



## Suggested Standards Development Groups (SDG) activities before and after IGI approval

### Introduction:

The information below has been developed by the FSC Policy and Standards Unit (PSU) to advise National Offices (NOs) and Standards Development Groups (SDG) on what they should be doing while waiting for the approval of FSC-STD-01-004 *FSC International Generic Indicators* (IGIs).

This paper also includes activities to be done after IGIs approval and additional information on what will happen after transferred and newly developed National Forest Stewardship Standards (NFSS) have been submitted to PSU for approval.

The necessity for developing this paper came out of numerous e-mail requests from NOs and SDGs, that PSU should provide clear communications on what they should be doing before and after the IGIs were approved, given that the approval is postponed from November 2014 to March 2015. To some NOs and SDGs, this is needed to help them develop roadmaps and begin work to answer to donor sponsored projects of which the development of NFSS may be one commitment.

The PSU would like to encourage SDGs and NOs registered for the development or transfer of FSC Forest Stewardship Standards to keep active contact with the PSU staff responsible for this process. These include:

Staff	Area of work related to national standards development	E-mail contact
Dr. Pasi Miettinen.	Program Manager (Forest Management): All questions related to review of international FM documents, HCV.	<a href="mailto:p.miettinen@fsc.org">p.miettinen@fsc.org</a>
Rosario Galán.	Policy Manager (Forest Management) All questions related to the development of IGIs, timelines, approval of IGIs, SIR Guideline and revision of FSC-STD-20-002.	<a href="mailto:r.galan@fsc.org">r.galan@fsc.org</a>
Maria Pilar Melero	Policy Officer (Forest Management) All questions related to interpretations of international documents SDGs need for developing standards, pesticide as related to national standards development.	<a href="mailto:m.melero@fsc.org">m.melero@fsc.org</a>
Fon. Gordian Fanso.	Policy Manager (National Standards) All questions related to Forest Stewardship Standards Transfer, trainings and assessment and approval of national standards.	<a href="mailto:g.fanso@fsc.org">g.fanso@fsc.org</a>



## A. Suggested activities for SDGs developing new NFSS:

### Steps that could be done before IGI approval;

Apply for registration of the SDG at PSU using the template in Annex A of FSC-STD-60-006 (V1-2) EN (*Process requirements for the development and maintenance of National Forest Stewardship Standards*).

1. Arrange a training of the SDG by PSU.
2. Organize the logistics of the training (invitations, accommodation, venue, meals etc.)
3. Put together useful documents for the process and translate them if needed.  
Important documents include the following:
  - a. FSC-STD-60-006 (V1-2) EN (*Process requirements for the development and maintenance of National Forest Stewardship Standards*)
  - b. FSC-STD-60-002 (V1-0) EN (*Structure and Content of National Forest Stewardship Standards*)
  - c. FSC-STD-01-001 (V5-0) EN *FSC Principles and Criteria for Forest Stewardship*
  - d. National legislations or laws related to forest management
  - e. Neighboring countries' national FSC standards etc.

**Note:** FSC-STD-01-001 (V5-0) EN *FSC Principles and Criteria for Forest Stewardship*; has on page 5, important references that SDGs need to compile, read and use for the development of NFSSs.

4. Organise SDG meetings: Important topics that can be discussed during SDGs meetings while waiting for IGIs approval are as follows:
  - a. National legality grid (future Annex 1 of the NFSS),
  - b. Indigenous peoples' input in the process,
  - c. National threshold for scale and intensity (see FSC-STD-01-003- SLIMF Eligibility Criteria),
  - d. National threshold for Conservation Area Network (see Criterion 6.5),



- e. Constitution of official list of key stakeholders to form part of consultation forum.

**Note:** Please contact PSU for any other topics thought to be relevant in your country. We may have precedence that would be useful for you as guidance.

The information mentioned above should help particularly countries whose process is donor sponsored and therefore need to show progress of work towards having a final FSC standard in their countries.

### **Steps that could be done after IGI approval**

1. Facilitator or National Office puts together a draft zero of the NFSS. Input to draft zero would normally come from documents compiled in point 3 above, starting with the approved IGIs.
2. Facilitator or National Office organize SDG meeting to begin discussions leading to draft 1. Draft zero developed using the IGIs as the starting point will serve at this point of the process as the document to begin SDG discussions. The approved IGIs will always be used in all meetings. This is because it contain relevant instructions and orientation on issues to consider while drafting NFSS.
3. From this point onwards FSC-STD-60-006 (V1-2) and information written in the transfer procedure (FSC-PRO-60-006) shall be followed.

Notable aspects in the transfer procedure include:

- a. How to deal with IGIs in formulating final national indicators. Alternatives are adopt, adapt, drop or suggest new national indicators,
- b. Provide justification in all cases when IGI is not adopted,
- c. Instructions to standard developers,
- d. Ensure chamber balanced consensus prevails with all indicators and justifications.

Notable aspects in FSC-STD-60-006 (V1-2) EN include:

- a. Public consultation
- b. Field test
- c. Finalisation of NFSS in consensus



- d. Annexes
- e. Submission to PSU for approval
- f. Reference document.

It may also become relevant at some point in the process for the group to contact PSU to discuss how an approved NFSS will be managed during its five year lifetime.

## **B. SDGs involved in transferring existing NFSS to FSC P&C V-5.**

### **Steps that could be done before IGI approval**

Fill and submit transfer plan using the template FSC-TPT-60-007 V02-02.

1. Put together documents relevant to the transfer (see point 3 in Section A). Remember to include all updated legislative documents listed in the Annex A of the IGIs.
2. Prepare and ask for PSU training or update on IGIs to the SDG if needed.
3. For countries with several FSC standards covering different scopes (SLIMF, Plantations only, NTFP only, natural forest only, etc.), harmonise them.
4. Prepare gap analysis or comparative study of the current NFSS written under the P&C V4 to the new P&C V5.
5. Fill in gaps with the most recent draft IGI. It is recommended to use the version that will be sent for the final public review.

**Note:** Gaps are filled following instructions detailed in the Transfer Procedure (FSC-PRO-60-006); notably Adopting, Adapting, Dropping the IGIs or suggesting new national indicators.

### **Steps that could be done after IGI approval**

1. Review the draft that results from the above 5 steps using FSC-STD-01-004 *FSC International Generic Indicators*
2. Revise the draft as needed, while Adopting, Adapting, Dropping the IGIs or suggesting new national indicators.
3. Conduct a public consultation of the resultant draft.



4. Finalize the standard in consensus, based on the feedback from stakeholders.

**Note:** FSC-STD-60-006 (V1-2) requires that revised standards should be field tested where significant changes have been made which may affect the auditability of the standard or where field testing may be a means to consult illiterate communities affected by the revisions to the standard (Re. FSC-STD-60-006 Section 9 para 9.1).

5. Submit the draft NFSS to PSU for approval
6. Stay in touch with PSU for updates on the approval process.

### **C. What happens to your standard after submitting to PSU?**

In order to support a fast and efficient approval process, PSU has employed three PSU officers to work in Asia, Africa and Latin America. They will primarily work with national standard processes, supporting and advising SDGs on NFSS process requirements.

These officers will act as first assessment point for NFSS so that by the time the standards are sent to PSU in Bonn, only content quality check and approval reports to the Policy and Standards Committee (PSC) will need to be done.

Once submitted to PSU in Bonn, all NFSS need to have conformed to the requirements outlined in section 10 of FSC-STD-60-006 (V1-2) EN (*Process requirements for the development and maintenance of National Forest Stewardship Standards*).

Please refer to section 10 of standard FSC-STD-60-006(V1-2) EN. Main points to mention from this section include:

1. A formal motion put before the SDG members that the draft standard:
  - a. Has undergone sufficient consultation and testing;
  - b. Meets the aims and objectives specified in the terms of reference of the SDG
  - c. Merits the approval by FSC.
2. A report prepared on behalf of the SDG and includes:



- a. Summarize the standards development process, taking into account any deviations from the original work plan.
- b. Explain the main issues and concerns raised during the process, and explain how these have been addressed.
- c. Include a clear description of any departures from these procedures.
- d. Include as Annexes a list of the names and affiliations of the members of the SDG, and the names and affiliations (including specification whether the stakeholder is an FSC member, and, if so, of which chamber and sub-chamber) of all stakeholders that have submitted comments during the standards development process.
- e. Include the motion of recommendation of the Standards Development Group, and the results of this motion.
- f. A translation into English of the 'pre-approval' draft recommended for the approval of FSC;
- g. A copy of all formal comments received during the final period of public consultation.

PSU will then carry forwards the process as follows:

1. Assesses all requirements on structure and content as written in FSC-STD-60-002 (V1-0) EN (*Structure and Content of National Forest Stewardship Standards*)
2. FSC-STD-01-004 *FSC International Generic Indicators*, will be used by PSU to assess the quality of national indicators. This in practice means that:
  - a. If national indicators do not fully cover the scope of an FSC criterion, indicators from FSC-STD-01-004 will be suggested in a PSU assessment report to SDGs.
  - b. SDGs will be required to accept these suggestions from FSC-STD-01-004 unless they are able to provide alternative indicators that fully cover the scope of the criterion.



- c. If national indicators are worded in ambiguous language indicators from FSC-STD-01-004 will be suggested as alternative.
  - d. If SDG members are not able to come to a consensus on requirements under a criterion, indicators under FSC-STD-01-004 will be used and SDG will be required to accept these.
  - e. If national indicators do not take into account other FSC documents mentioned in FSC-STD-01-004 (FPIC, Controlled Wood, etc.), FSC-STD-01-004 will be used and SDG will be required to accept these.
3. Once the assessment is completed, PSU prepares an assessment report to the SDG if there needs to be further improvement of the standard.
4. If PSU is satisfied that the process, the structure and content of NFSS submitted for approval is in conformance to FSC requirements, an approval report is prepared to the FSC Policy and Standards Committee. This report usually recommends to the Policy and Standard Committee a positive approval of NFSS.
5. The Policy and Standards Committee makes a decision based on the report submitted by PSU.
6. If the committee issues a conditional approval; this is communicated to the SDG for follow up.
7. If the committee approves the standard, then Section 11 of FSC-STD-60-006 (V1-2) is implemented. That is the Standard shall be published as an approved FSC Forest Stewardship Standard and communicated to;
  - a. FSC members in the territory.
  - b. All members of the Standards Development Group.
  - c. All members of the Consultative Forum.
  - d. All FSC National Initiatives and National and Regional Offices in the territory.



- e. All FSC-accredited certification bodies.
- f. All FSC Forest Management certificate holders covered by the scope of the standard
- g. All key stakeholder groups identified under Annex A.