

| GoodWeave International (GWI) Secretariat Work Program and Timeline | | | | |
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| | Contact: Biko Nagara International Standards and Policy Officer 2001 S Street NW, Suite 430 Washington, DC 20009 1-202-234-9050 info@GoodWeave.net | Strategic Objectives * Launch the new Generic Standard for the rug industry * Implement new governance structure and operations * Market expansion into new importer and exporter countries * Achieve full ISEAL membership | | |
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| No. | Task | Responsible Party | Start Date | End Date |
| 1 | Maintain records | | | |
| | Collect and collate records | Biko Nagara | Nov '09 | Ongoing |
| | Check adherence to ISEAL code | Biko Nagara | Nov '09 | Ongoing |
| | Address any complaints arising and maintain a complaints log | Biko Nagara | Nov '09 | Ongoing |
| | Maintain current policies and procedures on website, monitor online comment forms and email address to accept feedback from interested parties | Biko Nagara | Apr '09 | Ongoing |
| | http://www.goodweave.net/wp-content/uploads/GoodWeave-Standard-Development-Public-Summary-June-2010.pdf | | | |
| 2 | Stakeholder engagement | | | |
| | Standards Committee (SC) | | | |
| | Review and update current standard to prepare for transition | Standards Committee | Feb '11 | Apr '11 |
| | Provide feedback to Secretariat on development of new certification policies | Standards Committee | Mar '11 | Ongoing |
| | Address outstanding issues noted during the previous rounds of consultation | Standards Committee | Mar '11 | TBD |
| | Provide input to the Technical Committee for the implementation of the new standard and guidelines development | Standards Committee | Apr '11 | TBD |
| | Begin next review of the new standard after 6 months of implementation | Standards Committee | Dec '11 | TBD |
| | Ongoing stakeholder engagement | | | |
| | Update website with results of public consultations | Biko Nagara | May '10 | Ongoing |
| | Inform interested parties of actions taken as a result of public consultation | National Initiatives | Jun '10 | Ongoing |
| | Accept stakeholder input on an ongoing basis through the GWI website for consideration at the next SC review | Biko Nagara | | Ongoing |
| | Develop a communications plan for the rollout of the new standard | GWI Members Council | Mar '11 | May '11 |
| 3 | Adoption of new standard | | | |
| | Prepare final report to the Members Council | Biko Nagara | Dec '10 | Jan '11 |
| | Members Council review to adopt final draft produced by the Standards Committee | GWI Members Council | Jan '11 | Mar '11 |
| | Coordinate production of final text for publication | Biko Nagara | Apr '11 | May '11 |
| | English version published on GWI site | Biko Nagara | | May '11 |
| | Translations developed and circulated | National Initiatives | May '11 | Jun '11 |
| | Producer country initiatives review the need for development of national standards or guidance as deemed necessary | National Initiatives | May '11 | ongoing |
| 4 | Implementation of the new standard | | | |
| | Technical Committee established to lead the implementation and development of guidelines | TBD | | Apr '11 |

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| | Implementation systems and guidelines in place | Technical Committee | Apr '11 | Jun '11 |
| | Standard pilot testing | | | |
| | Preparation of audit material: develop compliance criteria, audit checklist, audit standard operating procedure, and auditors evaluation tool | Technical Committee | Apr '11 | Sep '11 |
| | Develop translations of relevant materials (e.g. auditing protocols) | Technical Committee | May '11 | Jun '11 |
| | Standard pilot testing in Nepal and India | Technical Committee | Jun '11 | Nov '11 |
| | SC to continue to monitor implementation of new standard for consideration in its next review | Standards Committee | | Ongoing |
| | 5 Certification/verification systems | | | |
| | Agree on plan for achieving centralized certification system in line with international best practice | GWJ Members Council | Jan '10 | Dec '10 |
| | Develop Certification Committee (CC) Terms of Reference and recruit members | Biko Nagara | Nov '10 | Mar '11 |
| | Approve CC Terms of Reference and identify candidates | GWJ Members Council/Biko Nagara | Dec '10 | Mar '11 |
| | Board appoints CC members | GWJ Board | | Mar '11 |
| | Develop new policies for licensing, certification, inspection and monitoring in line with ISO 65 | Biko Nagara/National Initiatives | Dec '10 | Mar '11 |
| | Review and approve new policies and procedures | GWJ Members Council | Jan '11 | Mar '11 |
| | Appoint personnel to lead Central Inspection Unit | GWJ Board | Mar '11 | |
| | 6 Impacts assessment | | | |
| | Set in place monitoring and evaluation systems consistent with ISEAL impacts code | GWJ Members Council | TBD | TBD |
| | 7 ISEAL roadmap | | | |
| | ISEAL review of GWJ progress | ISEAL | Feb '10 | Jan '11 |
| | Iterative process to come into compliance | GWJ Members Council | Mar '10 | Jan '11 |
| | ISEAL final review | ISEAL | Jan '11 | |
| | Governance body signs off final procedures | ISEAL | Mar '11 | |
| | ISEAL member peer review | ISEAL | Apr '11 | |
| | ISEAL Board decision on membership | ISEAL | | Jun '11 |
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| GoodWeave International (GWI) Secretariat Work Program and Timeline 2006 -2010 | | | | |
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| No. | Task | Responsible Party | Start Date | End Date |
| 1 | Need for new Standard proposed | GWI Members Council | 2006 | |
| | Project approved by Members | GWI Members Council | Nov '06 | |
| 2 | Research for Project | Secretariat | Nov '06 | June '09 |
| | Feasibility Study | Consultants | 2006 | 2006 |
| | Research Paper | Consultants | Nov '06 | Mar '07 |
| | Nepal Pilot | Consultants | Nov '08 | Sept '09 |
| | Other stakeholder input | GWI Members Council | Nov '08 | Oct '09 |
| 3 | Policy development: | | | |
| | OP Development of GoodWeave Standards | Samantha Towle | Feb '09 | Jan '10 |
| | OP Complaints Against GoodWeave Standards | Samantha Towle | Feb '09 | Jan '10 |
| | Standards Committee Terms of Reference | Samantha Towle | Feb '09 | Jan '10 |
| | Check GoodWeave procedures against the revised ISEAL Code | Rita Godfrey and Biko Nagara | Feb '10 | |
| 4 | Planning: scope, objectives, timelines, work plan, budget | | | |
| | Primary point of contact assigned | Samantha Towle | Mar '09 | Nov '09 |
| | Evaluate other standards and produce matrix of alignment | Biko Nagara | Nov '09 | |
| | Evaluate other standards and produce matrix of alignment | Rita Godfrey | Sept '09 | Oct '09 |
| | Review of the draft Standard for auditability | Consultants | Oct '09 | Jan '10 |
| | Draft Standard v.2 prepared | Rita Godfrey | Sept '09 | Oct '09 |
| 5 | Maintain records throughout standard development process | | | |
| | Collect and collate records | Rita Godfrey and Biko Nagara | | Ongoing |
| | Check adherence to ISEAL code at all stages and ensure evidence is kept | Rita Godfrey | | Ongoing |
| | Set up complaint log and address any complaints arising during and after the development process | Biko Nagara | | Ongoing |
| | Post GoodWeave standard setting procedures on website, set up comments form and email address to accept feedback from interested parties | Biko Nagara | Apr '09 | Ongoing |
| | Update Public Summary (includes description and terms of reference) and publish online | Biko Nagara | | Feb '10 |
| | http://www.goodweave.net/wp-content/uploads/GoodWeave-New-Standard-Public-Summary.pdf | | | |
| 6 | Stakeholder engagement | | | |
| | Identify stakeholders to be kept informed and included in consultation | National initiatives (coordinated by BN and RG) | | Ongoing |
| | Update GoodWeave stakeholder map | Rita Godfrey | Dec '09 | Ongoing |
| | Standards Committee (SC) | | | |
| | Convene Standards Committee | BN and GWI Members Council | Jan '10 | |
| | Standards Committee initial review of the draft Standard | Standards Committee | Dec '09 | Feb '10 |
| | Revision of the draft Standard based on SC initial review | Rita Godfrey | | Feb '10 |
| | Coordinate all the work of the SC, including review of consultation results, meetings and document revisions | Biko Nagara | Jan '10 | Sept '10 |
| | SC teleconferences to further develop standard and resolve issues raised in stakeholder consultation (including input received through public consultation) | Standards Committee | Feb '10 | May '10 |

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| | Revise the draft Standard based on SC input and comments received during the public consultation | Rita Godfrey | May '10 | May '10 |
| | SC review the feedback from second consultation | Standards Committee | Aug '10 | Sept '10 |
| | Revise the draft Standard based on SC input and comments received during the second public consultation to produce a final draft | Rita Godfrey | Sept '10 | Sept '10 |
| | Decision on finalizing the draft Standard | Standards Committee | Sept '10 | Oct '10 |
| | Coordinate final copy edits to the new standard for submission to the Members Council | Biko Nagara | Sept '10 | Oct '10 |
| | Public Consultation | | | |
| | Prepare guidance (including goals and methods) for stakeholder consultations | Biko Nagara and Rita Godfrey | | Feb '10 |
| | Post announcement and consultation documents (public summary and draft standard v.2.4.1) on the GWI website | Biko Nagara | | Feb '10 |
| | Send announcements to mailing and email lists (providing translations where necessary), conduct meetings by phone and in person | National Initiatives | Mar '10 | Apr '10 |
| | Document consultation based on reports from National Initiatives | Rita Godfrey and Biko Nagara | Mar '10 | May '10 |
| | Collate stakeholder comments | Biko Nagara | Mar '10 | May '10 |
| | Review consultation feedback and draw up synopsis | Rita Godfrey | May '10 | |
| | Update stakeholder consultation guidance | Biko Nagara | May '10 | Jun '10 |
| | Identify stakeholders requiring additional efforts to reach and strategies to engage directly affected and underrepresented stakeholders | National Initiatives | May '10 | Jun '10 |
| | Post announcement and consultation documents (updated public summary and draft standard v.2.4.2) on the GWI website | Biko Nagara | Jun '10 | |
| | Second round of public stakeholder consultation - send announcements and contact stakeholders directly for in-person meetings, surveys. Etc. | National Initiatives | Jun '10 | Aug '10 |
| | Document consultation based on reports from National Initiatives | Rita Godfrey and Biko Nagara | Jun '10 | Aug '10 |
| | Collate stakeholder comments | Biko Nagara | Jun '10 | Aug '10 |
| | Review consultation feedback and draw up synopsis | Rita Godfrey | Aug '10 | |
| | Make results of public consultation available to interested parties | National Initiatives and BN | May '10 | Ongoing |
| | Inform interested parties of actions taken as a result of public consultation | National Initiatives and BN | Jun '10 | Ongoing |
| | 7 Approval and adoption | | | |
| | Final review and vote to approve the final draft v.2.4.3 | Standards Committee | Sep '10 | Oct '10 |
| | Prepare final report to the Members Council | Biko Nagara | Dec '10 | Jan '11 |
| | Members Council review final standard and process followed in order to ensure alignment with original goals and proper process was followed, resulting in adoption of the new standard | GWI Members Council | Jan '11 | Mar '11 |