

Standard Operating Procedure (SOP): Stakeholder Involvement in the Review of Standards and Methodology

eva service gmbh

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1. Purpose

This SOP defines the procedures and conditions for involving stakeholders in the review of the *eva Forest Climate Standard* (principles and criteria) and the associated *Methodology* (indicators). It ensures that stakeholder engagement is transparent, inclusive, and matches its purpose.

2. Scope

This SOP applies to:

- **Regular reviews**, where stakeholder involvement is mandatory.
- **Ad-hoc reviews**, where stakeholder involvement is optional and at the discretion of the Standard Director.

It covers both the **Standard** (normative content) and its **Methodologies** (technical indicators).

3. Responsibilities

Role	Responsibility
Standard Director	Decides on stakeholder involvement in ad-hoc reviews and is responsible for approving consultation plans.
Revision Coordinator	Organizes and documents stakeholder processes.
Stakeholders	Provides structured input during reviews.
Quality Assurance Officer	Monitors process conformity and documentation integrity.

4. Stakeholder Categories

Stakeholders may include, but are not limited to:

- Forest owners and managers,
- Environmental NGOs,
- Scientific and research institutions,
- Certification bodies and validation/verification bodies (VVB),
- Carbon credit buyers and registries,
- Indigenous and local communities (if applicable).

5. Principles of Stakeholder Involvement

- **Transparency:** Objectives, process, and scope of reviews are clearly communicated.
- **Inclusiveness:** All relevant and affected parties have an opportunity to contribute.
- **Proportionality:** The depth of engagement matches the type and scope of review.
- **Traceability:** All inputs and responses are recorded and published.

6. Stakeholder Involvement in Regular Reviews

6.1 Planning

- A **Stakeholder Engagement Plan** is prepared as part of the Review Plan.
- Stakeholders are invited through public notice and targeted outreach.
- The Stakeholder Advisory Group is activated or re-confirmed.

6.2 Consultation Process

- Draft revisions (Standard and/or Methodology) are published for:
 - 30-day consultation period (Standard)
 - 30-day consultation period (Methodology)
- Feedback is collected via:
 - Online forms,
 - Email submissions,
 - Consultation webinars or workshops (optional).

6.3 Documentation and Follow-up

- All comments are compiled and responded to in a **Comment Matrix**.
 - Summary reports of stakeholder engagement are published.
 - The final revisions take stakeholder input into account.
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7. Stakeholder Involvement in Ad-hoc Reviews

7.1 Discretionary Involvement

- For ad-hoc reviews, stakeholder involvement is **not mandatory**.
- The Standard Director decides:
 - Whether stakeholder input is needed,
 - Which stakeholders or groups to involve,
 - The appropriate format and timeline.

7.2 Possible Forms of Involvement

- Targeted technical consultations (e.g. with the Wald-Klimarat),
- Invitation of expert reviewers,
- Short comment period (e.g. 2–3 weeks),
- Informal outreach or bilateral conversations.

7.3 Documentation

- If stakeholders are involved, the process and findings must still be documented.
- An internal **Stakeholder Consultation Note** summarizes the scope and outcome.

8. Documentation Requirements

- Stakeholder Engagement Plan (for regular reviews),
- Public consultation announcements and drafts,
- Comment Matrix with responses,
- Stakeholder Consultation Note (if applicable for ad-hoc reviews),
- Summary of stakeholder engagement in Review Summary Report.

All records must be retained in the eva QM system for at least 10 years.

9. References

- ISEAL Code of Good Practice
 - ISO 9001:2015
 - eva SOP-STD-002: Review of Standards and Methodology
 - eva Document Control Procedure
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10. Revision History

Version	Date	Description	Author
1.0	11.04.2025	Initial version	Rüdiger Meyer