

**FSC JAPAN**  
PROPOSAL FOR THE TRANSFER OF APPROVED FOREST  
STEWARDSHIP STANDARDS TO THE REVISED P&C  
FSC-STD-01-001 V5

**Foreword**

The purpose of this template is to support the development of a proposal and work plan for transferring Forest Stewardship Standards to the revised Principles and Criteria (FSC-STD-01-001 V5). It also serves as a communications tool to inform stakeholders of the transfer process being proposed and to gather input and support for this process.

This template is divided into two parts:

**PART I** requests general information related to the standards transfer process. **Irrespective of when you plan to begin the standards transfer, it is requested that you submit Part I to FSC by 31 October 2012.** This will allow FSC to know how you plan to implement the standards transfer, how to engage with you in the development of the International Generic Indicators (IGIs), and how to best provide you with support as you implement the transfer.

**PART II** requests more detailed information related to the transfer process, including a time-bound workplan and budget, contact information for the Standards Development Group and the Consultative Forum, the use of Technical Experts, and the communications plan. Once completed, Part II shall be submitted to FSC to approve the plan for an FSC Forest Stewardship Standard entered for the transfer process.

*NOTE: It is important that the intended transfer process is registered with FSC prior to beginning the process; if a standard is not registered for transfer then it may be replaced by the International Generic Indicators once developed and any current national indicators will then be lost.*

Please send both PART I and PART II, either in two parts or as one completed template to FSC's Policy and Standards Unit:

Gordian Fanso, FSC Policy Manager for National Standards

[g.fanso@fsc.org](mailto:g.fanso@fsc.org)

## PART I: GENERAL INFORMATION

### 1. Background

#### Proposal to transfer the FSC Forest Stewardship Standard in Japan to the revised P&C (V5-0).

##### 1.1 This proposal is submitted by:

Name: Mr. Shuhei TOMIMURA

Position: FSC Japan board member

Address: 2-18-5 Okamoto, Setagaya-ku Tokyo JAPAN

Telephone: + 81 3 5716 4186

Email: [toshu@kt.rim.or.jp](mailto:toshu@kt.rim.or.jp)

##### 1.2 Please state the name and position of the person who will manage the transfer process, if different from above:

N/A

##### 1.3 Please state the name and approval date of the standard(s) which you propose to transfer to the revised P&C (V5-0):

N/A

### 2. Description of the type of transfer that will be undertaken

Below are four general options for transferring approved forest stewardship standards to the revised P&C. Please select the one you will generally follow and provide a detailed description of how you plan to undergo the transfer process. *Note that the National Standards Development Group in your country is highly encouraged to actively participate in the consultation on the FSC International Generic Indicators.*

- Option A. Basic Model:**
  - Transfer of existing indicators to the revised P&C, as appropriate, plus adoption of the FSC IGIs to fill identified gaps.
- Option B. Advanced Model:**
  - Transfer of existing indicators to the revised P&C, as appropriate, plus adoption of the FSC IGIs to fill identified gaps.
  - Revision of specific indicators identified by the Standards Development Group as needing additional work.
- Option C. Super Advanced Model:**

[Only to be applied in countries where approved national forest stewardship standards do not exist or partially exist, and where there is extensive experience in FSC certification]

  - Harmonization of existing CB Standards with any approved or advanced draft national standards.
  - Transfer of existing indicators to the revised P&C, as appropriate, plus adoption of the FSC IGIs to fill identified gaps and for specific indicators needing revision.
  - Revision of specific indicators identified by the Standards Development Group as needing additional work.

*All transferred standards need to be approved by FSC IC before they can be put to practice.*

**Additional comments:**

### 3. Timetable

Please fill out the below general timetable based on the type of transfer being planned and the expected initiation date. This is not intended to be the workplan for your standards transfer, but rather a basic overview of your transfer schedule, how it aligns with the IGI development process, and general steps you plan to implement. To best align the standards transfer process with the development of the FSC International Generic Indicators (IGIs), the below table provides the dates and key activities related to the IGI process and the regional outreach being planned.

Please also consider the following in your planning:

- Irrespective of the type of transfer option that is chosen, FSC highly encourages all Network Partners/SDGs to do a gap analysis of their standards to the revised P&C early in the IGI development process and to provide input on each draft of the IGIs with respect to the standards.
- All transfer processes are required to follow similar procedures as with standards revisions/development, including the use of a Standards Development Group and stakeholder consultation.
- More extensive revision or development (rather than a basic transfer) will require greater resources, such as extensive work by the Standards Development Group, extensive stakeholder consultation, field testing, etc. in order to finish within the transfer period. Please discuss any proposals for revision with the FSC IC National Standards Manager.

Dates	IGI Development Schedule	Activities for regional representatives, network partners/SDGs	Your Standards transfer timetable
July 2012	First IGI Group meeting to launch process and work on Draft Zero	Regional representative participation in meeting and discussions on how to engage Network Partners/SDGs in the process	
October	Second IGI Group meeting to prepare Draft 1.0 for public consultation	Regional representatives share input provided by Network Partners/SDGs	<ul style="list-style-type: none"> <li>• IGIs-National draft gap analysis</li> <li>• IGIs feasibility analysis</li> <li>• IGIs defects identification</li> <li>• National draft “overs and shorts“ identification</li> </ul>
Feb-Mar 2013	First formal Public Consultation		
Feb-April 2013	First Set of Regional Workshops	<ul style="list-style-type: none"> <li>• Work on filling gaps with draft IGIs</li> <li>• Input gathered for the next draft of the IGIs based on above bullet</li> <li>• Network Partners/SDGs do outreach to national-level stakeholders</li> <li>• For Network Partners/SDGs conducting a parallel process of transferring their standard as draft IGIs are available, this is when a national level consultation on the draft standard might occur</li> </ul>	<ul style="list-style-type: none"> <li>• IGIs-National draft gap analysis</li> <li>• IGIs feasibility analysis</li> <li>• IGIs defects identification</li> <li>• National draft “overs and shorts“ identification</li> </ul>

June 2013	Third IGI Group meeting to review comments	Review the comments received and refine the draft IGIs towards Draft 2-0.	<ul style="list-style-type: none"> <li>• 1st National Workshop (Stakeholders meeting, technical experts meeting)</li> <li>• IGIs-National draft gap analysis</li> <li>• IGIs feasibility analysis</li> <li>• IGIs defects identification</li> </ul>
Oct 2013	Fourth IGI Group Meeting	Finalize Draft 2-0 of the IGIs and send it out for the second public consultation	<ul style="list-style-type: none"> <li>• National draft “overs and shorts“ identification</li> <li>• National standard draft development</li> </ul>
Nov 2013 – Jan 2014	Second formal Public Consultation period		<ul style="list-style-type: none"> <li>• mock assessments (5 FMs)</li> <li>• feedback of mock assessment result</li> </ul>
Nov 2013 – Jan 2014	Second Set of Regional Workshops	<ul style="list-style-type: none"> <li>• Second regional workshop in each region</li> <li>• Continued work at national-level on tracking IGIs in the standards and consultation</li> <li>• For Network Partners/SDGs conducting a parallel process of transferring their standard as draft IGIs are available, this is when a national level consultation on the draft standard might occur</li> </ul>	<ul style="list-style-type: none"> <li>• Finalize national standard draft</li> <li>• 2nd National Workshop (Stakeholders meeting, technical experts meeting, consultation with Asia rep)</li> <li>• Revised national standard draft development</li> </ul>
Mar 2014	Fifth and final IGI Group meeting	Review additional input received and develop the final draft of IGIs for approval by the FSC Board of Directors	
June 2014	Approval of the IGIs by the FSC Board	Approved IGIs are available	<ul style="list-style-type: none"> <li>• Modify finalized draft as needed</li> <li>• Finalize draft standard</li> </ul>
Dec 2014, with extensions as necessary	National and CB interim standards transferred to revised P&C	<ul style="list-style-type: none"> <li>• Finalize standards transfer; send to FSC for approval</li> <li>• FSC to lead on transfer of CB interim standards to IGIs with adaptation as necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Submit to FSC for approval</li> </ul>

**4. What is the estimated budget for the transfer? What are your funding sources and funding needs?**

**[The estimated budget]**

Development Administration :	labor cost	70 labor day×150\$/day=\$10,500
	Communication & Logistics	= \$900
Mock Assessments :	labor cost	5sites×2persons/sites×3days×150\$/labor day=\$4,500
	Transportation cost	5sites×2persons×400\$/persons = \$4,000
Meeting Cost:	Meeting cost	4×300\$=\$1,200
	Transportation cost	10persons/mtg×4mtg×150\$/person=\$6,000
In Total		\$27,100

**[The expected funding source]**

FSC IC financial support = \$13,000	
Donation from stakeholders=\$13,000	
FSC Japan independent fund=\$1,100	<u>TOTAL \$27,100</u>

## PART II: DETAILED PLANNING

Please submit this PART of the template once you have defined the details of the transfer process. Note that similar to standards development/revision, the transfer process requires a Coordinator and Chair, a chamber-balanced Standards Development Group, a Consultative Forum, a Communications Plan and stakeholder consultation.

### 5. Workplan

Using the timetable provided in Number 3 above, please provide a detailed workplan of the tasks, activities and dates for the standards transfer.

You may submit a workplan using a different format as long as you include all the information in the below table. If you do so, then please attach your workplan to this template.

Task	Specific activities	Estimated start/end date
1 <sup>st</sup> IGIs-National Standard draft gap analysis	<ul style="list-style-type: none"> <li>• Gap analysis between IGIs(0.2)/NS (0.0)</li> <li>• IGIs (0.2) feasibility analysis</li> <li>• IGIs (0.2) defects identification</li> <li>• National draft (0.0) overs and shorts identification</li> </ul>	January-April 2013
Contact Asia rep	<ul style="list-style-type: none"> <li>• Asia Pacific IGIs Workshop</li> <li>• Contact Asia rep (email or skype)</li> </ul>	April 2013
The 1 <sup>st</sup> National Workshop	<ul style="list-style-type: none"> <li>• FSC Japan internal meetings for Gap Analysis (by board members)</li> <li>• The 1<sup>st</sup> National Workshop (Stakeholders meeting, technical experts meeting)</li> <li>• IGIs-National draft gap analysis</li> <li>• IGIs feasibility analysis</li> <li>• IGIs defects identification</li> <li>• National draft “overs and shorts“ identification</li> <li>• National standard draft development</li> </ul>	May-Aug 2013
2 <sup>nd</sup> IGIs-National Standard draft gap analysis	<ul style="list-style-type: none"> <li>• mock assessments (1 FMs)</li> <li>• feedback of mock assessment results</li> <li>• IGIs-National draft gap analysis</li> <li>• IGIs feasibility analysis</li> <li>• IGIs defects identification</li> <li>• National draft “overs and shorts“ identification</li> </ul>	Sep-Dec 2013

Task	Specific activities	Estimated start/end date
2 <sup>nd</sup> National Workshop	<ul style="list-style-type: none"> <li>• mock assessments (2 FMs)</li> <li>• feedback of mock assessment results</li> <li>• Revised national draft standards</li> <li>• 2<sup>nd</sup> National Workshop (Stakeholders meeting, technical experts meeting, consultation with Asia rep)</li> </ul>	Jan-June 2014
3 <sup>rd</sup> National Workshop	<ul style="list-style-type: none"> <li>• mock assessments (3 FMs)</li> <li>• feedback of mock assessment results</li> <li>• 2<sup>nd</sup> National Workshop (Stakeholders meeting, technical experts meeting, consultation with Asia rep)</li> <li>• Finalize national draft standards</li> </ul>	June-Oct 2014
Send to FSC for approval	<ul style="list-style-type: none"> <li>• Submit to FSC for approval</li> </ul>	Nov 2014

## 6. Funding and resources available, and/or potential sources of funding:

Resources needed	Source	Amount	Confirmed?
Fund	FM-CH	\$10,000	TBD
Fund	FSC-IC	\$13,000	TBD
Human Resource	CB FM-CH	Mock assessors Mock FMU provider	TBD

## 7. Coordinator and Chair

Please specify who will Coordinate and who will Chair the transfer process. These roles may be fulfilled by one or more people, and should be determined based on the needs of the Standards Development Group.

Please put on the top of this list the individual who is responsible for project oversight (the "Coordinator"). It is expected that this will also be the main contact for the FSC Policy and Standards Unit.

## 8. Standards Development Group

Given the nature of Forest Stewardship Standards in the FSC system, the Standards Development Group shall have three separate chambers representing social, environmental and economic interests, with a minimum of two representatives in each chamber, and equal number of people (or equal weighting) in each chamber. Decisions are made by consensus, defined as general agreement in favor of a proposal, plus the absence of a sustained objection to the proposal

8.1 Please provide the below information on the Standards Development Group. The resume should give brief details of their background and knowledge of the FSC system.

List of Chair, Coordinator and Standards Development Group					
Role	Name	Organization	Chamber	FSC International Member Status	Note
Chair	Shuhei Tomimura	Tomimura Environment Research Office	Economic (no vote)	Organizational Member	FSC Japan Board
Coordinator	Eishi Maezawa	E&T Conservation Co.,Ltd	Environmental (no vote)	Individual Member	FSC Japan Board
Standard Development Group					
	Masami Shiba, Dr.	Ryukyu Univ. professor	Social	Individual Member	FSC Japan Board
	Norihiko Shiraishi	Tokyo Univ. professor	Social	Non-Member	FSC Japan Board
	Daisuke Naito	Research Institute for Humanity and Nature	Social	Non-Member	FSC Japan Board
	Tohru Hayami	Hayami Forest (FM CH)	Economic	Organizational Member	FSC Japan Board (Vice Chair)
	Tohru Katsura, Dr.	Mitubishi Paper Mills Limited (CoC CH)	Economic	Individual Member	FSC Japan Board
	Taiichiro Ichise	Ichise Co.,Ltd (CoC CH)	Economic	Non-Member	FSC Japan Board
	Takehiko Ohta, Dr.	Tokyo Univ. professor emeritus	Environmental	Individual Member	FSC Japan Board (Chair)
	Junichi Mishiba (under negotiation)	FoE Japan	Environmental	Non-Member	
	Mutai Hashimoto	WWF Japan	Environmental	Organizational Member	

## 8.2 Please provide the working Language(s) of the Standards Development Group:

Japanese

## 9. Technical Experts

The Coordinator may appoint technical experts to participate in Standards Development Group discussions. These technical experts shall have voice in discussions but no formal role in its decision-making processes. Experts may also be needed to explore specific issues as they arise in deliberations by the Standards Development Group.

Please list below all the experts that will be included in the process. *Note: It is not expected that technical experts will be needed for a basic transfer of standards to the revised P&C.*

## 10. Consultative Forum

The Consultative Forum includes individuals and/or organizations reflecting the full range of stakeholders affected by the standard(s). This will differ depending on the national context and the type of transfer that will be undertaken. The following interests should be considered:

There should be evidence that these groups support the outcome of the process, such as signed letters from a senior representative of the organization.

It is essential that Non Government Organizations (NGOs) are engaged in the process where they exist, but this does not preclude relevant Government Organizations from contributing.

Please list the Consultative Forum on the below table. Some organizations may cover more than one interest, in which case note this on the table.

**FSC Japan has been developing National Standards since 2001, following FSC IC's instructions. Through over 23 public consultations together with 10 field tests incl Korea, we prepared Version 8 of the draft. Attached "List of stakeholders involved" covers all the stakeholders involved in drafting and public consultation which is equivalent to 9.Technical Experts and 10.Consultative Forum. In the transfer and further consultation process, the list will be updated.**



## **11. Communications Plan**

Please describe how you plan to ensure that stakeholder have access to information related to the transfer process, and how you plan to engage them in consultation. Note that the communications plan needs to be culturally appropriate, taking into account access to email, literacy, etc.

- **Open workshop**
- **Open public comment via website**
- **Survey**

## **12. Other elements of the transfer process under the responsibility of the Coordinator**

### **12.1 Complaints and disputes**

Complaints/disputes related to the content of the approved standard shall be responded to by the Coordinator, by providing an explanation of why a particular point of view was not incorporated into the final standard submitted for approval, and/or explaining how the point may be raised again in relation to future revisions of the standard.

Complaints/disputes related to procedural issues shall be responded to initially by the Coordinator. If the complainant is not satisfied with the explanation provided by the Coordinator, the complaint /dispute shall be addressed through the FSC Dispute Resolution process.

### **12.2 Record keeping**

The Coordinator is responsible for maintaining the following records:

- a) Approved proposal to transfer the standard;
- b) Names and affiliations of members of Standards Development Group and Consultative Forum, and of other stakeholders that were consulted on the standards during their transfer;
- c) Minutes of meetings held by the Standards Development Group;
- d) Copies of public draft standards circulated for comment;
- e) Copies of all comments received on public draft standards;
- f) Summary of comments received in response to each public draft, together with a general response to those comments;
- g) Copies of technical drafts;
- h) The Standards Development Group report and all comments received on the Standards Development Group report;
- i) A description of all departures from the specified procedures for standards development, and the actions taken in respect of those departures; and
- j) The decisions of the FSC Board of Directors, FSC Executive Director and Policy and Standards Unit in relation to the requirements of this standard