

HOUSEKEEPING REVISION POLICY

Approved By: Board of Directors

Effective Date: May 29, 2025

Oversight Committee: Regulatory Services Committee

1. BACKGROUND

As Canada's national seed crop certification authority, CSGA is responsible for both establishing and administering varietal certification requirements and standards for most agriculture field crops. CSGA has a robust standards development framework and process guided by the [*Standards Development, Maintenance and Oversight Policy*](#).

Multi-stakeholder participation and transparency are fundamental principles driving the development and review of CSGA standards. However, certain revisions may be more administrative in nature, requiring less extensive processes than substantial changes that alter the intent or impact of existing requirements, or introduce entirely new standards.

2. PURPOSE AND SCOPE

This policy defines the process for addressing and implementing housekeeping revisions to CSGA's certification requirements and standards as set out in the [*Canadian Regulations and Procedures for Pedigreed Seed Crop Production*](#) and the [*Canadian Breeder Seed Requirements*](#).

Housekeeping revisions refer to minor changes that do not alter the intent or have a material impact on the original requirement or standard. These housekeeping revisions may include corrections to drafting errors, omissions, or clarifications of existing standards that have already been applied. This policy ensures the integrity of CSGA's standards development process, while allowing for agility and flexibility in maintaining up-to-date standards.

3. PRINCIPLES

- **Integrity and Compliance**

Housekeeping revisions must not change the intent of existing standards or introduce new regulatory requirements.

- **Transparency and Stakeholder Engagement**

A transparent public notification process will be followed to inform stakeholders and provide the opportunity for stakeholder feedback.

- **Agility**

This policy is designed to address minor revisions efficiently without serving as a shortcut for more substantial changes, which still require the normal standards development process.

4. DEFINITION OF HOUSEKEEPING REVISIONS

Housekeeping revisions include:

- Minor revisions that correct drafting or translation errors or omissions that do not alter the intent or effect of the original requirement or standard.

- Clarifications or updates that align existing standards with current CSGA administrative practices (e.g., processes that CSGA may already be doing but not explicitly communicated in the standard).
- Non-substantive changes that do not materially affect compliance requirements.

5. IDENTIFICATION OF HOUSEKEEPING REVISIONS

Housekeeping revisions may be identified by:

- **CSGA Staff**
 - As part of their ongoing delivery of CSGA's seed crop certification program.
- **Crop Specific or Ad Hoc Working Groups (CSWGs, AHWGs)**
 - CSWGs in regular reviews of crop-specific standards.
 - AHWGs while reviewing existing standards or developing new ones.
- **Regulatory Services Committee**
 - As part of their ongoing monitoring and review of CSGA's certification requirements and standards.
- **Stakeholders**
 - Feedback suggesting minor adjustments for clarity or to correct oversights.

6. GOVERNANCE AND OVERSIGHT

The responsibilities for governance and oversight include:

- **Regulatory Services Committee**
 - Reviews proposed housekeeping revisions.
 - Recommends housekeeping revisions to the Board of Directors for approval.
- **Board of Directors**
 - Reviews this policy at least every two years or sooner if required.
 - Confirms that proposed revisions meet the policy criteria.
 - Provides final approval for housekeeping revisions.
- **Executive Director**
 - Notifies stakeholders of proposed revisions.
 - Oversees revisions of certification requirements and standards.
 - Maintains a published list of approved revisions.

7. PUBLIC NOTIFICATION PROCESS

To ensure transparency, the following steps will be taken:

- **Website Posting**

Housekeeping revisions will be posted on the CSGA website for a 45-day public comment period.
- **Stakeholder Notification**

Stakeholders will be notified via CSGA's newsletter, targeted emails, or other communications channels.
- **Review of Feedback**

The Regulatory Services Committee will review all feedback received during the 45-day period.

If no significant objections are raised, the Committee will recommend approval by the Board of Directors.

8. RELATED POLICY INSTRUMENTS

- *CSGA Standards Development, Maintenance and Oversight Policy.*
- *CSGA Certification Administration and Oversight Policy.*

9. LAST REVIEWED: May 29, 2025

10. NEXT REVIEW NO LATER THAN: May 29, 2027