

FSC® TERMS OF REFERENCE

For the Working Group to revise FSC-STD-20-002



DRAFT 1-0

PROJECT INFORMATION

Project Title	Revision of the standard for 'Structure, content and local adaptation of Generic Forest Stewardship Standards' (FSC-STD-20-002 V3-0 EN)
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Steering Committee	Kim Carstensen (FSC Director General) Achim Droste (FSC Policy Director) Pasi Miettinen (Project Manager)

WORKING GROUP INFORMATION

Type of Working Group	Technical WG with 3 technical experts
WG Coordinator	Pasi Miettinen (FSC FM Program Manager)
Working language	English
Drafting team	Pasi Miettinen, Achim Droste, Gordian Fanso

Part I –Terms of Reference for the Working Group

1 Background of the Project

FSC-STD-20-002 (V3-0) EN provides the requirements for FSC-accredited Certification Bodies to adapt their generic standards to local conditions with input from local stakeholders, in countries where there is not yet an FSC approved regional, national or sub-national Forest Stewardship Standard.

The current version of the standard (V3-0) is valid since 31 August 2009. At its 64th meeting in November 2013, the FSC Board approved that a revision process shall be undertaken to align the adaptation process of the standard with the new International Generic Indicators (IGIs).

The revision process will also seek to incorporate existing Advice Notes as well as all corresponding standards interpretations published over the past years.

The Board requested a technical Working Group (TWG, 3 experts in total) to conduct the revision of this standard.

2 Objectives of the Working Group

Main objective: to define a process on how the International Generic Indicators shall be adapted and used in countries where National Forest Stewardship Standards do not exist.

Specifically, the Working Group shall:

- 1) Agree on the TORs, work plan and time table
- 2) Analyze GA Motion 2005:48 and GA Motion 2011:25
- 3) Analyze the feedback received from the public consultation of the proposal to revise FSC-STD-20-002 from Aug 2013
- 4) Analyze FSC International Generic Indicators FSC-STD-01-004 D2-0, especially regarding the use of notes; addressing SIR and SLIMFs by the standard developer
- 5) Analyze the available results of the field tests of IGIs
- 6) Analyze the FSC-STD-20-002 and indicate which elements:
 - a. can be deleted;
 - b. have to be revised, and
 - c. which have to be added
- 7) Propose means how to address following aspects in FSC-STD-20-002:
 - a. Ownership of the FSS standard: role of Network partners, regional directors, CB offices
 - b. Compiling the legal framework of national legislation
 - c. Translation to the local language
 - d. Harmonization of standards in countries, where more than one CB standard exists.
 - e. How to use the IGI Notes
 - f. How to define SLIMF and SIR indicators
 - g. How to define thresholds to quantitative indicators
 - h. Length for phasing out period
 - i. Public consultation of the Generic Forest Stewardship Standards
 - j. Role of PSU in the approval procedure.
- 8) Coordinate with other colleague(s) to ensure a wide range of views are sought
- 9) Advise the drafter in developing the new version of FSC-STD-20-002

NOTE: FSC will provide WG members with a discussion draft and background documents on key issues, lessons learned and other information to help guide the revision process.

3 Selection of the members of the Working Group

The members of the Working Group are selected based on the following criteria:

- a. Expertise in developing and adapting forest stewardship standards
- b. Experience in the implementation of FSC accreditation requirements (especially FSC-STD-20-002)
- c. Knowledge of FSC's systems and procedures
- d. Commitment to FSC's mission and vision
- e. Desire to seek and reach consensus on controversial issues
- f. Ability to review and comment on documents in English
- g. Ability to actively participate in the process until final approval of the revised standard

The FSC Board of Directors has given the mandate to the Steering Committee to appoint the members of the Working Group, based on their qualification and experience in relation to the selection criteria as above.

If a Working Group member leaves the Working Group, the Steering Committee will recommend a replacement.

4 Tasks and responsibilities of the Working Group

The Working Group shall review and propose revisions to the FSC-STD-20-002 according to these Terms of Reference, the *'Procedure for the development and revision of FSC Standards'* (FSC-PRO-01-001 V 3-0) and the approved work plan for the revision process.

Furthermore, the WG members shall:

- Serve as a liaison to their respective stakeholders
- Provide detailed input on the issues (needs, challenges, opportunities) that need to be incorporated into the revision process
- Review and propose revisions to the Standard considering input from the Consultative Forum.
- Review and consider stakeholder comments received during and outside the formal public consultations.
- Decide when a draft is ready for public consultation;
- Decide when the final draft is ready for review and approval by the FSC Board of Directors;
- Develop the approval report for the FSC Board of Directors together with the coordinator.

5 Tasks and responsibilities of other entities in the process

In addition to the Working Group, the following bodies, established as required by FSC-PRO-01-001 (V3-0), are involved in the revision process:

A **Coordinator** who is appointed by the Policy Director, to administer the process and to manage the Working Group and the Consultative Forum. The Coordinator is responsible for ensuring that the Working Group operates responsibly and in accordance with its terms of reference and the applicable procedures. The Coordinator is also responsible for drafting the documents, coordinating with PSU staff and seeking other expertise as necessary. The Coordinator also provides the means of communication between the Working Group and the stakeholders they represent.

A **Steering Committee** (composed of the FSC Director General, the Policy Director and the Coordinator) which provides oversight on all phases of the process until the final decision by the FSC Board of Directors. Liaisons from the FSC Board of Directors and the Policy and

Standards Committee may also be appointed to the Steering Committee, though they do not have a decision-making role on the Steering Committee.

A **Consultative Forum** is a self-selecting group of interested/affected members, certificate holders, certification bodies and other stakeholders interested in providing ongoing, direct and meaningful input into the process. The Coordinator is responsible for ensuring that all interests and areas of expertise needed to revise the FSC-STD-20-002 are represented in the Consultative Forum.

5 Deliberations and Decision making

In order for the technical Working Group to take decisions, there must be a quorum defined as a minimum of two TWG members. All Working Group members must participate in each point of decision-making. If member(s) are not present for a decision, then a provisional decision may be made, subject to confirmation by the absent member(s). Quorum is required for any provisional decisions, and full member participation is preferred.

The Working Group shall strive and make every effort possible to take decisions by consensus (see Glossary).

If a decision cannot be reached by consensus, then the arguments for and against the issue shall be documented and the issue shall be forwarded to the Steering Committee for resolution.

In all cases, outstanding concerns of individual Working Group members shall be documented and presented to the FSC Board of Directors in the final report that accompanies the document presented for decision.

The Working Group shall make the decision to recommend the final draft of the normative document to the FSC Board of Directors for final approval. Formal decision-making authority on the approval of FSC normative documents rests with the FSC Board of Directors.

6 Workplan and time commitment

The Technical Working Group will conduct most of its work via e-mail or similar means of electronic communication (e.g. Go-to meeting conference), and through one-on-one calls with FSC staff when required.

The Working Group will be established in March 2014 and the process will include two public consultations. The first draft shall be sent for public consultation by the end of May 2014. The submission of the Final draft to the Board is envisaged for November 2014.

An estimated time table is provided below. The timetable, and work plan, will be updated as necessary and placed on the FSC website, with notification to the Working Group regarding any changes.

TENTATIVE TIMELINE

FSC-STD-20-002 revision activities	2014										
	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Approval of TWG ToR & Work Plan											
TWG membership applications											
Setting up the TWG											
Development of the Draft 1											
Public consultation of Draft 1											
Development of the second draft											
Second public consultation											
Development of the final draft											
Submission of the Final draft to the Board											

7 Expenses and Remuneration of the Working Group

FSC is an international not-for-profit membership organization with limited funding. Participation in the Working Group takes place on a voluntary non-paid basis.

If required, FSC covers reasonable travel and accommodation expenses related to the workplan upon submission of the respective invoices and receipts, and if expenses are agreed upon in advance.

8 Confidentiality

Technical Working Group members shall sign a confidentiality and non-disclosure agreement with FSC at the beginning of their work.

All documents prepared by or presented to the Working Group are assumed to be public unless identified otherwise by FSC and agreed by the Working Group.

The Working Group operates according to Chatham House Rules. So, while members of the Working Group have full authority to share the non-confidential substance of discussions and papers, they shall not report or attribute neither the comments of individuals nor their affiliations outside of meetings, whether conducted face to face or virtual. The default approach of the Working Group is that the non-attributable content of discussions and papers is not confidential, unless so specified.

9. Language

The working language of the Working Group is English.

All formal drafts for consultation, as well as other documents, as requested and as possible, shall be translated into Spanish.

Part II –Principles for an effective process

Effective Working Group meetings

- Established solid foundation at the start (objectives, roles, timetable, etc)
- Agreed meeting protocols
- Detailed agendas provided before and at meetings; meeting materials provided well in advance of meetings whenever possible to ensure that members have sufficient time to review.
- Clear decision making structures, e.g., Use of decision-making matrix based on criteria that need to be considered and scenario-testing
- Simple, logical discussion format, e.g., commencing with clarifying the issue(s) the requirement is meant to address before starting to comment on the specific requirement
- Regular, ongoing temperature checks on points-of-agreement
- Decision point, end of day and end of meeting summaries
- Development of workplan during the first meeting to guide process
- Use of PSU and technical experts in drafting the documents to support Working Group's role and task
- Decision on use of sub-groups, break-out groups in meetings, etc.
- Temperature check from stakeholder groups before a final draft is recommended to the FSC Board for approval.
- When impasse issues arise that cannot be resolved by the Working Group, they will be addressed through the consultative process, with options and perspectives circulated for consultation. The Working Group will then work to resolve the issues based on comments received. If the issue is highly technical in nature, additional research/investigation on that issue might also be called upon to provide additional information for making informed decisions.
- Straw poll of the Working Group before going to decision-making.

Effective communications and representation of stakeholders

Working Group members are expected to consult and represent the views of their respective constituencies. This includes:

- Allowing FSC to advertise their contact details within their constituency
- Attending related stakeholder meetings when possible
- Proactively contacting a range of stakeholders during the revision process - a combination of soliciting views on questions/issues; sharing information and building enthusiasm for formal consultations.
- Coordinating with other colleague(s) to ensure a wide range of views are sought
- Passing on agreed public statements emerging from Working Group meetings
- Representing the views of their constituency within the Working Group meetings for the betterment of FSC and its mission. At the beginning of sessions, Working Group members will be asked for 'report-outs' to share input they have received from their constituents. At the end of meetings, specific issues will be identified which Working Group members are expected to consult. These issues will be posted on the website for easy access.

To support stakeholder engagement, the Coordinator will also:

- Implement a communications strategy to ensure ongoing and meaningful stakeholder engagement
- Proactively push communication towards those who self declare their interest, or otherwise may be impacted by the standard/policy, via email news briefs to the self-

selecting Consultative Forum as well as the FSC mailing lists (Network Partners, Members, etc.)

- Make available for all interested parties via the website:
 - Background documentation and references
 - Working Group agendas
 - Working Group minutes (non-attributable)
 - Signed off internal documents and drafts of the Working Group
 - Attributable comments of stakeholders on draft documents (unless requested otherwise in writing)
- Use tracking/document handling software tools to facilitate dialogue amongst stakeholders as part of the consultation process.
- Seek FSC-related forum to provide updates and solicit input on the documents, for example at Network Partner meetings, regional FSC meetings, global meetings, etc.

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Annex 1: Glossary

For the purpose of this document, the terms and definitions given in *FSC-STD-01-002 FSC Glossary of Terms*, and the following apply:

Chamber balanced Working Group: a group of selected FSC members with professional experience in the field of question, to advise and provide content related input to the development or revision process of a FSC normative document, equally representing the perspectives of the social, environmental and economic chamber of the FSC membership (and 'southern' and 'northern' perspectives in case of a Sub-chamber balanced Working Group).

Chatham House Rule: "*When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed*". The Chatham House Rule has the aim to encourage openness and the sharing of information at meetings.

Consensus: general agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests.

NOTE: Consensus should be the result of a process seeking to take into account the views of interested parties, particularly those directly affected, and to reconcile any conflicting arguments. It need not imply unanimity (adapted from ISO/IEC Guide 2:2004).

Technical consultation: targeted internal consultation to receive feedback on a FSC normative document during the drafting or re-drafting stage before the document is released for public consultation.

Technical Experts: a group of selected experts with professional experience in the field of question, to advise and provide content related input to the development or revision process of a FSC normative document.