FSC TEMPLATE

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

FSC-TPT-60-007 (VERSION 2-1) EN

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

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Approved 15 August 2012
FSC Policy and Standards Unit

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**request general information related to the standards transfer process. ***Irrespective of when you plan to begin the standard 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 planfor 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

PART I: GENERAL INFORMATION

Please fill out this PART and submit it to FSC by 31 October 2012.

1.Background

Proposal to transfer the FSC Forest Stewardship Standard in [*Ghana***] to the revised P&C (V5-0).**

1.1 This proposal is submitted by:

Name: Dr.Ernest Asare Abeney
Position: Director, National Working Group on Forest Certification, Ghana
Address: P.O.Box UP 805, Kumasi
Telephone:+233 3220 63073
Email:eaabeney@yahoo.com / nwggghana@yahoo.com

1.2 Please state the name and position of the person who will manage the transfer process, if different from above:
Mr. Joseph William Osei, Chairman (National Working Group on Forest Certification, Ghana)

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):
Ghana Forest Management Certification Standard and Checklist**.** Version 5
Approved on 16th October, 2012 and made effective on 1st January 2013

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:**
For recently approved national standards
- Transfer of existing indicators to the revised P&C, as appropriate, plus adoption of the FSC IGIs to fill identified gaps.

Option A selected
Detailed Description of transfer

X Option B. Advanced Model:
For approved national standards in need of some specific revisions, identified through a review of the standard
- 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 exist but with limited scope, and where there is extensive experience in FSC certification
- Harmonization of existing CB Standards with any advanced draft national standardsor approved standards with limited scope(e.g. SLIMF only, plantations only, etc.) (Motion #25 GA 2011).

- 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.

Provisional Dates	NWG Ghana Development Schedule	**Activities for National Stakeholders**	**Suggested actions according to the option chosen**
Ending of February, 2013	First NWG Ghana meeting to launch process and work on Draft Zero	NWG members participation in meeting and discussions on how to engage FSC Ghana members and interested stakeholders in the development process	Consultation with FSC members and certificate holders in Ghana on standard transfer process and workplan
April, 2013	Submission of First Draft Standard to NWG and first review of first Draft Standard by NWG	• NWG members meeting to discuss document	
May, 2013	Second NWG meeting to prepare Draft 1.0 for public consultation	Development of standards	
July, 2013	Presentation of draft by technical team and review by NWG		Identify major gaps between existing approved Indicators and the revised P&C V5-0 using the FSC Transfer Matrix.
August – October2013	First formal Public Consultation period	• First set of national workshops for nationalstakeholders	NWG Consultation on Standard transfer with focus on major gaps

		• Work on filling gaps with draft national FSC standards. • NWG outreach to national-level stakeholders.	identified in the Transfer Matrix. NWG reports on National consultation by using the Transfer Matrix. The report shall include indentified gaps
November 2013	Second NWG Group meeting to review comments		
March-May, 2014	Second formal Public Consultation period	• National level consultative workshop with Forestry Commission,Wood industries,Trade union,FAWAG,GTA,GTMO	Conduct 2nd National Consultation and Workshop. SDG meet and report back to NWG on National consultation on Standards..
June,2014	Third NWG tech.meeting to develop final draft of the National standards for Board approval	• Final draft of the FSC standards are available after this meeting	
July, 2014	Approval of the National standard by the FSC Board	• Approved FSC National Standards are available	
August, 2014, with extensions as necessary	National and CB interim standards transferred to revised P&C	• Finalize standards transfer; send to FSC for approval • FSC to lead on transfer of CB interim standards to IGIs with adaptation as necessary.	Following approval of the IGIs, incorporation of approved IGI's with any permitted national/regional differences into a final version of the standard and submits to FSC for approval.

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

Estimated budget: USD35, 671.00
Funding sources: FSC, ICCO
Funding needs: As stated in the workplan

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. Work plan

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
First NWG meeting to launch process and work on draft Adoption of Stakeholder Strategy for the Standard Development Process	NWG Board to discuss and agree on Terms of Reference for the Standard Development process. Selects Standard Development Group/NWG Technical Committee, Coordinator and a Chair.	Ending of February, 2013
Submission of First Draft Standard to NWG and first review of first Draft Standard by NWG	Standard Development Group presents first draft standard NWG Board reviews first Draft standard and recommends next	April, 2013
Second NWG technical team meeting to prepare draft for public consultation	Inputs by stakeholders of the NWG. Gap analysis conducted by NWG Tech Committee	May, 2013
Presentation of second draft Standard by NWG Technical Committee and NWG review for Public Consultants	NWG Tech Committee presents draft standard for public consultation to NWG for review of draft for Public consultation	June-July,2013
First Formal public consultation	Two consultative workshops held for all stakeholders. Work on filling gaps with draft IGIs	August – October 2013
Second NWG meeting to review comments		November 2013
Second Public consultation of revised Draft Standard	Sharing of information with all stakeholders	December, 2013-February, 2014
Third NWG technical team meeting to develop final draft for Board approval	Final draft is available after this meeting	June,2014
Approval by FSC Board	Approved document is available	July, 2014
National Standards transferred to revised P&C		August, 2014, with extensions as necessary

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

Task	Resources needed/Expense Item	Source	Amount US$	Confirmed?
First NWG meeting to launch process and work on draft	15 Technical Experts transportation, accommodation & allowance Communication Materials Conference package (venue , lunch & snacks)	ICCO	2,308.00 103.00 103.00 269.00	Unconfirmed
Submission of first draft	15 Technical Experts transportation, accommodation & allowance Communication Materials Conference package (venue , lunch & snacks)	FSC	2,308.00 103.00 103.00 269.00	Unconfirmed
Second NWG technical team meeting to prepare draft for public consultation	7 Technical Experts transportation, accommodation & allowance Communication (telephone and e-mails) Materials Conference package (venue , lunch & snacks)	ICCO	1,077.00 103.00 103.00 126.00	Unconfirmed
Presentation of second draft Standard by NWG Technical Committee and NWG review for Public Consultants	15 Technical Experts transportation, accommodation & allowance Communication Materials Conference package (venue , lunch & snacks)	FSC	2,308.00 103.00 103.00 269.00	Unconfirmed
First Formal Public Consultation	**First set of national workshops for national stakeholders** Resource person Transportation, Accommodation and Honorarium 15 Technical Experts transportation,	FSC	308.00 2,308.00	Unconfirmed

	accommodation & allowance 15 stakeholders transportation Publication Communication (telephone and e-mails) Stationery Conference package (venue , lunch & snacks) **Work on filling gaps with draft national FSC standards.** Transportation, Accommodation and Honorarium for Consultant 15 Technical Experts transportation, accommodation & allowance Communication (telephone and e-mails) Stationery Conference package (venue , lunch & snacks)		1,538.00 256.00 103.00 154.00 556.00 410.00 2,308.00 103.00 103.00 287.00	
Second NWG meeting to review comments	Technical Experts /NWG Members transportation, accommodation and allowance Transportation, Accommodation and allowance for Consultant Communication for telephone calls and e-mails Stationery Conference package (venue , lunch & snacks)	FSC	2,308.00 410.00 103.00 103.00 287.00	Unconfirmed
Second Public consultation of revised Draft Standard	Resource person Transportation, Accommodation and Honorarium for Resource Person; Technical Experts transportation, accommodation & allowance	FSC	410.00 2,308.00	Unconfirmed

	Transportation for 15 other participants Communication (telephone and e-mails) Stationery Venue, snack and lunch for 16 persons		1,538.00 103.00 103.00 287.00	
Third NWG technical team meeting to develop final draft for Board approval	15 Technical Experts /NWG Members transportation, accommodation and allowance Transportation, Accommodation and allowance for Consultant Communication for telephone calls and e-mails Stationery Venue, snack and lunch for 16 persons	FSC	2,308.00 410.00 103.00 103.00 287.00	Unconfirmed
Meeting of NWG board to review and approve work done on national standard	Technical Experts /NWG Members transportation, accommodation and allowance Communication for telephone calls and e-mails	FSC	2,308.00 51.00	Unconfirmed
National standard transferred to revised P&C	Communication for telephone calls and e-mails Funds for Printing of standard Distribution of standard to stakeholders (transportation and postage)	FSC	103.00 3,077.00 769.00	Unconfirmed
Total			**35,671.00**	

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.

Name	Role	Contact
Mr. Joseph William Osei	Chair	jwosei@gmail.com
Dr.ErnestAsareAbeney	Coordinator	eaabeney@yahoo.com/nwgghana@yahoo.com

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.

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Environmental	Economic	Social
1) Name: MustaphaSeidu	**1) Name:** Ernest Asare Abeney	**1) Name:** Benjamin Kwame Sam
Organization: WWF	**Organization:** National Working Group on Forest Certification-Ghana	**Organization:** Timber and Wood workers Union of the Trade Union Congress
Resume: Director,WWF-WAFPO,Ghana Member,NWG	**Resume:**Lecturer, Forestry Department,Kwame Nkrumah Univ. of Sci&Tech Director,NWG	**Resume:** In charge of Labour rights issues
2) Name: Tabi Agyarko	**2) Name:**Joseph William Osei	**2) Name:** Nana Ansah Adu Baah
Organization: Ministry of Lands Forestry and Mines, Ghana	**Organization:** Rainforest Alliance	**Organization:** Yamfo Traditional Area

Environmental	Economic	Social
Resume: Planning Officer	**Resume:** Regional Manager, Africa-Rainforest Alliance Chairman,NWG	**Resume:** Chief/Landowner

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

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.*

Name	Expertise	List of documents (ToR, work plan, documents produced)
Dr. E.A.Abeney	Education/Logging and Harvesting	
J.G.K.Owusu	Policy, Legislation and Documentation	
Emmanuel Amoah Boakye	GIS Analyst	
Joseph William Osei	Auditing, Drafting and field testing	
Mustapha Seidu	Forest Auditing	

10. Consultative Forum

The Consultative Forum includes individuals and/or organizations reflecting the full range of stakeholders affected by the standard(s) under development.

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

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.

Interest	Organization/Individual	Contact details	Evidence of support for the process?
a) Economic interests of:			
Owners/managers of large and medium sized forests	Forest Services Division	FSD Bekwai	FSC Ghana Workshop participation
Owners/managers of small forests	Forest Services Division	FSD Juaso	FSC Ghana Workshop participation
Owners/managers of operations where there is a low intensity of timber harvesting	Logs Court Ltd	Kumasi	
Forest contractors	Carpo Ltd,Logs Court,PNIL	Juaso	FSC Ghana Workshop participation
Timber producers associations	GhanaTimber Association, GTMO, FAWAG	Adum,Kumasi	FLEGT
b) Social interests of:			
Forest workers	TWU of the TUC, Logs &Lumber Ltd,Bondplex&AG	Asokwa,Kumasi	Pursuing Forest Certification
Indigenous Peoples	**N/A**		
Local communities	Kofigyaeme, Gromesa, Bobiri, Adwafo	Bekwai Forest District +233 248628532	SRA benefits
Forest recreation	Bobiri Forest Reserve.FORIG	The Director,FORIG,Kumasi	Sustainable ecoutourism
Consumers	General Public		Introduction of procurement policy
c) Environmental interests relating to:			
Biological diversity	WWF	Legon,Accra	Promoting Forest Certification thru the GFTN

Interest	Organization/Individual	Contact details	Evidence of support for the process?
Water	EPA, IWMI, Friends of Rivers and Waterbodies	Ahodwo,Kumasi	Water quality control
Soils	Crop,Soil and Forest Research Institute of Ghana	Fumesua,Kumasi	Promote sustainable use of Land and Soil Resources
Ecosystems and Landscapes	FRNR,KNUST Dr. Victor Barnes	FRNR,KNUST-Kumasi	Fire and Landscape protection

11. Communications Plan

In order to engage stakeholders fully in the standard transfer process, various communication channels will be adopted. They shall include information display on the WG Website, Email circulation, Public fora and the news media. Feb 2013 to Aug 2014

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 (7 days)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. (7 days) 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