



GSSB Global
Sustainability
Standards Board

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Item 04 - GSSB Due Process Adherence

Report by Head of Standards Division

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Version	GSSB Due Process Adherence 20160829
Project	Transition to GRI Standards
Description	<p>As part of the move to become a formally recognized standard-setter, the Global Sustainability Standards Board (GSSB) has decided that the G4 Guidelines are to be transitioned to GRI Sustainability Reporting Standards (GRI Standards). This initiative is carried out in line with the Due Process Protocol.</p> <p>This report presents an explanation and, where applicable, evidence of how the Due Process Protocol has been followed for the Transition to Standards project to date.</p>

Due Process Protocol (DPP) requirement	Response
<p>1. GSSB meetings are open to the public –via electronic means, as determined by the GSSB. Observers do not have a seat at the GSSB table and may not participate in the business of the GSSB. Matters of a general administrative nature or with privacy implications may be dealt with in closed sessions of the GSSB. (Ref: Para.A1)</p>	<p>Meeting dates and times are published at least two weeks in advance of each GSSB meeting. All meeting information, papers, and recordings can be found on the GSSB website here: Link to the collection of meeting documents and recordings.</p> <p>GSSB meetings where the Transition to Standards project was discussed:</p> <ul style="list-style-type: none"> • 3-5 November 2015 (see Item 15 - Transition to Standards Project Proposal) • 4 February 2016 (see Item 00: Meeting Agenda) • 11 February 2016 (see Item 00: Meeting Agenda) • 25 February 2016 (See Item 00: Meeting Agenda) • 3 March 2016 (see Item 00: Meeting Agenda) • 5-7 April 2016 (see Item 00: Meeting Agenda) • 16-17 May 2016 (see Item 00: Meeting Agenda) • 23 June 2016 (see Item 00: Meeting Agenda) <p>Matters that are determined by the GSSB to have confidentiality or privacy implications, or that are purely administrative are discussed in private sessions; all other topics are discussed in public sessions. Any matters that require decisions to be made by the GSSB are discussed in public meetings.</p>
<p>2. Meeting agenda papers, including issues papers and draft SRSs prepared for the GSSB's review and debate and minutes of the immediately preceding meeting of the GSSB, are to be published in English on the GSSB website in advance of each GSSB meeting. (Ref: Para.A2-A5)</p>	<p>Meeting agendas and papers are published on the website two weeks ahead of each meeting.</p> <p>Recordings of the public GSSB meetings have been available immediately after the meeting on the YouTube Channel. Meeting minutes of the November meeting have been posted with significant delay and were approved at the next in-person meeting in April 2016.</p> <p>Link to the collection of meeting documents, papers and meeting minutes</p> <p>Final meeting minutes are retained on the website indefinitely.</p> <p>Refer to recordings of the GSSB meetings via its YouTube Channel</p>

Due Process Protocol (DPP) requirement	Response
3. Meetings are to be conducted in English, which is the official working language of the GRI.	All meetings are conducted in English and minutes are taken in English. Refer to recordings of the GSSB meetings via its YouTube Channel
Due Process Protocol (DPP) requirement	Response
4. The GSSB identifies potential new projects based on: a. a consideration of national and international developments; b. comments and suggestions received from the GRI Board of Directors (as advised by the GRI SC), and c. from those who have an interest in the development of SRSs issued by the GSSB.	<p>Considerations in developing the project proposal</p> <p>The GSSB based its decision to initiate the Transition to Standards project on directions provided by the GRI Board and Stakeholder Council, an analysis of the evolution of the GRI Guidelines and the issuance of “generations” of reporting guidelines, as well as the increasing pace by which the issue level discussions that are relevant for GRI develop. The GSSB also considered feedback received during the development of the latest version of the GRI Guidelines, G4.</p> <p>The GSSB assessed the increasing pace of developments in the various issue areas covered by the GRI Guidelines and discussed how format and structure of the GRI Standards going forward can help to accommodate these developments in a timely fashion. See Item 14 – Work Program GSSB July 2015 - June 2016 and Item 15 – Transition to GRI Standards Project Proposal</p> <p>Given that the Transition to Standards project focuses on changes to the format of the G4 Guidelines, rather than development of new content, the GSSB determined that this input was sufficiently representative of the context of broader national and international developments.</p> <p>Input from the GRI Board and Stakeholder Council (SC)</p> <p>The GRI Board and SC were consulted on the draft GSSB Work Program for the period July 2015 – June 2016 and the ‘Transition to Standards Project Proposal’ during their September 2015 meetings.</p> <p>No significant comments were received from the GRI Board on the GSSB proposed work program or Transition to Standards Project Proposal.</p> <p>Several comments were received from SC members on the project proposal for Transition to Standards. These have been taken into consideration by the GSSB in further developing the project approach.</p>

Due Process Protocol (DPP) requirement	Response
<p>5. To facilitate this process, the GSSB periodically develops and approves a strategy and work program. In developing its strategy and work program, the GSSB shall have regard to paragraph 14 of this protocol. (Ref: Para.A6-A7).</p>	<p>There is no additional protocol (beyond this Due Process Protocol) that requires the GSSB to seek the views of the GRI Board on the identification of projects. Paragraph 14 of this Due Process Protocol, sets out more detail on how the GRI Board is to be consulted on priorities for the GSSB.</p> <p>This process has been followed for the Transition to Standards project as well. See DPP requirement 4 for evidence. The GSSB Chair is present at all GRI Board meetings and is provided with a standing session to update the GRI Board on GSSB matters and to seek feedback. In addition, the Governance team at GRI arranges for GSSB update sessions at SC meetings on an as-needed basis.</p> <p>The GRI Board and SC were consulted on the draft work program during their September 2015 meetings. During these meetings, the Transition to Standards Project Proposal has been discussed as well.</p> <p>No comments on the draft work program content were received.</p> <p>No significant comments were received from the GRI Board on the Transition to Standards Project Proposal.</p> <p>Several comments were received from SC members on the project proposal for Transition to Standards which were taken into consideration by the GSSB.</p> <p>The questions 3- 6 in this section are not applicable in this case.</p>
Due Process Protocol (DPP) requirement	Response
<p>6. A proposal to start a new project is to be prepared by the Standards Division based on research and on appropriate consultation within the GSSB– and then present its project proposal to the GSSB for approval, amendment or rejection. The draft project proposal is to be circulated to the GRI Board and SC to identify matters of possible</p>	<p>Project initiation and input from the GRI Board and SC</p> <p>Following input from the GSSB, the Standards Division prepared an initial project proposal for the Transition to Standards. See paragraph 4 above for an explanation of the rationale behind the project proposal.</p> <p>This proposal was shared with both the GRI Board and SC during their September 2015 meetings.</p> <p>During the September 2015 GRI Board meeting, no substantive comments on the Transition to Standards project proposal were raised.</p>

Due Process Protocol (DPP) requirement	Response
<p>relevance to the project. The GSSB shall receive and consider the comments of the GRI Board (as advised by the SC); however it is the sole responsibility of the GSSB to determine and prioritize the project proposal, having regard to the overriding importance of serving the public interest. The GSSB is to approve, amend or reject the Standards Division's project proposal in a meeting open to the public. (Ref: Para.A8-A9)</p>	<p>At the September 2015 SC meeting, several comments and suggestions were raised, which were taken into consideration by the GSSB.</p> <p>Consideration of comments Where comments are received from the GRI Board or SC, these comments are shared with the GSSB and the Standards Division and are taken into consideration in developing the project approach.</p> <p>Discussion and approval by the GSSB The Transition to Standards project was discussed and approved by the GSSB during its in-person meeting on 3-5 November 2015. This proposal covers development of all the initial set of GRI Standards, including what were later determined to be <i>SRS 101: Foundation</i>, <i>SRS 201: General disclosures</i>, <i>SRS 301: Management approach</i>, and the full set of topic-specific Standards (series 400, 500, and 600).</p> <p>The GSSB discussed the language of the text in this project proposal, but did not agree on any actions or changes to the proposal itself. The proposal was therefore approved as it was presented. For evidence, see lines 21-22 and lines 35-36 of the meeting minutes here: Meeting Summary 3-5 November.</p> <p>Also see the meeting recording for Items 15-17, available here. Refer to minutes 1:45:40-1:46:36 for the approval of the project proposal.</p> <p>Determination of public interest The definition of 'public interest' used by GSSB to determine whether a project is in the public interest is included in the GSSB Terms of Reference (see section 8, pp. 1-2). This is the key reference used by the GSSB when reviewing and prioritizing a project proposal.</p>
Due Process Protocol (DPP) requirement	Response
<p>7. The GSSB may appoint a multi-stakeholder Project Working Group (PWG) to develop a project. Members of a PWG are to be instructed by the GSSB that they shall act in an individual capacity, exclusively in the public</p>	<p>A PWG was not formed for the Transition to Standards project.</p>

Due Process Protocol (DPP) requirement	Response
<p><i>interest and according to due process as defined in this protocol. (Ref: Para.A10-A17)</i></p>	
<p>8. <i>Where a PWG is established, its membership should reflect a balance of multi-stakeholder constituencies. As a minimum, each PWG shall have at least one person drawn from each of the constituencies on which the membership of the GSSB is based – as defined in the GSSB Terms of Reference. The work of a PWG will not be invalidated if, for some appropriate reason, the GSSB is unable to achieve the desired multi-stakeholder composition.</i></p>	<p>A PWG was not formed for the Transition to Standards project.</p>
<p>9. <i>The GSSB shall determine whether to hold a public forum or roundtable, or issue a consultation paper, in order to solicit views on a project under consideration. The GSSB shall also consider the appropriateness of conducting a field test of the application of its proposals for a new or revised SRS, either prior to or after a draft SRS being issued for public exposure. The rationale for the GSSB's decision in relation to these steps shall be discussed at a GSSB meeting and the decision shall be minuted and published. Comments received through</i></p>	<p>No forum, roundtable or consultation paper was held or issued for the Transition to Standards project at the point the project was under consideration. This was not considered necessary in the GSSB's judgement, particularly given the feedback already received from the GRI Board and Stakeholder Council (as detailed in Section 4 above), and the fact that the Transition to Standards focuses on changes to the format of the G4 Guidelines, rather than the development of new content or products.</p> <p>In future, the GSSB expects that comments received on the public exposure of its planned work program will indicate of whether additional public forums are necessary to solicit views on a project under consideration.</p> <p>The GSSB determined that a field test was not necessary for the development of the draft GRI Standards given its intention to run a series of in-person workshops and focus groups during the public comment period. The determination that a field test was not required was made by the GSSB prior to November 2015 (at which point the Transition to Standards project proposal was approved). Therefore, this decision was not minuted as the Due Process Protocol was not in effect prior to November 2015.</p>

Due Process Protocol (DPP) requirement	Response
<p><i>a public forum or roundtable, or in response to the issuance of a consultation paper, are to be considered in the same manner as comments received on an exposure draft. (Ref: Para.A18-A19)</i></p>	<p>There were however 13 stakeholder workshops carried out during the public comment period for the Transition to Standards in selected markets. These small, in-person group settings provided an opportunity for the GSSB to test out the new format and structure of the GRI Standards with experienced practitioners and to get specific feedback on how the GRI Standards could work in practice.</p> <p>The input from these workshops will be incorporated into the GRI Standards Basis for Conclusions document and the full list of workshops will be presented in the Annex of this document.</p>
<p>10. <i>A PWG should report to the GSSB and seek guidance whenever it requires further advice in order to advance the project or where its members cannot reach consensus. When a PWG is satisfied that it has a proposed draft SRS that is ready for exposure, it presents the draft to the GSSB. The GSSB shall review the draft and, if considered necessary, may ask the PWG to conduct further research and/or further develop the draft prior to it being voted on, by the GSSB, for exposure. (Ref: Para.A20)</i></p>	<p>A PWG was not formed for the Transition to Standards project.</p>
<p>11. <i>The GSSB shall vote on the approval of an exposure draft of the proposed SRS in accordance with the GSSB's Terms of Reference. When a member of the GSSB votes in favor of the release of an exposure draft, the member is confirming that he or she is satisfied that the draft would form an acceptable SRS in the event that no comments on the exposure draft were to be received a nature that would</i></p>	<p>GSSB members voted on the approval of exposure drafts during their meetings in April and May 2016.</p> <p>The implications of the voting process are outlined in the Terms of Reference for the GSSB (see sections 27-29, p. 4).</p> <p>The Chair of the GSSB also reminds members of the implications of the voting process during each meeting before asking for a vote. Refer to lines 235-237, 255-257, 263-265 of the meeting summary of the May 2016 GSSB meeting.</p> <p>The GSSB voted on the exposure drafts of the following GRI Standards at their meeting on 5-7 April 2016: SRS 101: Foundation SRS 201: General disclosures SRS 301: Management approach</p>

Due Process Protocol (DPP) requirement	Response
<p>require the GSSB to amend the proposals. (Ref: Para.A21)</p>	<p>SRS 403: Indirect economic impacts SRS 505: Emissions SRS 615: Public policy GRI Standards Glossary of Terms, Part I</p> <p>For evidence of this vote, see lines 293-303 and 342-352 of the meeting minutes, available here: Meeting Summary 5-7 April. The GSSB voted on the exposure drafts of the remaining 30 topic-specific Standards and the GRI Standards Glossary of Terms, Part II, at its May 2016 meeting. See lines 238-253, 258-261 and 266-287 of the Meeting Summary 16-17 May 2016.</p>
Due Process Protocol (DPP) requirement	Response
<p>12. The GSSB may appoint, at its convenience, one or more Technical Committees – to be established on a temporary basis in order to provide technical advice, of relevance to the task of standard-setting, including but not limited to the development a SRS. (Ref: Para.A22-A27)</p> <p>13. An ad hoc Technical Committee may provide technical advice on any matter referred to it by the GSSB, including but not limited to:</p> <ul style="list-style-type: none"> significant issues relating to the development of an SRS, and significant issues raised in comment letters on exposure drafts and the GSSB's related activities. 	<p>Project level response:</p> <p>A Technical Committee was appointed to review ‘employee/worker’ terminology in the GRI Standards during the November 2015 meeting. This was included in the Project Proposal (Item 17 – Project Proposal Revision Employee / Worker Terminology) which was approved by the GSSB in November 2015. This document presents the project proposal to review the ‘employee/worker’ terminology in the G4 Guidelines with the aim of including revised content in the GRI Standards. See also the Terms of Reference for the Technical Committee (available in the Evidence Folder for this item as ‘TOR Employee Worker Project – Nov 30’).</p> <p>Item 06 – List of suggested revisions for ‘employee’/‘worker’ terminology for first set of public exposure drafts provides the Technical Committee’s recommendations for specific edits to the instances in the GRI Standards in which the terms ‘employee’, ‘worker’ or related terms are used.</p> <p>Item 06 – Addendum is an addendum to Item 06 - List of suggested revisions for ‘employee’/‘worker’ terminology for first set of public exposure drafts. It presents 3 different options for ‘employee’/‘worker’ terminology-related suggested revisions to G4-10.</p> <p>Item 03 - Employee-worker terminology revisions (Part 2) provides the Technical Committee’s recommendations for specific revisions to ‘employee’/‘worker’-related terminology in the second set of 30 exposure drafts and the GRI Standards Glossary of terms (Part 2).</p> <p>Subpoint 1 of question 2 in this section is not applicable in this project.</p> <p><i>Technical Committee input on significant issues raised during the Public Comment Period:</i></p>

Due Process Protocol (DPP) requirement	Response
	<p>Proposed changes for ‘employee’/‘worker’ terminology were clearly marked throughout the Exposure Drafts of the GRI Standards and stakeholders were asked to comment specifically on these changes. Most respondents did not have comments related to the employee/worker terminology; however, those comments received were sent to the members of the Technical Committee for further review and discussion on the 27 July 2016 during a meeting via conference call.</p> <p>The input from the Technical Committee in response to this consultation feedback was shared with the GSSB during its meeting on 4 August 2016.</p>
Due Process Protocol (DPP) requirements	Response
<p>14. <i>The GSSB shall seek the views of the GRI Board (as advised by the SC) on the identification and prioritization of projects to be undertaken by the GSSB. Thereby, the GRI Board is required to include in its advice to the GSSB any dissenting opinion of the SC. The process for seeking these views shall be as agreed by the GSSB and GRI Board. In particular, the GRI Board (as advised by the SC) is invited to comment on the GSSB's strategy and work program, including project priorities and any changes therein, to help establish their appropriateness. Where the GRI Board (as advised by the SC) has recommended a project for consideration by the GSSB, the Chair of the GSSB informs the DPOC and the Chairman of the GRI Board of the</i></p>	<p>Project level response:</p> <p>The GRI Board and SC were consulted on the ‘Transition to Standards Project Proposal’ during their September 2015 meetings.</p> <p>No significant comments were received from the GRI Board on the GSSB proposed work program or Transition to Standards Project Proposal.</p> <p>Several comments were received from SC members on the project proposal for Transition to Standards. These have been taken into consideration by the GSSB in further developing the project approach.</p>

Due Process Protocol (DPP) requirement	Response
<p>decisions of the GSSB concerning the GRI Board's recommendation.</p>	
<p>15. The GSSB may engage with the SC and ask for direct advice from the SC on an 'as needed' basis.</p>	<p>The SC was consulted on the draft GSSB Work Program for the period July 2015 – June 2016 and the 'Transition to Standards Project Proposal' during the September 2015 meeting.</p> <p>The SC received an update on the Transition to Standards project during its 8 June meeting.</p> <p>See DPP requirement 14 for additional detail.</p>
<p>16. The GSSB shall seek comment from the GRI Board (as advised by the SC) during the development and finalization of an SRS in relation to:</p> <ul style="list-style-type: none"> • proposals to start new projects; • significant issues relating to the development of an SRS; and • significant issues raised in comment letters on exposure drafts and the GSSB's related response. <p>The views of the GRI Board (as advised by the SC) are to be sought and considered, but are not binding on the GSSB.</p>	<p>The SC formed a working group to review the Exposure Drafts in order to present recommendations to the GRI Board. The substance of the recommendations was taken into consideration by the GSSB.</p> <p>Further, a one-hour Q&A session on the GRI Standards with the Head of the Standards Division has been held on 2 August.</p> <p>See DPP requirements 5 and 14 in this document for more information on how the Board and SC have been engaged.</p>
<p>17. The Chair of the GSSB is responsible for bringing to the GSSB's attention significant comments received from the GRI Board (as advised by the SC). The GSSB shall consider (but is not bound by) comments received from the GRI Board. As in all other matters, the GSSB</p>	<p>See response to DPP requirements 5 and 14 in this document.</p> <p>Comments received from the GRI Board are discussed in the public meeting. The GSSB Chair provides an update on relevant GRI Board related matters on a regular basis.</p>

Due Process Protocol (DPP) requirement	Response
<p>shall decide each matter independently, in the public interest, according to due process.</p>	
Due Process Protocol (DPP) requirement	Response
<p>18. Approved draft SRSs are to be exposed for public comment. Exposure drafts are to be placed on the GSSB website where they can be accessed free of charge by the general public. Each exposure draft is to be accompanied by an explanatory memorandum that highlights the objective(s) of and the significant proposals contained within the draft SRS, as well as the GSSB's view on the main issues addressed in the development thereof. (Ref: Para.A28-A29)</p>	<p>SRS 101: Foundation, SRS 201: General disclosures, SRS 301: Management approach, SRS 403: Indirect economic impacts, SRS 505: Emissions, and SRS 615: Public policy were exposed for public comment for 90 days from 19 April 2016 to 17 July 2016.</p> <p>The remaining 30 topic-specific Standards were exposed for public comment for 45 days from 3 June 2016 to 17 July 2016.</p> <p>The GRI Standards were posted to the GSSB website as well as available on the specific consultation platform.</p> <p>Link to Transition to Standards project page.</p> <p>Link to download the set of GRI Standards exposed during this public consultation.</p> <p>An explanatory memorandum to the Transition to Standards project was posted alongside the exposed GRI Standards.</p> <p>Link to the project proposal that accompanies the exposed Standards.</p>
<p>19. The exposure period will ordinarily be no shorter than 90 days – and for as long as deemed appropriate by the GSSB. (Ref: Para.A30-A31)</p>	<p>SRS 101, SRS 201, SRS 301, SRS 403, SRS 505, and SRS 615 have been exposed for public comment for 90 days starting 19 April 2016.</p> <p>Since the remaining 30 topic-specific Standards follow the same format and structure as the first three examples, and content changes to G4 are out of the scope of the Transition to Standards project, the GSSB determined that a 45-day consultation period was sufficient. The revised timeline for the project, including the 45-day consultation period, was reviewed by the GSSB during its meeting on 4 February 2016 (see minutes here).</p>

Due Process Protocol (DPP) requirement	Response
<p>20. Comments made by respondents to an exposure draft are a matter of public record and are posted on the GSSB website after the end of the exposure period. (Ref: Para.A32-A34)</p>	<p>Public comment feedback has been posted on the GRI website, together with the name of the respondent, the organization, email address, the country, and the stakeholder group. It will also be indicated whether the representation is personal or organizational.</p> <p>An overview of all public comment feedback can be found here on the GSSB website.</p>
<p>21. As part of the GSSB's public agenda papers, an analysis of comments received on an exposure draft that summarizes the significant issues raised by respondents, outlines their proposed disposition and, as appropriate, explains the reason(s) why significant changes recommended by a respondent(s) are, or are not, to be accepted. (Ref: Para.A35-A36)</p>	<p>The Standards Division and GSSB reviewed and analyzed every individual comment made on all 38 Exposure Drafts. The public feedback comments are the basis for making changes to the Exposure Drafts. Significant issues were determined to be those that reflected consistent themes raised by respondents, and/or indicated a substantive concern about the revised format, structure, or usability of the draft Standards.</p> <p>As part of the public agenda papers, for the GSSB virtual meeting on 4 August, Item 2 – Draft Summary of Consultation Feedback sets out an initial summary of the feedback received on the Exposure Drafts of the GRI Standards, during the consultation period from 19 April to 17 July 2016.</p> <p>This document summarizes main themes from stakeholder feedback received via the online consultation platform, as well as input from the stakeholder workshops carried out in selected regions, and any official feedback submissions received via email.</p> <p>A final GRI Standards Basis for Conclusions document will be prepared after the GSSB approval meeting and will include a summary of significant issues raised by respondents, and an explanation of why significant changes recommended by a respondent(s) were, or were not accepted.</p>
<p>22. Members of the GSSB are to familiarize themselves with the issues raised in comment letters on exposure drafts such that they are able to make well-informed decisions as they finalize an SRS. The GSSB is to deliberate on</p>	<p>Public comment feedback has been discussed during the GSSB virtual meetings on 21 July and 4 August 2016.</p> <p>Recording of these GSSB meetings are available:</p> <ul style="list-style-type: none"> • Recording GSSB Virtual Meeting 21 July 2016

Due Process Protocol (DPP) requirement	Response
<p>significant matters raised in the comment letters received, with significant decisions recorded in the minutes of the meeting of the GSSB. (Ref: Para.A37-A38)</p>	<ul style="list-style-type: none"> • Recording GSSB Virtual Meeting 4 August 2016 <p>From 27 July to 10 August, GSSB members were provided by the Standards Division with a summary of stakeholder comments on each Exposure Draft, along with the full set of comments in the Annex of each document. The GSSB reviewed all draft Standards via an online platform (A.nnotate) to determine how to respond to stakeholder comments.</p>
<p>23. At the meeting in which the GSSB deliberates on significant matters raised in the comment letters received, members of the GSSB are to address issues raised by respondents, in addition to those issues summarized by the PWG, that they consider should be discussed by the GSSB. This does not preclude a member of the GSSB from raising a matter for discussion at a later time.</p>	<p>A PWG was not formed for the Transition to Standards project.</p>
Due Process Protocol (DPP) requirement	Response
<p>24. Where a PWG exists, the PWG, it is to present the revised content of the exposed SRS to the GSSB for approval. The GSSB shall review the draft and, if considered necessary, may amend it, or may ask the PWG further to develop the draft prior to it being approved by the GSSB.</p>	<p>A PWG was not formed for the Transition to Standards project.</p>
<p>25. The work of the GSSB will be undertaken principally with the support of the Standards Division. The Standards Division will report to and</p>	<p>The Head of the Standards Division has attended every meeting of the GSSB during the Transition to Standards project. For evidence, see the meeting minutes for each session, available on the GSSB website, or the recordings of each meeting available on the YouTube Channel.</p>

Due Process Protocol (DPP) requirement	Response
<p>work under the direction of the GSSB and in accordance with the due process. The Head of the Standards Division shall attend the meetings of, but is not be a member of, the GSSB. The Head of the Standards Division is responsible for advising the GSSB on whether due process has been followed and with proper regard for the public interest, before a final SRS may be approved for issue. (Ref: Para.A39-A40)</p>	
<p>29. Where applicable, the GSSB shall set an effective date for the application of the final SRS. (Ref: Para.A46)</p>	<p>The GSSB discussed a proposal for an effective date during its meeting on 3 March 2016. See lines 25 -26 of the meeting minutes.</p> <p>The implementation period was determined based on the extent of changes and related implications for reporters. The GSSB has sought feedback on the proposed effective date during public exposure.</p> <p>The GSSB has discussed the effective date again during the 21 July GSSB Virtual Meeting. Based on public comment feedback received it was decided that the effective date for the application date for the Standards is 1 July 2018, in order to give reporters more time to smoothly transition from the G4 Guidelines to the new standards. See lines 31-32 and lines 53-55 of the meeting minutes (see the meeting minutes on the GSSB website: ‘Summary 21 July GSSB meeting’). The recording of the meeting is available on the GSSB website here.</p> <p>The revised effective date can be found on the inside cover (contents page) of each final draft Standard which will be discussed for approval by the GSSB at the 30 August meeting.</p>
Due Process Protocol (DPP) requirement	Response
<p>34. If a concern over adherence to due process is raised formally with the GSSB, the GSSB shall assess the concern and seek an appropriate resolution. The GSSB's decision on the</p>	<p>To date, no concerns have been formally raised regarding this project.</p>

Due Process Protocol (DPP) requirement	Response
<p><i>matter is to be communicated to the party raising the concern. If the GSSB is unable to achieve a mutually satisfactory resolution of the concern, then the complainant may request that the concern be assessed by the DPOC directly. In any case, alleged breaches of due process and the resolution thereof are to be communicated by the GSSB to the DPOC. The results of investigations of alleged breaches of due process are to be reported by the Chair at a meeting of the GSSB that is open to the public. (Ref: Para.A50-A52)</i></p>	
<p>35. <i>The steps relating to contact between the GSSB and DPOC as specified in this Protocol are the minimum required in order to ensure adherence to due process. The GSSB and DPOC may agree additional steps, allowing for more regular reviews of due process in the development of any SRS or more generally to improve communication and coordination during the process. The details of any additional steps agreed by the GSSB and DPOC shall be published on the GSSB website prior to their being instituted.</i></p>	<p>To date, no additional Due Process steps have been agreed by the GSSB and DPOC.</p>