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 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

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 [*provide the name of your country/region here***] to the revised P&C (V5-0).**

1.1 This proposal is submitted by:

Name: FSC-PNG Standards Development Group (registered as PNG-FC Inc)
Position: Standards Development Group
Address: PO Box UPNG, Port Moresby, Papua New Guinea
Telephone: 00675 71063196
Email: peter.c.dam@gmail.com

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

Peter Dam (Coordinator FSC-PNG

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):

FSC National Forest Management Standards for PNG Version 1.1 May 2009

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.

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 standards or 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	IGI Development Schedule	Activities for regional representatives, network partners/SDGs	Suggested actions according to the option chosen
10-14 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	
mid August 2012 – mid September 2012	Results of first IGI Group meeting available (Draft 0.2)	• Outreach to Network Partners/SDGs to share results of first IGI meeting and gather input for second meeting • Network Partners/SDGs conduct gap analysis and assess feasibility of IGIs for their standards.	
3-5 October	Second IGI Group meeting to prepare Draft 1.0 for public consultation	Regional representatives share input provided by Network Partners/SDGs	
November 2012	IGI Group to work on Draft 1.0	• Plan regional workshops	
Nov 2012 – Jan 2013	First formal Public Consultation period	• First set of regional workshops for regional representatives, Network Partners/SDGs, FSC staff • Work on filling gaps with draft IGIs • Input gathered for the next draft	PNG NS Technical Committee identifies the major gaps between existing PNG NS and the revised P&C V5-0 using the FSC Transfer Matrix.

		of the IGIs based on above bullet • Network Partners/SDGs do outreach to national-level stakeholders • 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	National Certification Workshop in Feb 2013 and 60 days wider stakeholder consultation period finishing before end of March 2013 on IGIs to focus on major gaps identified in the Transfer Matrix. 1st week of March 2013 PNG NS Technical Committee meets and reports back to IGI Working Group on National consultation on IGIs, by using the Transfer Matrix. PNG NS Technical Committee sends draft PNG NS with identified gaps to PSU.
12-15 March 2013	Third IGI Group meeting to review comments		
End march-end April 2013	Results of second IGI Group meeting available	Outreach to Network Partners/SDGs to share results of second meeting and gather input for next draft of the IGIs	
May – July 2013	Second formal Public Consultation period	• Second regional workshop in each region • Continued work at national-level on tracking IGIs in the standards and consultation ○ 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	2nd wider stakeholder consultation. PNG NS Technical Committee meets and report back to IGI Working Group on results National consultation on IGIs.
Sept/Nov 2013	Third IGI Group meeting to develop final draft of the IGIs for Board approval	Final draft of the IGIs are available after this meeting	PNG NS Technical Committee meets to incorporate final draft IGI's into draft revised PNG NS.
March 2014	Approval of the IGIs by the FSC Board	Approved IGIs are available	PNG NS Technical Committee meets to incorporate approved IGI's into draft revised PNG NS
Dec 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.	PNG Technical Committee submits final version of the revised PNG NS to FSC for approval.

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

SEE DETAILED PLANNING

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
Gap analysis revised FSC P&C and PNG NS	PNG NS Technical Committee meets & identifies the major gaps between existing PNG NS and the revised P&C V5-0 using the FSC Transfer Matrix	Jan 2013
Consult wider stakeholders on 1st draft IGI's	Circulate draft IGI's to wider stakeholders with explanatory letter and timeframe overall PNG NS revision process	Jan-Feb 2013
Inform wider stakeholders of PNG NS revision process	National Certification Workshop in Feb 2013 60 days wider stakeholder consultation period finishing before end of March 2013 on IGIs to focus on major gaps identified in the Transfer Matrix	Feb 2013
1st PNG NS Technical Committee meeting	PNG NS Technical Committee meets to discuss results national consultation on IGIs & to incorporate results into 1st draft revised PNG NS	1st week of March 2013
Submission report national consultation on 1st draft IGI's	PNG NS Technical Committee reports back to IGI Working Group on results national consultation on IGIs, by using the Transfer Matrix	1st week of March 2013
Submission 1st draft revised PNG NS	PNG NS Technical Committee sends 1st draft revised PNG NS with identified gaps to PSU.	1st week of March 2013
Feed back from PSU	FSC PSU sends timely feed back on 1st draft revised PNG NS to PNG NS Technical Committee	Apr –May 2013
Consult wider stakeholders on 2nd draft IGI's	Wider stakeholder consultation on 2nd draft IGI's	May-Jul 2013
2nd PNG NS Technical Committee meeting	PNG NS Technical Committee meets to discuss results wider stakeholder consultation 2nd draft IGI's	Jul 2013

Task	Specific activities	Estimated start/end date
Submission report national consultation on 2nd draft IGI's	PNG NS Technical Committee submits report to IGI Working Group on national consultation 2nd draft IGI's	Jul 2013
3rd PNG NS Technical Committee meeting	PNG NS Technical Committee meets to incorporate final draft IGI's into 2nd draft revised PNG NS	Oct 2013
Submission 2nd draft revised PNG NS	PNG NS Technical Committee sends 2nd draft revised PNG NS to PSU	Oct 2013
Consult wider stakeholders on 2nd draft revised PNG NS	Wider stakeholder consultation on 2nd draft revised PNG NS	Oct-Dec 2013
Field testing 2nd draft revised PNG NS	PNG TC NC Coordinator to organize public field tests at 2 operations	Oct - Feb 2013
Feed back from PSU	FSC PSU sends timely feed back on 2nd draft revised PNG NS to PNG NS Technical Committee	Nov-Dec 2013
4th PNG NS Technical Committee meeting	PNG NS Technical Committee meets to incorporate results field tests and approved IGI's into 3rd draft revised PNG NS	Mar 2014
Consult wider stakeholders on 3rd draft revised PNG NS	Wider stakeholder consultation on 3rd draft revised PNG NS	Apr-May 2014
5th PNG NS Technical Committee meeting	PNG NS Technical Committee meets to discuss & incorporate results wider stakeholder consultation into 4th draft revised PNG NS	Jun 2014
Field testing 4th draft revised PNG NS	PNG TC NC Coordinator to organize public field tests at 2 operations	Jul - Sep 2014
6th PNG NS Technical Committee meeting	PNG NS Technical Committee meets to incorporate results field tests into final draft revised PNG NS	Oct 2014
Drafting revision process report	PNG NS TC Coordinator to compile process report on revision PNG NS	Nov 2014
Submission Final version revised PNG NS & revision process report	PNG Technical Committee submits final version of the revised PNG NS to FSC for approval together with the revision process report	Dec 2014

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

Activities	Type of costs	Amount needed	Source	Confirmed?
6 PNG NS Technical Committee meetings	Meeting costs	PGK15,000 per meeting, total PGK 90,000	EED	YES
National Certification Workshop	Meeting costs	PGK50,000	EED/TNC	YES
3x wider stakeholder consultation	Communication costs	PGK3,000	EED	YES
2x 2 field test draft revised PNG NS	Travel costs	PGK 5,000 per test, total PGK 20,000	EED	YES
30 days PNG NS Technical Committee Coordinator	Consultancy fees	PGK 24,000	EED	YES
Overall logistic support FSC-PNG (SGD) National Coordinator	Overhead costs	PGK 10,000	EED	YES

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
Peter Dam	PNG NS Technical Committee Coordinator (& chairperson meetings)	peter.c.dam@gmail.com
		00675 71063196 / 76722614

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

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Name	Organisation	Resume
Economic Chamber		
Goodwill Amos	PNG Forest Authority	Forester, Manager Climate change section PNGFA, involved in orginal NS development & FSC-PNG strategic planning workshop, long term supporter of FSC within PNGFA
Francis Yendkao	Open Bay Timber (OBT)	Forester, Assistant General Manager. OBT a large scale plantation company, has both FSC CW as well as FSC FM certification
George Damien	Consultant	Forester, Certification Forester with EU-IRECDP for their FSC Group Certificate (1998-2003), involved in NS development. Since 2003 consultant for Woodmark and SCS, trained by them in FSC auditing/surveillance
Lindsay Sau	Cloudy Bay	Forester with >15 years experience in both small and large scale FSC certified operations. Certification Officer for Cloudy Bay, the first large scale natural forest operation to go for full FSC FM certification, currently FSC CW certified, main FM assessment exp early 2013
Environmental		
James Sabi	Department of Environment & Conservation	Involved in original NS development and HCVF Toolkit for PNG development
Ted Mamu	WWF-PNG	Field biologist, conservation & sustainable forestry expert. Coordinator HCVF Toolkit for PNG development
Mary Theresa Boni	PNG Eco-Forestry Forum	Senior Environmental Lawyer
Sam Moko	Greenpeace	Forest Campaigner, field coordinator Lake Murray eco-forestry initiative, working to meet FSC requirements
Social		
Cosmas Makamet	Forest Management &Product Certification Service (FORCERT)	Environmental Scientist, Manager FORCERT, group certificate holder of FSC FM and COC group certificate and Fair Trade certificate (WFTO), in prepration for FSC CW and for VCS certification
John Paska	PNG Trade Union Congress	General Secretary
Rosa Koian	Bismarck Ramu Group (BRG)	Community strengthening & capacity building
Rep to be determined (Female)	PNG Council of Churches	

8.2 Working Language(s) of the Standards Development Group:

Discussion & communication languages: English and PNG Pdigin English
Reporting language: 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)
To be determined by FSC-PNG (SDG) National Working Group and PNG NS Technical Committee as the need arises		

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 group	Organisation /individual	Contact details	Evidence of support of process
a) Economic interests of:			
Owners/managers of large and medium sized forests	SBLC (plantation & natural forest)	To be updated	FSC CW certified

	Innovision (natural forest)	Mr. Oscar Mamalai	Renewed interested to try FSC certification
Owners/managers of small & low intensity managed forests	Bangapala	Job Sailas, Manager	FPCD group member
	Bairaman Business Group Mareka Business Group	Jacob Samo, Chairman Paul Aogai, Manager	FORCERT FSC FM group certificate members
Timber producers Associations	Forest Industry Association	Bob Tate / Gabriel Samol	Considering membership TC / FSC certified members
Government	Kanawi Pouru, Managing Director, PNG Forest Authority Dr Ruth Turia, Director Policy & Planning	kpouru@pngfa.gov.pg rturia@pngfa.gov.pg	Part of HCVF Toolkit development group Part of original NS development group
Timber buyers			
	Ditib Eco-Timbers	Sed Arey, Managing Director	FSC certified group CoC member FORCERT
	PNG Furniture Export	To be updated	Former FSC CW certified
Certifiers & consultants	Rainforest Alliance / Smartwood	Christian Sloth csloth@ra.org	Audited first medium scale operation in PNG
	Soil Association / Woodmark	Emily Blackwell / Hamish Crawford	
	SCS	Robert Hrubes	
	SGS Qualifor	Gerrit Marrais	
b) Social interests of:			
Forest workers	Union of Forest Workers	To be updated	Trade Union Congress part of TC

Forest owning communities & communities with user rights	Lake Murray Resource Owners Association	Sep Galeva, Chairman sep.galeva@gmail.com	Undergoing preparatory work for certification
	Uya Community, Rai Coast District, Madang Province	Gideon Sioba (councelor) C/- FPCD Inc, PH: 852 3563	User rights of certified forest area
	Tavolo Community	Peter Kikele, Village Councilor	In preparation for FSC certification
	Arabam Community	Nick Urban, Village Councilor	In preparation for FSC certification
Local community members	United Church of PNG	Moderator of the United Church, Rev. Samson Lowa slowa@datec.net.pg	May have to approach more individual denominations
c) Environmental interests relating to:			
Biological diversity, ecosystems & landscapes	Roy Banka	LEAF project PNG	Part of HCVF Toolkit for PNG development
	Kenn Mondiai, Chairperson PNG Eco-Forestry Forum	kmondiai@pwmpng.org.pg	Ex-member of NWG and original NS development group
	Grant Rosoman, Greenpeace	Grant.rosoman@au.greenpeace.org	Part of original NS development group
	Tim King	tim.king@wilderness.org.au	Part of original NS development group
Research	Henry Scheyvens,	Institute of Global Environmental Strategies scheyvens@iges.or.jp	Followed development of FSC in PNG & researched various certification groups and systems in PNG
	Forova Oavika	Forest Research Institute	Part original NS development group and FSC-PNG National Working Group member

	Research & Conservation Society	Goroka	Part of HCVF working group
	Wildlife Management Society	Arison Arifa PO Box … Goroka aarifa@wcs.org	Part of HCVF woring group
Government	DEC	Carmel Jonduo Policy and Planning Division PH: 325 1045 cjonduo@dec.gov.pg Barnabas Wilmot Manager Wildlife Enforcement bwilmot@dec.gov.pg	Participated at the PNGFC Inc strategic planning meeting
	Office of Climate Change & Development	Joe Pokana jpokana@occd.gov.pg Gwen Sissio gsissiou@oocd.gov.pg	Indicated interest to use FSC certification as basis of all REDD+ work in PNG

NB: This consultative forum list will be further updated and expanded and finalized at the first PNG NS Technical Committee meeting.

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.

- Public announcement at start of PNG NS revision process
- Announcement of revision process at National Certification Workshop
- 2x wider stakeholder consultation on draft IGI's
- 2x wider stakeholder consultation on draft versions revised PNG NS with communications by email and/or letter to all identified Consultative Forum members
- Also all these wider stakeholder consultations will bepublicly announced in the national newspaper and on national and provincial radiostations with all stakeholders encouraged to comment.
- Observers are allowed to attend any of the meetings of the PNG NS Technical Committee and the field tests of the draft revised PNG NS

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