

### 7 key procedural steps form the Equivalence Process:

#### 1. Starting the process

Within the IT platform, the User:

- contacts the GSCP Secretariat
- fills in the Registration Form
- gets recommendations from the GSCP re. which Reference tool(s) the User could self-assess its system against
- signs the Equivalence Process Agreement and pays the applicable fee
- receives login details to access the IT platform and signs up for the Self-Assessment

#### 2. Self-Assessment (SA) – preparation and execution

The User :

- logs into the web-based platform
- identifies internally the individuals that will carry out and review the SA
- chooses the Reference Tools to benchmark its system against
- performs the SA by benchmarking its internal tools against each selected GSCP Reference tool. This is an internal desktop exercise which the User can complete at its own pace. Results of this benchmarking exercise are available in real time.

#### 3. Equivalence Assessment (EA) – application

The User:

- ensures its SA is current, complete and validated internally
- applies online for an EA

The GSCP:

- appoints an EA Panel to perform the EA

### **Equivalence Assessment Panel**

“Ad-hoc working groups which are formed to perform an Equivalence Assessment.”

#### **Role**

To deliver an objective assessment of the accuracy of the User’s Self-Assessment.

#### **Selection & appointment**

- selected by the Executive and Advisory Board Members
- appointed to perform one EA by the GSCP Director or designated representative
- a User has the right to disagree with the selection of one member or more of the Panel on account of conflict of interest

#### **Composition**

- 1 Panel Coordinator - voting rights
- 2 Panel Members - voting rights
- the GSCP Director (or designated representative) - no voting rights

#### **Competence**

Proven track record in social and/or environmental responsibility and/or related fields

## **4. Equivalence Assessment (EA) – preliminary review**

The Panel Coordinator :

- checks the User’s SA and related objective evidence to ensure the User has provided all the relevant documents to allow the EA to be undertaken effectively

The User :

- provides more information to the Coordinator if necessary
- signs off the Preliminary Assessment Table to allow the process to go to the next phase

## **5. Equivalence Assessment (EA) – Panel review**

The Panel :

- verifies the accuracy of the SA with the support of the Preliminary Assessment Table
- compiles its conclusion in the Final Assessment Table
- signs off the Final Assessment Table

## 6. Equivalence Assessment (EA) – sign-off procedure

The GSCP :

- informs the User of the Panel’s conclusions by giving User online access to the Final Assessment Table

### **Option 1 - The SA is validated with no request for change**

The User signs-off the Final Assessment Table

The GSCP grants the User the right to share its EA

### **Option 2 - The SA requires some changes to be in line with the Panel’s conclusions**

The User :

- acknowledges the conclusions of the Panel & amends its SA as recommended
- has the Panel Coordinator review the revised SA to ensure it is in line with the Panel’s recommendations

The User & Coordinator :

- sign-off the EA Table

The GSCP:

- grants the User the right to share its EA

The User :

- disagrees with the conclusion of the Panel and decides not to appeal  
→ The Process stops

*or*

- disagrees with the conclusion of the Panel and decides to appeal  
→ An Appeals procedure is launched

## 7. Share & Compare

The User :

- has the exclusive use and right to share of its validated SA
- chooses who to share it with and makes contact with the selected organisation(s)
- shares one to one, criteria by criteria
- can do a direct comparison on the platform of its results with those of the other User

**Questions, further information required? Email us on [gscp@theconsumergoodsforum.com](mailto:gscp@theconsumergoodsforum.com)**