



EQUIVALENCE MECHANISM

Ensuring schemes meet the Coffee
Sustainability Reference Code



GLOSSARY

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Term	Definition	Source
Accountability	State of being answerable for decisions and activities to the interested parties of an organization.	ISO 37101, Management system for sustainable development
Assessment	<p>Combined processes of audit, review, and decision on a client's conformity with the requirements of a standard (or of the assurance provider's conformance with requirements for assurance).</p> <p>Synonym: Audit, evaluation</p>	ISEAL Assurance Code
Assessment methodology	<p>The steps that comprise an assessment in order to provide assurance.</p> <p>Related operational requirement: A2</p>	ISEAL Assurance Code
Assurance	<p>Demonstrable evidence that specified requirements relating to a product, process, system, person or body are fulfilled.</p> <p>Synonyms: certification, verification, assessment</p> <p>Related operational requirement: Goal Assurance</p> <p>GCP considers two assurance models eligible for sustainability schemes to be recognized under the Equivalence Mechanism v2.0 – 2nd and 3rd part assurance – and has further elaborated these terms for the purposes of the recognition. See section 4 pages 27 and 28 for more details.</p>	ISEAL Credibility Principles, adapted from ISO 17000
Assurance Provider	<p>Body responsible for performing the assessment of clients.</p> <p>NOTE: In the context of ISEAL, an accreditation body is considered an oversight body rather than an assurance provider.</p> <p>Synonyms: Certification body, verification body, conformity assessment body (CAB)</p> <p>Related operational requirements: G3, SS14, A2, A6, A7, A8, D4</p>	ISEAL Assurance Code
Audit	A component of an assessment. A systematic, documented process for obtaining records, statements of fact or other relevant information and assessing them objectively to determine the extent to which specified requirements are fulfilled.	ISEAL Assurance Code, adapted from ISO 17000
Benchmarking	Practice of comparing an organization's sustainability processes and performance to best practices.	Standards Map Glossary

Term	Definition	Source
Certificate	Generic expression used to include all means of communicating that fulfilment of specified requirements has been demonstrated.	ISEAL Assurance Code, adapted from ISO 17000
Certification	Issuance of a third-party statement that fulfilment of specified conformance requirements has been demonstrated.	ISEAL Assurance Code, adapted from ISO 17000
Chain of Custody	Custodial sequence that occurs as ownership or control of the material supply is transferred from one custodian to another in the supply chain. Related operational requirements: A9, A10	ISEAL Claims Good Practice Guide
Claim	Message used to set apart and promote a product, process, business or service with reference to one or more of the pillars of sustainability: social, economic and/or environmental. These can be in the form of logos and/or text on or off product. Related operational requirements: A1, A9, A10, CI-C4	ISEAL Sustainability Claims Good Practice Guide
Client	The person or enterprise that is seeking assurance of their conformance with the requirements in a standard.	ISEAL Assurance Code
Complaint	Expression of dissatisfaction, other than appeal, by any person or organisation to a scheme owner, assurance provider or oversight body relating to their respective activities, where a response is expected.	ISEAL Assurance Code, adapted from ISO 17000
Compliance	State of an organization that meets prescribed specifications, contract terms, regulations or standards. Compliance obligations can arise from mandatory requirements, such as applicable laws and regulations, or voluntary commitments. Synonym: conformity	ASQ Quality Glossary, ISO 37101, Management system for sustainable development
Conformity Assessment	Process of determining whether someone or something meets the requirements of a standard. It can be done in one of three ways: <ul style="list-style-type: none"> • first party (assessment by the organization itself), • second party (assessment of organization by a user), • third party (assessment of organization by an independent body). 	Adapted from ISO, Glossary of Terms
Continuous Improvement	Also known under ISO as "continual" improvement. Continuous Improvement is an ongoing effort to improve the organization's products, services, and/or processes. Recurring activity to enhance performance including from identification of opportunities through an audit. Synonyms: Continual improvement Related operational requirements: A2 and A3	ISO 9001:2015 subclause 10.3

Term	Definition	Source
Data Protocols	A detailed description that explains how an indicator is constructed. It includes the metrics needed for an indicator, units of measure, definitions for key terms, data source(s), data collection frequency and approach, scope and other technical references. Related operational requirement: D3	ISEAL Impacts Code v2 Dec. 2014
Data Governance	Data governance is the process of managing the availability, usability, integrity and security of the data in the scheme's systems, based on internal data standards and policies that also control data usage. Effective data governance ensures that data is consistent and trustworthy and doesn't get misused. Related operational requirement: D4	Data Governance Institute
Exception	An instance when a specified requirement in a standard or policy is excluded from conformity evaluation or is adapted for a particular circumstance. Related operational requirement: A7	ISEAL Assurance Code
Evaluator	Person who performs an evaluation/assessment/audit. Synonyms: Assessors / auditors Related operational requirements: G3, SS14, A2, A6, A7, A8, D4	ISEAL Assurance Code
Fit for Purpose	The implementation, monitoring and management of the assurance are designed to meet the objectives and service levels of the scheme. Synonyms: commensurate Related operational requirement: A1	Adapted from ISEAL, ISO 9000, ANSI
Group	An organised body of persons or enterprises that share similar characteristics, are part of a shared internal management system and, for assessment purposes, are considered as a single unit.	ISEAL Assurance Code
Impacts	Positive and negative long-term effects resulting from the implementation of a standards system, either directly or indirectly, intended or unintended.	ISEAL Impacts Code v2 Dec. 2014, adapted from OECD Glossary, 2002
Internal Management System	In group assurance, the documented set of procedures and processes that a group will implement to ensure it can achieve its specified requirements. The existence of an Internal Management System allows the assurance provider to delegate inspection of individual group members to an identified body within the group. Related operational requirement: A5	ISEAL Assurance Code 2.0 Annex Definitions

Term	Definition	Source
Key Performance Indicators (KPIs)	<p>The critical (key) indicators of progress toward an intended result. These are not measures of impact, but progress towards it.</p> <p>Synonyms: Performance Monitoring</p> <p>Related operational requirements: D5</p>	KPI.org
Monitoring and Evaluation System	<p>An ongoing process through which an organisation draws conclusions about its contribution to intended outcomes and impacts. A monitoring and evaluation system consists of a set of interconnected functions, processes and activities, including systematic collection of monitoring data on specified indicators and the implementation of outcome and impact evaluations.</p> <p>Synonyms: Management by objectives</p> <p>Related operational requirements: D6</p>	ISEAL Impacts Code v2 Dec. 2014
National Sustainability Curriculum for Coffee (NSC)	<p>Refers to agreed guidelines on Good Agricultural and Sustainability Practices, and respective material used by extension services of a national or regional or sectoral group to support coffee farmers and train them.</p>	GCP own definition
Non-conformity	<p>An identified occurrence of non-conformance with one requirement of a standard, identified as part of an assessment.</p> <p>Synonym: non-compliance</p>	ISEAL Assurance Code
On-product	<p>(Related to claims): A label or statement printed, stuck or otherwise physically attached to the product or its packaging. For example: labels, stencils, stickers, descriptions, tags, heat stamps, etc.</p> <p>Related operational requirements: C1</p>	ISEAL Sustainability Claims Good Practice Guide
Oversight	<p>Assessment of an assurance provider's demonstration of competence to carry out specific assurance tasks.</p>	ISEAL Assurance Code
Outcome	<p>Likely or achieved short-term and medium-term results from the implementation of a standards system's strategies.</p>	ISEAL Code of Good Practice Version 6.0 – December 2014, adapted from OECD Glossary
Policy	<p>Intentions and direction of an organization, as formally expressed by its top management.</p> <p>Related operational requirements: DA1/A4, A8, D4</p>	ISO 37101, Management system for sustainable development.
Publicly available	<p>Obtainable by any person, without unreasonable barriers of access. Information that is published on an organisation's website and can be found through a basic and quick search is considered to be publicly available. 'Available on request' is not the same as publicly available.</p> <p>Related operational requirements: G3, SS1</p>	ISEAL Impacts Code of Good Practice

Term	Definition	Source
Remediation	<p>The processes of providing remedy for an adverse impact and to the substantive outcomes that can counteract, or make good, the adverse impact, including: apologies, restitution or rehabilitation, financial or non-financial compensation (including establishing compensation funds for victims, or for future outreach and educational programs), punitive sanctions (whether criminal or administrative, such as fines), as well as prevention of harm through, for example, injunctions or guarantees of non-repetition.</p> <p>Synonym: remedy</p>	<p>OECD</p> <p>EU Due diligence legislation</p>
Reporting	<p>Act by an organization of giving an official report about its sustainability policy, activities, performance and results.</p>	Standards Map Glossary
Requirement	<p>Need or expectation that is stated, generally implied or obligatory, describing a desired performance level or target to be achieved. It can make specific demands on how that level/target should be reached. A requirement can be based on practice, processes/systems, and outcome.</p>	Adapted from ISO 37101:2016, Management system for sustainable development and from IISD report
Risk management	<p>Process of risk identification, analysis and evaluation of the chance of something happening that will have an impact on objectives. It is measured in terms of a combination of the probability of an event and the severity of its consequences.</p>	SSCI Glossary of Terms Version 1.0
Scheme	<p>Wider variety of initiatives: voluntary sustainability standard (systems) or VSS, initiatives, programs, national curricula, company sustainability programs, company sourcing requirements among others.</p>	GCP own definition
Scheme Owner (SO)	<p>The organisation that is responsible for the standards system and accountable for the performance of its assessment system. The Scheme Owner determines the objectives and scope of the standards system, as well as the rules for how the scheme will operate and the standards against which conformance will be assessed.</p> <p>The Scheme Owner can be the standards owner, assurance provider, a governmental authority, trade association, group of assurance providers or other body.</p> <p>Synonym: standard Systems owner</p>	ISEAL Assurance Code
Self-assessment	<p>Statement issued by an organization, on behalf of itself, and based on its own determination, that states its status against specified conformance requirements of a standard.</p> <p>Synonym: First-party assessment</p>	Adapted from ISO 14001
Stakeholder	<p>Person, group or organisation that has interest or concern (actual or perceived) in an organisation. Stakeholders can affect or be affected by the organisation's actions, objectives and policies.</p> <p>Related operational requirements: G1, A1, D6</p>	SSCI Glossary of Terms Version 1.0

Term	Definition	Source
Standard	Document that provides, for common and repeated use, rules, guidelines or characteristics for products or related processes and production methods, with which compliance is not necessarily legally mandatory, and which is dynamic and subject to change. A sustainability standard addresses the social, environmental or economic practices of a defined organization.	Adapted from ISEAL Standard Setting Code, SSCI Glossary of Terms and SAI Sustainable Sourcing Guide
Standard System	The collective set of decisions and activities carried out by an organisation to 1) establish standards or similar tools focused on one or more sustainability issues, 2) measure, monitor or verify performance or progress against these tools, 3) allow for claims.	ISEAL Credibility Principles
Sustainability	Operating practices that meet the needs of present users without compromising the ability of future generations to meet their own needs. Sustainable practices support ecological, human, and economic health and vitality.	UCLA Sustainability Committee, adapted from definition of UN World Commission on Environment and Development
Sustainability Criteria	Economic, social and environmental practices that the scheme promotes to/requires from producers as a prerequisite to belong to its scheme and to achieve its goals.	GCP own definition
Theory of Change	<p>Related operational requirements: S1</p> Approach describing the intended logic of an intervention into its implementation context, the causal pathways from outputs through outcomes via intermediate states towards impact, and the external factors that influence change.	Adapted from UNEP
Traceability	<p>Related operational requirements: A10</p> The ability to verify the history, location, or application of an item by means of documented recorded identification.	ISEAL Chain of custody models and definitions V1.0 Sept 2016
Verification	Confirmation, through the provision of objective evidence, that specified requirements have been fulfilled.	ISEAL Assurance Code, adapted from ISO 9000



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