

Standard Setting Procedures 3.0

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The Standard Setting Procedures 3.0 replaces Textile Exchange Standard Setting Procedures 2.1 and is effective November 16th, 2021. The Standard Setting Procedures 3.0 shall be followed for all Standards Development and Revisions that begin following the effective date.

English is the official language of the Standard Setting Procedures 3.0. In any case of inconsistency between versions, reference shall be made to the English version.

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Document Revision

These Procedures shall undergo a scheduled review at least every four years. This is subject to earlier revision and update if deemed necessary, such as in the case of major standard revisions by Textile Exchange. Any feedback or suggestions to this document are invited and welcome. You may email your comments to standards@TextileExchange.org for consideration in the next review. The next scheduled review will tentatively begin in 2024.

Revision History

Standard Setting and Revision Procedures, released April 2014.
Standard Setting Principles and Procedures, released December 14, 2016.
Standard Setting Procedures 2.1, released May 2019.
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Introduction

About the Standard Setting Procedures

The Textile Exchange *ASR-102 Standard Setting Procedures* are applicable for the development and revision of Textile Exchange standard(s). This document supersedes all previous *Standard Setting Procedures* versions and amendments. The objectives of these Procedures are:

- To ensure the standard development process is inclusive and transparent to affected stakeholders;
- To provide a robust review process that ensures the standards effectively meet their respective goals; and
- To ensure that the development and revision of Textile Exchange standards complies with international best practices for standard setting (e.g. *ISEAL Code of Good Practice for Setting Social and Environmental Standards*).

These procedures support the assurance system (e.g. certification, auditing) as well as monitoring and evaluation of the standard scheme since both ensure the effective implementation of the standard. All procedures can be found at <http://textileexchange.org/Standards>.

Key definitions are included in Appendix A – Definitions. Defined terms are shown in italics in the first usage in this document, and in some other uses for clarity. Refer to [TE-101 Terms and Definitions for Textile Exchange Standards and Related Documents](#) for definitions of additional terms used in these procedures.

About Textile Exchange



Textile Exchange is a global nonprofit that creates leaders in the sustainable fiber and materials industry. The organization develops, manages, and promotes a suite of leading industry standards as well as collects and publishes vital industry data and insights that enable brands and retailers to measure, manage, and track their use of preferred fiber and materials.

With a membership that represents leading brands, retailers, and suppliers, Textile Exchange has, for years, been positively impacting climate through accelerating the use of preferred fibers across the global textile industry and is now making it an imperative goal through its 2030 Strategy: Climate+. Under the Climate+ strategic direction, Textile Exchange will be the driving force for urgent climate action with a goal of 45% reduced CO₂ emissions from textile fiber and material production by 2030.

Section A - Roles and Responsibilities

A1. Textile Exchange

- A1.1** The Textile Exchange Governance Board is responsible for approval of substantive changes to Textile Exchange strategy, particularly in reference to any changes to the goals and scope of the standards.
- A1.2** Textile Exchange shall play the role of *secretariat* for all standard development and revisions or designate another party to do so.
- A1.3** The secretariat shall be responsible for the following:
- A1.3.1** Ensuring that all standards are developed in accordance with this document;
 - A1.3.2** Drafting the *project plan* for approval by the *international working group (IWG)*;
 - A1.3.3** Ensuring that all feedback is recorded and shared with the IWG, including feedback deemed out of scope;
 - A1.3.4** Preparing issue papers and standards drafts;
 - A1.3.5** Facilitation of meetings and public consultations; and
 - A1.3.6** Record-keeping for the development or revision process, including information shared with the IWG and other stakeholders, decisions made, and how feedback was addressed.
- A1.4** During the development and revision process, the secretariat participation and contribution shall include staff members from various areas of knowledge and management of Textile Exchange standards, including assurance and operations, Climate+, data and technology, and fiber and materials.
- A1.5** Textile Exchange shall be responsible for the following:
- A1.5.1** Determining and finalizing chain of custody and labelling criteria for certified sites and products, criteria for certification bodies and accreditation bodies, and the policies governing the standard scheme system, such as this document;

- A1.5.2** Selecting IWG members according to experience, subject matter expertise, and stakeholder representation;
- A1.5.3** Keeping information about the standard development or revision process publicly available, including, at minimum, details on the scope of the revision, estimated timeline, and how to participate; and
- A1.5.4** Keeping details and records of all standards development and revision activities for a minimum of five years, and available to stakeholders upon request, including the following:
 - a. Applicable *Standard Setting Procedures* at the time of the development or revision;
 - b. Stakeholder mapping, including IWG members;
 - c. Project plan;
 - d. Public project plan;
 - e. Draft versions of the standards; and
 - f. Feedback summary.

A1.6 Stakeholders can lodge formal complaints or share feedback about Textile Exchange’s standards activities via the [Textile Exchange Complaint Form](#).

A1.7 Appeals shall satisfy the nature of an appeal as defined by the scope of appeals in *ASR-110 Complaints and Feedback Policy*. *ASR-110 Complaints and Feedback Policy* explains in detail how Textile Exchange receives, manages, and addresses both complaints and general feedback relating to Textile Exchange standards, standards logos, and scheme participants.

A2. International Working Group (IWG)

A2.1 The development of Textile Exchange standards shall be led by the *International Working Group (IWG)*, composed of the secretariat and IWG members.

A2.2 IWG membership shall be limited to 24 in number with representation as follows:

Type of Organization	Geographic Region ¹ / Area of Expertise	# of Members
Brand/Retailer	EMEA	2
	Americas	2
	APAC	2
Civil Society	Climate	1
	Biodiversity	1
	Soil Health	1
	Water	1
	Animal Welfare	1
	Social	1
Raw Material Producers/Farm	EMEA	2
	Americas	2
	APAC	2
Supply Chain + Professional Services	EMEA	1
	Americas	1
	APAC	1
	Certification Body (CB) representatives	3
TOTAL members		24

¹ Geographic Region designation as follows: EMEA = Europe, the Middle East and Africa; Americas = North and South America; APAC = Asia Pacific.

- A2.3** In order to become an IWG member, the following conditions shall be met as applicable to the representative:
- A2.3.1** The brand and/or brand/retailer shall be certified [or publicly committed to one or more Textile Exchange standards](#). Although retail operations are out of scope of Textile Exchange standards, the retailer should be active in other areas of work with Textile Exchange (e.g. member of a roundtable, Corporate Fiber and Material Benchmark participant, etc.).
 - A2.3.2** The raw material producer and/or supply chain member shall be certified to one or more Textile Exchange standards.
 - A2.3.3** For the civil society member, preference is given to stakeholders who contribute to expert advising for the Textile Exchange Climate+ strategy. And
 - A2.3.4** For a certification body member, qualifications should include their assurance system experience such as the period of time auditing Textile Exchange standard(s), existing approval to multiple scopes of certification (e.g. CCS, RAF, etc.), and their certification portfolio (e.g. number of sites certified, scale of operations).
- A2.4** A public call for participation in the IWG shall be sent to the Textile Exchange stakeholder database and shall be published on the Textile Exchange website, indicating the process for consideration to be included in the IWG.
- A2.5** A review committee shall select IWG members. The review committee shall consist of the following:
- A2.5.1** Textile Exchange Head of Standards;
 - A2.5.2** Textile Exchange Head of Assurance;
 - A2.5.3** Textile Exchange CEO/COO;
 - A2.5.4** Textile Exchange Governance Board member; and
 - A2.5.5** External standards and assurance authority.
- A2.6** The secretariat shall collect and process all applications and prepare a summary for the review committee. The review committee shall review and confirm secretariat recommendations for appointing IWG members based on:

- A2.6.1** A statement of interest to participate in the IWG;
 - A2.6.2** A resume/curriculum vitae (CV), highlighting work with preferred fibers and materials, supply chain experience, or impact area they have expertise in; and
 - A2.6.3** Any accommodation(s) needed to participate in the IWG.
- A2.7** Textile Exchange shall publish all appointed IWG member company names on the Textile Exchange website.
- A2.8** While IWG members are selected, participation in the IWG shall be voluntary.
- A2.9** IWG members shall sign a charter indicating their commitment to proactively contribute to the shared outcomes of the standard based on their subject matter expertise, industry experience, and knowledge of the Textile Exchange standard(s). At minimum the charter shall include:
 - A2.9.1** Goals and scope;
 - A2.9.2** Roles and responsibilities;
 - A2.9.3** Participation and attendance criteria;
 - A2.9.4** Communication and information provisions;
 - A2.9.5** Decision-making;
 - A2.9.6** Chatham House Rule; and
 - A2.9.7** Anti-trust guidelines.
- A2.10** IWG membership shall be limited to a maximum of five years with a minimum commitment of three years.

A3. Stakeholder Engagement

- A3.1** The secretariat shall conduct stakeholder mapping to identify potential stakeholders and *interested parties* for outreach, including:
 - A3.1.1** Ensuring clear stakeholder participation goals are set and communicated for each stakeholder sector. Goals ensure

representation from affected geographic regions and market sectors of the given standard. And

A3.1.2 Ensuring under-represented or disadvantaged stakeholders are identified in the stakeholder mapping with strategies to proactively seek their contribution, including the possibility for a stipend at the discretion of Textile Exchange.

A3.2 The secretariat shall notify identified stakeholders of the development or revision and how they can participate in the development or revision.

A3.3 The secretariat shall make records of standard development or revision activities publicly available while the standard is still in development, with an open invitation to participate.

A3.4 Throughout the development or revision process, the secretariat shall actively seek feedback from the public at the following key stages of development:

A3.4.1 At the onset of a major revision to seek input on needed changes in the current version of the standard;

A3.4.2 Following finalization of the standard, via a public consultation on the standard draft which is held for at least 60 days; and

A3.4.3 For a new standard, or if substantive, unresolved issues persist, via a second public consultation on the standard draft which is held for at least 30 days.

A3.5 The secretariat shall conduct public consultations that includes, at minimum, the following:

A3.5.1 A public announcement;

A3.5.2 Targeted outreach to stakeholders identified during the stakeholder mapping;

A3.5.3 A standard draft which is made publicly available;

A3.5.4 A feedback mechanism; and

A3.5.5 A feedback summary that includes key topics of feedback and how they were addressed, shared publicly and directly with all participants.

A4. Decision Making

- A4.1** Through the standard-setting process, the IWG shall be responsible for approval of the following:
- A4.1.1** The project plan for the standard, including the intended scope, goals, objectives, desired outcomes, needs justification, and plans to address risks identified in meeting the goals of the standard;
 - A4.1.2** The standard draft made available for public consultation; and
 - A4.1.3** The final standard, including all criteria applicable to a certified site and/or product.
- A4.2** Decisions by the IWG shall be made by *consensus* among members of the IWG. Consensus is considered the absence of expressions of dissent by a prespecified deadline.
- A4.3** In the event that consensus is not met in one of the three approvals outlined in A4.1, a majority vote shall be required within each stakeholder category as outlined in A2.2.
- A4.4** When a vote occurs, a quorum of at least 75% of each stakeholder category as outlined in A2.2 shall be required.
- A4.5** As the entity ultimately responsible for the standard, Textile Exchange reserves the right to make final decisions regarding standard content and shall publicly disclose any decisions, including reasoning, that differs from the quorum of the IWG.

Section B - Standards Development

B1. Standards Design

- B1.1** Standards shall be written to enable monitoring and evaluation against the goals of the standard.
- B1.2** Conformity criteria within the standard shall:
- B1.2.1** Be linked to the goals and desired outcomes identified in the approved project plan;
 - B1.2.2** Be clear, objective, and verifiable;
 - B1.2.3** Be informed by best available science related to achieving the desired outcomes identified in the project plan, as well as by regulatory and market considerations; and
 - B1.2.4** Not seek to restrict trade in anyway or give preference to one region, technology, or company over another.
- B1.3** At minimum, the standard shall be accompanied by:
- B1.3.1** Guidance for local applicability where necessary or helpful (e.g. varying farming methods around the world);
 - B1.3.2** An accompanying User Manual to give further guidance for organizations seeking certification; and
 - B1.3.3** Certification Procedures to set guidelines for the responsible certification body.
- B1.4** Accompanying documents may be updated by Textile Exchange as often as deemed necessary without going through a formal revision process. The IWG may provide feedback on these and other supplemental documents, but they are not considered within decision-making scope of the IWG.
- B1.5** The following shall be noted in the standard:

- B1.5.1** The official language of the standard, which is English, and in the case of inconsistency between translated versions, the English version prevails;
 - B1.5.2** Anticipated timing of the next revision and how to submit feedback or complaints;
 - B1.5.3** Reference to the release date, effective date, and version number (a new standard will begin at version 1.0);
 - B1.5.4** A disclaimer stating that Textile Exchange will not be held liable for use of the standard; and
 - B1.5.5** A copyright statement.
- B1.6** At minimum, the following documents shall be available on the Textile Exchange website:
 - B1.6.1** Final Standard;
 - B1.6.2** Final Standard User Manual;
 - B1.6.3** Final Standard Certification Procedures;
 - B1.6.4** Feedback summary;
 - B1.6.5** Summary of key changes;
 - B1.6.6** Detailed list of all changes from previous versions, available upon request, if applicable;
 - B1.6.7** Updated *Claims Policy*; and
 - B1.6.8** Transition policy.
- B1.7** A hard copy and translation should be made available upon request, dependent on resources and availability.

B2. Standards Revisions

- B2.1** A Textile Exchange standard shall undergo a *major revision* at least every five years.

- B2.2** *Minor revisions* with non-substantive changes may be made by Textile Exchange without consulting the IWG, see Appendix A – Definitions.
- B2.3** In addition to those scheduled, major revisions may also be initiated for the following reasons:
- B2.3.1** Standard criteria result in critical unintended consequences that compromise the goals or desired outcomes of the standard;
 - B2.3.2** New developments that change or affect the implementation, assurance process, or known impacts of the standard;
 - B2.3.3** Expanded goals or scope in Textile Exchange strategy; or
 - B2.3.4** At the discretion of Textile Exchange.
- B2.4** All major revisions shall include the following:
- B2.4.1** Update and approval of the project plan;
 - B2.4.2** Approval of the public consultation standard draft;
 - B2.4.3** Public consultation of at least 60 days; and
 - B2.4.4** Approval of the final standard.
- B2.5** A one-year transition period shall be provided for each certified organization and certification body to transition to the revised version, starting from the publication date of the revised standard. This date is known as the standard version conformity date.

Appendix A – Definitions

Key definitions are included below. Defined terms are shown in italics in the first usage in this document, and in some other uses for clarity. Refer to [*TE-101 Terms and Definitions for Textile Exchange Standards and Related Documents*](#) for definitions of additional terms used in these procedures.

Consensus: General agreement, characterized by the absence of expressions of dissent to substantial issues by a prespecified deadline.

Interested party: Any person or group concerned with or who may be directly affected by a standard.

International Working Group (IWG): The group of stakeholders actively engaged in the development or revision of a standard. All IWG members are required to sign a charter indicating their commitment to the goals of the standard and the time needed to be engaged in the process.

IWG Charter: This document includes a statement of purpose for the standard, objectives, roles, and responsibilities of the IWG, and agreement to comply with Chatham House Rule and anti-trust guidelines. All IWG members are required to sign the IWG charter.

Secretariat: The administrative role of the IWG, which includes record keeping, stakeholder management, and other functions such as assurance management, and monitoring and evaluation.

Minor Revision: Changes to the standard that are non-substantive and do not require the full approvals by the IWG or public consultations. Non-substantive changes to a standard include, but are not limited to, improving or clarifying language without changing the intent, correcting typing or grammatical errors, and updating references to other documents where these have changed.

Major Revision: Changes to the standard that are scheduled or substantive and require the full revision process as identified in Section B2. Substantive changes include changing the intent and objectives of the standard or the criteria within.

Project Plan: A document that articulates what the standard aims to achieve and why the standard is needed. It includes a summary of key information to guide the process of standard development or revision such as:

- Justification of the need for the standard;
- Existing standards addressing similar materials or issues;
- Proposed scope, including geographic regions (which will always be global for Textile Exchange. Geographic regions of significance may be highlighted here);
- Clear objectives for the standard;
- Desired outcomes of the standard, linked to the goals of the standard;
- An assessment of risks in implementing the standard, and how to mitigate these;

- Identification of factors that could have a negative impact on the ability of the standard to achieve its objectives;
- Unintended consequences that could arise from its implementation; and
- Possible corrective actions that could be taken to address these potential risks.

Public Project Summary: A condensed version of the project plan which is publicly available on the Textile Exchange website. It articulates what the standard aims to achieve and why the standard is needed, including goals and objectives, scope, timeline, decision-making process, and ways to participate.

Public Stakeholder Standard Draft Consultation: The consultation on the standard draft held at the end of the development or revision process, open to any *interested parties*; announced using a press release, etc. During the public stakeholder standard draft consultation, feedback is given on the draft version of the standard. May be referred to as the *draft consultation*.

Public Stakeholder Standard Consultation: The consultation held prior to a revision of an existing standard, open to any *interested parties*; announced using a press release, etc. During the public stakeholder standard consultation, feedback is given on the current version of the standard.