wood project was an initiative sponsored by the Primary Industries Ministerial Council (through the Forestry and Forest Products Committee of its Primary Industries Standing Committee), the National Association of Forest Industries, the Plantation Timber Association of Australia and the Australian Forest Growers during the developmental phase from 2000 to mid-2003.

The development of the standards was supported initially by a steering committee containing representatives of the above sponsors, together with representatives of the Natural Resources Management Ministerial Council's Natural Resources Management Standing Committee and the Australian Council of Trade Unions.

Both the Steering Committee and Responsible Wood were accredited by the Standards Development and Accreditation Committee (SDAC) to oversee the development of the forestry standards.

2.1 About Responsible Wood

Responsible Wood is a not-for-profit public company founded in July 2003 that is committed to promoting Sustainable Forest Management in Australia through independent third-party certification.

The vision of Responsible Wood is "To make the Responsible Wood Certification Scheme the pre-eminent forest certification scheme of choice for the forest products supply chain from forest to consumer in Australia".

The objects of AFSL are to:

- Promote sustainable forest management in Australia's forests through an Australian Forestry Standard;
- Support and maintain the development of the AFS, and other related or complementary standards;
- Maintain accreditation as a Standards Development Organisation;
- Support and facilitate the use of the AFS, and any related standards, for forestry certification within Australia through the Australian Forest Certification Scheme; and
- Maintain mutual recognition for the AFS internationally.

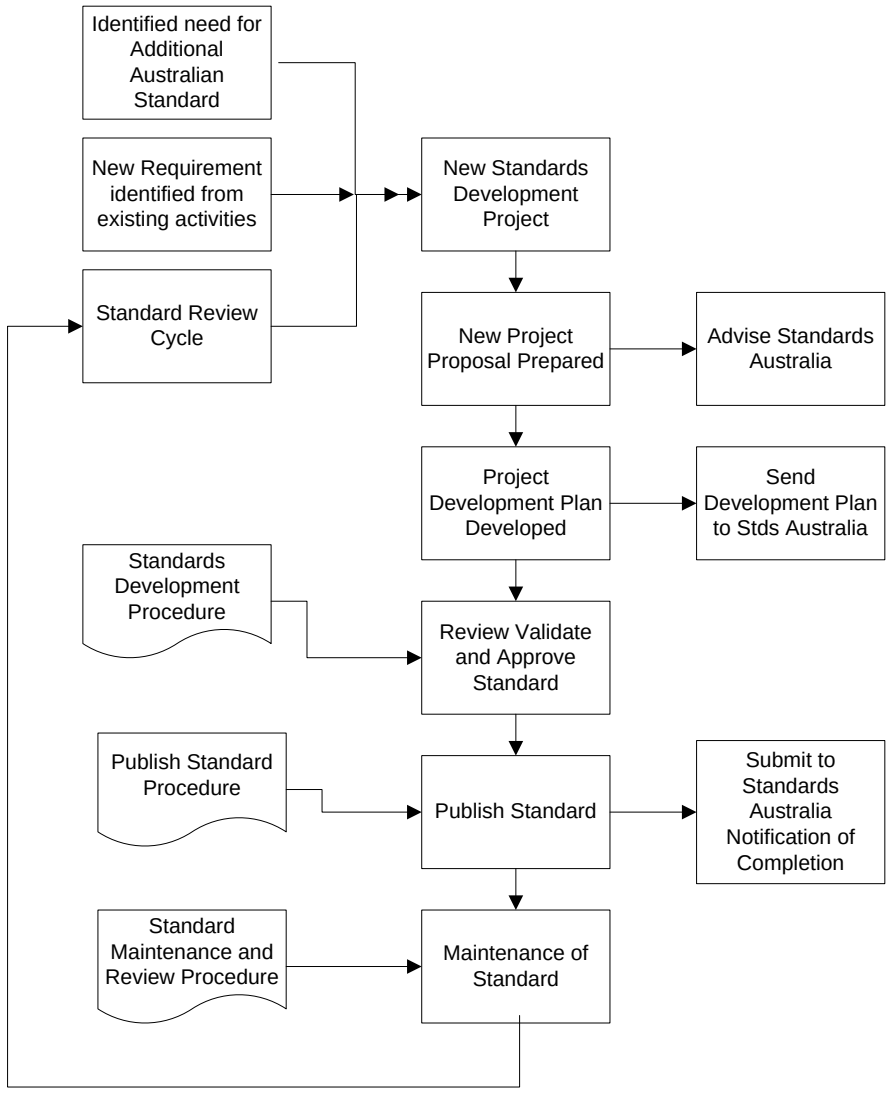
Responsible Wood is a member of the Programme for the Endorsement of Forest Certification Schemes (PEFC) Council.

The Responsible Wood Certification Scheme (RWCS) will:

- Provide Australian and overseas consumers with an independent, internationally recognised third-party certification scheme for forest management in Australia; and
- Promote a culture of 'continuous improvement' of the sustainable forest management practices in Australia.

Responsible Wood provides the structure and framework within which the Responsible Wood Forest Certification Scheme is implemented, maintained, reviewed and promoted to all stakeholders interested in forest certification and wood and wood products chain of custody.

3 Snapshot of the Standards Development Process



4 Regular review and maintenance of standards

4.1 Purpose

Responsible Wood is firmly committed to maintaining and reviewing AS-4707 and AS-4708.

4.1.1 Schedule of Reviews of Standards

Year	Status and Activity
2002	Original Version of AS 4707 - Australian Standard for Chain of Custody of Wood and Wood Products
2003	Original Version of AS 4708 – Australian Standard for Sustainable Forest Management
2006	Review of AS 4707 - Australian Standard for Chain of Custody of Wood and Wood Products
2007	Review of AS 4708 – Australian Standard for Sustainable Forest Management
2012-13	Review of AS 4708 – Australian Standard for Sustainable Forest Management
2013-14	Review of AS 4707 - Australian Standard for Chain of custody of wood and forest products
2018	Scheduled review of AS 4708 – Australian Standard for Sustainable Forest Management
2019	Scheduled review of AS 4707 - Australian Standard for Chain of custody of wood and forest Products

5 Chair of Standard Reference Bodies

5.1 Purpose

The purpose of this procedure is to clarify the Chair's selection, role and responsibilities for Responsible Wood Standard Reference Bodies.

5.2 Scope

The Chair of an Responsible Wood Standards Reference Body plays an important role to ensure the standardization process is strictly adhered to in the development of an Australian Standard®.

5.3 Procedure

5.3.1 Selection

An Independent Chair will be appointed by the Responsible Wood Board from within the relevant Standards Reference Body, or independently.

Responsible Wood will base its appointment of the Chair on an assessment of the following attributes:

- demonstrated leadership ability at a committee level;

- demonstrated negotiation skills with various stakeholders;
- ability to remain neutral in Responsible Wood Standards Reference Body meetings to ensure all views are considered;
- capacity to summarise discussion for consensus.

The selected Chair will be required to acknowledge, accept and comply with Responsible Wood's policies and procedures related to standards development.

In the event of the absence of the Chair from a SRB meeting, committee representatives will appoint a substitute Chair from the floor.

5.3.2 Role

1. Facilitate meetings of Responsible Wood Standards Reference Bodies, and remain impartial at all times and ensure that the opinions of Responsible Wood Standard Reference Committee representatives are heard in meetings.
2. Be available to attend all Responsible Wood Standards Reference Body meetings.
3. Liaise with the Responsible Wood Secretariat and ensure that the program of work and target dates for the standard development stages are met.

5.3.3 Responsibilities

Prior to meetings of the SRB, the Chair is responsible for ensuring that;

- Notices and items for Responsible Wood Standards Reference Body meetings are circulated four weeks prior to meetings of the SRB
- Agendas and associated drafts and correspondence are circulated within two weeks of meetings of the SRB
- Agenda items are time bound;
- Any committee representatives absent from key decision items have the opportunity to submit their views in writing prior to the meeting.

During meetings of the Standards Reference Body the Chair is expected to

- Ensure that the objectives and outcomes of the meeting clearly define what is to be achieved;
- Abide by the Code of Conduct for SRB Members; and
- Ensure that all SRB members are aware of their responsibilities to abide by the Code of Conduct for SRB Members
- Attempt at all times to attain consensus in decisions made (see Standard Reference Committee Procedure for Achieving and Demonstrating Consensus)
- Ensure that differences between members are resolved.

After meetings of the Standards Reference Body, the Chair is responsible for ensuring that:

- Minutes, decisions etc. of the meeting are distributed as appropriate.
- Committee representatives do not criticise the Committee's work or findings in public.

5.3.4 Meeting Management

The Chair will:

- Remind the committee representatives that they exercise representative roles when discussing the content of the Standards in meetings;
- Remind committee representatives to express the views of the sectional interests they represent and not their own personal or their company's or department's opinion;
- Ensure discussions on points that have previously received thorough consideration do not get reopened, unless a very good reason exists;

- Control private discussions and disagreements between committee representatives;
- Manage trivial objections effectively;
- Limit discussions to the point under consideration;
- Summarise the consensus view when a consensus of opinion has been reached,
- Summarise the key points of difference when an agreement cannot be reached and propose an action(s) to be taken to resolve any differences or deadlocks.

5.3.5 Conflict Of Interest

When necessary the Chair may need to stand down from chairing discussions on subjects where there could be a real or perceived conflict of interest.

The Chair needs to reiterate to Responsible Wood Standards Reference Body representatives that they do not make statements on behalf of or indicate that they represent Standards Australia or the Responsible Wood Standard Reference Committee unless the matter has been previously discussed within an Responsible Wood Standard Reference Committee meeting or referred to Standards Australia by the Chair.

5.3.6 Performance

The Chair will:

- Ensure that monitoring/priorities and target dates are updated regularly and reviewed at least every six months;
- Monitor performance to ensure that standards development processes remain within defined timelines; and constraints for the duration of the standards development process.

6 Standard Reference Bodies

6.1 Purpose

The Australian Standards® within the Responsible Wood Certification Scheme (RWCS) are developed and maintained/reviewed by Responsible Wood Standards Reference Bodies (SRB) composed of representatives of nominating organisations or individuals that are interested in or affected by the subject matter of the relevant Standard.

There are two Standards Reference Bodies, one for the maintenance and review of each standard.

- AS-4708 Standards Reference Body Forest Management (SRB-FM)
- AS-4707 Standards Reference Body Chain of Custody (SRB-CoC)

This Procedures Manual provides guidance as to the composition and selection process for Standards Reference Body representatives aligned with the requirements for balanced representation from the broadest possible spectrum of interests.

6.2 Scope

Composition of Standards Reference Bodies must be in compliance with SDAC requirements for balanced interests relevant to the subject matter.

6.3 Representational Composition of SRB

6.3.1 Balanced Representation

The SRB's will comprise a balanced representation from all major interest categories relevant to the standard

Before the commencement of each Standards Development Activity, Responsible Wood will identify key stakeholders and interested parties affected by the standard and determine the structural representation of the SRB.

The SRB will include representatives from interest categories which shall at least include but not be limited to:

- Producers
- Users
- General interest

Each interest category may cover a number of organisations or interest groups.

The SRB will be constituted so that no one interest (category or Organisation) shall have a disproportionate representation.

If Responsible Wood was to be directly represented on the SRB, its contribution shall be impartial, free from bias and avoid a conflict of interest between its role as a facilitator of the Standards Development process and as a participant in the process.

The defined interest categories and their representation on the SRB shall be available on request.

Any changes to the constitution of the SRB shall be recorded in the membership register , including the rationale for the change.

Any change shall ensure that a balanced representation on the SRB is maintained.

6.3.2 Openness and representation

- The Responsible Wood Board will consider the inclusion of any interest group who has a bona fide interest in participation.
- No relevant interest group with a bonafide desire to participate in the standards development activity shall be excluded from the SRB.
- Responsible Wood shall not inflict any undue financial barriers to participation in the Standards Development activity
- Membership of the SRB shall not be conditional upon membership in any Organisation, nor unreasonably restricted on the basis of technical qualifications or other such requirements.
- Where a major sector does not accept the invitation to participate, the SDO shall determine the reason(s) why.
- Responsible Wood may take steps to address the sector's concerns to encourage participation.
- Where a consumer or public interest representation would provide the needed balance of interests, Responsible Wood shall identify and make efforts to secure support for equal access and effective participation of such interests.

6.3.3 Tenure

Members of SRBs will normally be appointed for tenure of three years.

6.3.4 Selection Process

Responsible Wood will call for expressions of interest to serve on the SRB by:

- Information on the Responsible Wood website
- Advertisement in publications appropriate and relevant to the sectors concerned
- Direct e-mail and letters to key stakeholders and interested parties.

Responsible Wood will publish key documents on the Responsible Wood website including;

- SRB Procedures for Representation
- SRB Charter and Code of Conduct
- SRB Nomination form.

After receiving nominations, the SRB members will be selected by the Responsible Wood Board or a delegation of the Board.

6.3.5 Membership register

Responsible Wood will maintain a register of SRB members that includes the members' names, organisations they represent, contact details, and date of appointment.

The register will be included on the agenda of the meetings of each SRB so that members can check and update their details.

6.3.6 Vacancies

Vacant positions on the SRB's will be filled in accordance with Responsible Wood Standards Development Procedure SRB Procedures for Representation.

A vacancy arises if:

- A member resigns.
- A member fails to attend three consecutive meetings without seeking and receiving approved leave of absence from the relevant SRB Chair.
- A member's tenure expires.

6.3.7 Terms of References of SRB's

The SRB's play the primary role in the development, maintenance and update of the Standards, AS 4708 and AS 4707, as they:

1. Provide stakeholder views throughout the development, drafting and review of the Standard and act with independence and authority on technical matters relating to the Standards and to approve amendments to the Standards and also advise AFSL on matters relating to implementation of the Standards.
2. Consider comments received through public consultation periods, including in response to Public Comment drafts of the Standards
3. Work towards consensus on the performance elements to be embodied in the Standards
4. Determine through ballot Standards that reflects a consensus among the stakeholder groups. Where there are negative votes relating to the technical content of the standard and some likelihood of successful resolution of the issue, further committee consideration will be undertaken.

6.3.8 Approval and amendment to Terms of Reference

The Responsible Wood Board will consider the Terms of Reference for the SRB prior to each standards development activity.

6.3.9 Conduct of members

SRB members are expected to abide by the SRB Members Code of Conduct while undertaking their SRB duties.

Each member will be required to sign the Nomination Form and statement indicating their acceptance of the terms of the code.

6.4 Secretariat and expenses

6.4.1 Financial and administrative support

Responsible Wood will provide secretarial and administrative support for the SRB, and

a. Meet the SRB's operating costs within the Responsible Wood budget, and
b. Meet additional SRB costs that may be approved by the Responsible Wood CEO from time to time, and
c. Meet venue, catering and miscellaneous costs associated with SRB meetings, and
d. Meet the cost of advertising proposed amendments to the Standard.

6.4.2 SRB Members Expenses

SRB members will be expected to meet their own costs to attend meetings.

In special cases, SRB members can obtain funding to attend SRB meetings as outlined in Standards Development Procedure 03 Standards Reference Body Travel Expenses.

7 Meeting Procedures

7.1 Frequency and Format of Meetings

The SRBs will meet in various locations. Where possible, meetings will be held face-to-face, however teleconference or videoconference meetings may be held as the need arises. Bodies will also interact via email and other electronic means

The SRB may make decisions out of session via email where all members receive the same documentation and are asked to respond to the same question(s) by a deadline with adequate notice and the outcome is communicated to all members in an appropriate time frame. A resolution included in a flying minute is passed if consensus is achieved.

7.2 Decision Making

SRB decisions to amend or approve the Standard:

a. Shall be determined by a vote of all members eligible to vote at the meeting, and
b. A resolution is carried if a consensus is achieved in accordance with the Standards Australia definition of consensus, and
c. A member who is unable to attend a meeting at which the vote is being taken and who is not represented by an alternate member may vote by voting form, and
d. the minutes of the meeting will record how each individual member voted, and if a member failed to vote the minutes will record the reasons why (e.g., direct interest, abstain, did not submit a voting form, etc.).

All other decisions are resolved by the agreement of the majority of voting members.

7.3 Consensus

This procedure provides guidance on the two key principles, consensus and transparency, that provide Standards their authority and widespread acceptance.

The policies set out in this and other Standardisation Guides in this series are directed at ensuring that these principles of consensus and transparency are embodied in every Australian and joint Australian/New Zealand Standard. It is only by maintaining the openness and integrity of Standards that they will continue to be of benefit to society.

7.4 Interpretation of Consensus

Responsible Wood abides by the generally agreed description of a standard as:

> 'a document, established by consensus and approved by a recognised body, that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results aimed at the achievement of the optimum degree of order in a given context'
> (Source: Standards Australia Standardization Guide 001).

Responsible Wood acknowledges that there are two key processes in standards development – transparency and consensus – and that consensus shall be embodied in all Australian Standards.

Responsible Wood uses the definition of consensus from ISO/IEC Guide 2 – Standardization and related activities – General vocabulary.

> "General agreement, characterised by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.
>
> Note: Consensus need not imply unanimity."

Responsible Wood, as an accredited SDO, shall ensure that all decisions on the technical content of Australian Standards® have been based on agreed and verifiable consensus.

7.5 Consensus Within Standard Reference Bodies

SRB representation is covered by Procedure *SD-PROC-SRB Representation*, and in the context of consensus within the SRB, no single concerned interest shall be allowed to dominate the standard setting process from those participating interests.

Each committee member shall work towards and contribute to reaching committee consensus on the technical content of Australian Standards® or other documents which require similar status.

The committee member shall commit to providing expert opinion for the technical content which contributes to genuine consensus within the SRB.

The decisions made within committee meetings shall be by way of consensus without the need for voting by voice or by hand as it is expected that the SRB work 'within committee' to overcome areas of disagreement.

Committee members shall accept a consensus decision which has followed the internationally recognised principles of consensus.

The SRB shall establish evidence of the formal approval of the technical content of Australian Standards® or other documents which require similar status by a postal ballot of all committee members.

A positive vote from the SRB shall constitute formal approval and the Australian Standards® or other documents which require similar status shall be provided to Standards Australia for process approval.

Where there is a negative vote(s) relating to the technical content of the Australian Standards® or other documents which require similar status and there is the likelihood of successful resolution of the issue, the SRB shall undertake further consideration with the aim to resolve the negative vote so as to achieve consensus on the technical content.

In any case of one or more negative votes which represents sustained opposition of any important part of the concerned interests to a substantive issue, every effort shall be made to resolve the issue using the following mechanism:

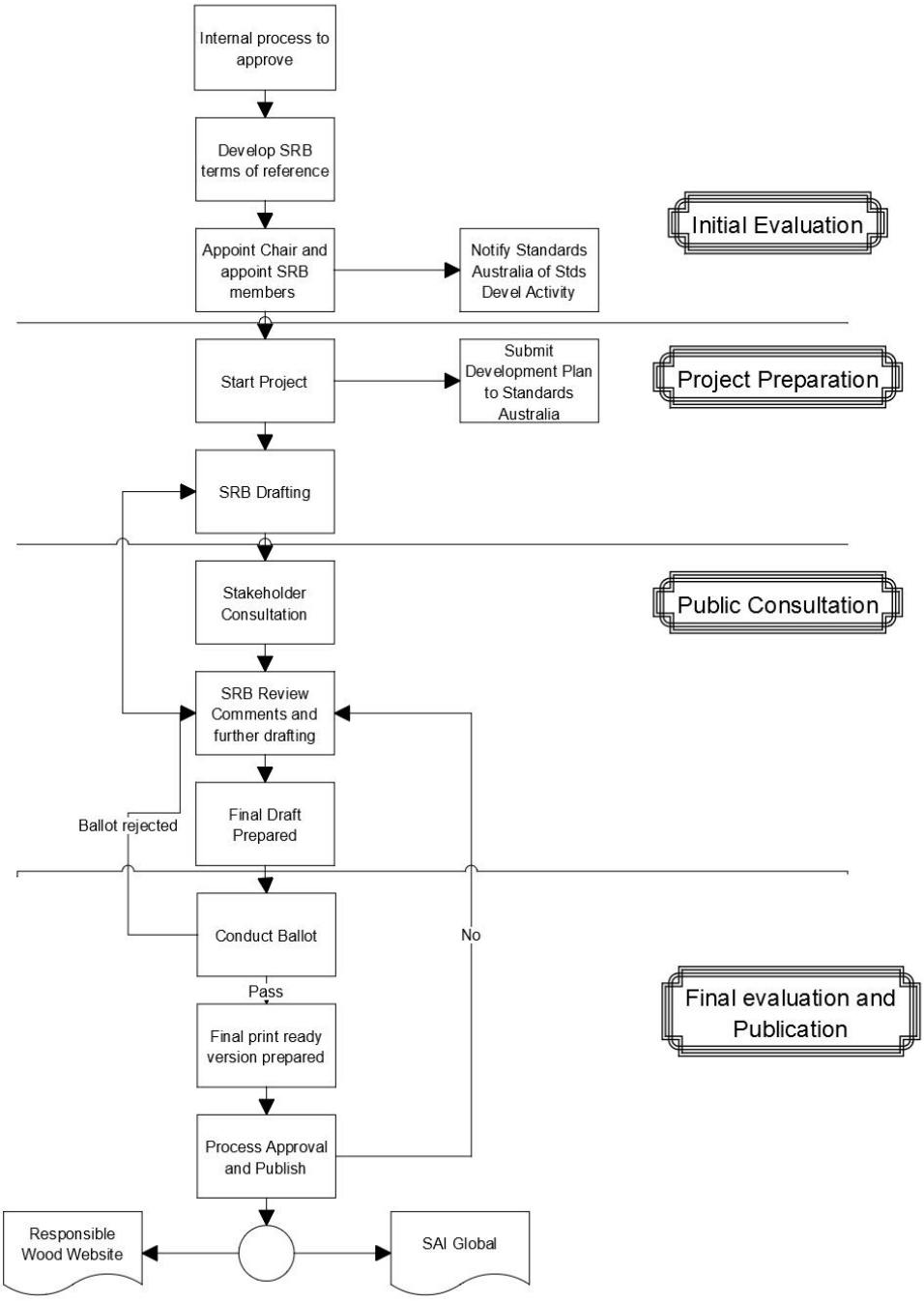
- Discussion and negotiation on the disputed issue within the SRB in order to find a compromise;
- Electronic distribution of key documents and teleconferencing outside of the SRB to attempt to gain a resolution
- Direct negotiation between the stakeholder(s) submitting the objection and stakeholders with different view on the disputed issue in order to find a compromise; or
- Dispute resolution process.

In all cases of negative votes, the committee member shall provide written reasons related to the technical content to enable the resolution mechanisms above to be implemented.

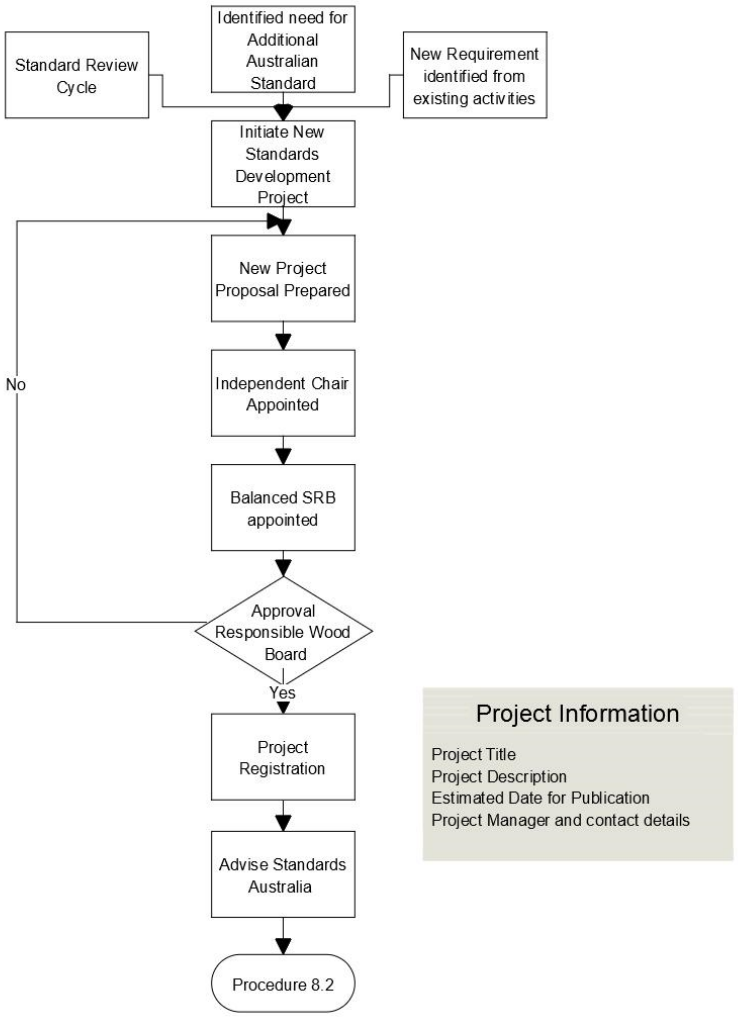
If any negative votes from members remain unresolved, the postal ballot shall be assessed according to three criteria below, all of which shall be met to allow the draft standard or other documents which require similar status to proceed to process approval and publication.

- at least two-thirds (67 per cent) of those eligible to vote have voted affirmatively;
- of the votes received, a minimum of 80 per cent must be “yes”; and
- no major interest maintains a negative vote which is supported by valid technical reasons.

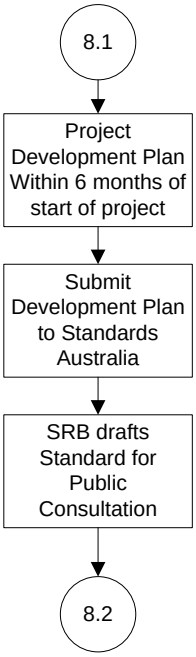
8 Flowchart - Standards Development Process



8.1 Flowchart - Initial Project Evaluation



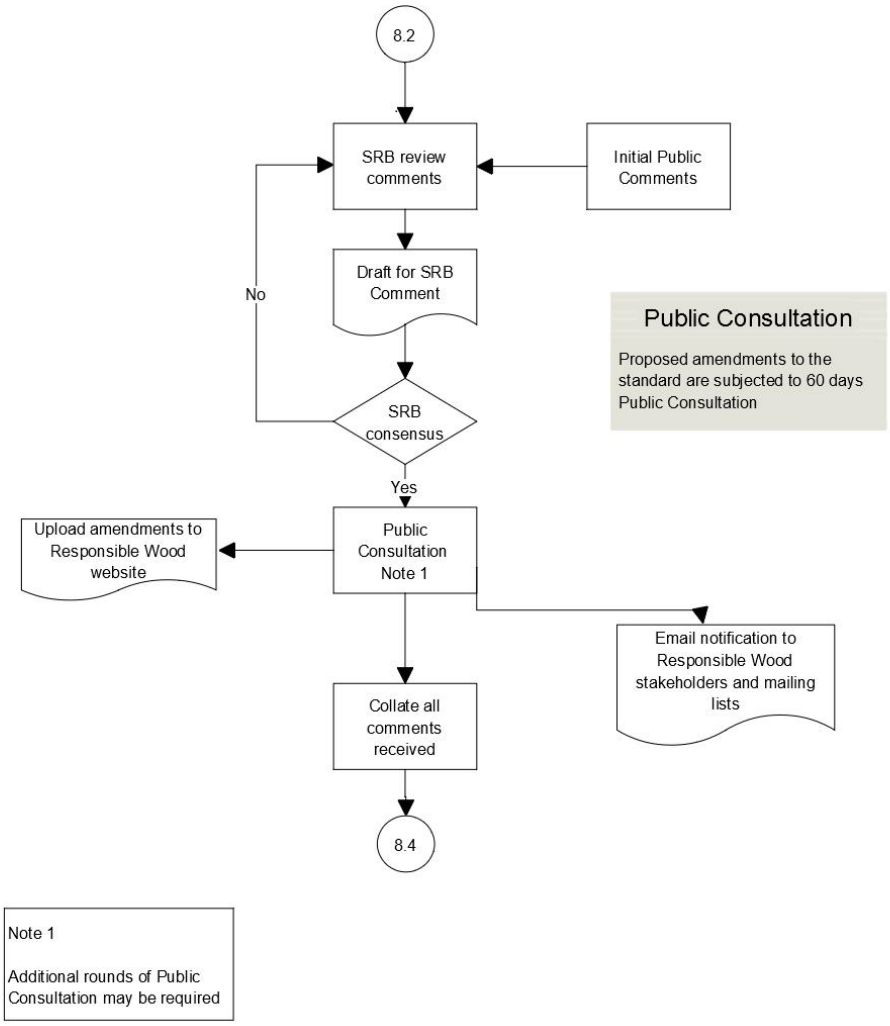
8.2 Flowchart - Preparation of Standard



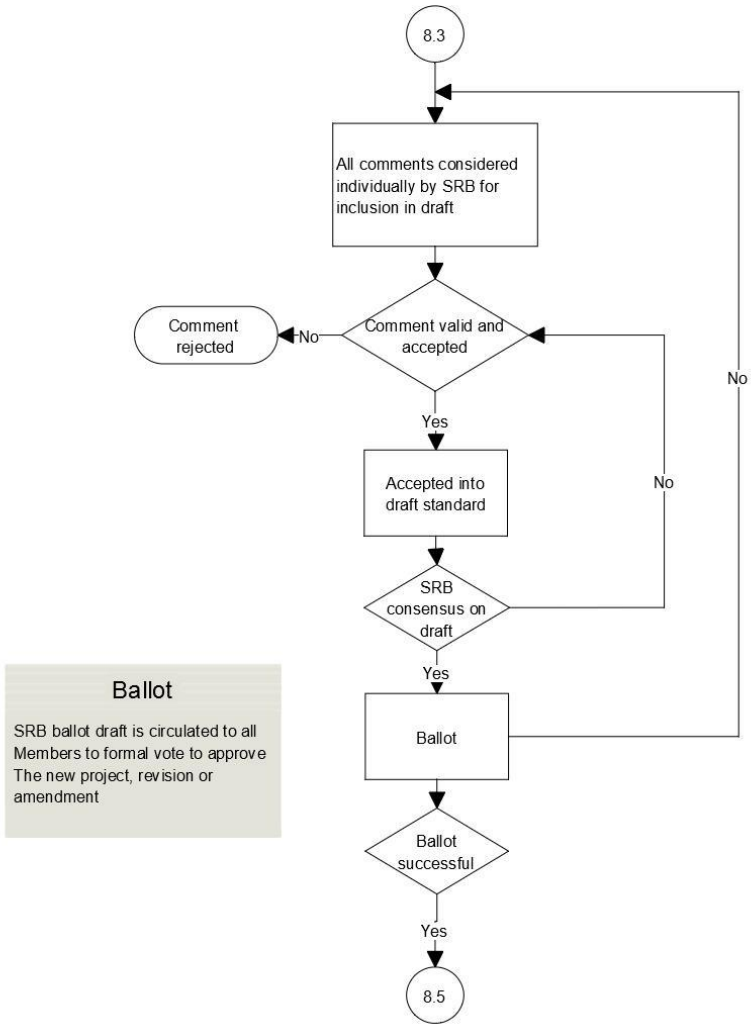
Development Plan

- Objectives of the Standard
- Specific groups to take part in the development of the Standard, such as industry, government, community and other interested parties
- Standards development process to be followed
- Anticipated timeframe for completion of the proposed Standard
- How this meets the needs and expectations of the specific user group, industry, government and the community; and
- Any dependencies that may impact the timely completion of the Standard.

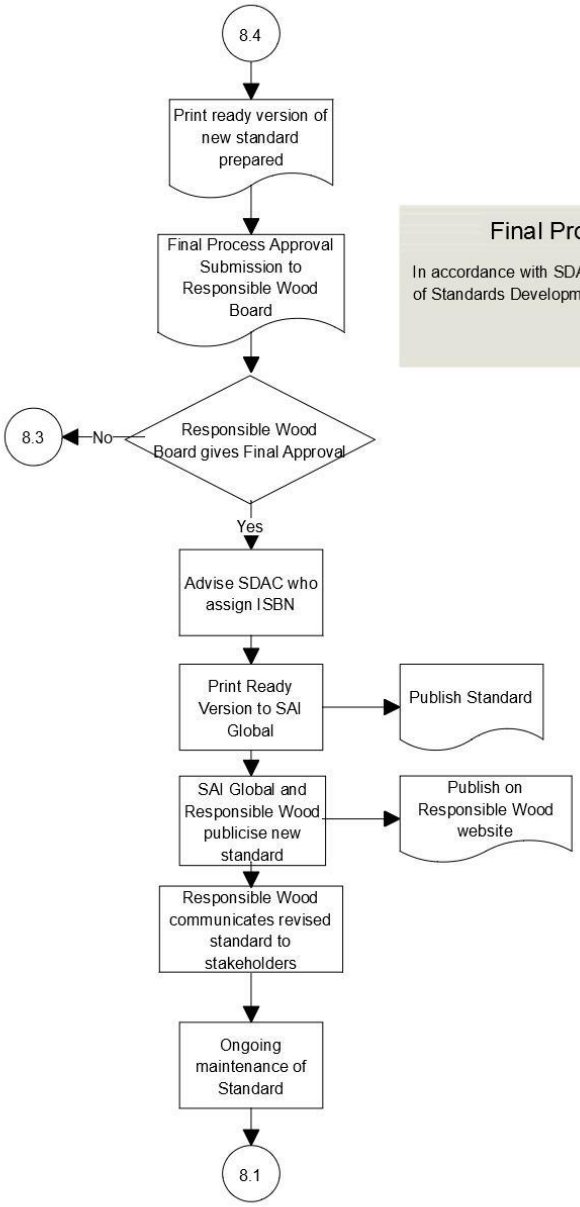
8.3 Flowchart - Public Consultation



8.4 Flowchart - Final Evaluation by SRB



8.5 Flowchart - Final Process Approval and Publishing of Standard



9 Procedures for initial project evaluation, project preparation, public consultation, final evaluation and publishing

9.1 Purpose

The following sections explain in detail each step in the process of a project development.

The key steps are:

1 Initial Project Evaluation and decision whether to proceed with a project;

2 Project preparation and drafting;

3 Public consultation on the draft;

4 Final evaluation on the draft following public consultation and possible redrafting;

5 Final Process Approval and publishing of Standard.

Each of these sections should be read in conjunction with the flowcharts included as Section 8-Flowchart - Standards Development Process.

10 Initial Project Evaluation and Assessment

10.1 References

Flowchart	8.1 Flowchart - Initial Project Evaluation
Work Instruction	Proposing a Product Internal (W:\03-Released Masters Backups\03a Process Documentation\03a-Iv Work Instructions\WI 08 SD New Product Proposal V1.1.Docx)
Document	Standards Australia Proposal Form - Standards Development Projects http://www.google.com.au/url?sa=t&rct=j&q=proposal%20form%20for%20standards%20development%20projects&source=web&cd=1&sqi=2&ved=0CEIQFjAA&url=http%3A%2F%2Fwww.standards.org.au%2FStandardsDevelopment%2FDeveloping_Standards%2FDocuments%2FFO%2520100%2520-%2520Proposal%2520Form%2520-%2520Standards%2520Development%2520Projects.doc&ei=HQ9LT8TPH5HBiQfL5pGkCw&usg=AFQjCNEM_TO0LRlMhsXy2J-91UGlF4SiWA&sig2=hZjGvGKWA03gquGMuDg3Dg&cad=rja
Template	New Project Proposal (W:\03-Released Masters Backups\03h Templates\SD Temp 01 New Project Proposal V1.0.docx)
Template	Registration of new project with Standards Australia W:\03-Released Masters Backups\03h Templates\SD Temp 02 New Project Registration With SA V0.1.Docx
Work Instruction	New Work Items – Registration (W:\01-Released Documents\01a Process Documentation\01a-iv Work Instructions\ WI 07 NWI Registration)
Policy	Relationship with Standards Australia (prev NSO) W:\01-Released Documents\01a Process Documentation\01a-i Policies\POL-08-REL-NSO-V1.3

Procedure	Procedure For The Committee Chair - Selection, Role and Responsibility W:\01-Released Documents\01a Process Documentation\01a-ii Procedures\SD-Standard Development\sd proc-04 SRBchair_v1.2.docx

10.2 Planning, prioritising and resources

The resources and time that the Responsible Wood, Responsible Wood Board, and Standards Reference Body members and industry can devote to developing standards is finite. Therefore careful planning, prioritising and allocation of resources are required at the outset – when a new standards project is being considered.

10.3 Obligations of proponent

The obligation is on the proponent of the new standards development project to:

- Provide the information necessary for Responsible Wood to assess a proposed standards project against the relevant assessment criteria and to determine whether to approve or reject the proposal; and
- Provide or identify funding sources to cover the costs of developing the standard.

Where there is any doubt as to the viability of a new standards development project the proponent may be requested to provide more details and justification.

The proponent will complete a proposal for a new project (internal) see W:\01-Released Documents\01a Process Documentation\01a-iv Work Instructions\WI 08 SD New Product Proposal V1.1.pdf

10.4 Assessing a Development Proposal

Before approving a standards development project, the Responsible Wood Board will assess the proposed standard using the following criteria:

	✔
The proposed standard is consistent with the objectives of AFSL	
The proposed standard is within the AFSL's scope of accreditation.	
There is genuine stakeholder support for the proposed standard	
The proposed standard will improve the economic efficiency of the industry	
The proposed standard will result in more efficient use of resources	
The proposed standard is consistent with AFSL's role and functions	
The proposed standard has political, social or commercial considerations, or whether there are special interests that also support the development of such a standard	
The proposed standard will deliver a net benefit	
The proposed standard does not create any technical barriers to trade	

The proposed standard does not duplicate an existing AS AS-NZS or International standard	

10.5 Resourcing considerations

These considerations will include:

	✔
Is the standard within the scope of an existing SRB	
Does the standard development activity require the establishment of a new SRB	
Are the resources required to ensure effective and timely completion of the work available, taking into account the likely benefits	
Has the funding to cover the costs of developing the standard been secured	
Does the project necessitate a routine, high, critical or accelerated priority - where major benefits are identified then the project may be accelerated?	

10.6 Announcing a standards development project request

10.6.1 Procedure

Responsible Wood will announce requests for standards development projects and seek expressions of interest from potential stakeholders to the proposed standards development project.

Responsible Wood will specifically provide information about:

- The standards development process;
- Objectives, scope and the steps of the standard-development activity and anticipated timetable
- Opportunities for stakeholders to participate in the process
- How stakeholders can comment on the draft standard.

Responsible Wood will announce the Standards Development activity through the following mechanisms:

- E-mail to members of the Responsible Wood Board and the Standards Reference Bodies;
- E-mail and electronic newsletters to industry e-mail lists;
- Via the Responsible Wood website;

Advertisement in publications appropriate and relevant to the sectors concerned. Invitations will be sent to key stakeholders with a request to nominate a representative(s) to the SRB. The invitation to disadvantaged and key stakeholders shall be made in a manner that ensures that the information reaches intended recipients and in a format that is understandable.

10.7 Appointment of Independent Chair of SRB

10.7.1 Procedure

The Responsible Wood Board will appoint:

- an independent chair of the SRB; and

- where necessary, project management consultants to undertake the project.

Procedure SD PROC-04 SRBCHAIR gives guidance on the selection of the chair and their roles and responsibilities.

10.8 Appointment of the membership of the Standards Reference Body

10.8.1 Procedures

The Responsible Wood Board will appoint Standard Reference Bodies to oversee the development or review of standards.

Each SRB will have a balanced membership representing a broad spectrum of relevant interests and will be supported by an Responsible Wood appointed Secretariat.

Depending on the nature and scope of the new project, consideration will need to be given to:

- Use an existing Standards Reference Body in which case the structure of the SRB will need to be reconsidered;
- Creating a new SRB; or
- Disbanding the existing SRB and reforming a new SRB ensuring all stakeholder groups are represented.

10.9 Registration of New Project with Standards Australia

10.9.1 References

- Flowchart 6.1 Initial Project Preparation

10.9.2 Procedure

The Standards Australia and SDAC documents referenced above give further guidance on the registration of projects with Standards Australia.

In accordance with Responsible Wood Policy 08-Relationship with Standards Australia (previously NSO) , Responsible Wood will register the new project with Standards Australia using the template.

The new project should be registered with Standards Australia as soon as practicable.

11 Project Preparation and Drafting of Standard

11.1 References

- Flowchart 8.2 Flowchart - Preparation of Standard

11.2 Procedure

11.2.1 Commencement Meeting

The initial meeting of the Standards Reference Body where a new project (or work program) is introduced is of considerable importance. The following issues are confirmed at this meeting:

- Scope and project objectives;
- Project benefits;

- Project timelines especially key target dates of public comment, ballot and publication;
- Specific roles and responsibilities of individual members e.g. drafting, research;
- Declaration of interests of committee members;
- Adoption of Code of Conduct of SRB members.
- Resource and financial arrangements for the project;
- Issues and risks facing the project;
- Interdependencies including direct dependencies between project progress or work activities that are being undertaken;
- Identification of any "big picture" issues, existing international standards, or external issues that the SRB should be aware of e.g. an environmental scan to identify what other documents or external issues have an effect or are affected.
- Provision of the Technical Barriers to Trade document and advise SRB members of the obligation on standards bodies to comply, as far as practical, with the provisions of the TBT. ((http://www.wto.org/english/tratop_e/tbt_e/tbt_e.htm (NOTE – The steps that Responsible Wood have taken to adhere to the TBT requirements are outlined in the AFSL Standards Development Policy - Pol 03 Setting the Standard Section 9)
- Determine how privacy protection measures, including maintaining confidentiality of SRB deliberations. Are to be implemented and achieved {Reference http://www.oaic.gov.au/privacy/privacy-resources/privacy-fact-sheets/other/privacy-fact-sheet-17-australian-privacy-principles}

11.2.2 Project Management

After the initial meeting a Project Management Plan (PMP) is developed. The PMP defines the project and provides a baseline from which the project is managed and variations are tracked. It sets out the key steps for developing the Standard, target dates, and the specific activities required of individual committee members.

The PM in conjunction with the SRB and, where appropriate, the Project Sponsor submits a regular status report to the Project Office on the progress of the project. This status report measures progress against the PMP.

11.2.3 Working Drafts

All SRB members will be given the opportunity to contribute to the development or revision of the standard and submit comments to the working drafts.

The PM will consider comments raised from SRB members and develop new working drafts for distribution and consideration by the SRB.

Comments and views submitted by any SRB member shall be considered in an open and transparent manner and their resolution and proposed changes shall be recorded.

When all issues have been resolved by the SRB, a Public Consultation Draft will be developed by the PM.

12 Public Consultation Procedure

12.1 References

- Flowchart 8.3 Flowchart - Public Consultation

12.2 Procedure

An essential stage in the development process for Australian Standards® is the *Public Comment draft*.

Call for Public Comment is a collection and consolidation of stakeholder comments in relation to the recommendations of the Standards Reference Body for development or change of the Standards managed by Responsible Wood. It is not a process of engagement for negotiation of the recommended changes, updates or development of the Standards.

The *Public Comment draft* represents the relevant Standards Reference Body's consensus recommendations for the Standard and has been approved for release for public comment only. The *Public Comment draft* is made available to the public for their views or comments for a period as determined by Responsible Wood and is promoted via various media vehicles to provide as wide coverage as possible for those interested in commenting on the Standard.

The following process is essential to assist the Standards Reference Body in its consideration of the technical content but also to ensure acceptance of the Australian Standard® by stakeholders.

1. The Secretariat distributes the Public Comment draft standard to community stakeholders through appropriate forms of media. (see Mechanisms used for Public Comment)
2. A public consultation period of at least 60 days is required for consideration by stakeholders.
3. The following information is to be uploaded:
    a. Copy of new standard
    b. Preamble of why changes necessary
    c. Details of sections changed in Standard
4. The Secretariat will receive and register all submissions received during the public comment period.
5. The Standards Reference Body will conduct final ballot.
6. Resolution of Public Comment & ballot will be completed by the Secretariat
7. The revised Standard(s) will be reviewed by the Standards Reference Body. This will include editorial checking & proof reading.
8. The revised standard will be sent to the Responsible Wood Board for process approval as per 14.Process Approval and Publishing of Standard

12.2.1 Mechanisms used for Public Comment

AFSL will announce draft standards and invite comment through the following mechanisms:

- Advertisement in publications appropriate and relevant to the sectors concerned
- E-mail to members of the Responsible Wood Board and the Standards Reference Bodies;
- E-mail to industry e-mail lists
- Via the Responsible Wood website.

12.2.2 Recording comments from Feedback

All comments received as part of the public consultation must be recorded, referenced and given due consideration (i.e. even if the approprioate response is "no action to be taken", this should be documented).

Feedback and comments recieved along with actions taken will be recorded on a Summary Sheet which will be distibuted to all SRB members.

13 Final Evaluation by SRB

13.1 References

- Flowchart Flowchart - Final Evaluation by

13.2 Procedure

Following the public consultation phase of the draft standard, the SRB will review:

- The draft for consultation version; and
- Comments received as part of the public consultation phase.

The SRB will determine if the comments received are to be incorporated or rejected. All decisions regarding comments received will be documented.

The draft standard will be amended accordingly and a Draft for Ballot version of the standard developed.

Voting on the draft standard by the SRB will be by consensus as documented in 6 Meeting Procedures.

If the vote is successful, the procedure for Final Process Approval is implemented.

14 Process Approval and Publishing of Standard

14.1 References

- Flowchart Flowchart - Final Process Approval and Publishing of Standard

14.2 Procedure

14.2.1 Process Approval

Once consensus is achieved, the National Secretary will prepare a submission which addresses the criteria documented in *Criteria for Designation as an Australian Standard* and particularly documenting:

- Evidence that the revision was advertised for Public Comment
- Length of time the document was open for Public Comment
- The summary of the Public Comment and how each comment was addressed
- Ballot report (including organisations and their vote; and if any major interest voted negatively how this was resolved).

Final Approval will be given by the Responsible Wood Board provided the standards activity has been conducted in accordance with the Responsible Wood Board delegated authority and in compliance with the AFSL developed Standards Development policies and procedures..

Responsible Wood has been granted authority by SDAC to give final process approval to the standard without approval by the Standards Australia Standards Development Committee.

Once process approval is given by the Responsible Wood Board, Responsible Wood will advise the SDAC Secretary who will provide on request the required ISBN Number(s) for the standard.

14.2.2 Documents to SAI Global

Once process approval has been given and ISBN's assigned, Responsible Wood will need to provide certain documents to SAI Publishing.

SAI Publishing will then upon request provide details of requirements for the printing of the new Australian Standard.

The essential requirements are:

SDO Production Information	• Includes name of standard, ISBN, Contact details, etc. • Publication Date • Name of Standards Development Committee • Project Number • Additional information about the standard, what it replaces, etc.
Print ready version of the Standard	PDF Format • PDF download from SAI Global Info Store is only available for files that are 30mb or less. • All PDFs supplied are to be suitable for Web Download and Hardcopy Printing (Unrestricted and Unprotected). • Output with Outline Fonts. (In the Print Properties – Advanced - PostScript Options – TrueType Font Download Option – ensure that Outline is selected). • PDFs are not to be in Acrobat Distiller 9 as this is not currently supported by SAI Global. SAI Global prefers that the PDF Version is 7.x using Acrobat Distiller 8.x. • PDFS are to include Bookmarks. • PDF Document Properties to be completed by author, ensure that the following is included: o Description - Title – Full Title o Author – SDO name o Initial view – Show - Bookmarks panel and page o Page Layout – Default o Magnification – Default

Metadata	Metadata to include: • Designation • Title • Supersedes • Standard No • Supersedes Draft No • Committee • Project Manager's name • Project number • Date approved • Publication date YYYY-MM-DD ISBN (for all versions) • International Classification System (ICS) Code • History Block and • Synopsis/Abstract)
Printing Instructions	• Colour Cover: Yes or No • Colour Content: Yes or No • Colour Cover requirements - All Colour Covers for A4 size products are to be in Oversize A3 size (18 in x 12 in /45.71 cm x 30.48 cm). • Other (please detail all requirements in full) (I.E. Product size if not A4)
Other Relevant Information	

SAI Global will then print and include on the Info Store for sale.

15 Complaints and Grievance Procedure

15.1 References

- Responsible Wood Development Procedure 08 – Standards Reference Body – Procedures for Complaints and Grievances
- A register of complaints will be maintained which will be available for audit and to any interested parties. Complaints and Grievances Register (Complaints Register)

15.2 Purpose

The purpose of this procedure is to outline the type of grievances and complaints which may occur and the steps required to resolve them.

15.3 Scope

There are three categories of complaints where differences of opinion or disagreements could become the subject of a complaint or a grievance. The three categories are:

1. complaint against Responsible Wood Management or administration;

2. Technical Complaint about a Standard;
3. Complaint against the accreditation process, decisions, or accredited organisations.

16 Regular Review of Standards Development Process

This Procedure provides for the review mechanisms within Responsible Wood for the standard development process undertaken by Responsible Wood's Standard Reference Bodies in the development and maintenance of Australian Standards.

16.1 Standards Development Process Review

1. Within Responsible Wood, the CEO has been designated as the responsible staff member for the standards development process of the SDO.
2. The CEO will be responsible for drafting New Work projects and the subsequent Development Plan and for presenting the documentation to the Board of Responsible Wood for relevant approvals.
3. Following a Project approval, the National Secretary will provide an Agenda Paper to each Responsible Wood Board meeting which indicates the status of the project against the timelines in the Development Plan.
4. The Responsible Wood Board and the CEO will monitor the progress of the standards development process via the agenda papers or, if considered appropriate due to circumstances, seek specific updates at regular intervals from the CEO to monitor the progress of the standards development process.
5. If due to unforeseen circumstances or circumstances beyond the control of Responsible Wood, the project lags in the delivery of outputs against the Development Plan, the National Secretary will provide advice of the issues impacting on the Development Plan and recommendations for a revise timeline.
6. The CEO will make a determination to approve the revised timelines or to present a case to the Responsible Wood Board for consideration and direction to ensure that the standards development process is completed in a reasonable timeframe.
7. The Responsible Wood Board, in consultation with the CEO will have the power to co-opt the required resources to ensure that the project remains within the Development Plan timelines or revised timelines.
8. Whilst the development of the technical content for Australian Standards is vested in the Responsible Wood Standard Reference Bodies the Responsible Wood Board will be provided with copies of the 'Public comment draft' and 'Final draft' for information only as the two most significant way points in the standards development process.

16.2 Standards Development Process Representation

1. The CEO will ensure that the Responsible Wood Board are appraised of any changes to the representatives from nominating organisation or resignations of representation by nominating organisation on the Standard Reference Bodies especially for compliance with the policies outlined in Responsible Wood Policy Setting the Standard (AFSL Setting the Standard, 2010).
2. The Responsible Wood Board will confirm any change of representative based on the nominating organisation's declaration that the new representative meets the requirements of the policies outlined in AFSL Policy Setting the Standard (AFSL Setting the Standard, 2010).
3. The Responsible Wood Board will consider the recommendations of the CEO for replacement nominating organisations or, if it is one of the independent scientists, a replacement independent scientists in the same field of expertise;

4. Following a decision by the Responsible Wood Board for replacement of nominating organisations or, if it is one of the independent scientists, a replacement independent scientists in the same field of expertise, the CEO will invite the nominating organisation or independent scientist to participate on the relevant Responsible Wood Standard Reference Committee.

17 Internal Audit of Standards Development Activities

17.1 Purpose

The purpose of this procedure is to ensure that all aspects of the standards development activity are conducted as per the document and agreed Responsible Wood Standards Development Procedures.

17.2 Procedure

Responsible Wood has well documented procedures for the development and ongoing maintenance of standards within its area of responsibility.

Internal audit will be the responsibility of:

- The Responsible Wood CEO;
- Standards Development Quality Control & Assurance;
- Standards Revision Project Manager.

These persons will meet regularly to ensure the following

1. Compliance with internal procedures;
2. Provision and documentation of evidentiary materials; and
3. Filing procedures.

In the event that internal audit activities demonstrate that the documented procedures have not been followed; actions will be taken to:

- Rectify the situation immediately;
- Take actions as per System Management Procedure 05 - Corrective, Preventive and Improvement Action.

18 Responsible Wood Communications Plan

18.1 Purpose

The purpose of communication management is to identify planned and typical methods of exchanging information both within the projects and to stakeholders and interested parties outside of the project.

This document will be reviewed periodically and updated as needed, as a result of continuous process improvement efforts by the project management team. Lessons learned as a result of continuing communication management efforts will be captured at the end of each project phase and used to improve the division-level standards.

18.2 Scope

The Communication Management Plan identifies the procedures used to manage communication for the project. The plan focuses on formal communication elements. Other communication channels exist on informal levels and enhance those discussed within this plan. This plan is not intended to limit, but to enhance communication practices. Open, ongoing communication between stakeholders is critical to the success of the project.

18.2.1 Communication between governance structure and the SRB

Issues arising from the SRBs are a standing item on all Responsible Wood Board agendas. The National Secretary will provide a status report on each SRB to each board meeting on progress and issues that may require a Board resolution.

19 Termination of Accreditation of Responsible Wood as an SDO Procedure

(See Responsible Wood Policy 03 Setting the Standard)

When Responsible Wood is considering ceasing accreditation, either by voluntarily withdrawing or forced through organisational changes, the following steps will be taken.

Prior to confirmation of the decision to cease accreditation.

- Advise the Responsible Wood Board of the current status relating to accreditation including the steps that need to be taken when terminating accreditation;
- Advise the SDAC secretary that accreditation may cease;
- Advise the Standard Reference Body chairs and members to cease all standards development activities;
- Advise all affected stakeholders and stakeholder groups of the possibility of accreditation ceasing;

Following the decision to cease accreditation

- Advise the SDAC secretary that Responsible Wood has formally withdrawn from accreditation and the steps being taken with respect to the transfer of the IP;
- Negotiate the transfer of ownership and IP of the standards to either another accredited SDO with a similar scope, or to Standards Australia;
- Develop a deed to transfer the ownership and licensing of the copyright in published standards to the replacement SDO or to Standards Australia
- Advise SAI Global of the termination of accreditation and the arrangements for transfer of the IP and copyright ownership.
- At the request of SDAC, handover to SDAC relevant information and records, subject to compliance with relevant privacy requirements.
- Remove from any website and printed material the AS Logo, the trademark Australian Standard®; and inferences or statements that imply <SDO> is still accredited.