



## Friend of the Sea

Last update: 15/11/2018

### Stakeholder Input Procedure

Seeking to reflect the best practices, the latest scientific findings and the experience of experts, Friend of the Sea encourages all categories of stakeholders to share their inputs (comments and/or suggestions) at any time on how standards are working and how to improve them. Stakeholders, however, are not able to vote on proposed changes. The voting power is reserved for the Technical Committee members only. Friend of the Sea will manage all inputs in a timely and responsive manner, according to the procedure described below.

#### **Those interested in providing inputs for Friend of the Sea must take into account:**

1. The inputs shall be:
  - Submitted through the Stakeholder Input Form (SIF), which is available on the website;
  - Sent via email to [info@friendofthesea.org](mailto:info@friendofthesea.org);
  - Filled out in English;
  - Filled out in all its parts.
  
2. If the SIF is received during a public consultation period, within 5 working days of receiving the input, the Technical and Scientific Department shall acknowledge receipt and include the submitting party in the list of stakeholders to be notified during the revision process.
  - 2.1 In this case, the Technical and Scientific Department shall include the received input(s) in the list of comments and suggestions to be analyzed during the second phase of the revision process, in which the draft version of the Standards can be improved. In the case of changes, the Technical and Scientific Department shall clearly identify the inputs integrated into the standards. The full guidance of a revision process is available in the Standard Development and Maintenance Procedure.
  
3. If the SIF is received outside of a public consultation period, within 15 working days of receiving the input, the Technical and Scientific Department shall acknowledge receipt and include the submitting party in the list of stakeholders to be notified during the subsequent revision process.



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- 3.1 In this case, the Technical and Scientific Department shall consider the received input(s) to elaborate the revision proposal that will be open for comments and suggestions during the subsequent revision process.
4. At the end of a revision process, the Technical and Scientific Department shall make publicly available a summary of the process with all comments received, without attribution or identifier. In this summary, the Technical and Scientific Department shall clearly identify the inputs integrated into the Standards and provide a valid justification for those that have not been incorporated. All submitting parties shall be notified about the release of the revision process summary.