

Fundamental Features Implementation Milestones



FEATURE	INITIATING	DEVELOPING	IMPLEMENTING
<p>Summary</p>	<p>The association is considering a plan or program to implement the feature, but has not yet begun to implement it.</p>	<p>The association is in the midst of developing a plan or program that establishes the feature.</p>	<p>The association has completed the development of the plan or program to establish the feature and has in place the persons and/or processes necessary to maintain the feature and proceed with its continuous improvement.</p>
<p>1. Guiding Principles</p>	<ul style="list-style-type: none"> Responsible Care Board/ Leadership Group Formed Member interest/support surveyed Commitment mechanism decided Intentions communicated internally to ICCA International models reviewed by leadership group 	<ul style="list-style-type: none"> Working Party formed and meeting International models reviewed Draft Guiding Principles published Feedback from members being received Viable level of CEO support confirmed 	<ul style="list-style-type: none"> Agreed Guiding Principles confirmed by association board Document distributed to all CEOs Signed commitments (or alternative) being returned by CEOs Follow up on outstanding members commenced Member company contacts/ coordinators appointed
<p>2. Name, Logo</p> <p>Adoption of a title and logo which clearly identify national initiatives as being consistent with and part of the concept of Responsible Care®.</p>	<ul style="list-style-type: none"> International standard reviewed by the leadership group Name and logo adopted as appropriate Intentions communicated internationally to ICCA and feedback obtained Rules for use of name and logo developed by working group 	<ul style="list-style-type: none"> Rules adopted by the leadership group Rules communicated to member companies 	<ul style="list-style-type: none"> Name and logo in routine use Member companies observing established rules Observance monitored Only members of association are using Responsible Care name and logo

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<p>3. Codes, Guides</p> <p>A series of Codes, Guidance notes or Checklists to assist companies to implement the commitment of Responsible Care to achieve continuous health, safety and environmental improvements.</p>	<ul style="list-style-type: none"> International models reviewed by leadership group or working party Mechanisms to be used formulated Working Party to establish overall structure formed and meeting Member companies surveyed on draft proposals Process for input from interested parties defined Draft timetable published 	<ul style="list-style-type: none"> Code Structure (or equivalent) confirmed by CEOs Individual code working groups established and meeting as appropriate Draft codes or guidance developing and published in accordance with timetable Member company feedback obtained Interested party inputs incorporated as per agreed process 	<ul style="list-style-type: none"> Codes/Guide published to timetable Training sessions for member company coordinators held Code or guidance implementation by members in progress Mechanisms in place for inter-company sharing of experience
<p>4. Indicators</p> <p>The progressive development of indicators against which improvements and performance can be measured.</p>	<ul style="list-style-type: none"> International models reviewed by leadership group or working party Mechanisms to be used formulated Interested party issues/input included Member companies surveyed on draft proposals Draft timetable published 	<ul style="list-style-type: none"> Appropriate working parties formed Draft indicators agreed by member CEOs and interested parties Timetable for implementation agreed Member companies informed Indicator reporting mechanisms agreed Training for member companies conducted Indicator measurements commenced by members to the timetable 	<ul style="list-style-type: none"> Indicator reporting commenced Continued interested parties comments obtained Indicators part of company sharing discussions Indicators made public

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<p>5. Communications</p> <p>An on-going association and member company process of communication on Health, Safety and Environmental matters with interested parties inside and outside the membership.</p>	<ul style="list-style-type: none"> International models reviewed by leadership group or working party Mechanisms to be used formulated Process for formal input from external interested parties including government established Special consideration given to local community input/concerns Member companies surveyed/informed Media relationships considered 	<ul style="list-style-type: none"> External interested party input process functioning Proposals for local communication formulated Member company CEO agreement obtained Training for member companies conducted Pilot trials of local communications commenced Target timetables/milestones set Government kept informed Media appropriately involved 	<ul style="list-style-type: none"> Interested party input process reviewed and updated as appropriate Implementation of local processes proceeding to targets Regular feedback from interested parties obtained, issues addressed Government reaction monitored and addressed Media contact maintained Responsible Care communications are part of company communications strategy Internal and external feedback or surveys of Responsible Care awareness being obtained by most companies or by association
<p>6. Sharing</p> <p>Provision of Forums in which company CEO and Responsible Care coordinators can share views and exchange experiences on implementation of the commitment.</p>	<ul style="list-style-type: none"> Leadership group meeting regularly International models reviewed by the leadership group Mechanisms to be used formulated Member company input obtained 	<ul style="list-style-type: none"> Appropriate working parties and peer review groups established Sharing mechanisms agreed Timetable for meetings established Company Responsible Care coordinators fully trained and functioning 	<ul style="list-style-type: none"> Regular CEO and Responsible Care coordinator sharing meetings held Newsletter/communications commenced, feedback obtained Regional steering groups considered Mutual Aid/Mentor partnerships considered Specific issue working groups established Participation in international industry sharing arrangements undertaken

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<p>7. Encouragement</p> <p>Consideration of how best to encourage all association member companies to commit and participate in Responsible Care.</p>	<ul style="list-style-type: none"> International models reviewed by the leadership group Mechanism to be used drafted with emphasis on positive incentives and benefits Possible encouragement and sanction considered Member company input obtained 	<ul style="list-style-type: none"> Working group established to recommend incentives/sanctions Criteria for implementation of incentives/sanctions established Positive incentives/benefits emphasized Performance indicators and criteria for dealing with poor performance communicated to CEOs 	<ul style="list-style-type: none"> Performance indicators monitored for both high and low performers Mechanisms are in place to recognize high performers and assist less advanced companies Processes for dealing with persistent poor-performers in place
<p>8. Verification</p> <p>Systematic procedures to verify the implementation of the measurable (or practical) elements of Responsible Care by the member companies.</p>	<ul style="list-style-type: none"> International certification models and ICCA guidelines reviewed by leadership group Mechanisms to be used formulated Member company input obtained Interested party inputs obtained 	<ul style="list-style-type: none"> Verification procedures meeting ICCA guidelines are drafted Member companies surveyed on draft proposals and trials underway Timetable for implementation of verification procedures decided 	<ul style="list-style-type: none"> Verification (internal or external) procedures in use Verification results used to continually improve Responsible Care implementation efforts Verification results communicated by companies or association to interested parties