FSC TEMPLATE

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

FSC-TPT-60-006 (VERSION 2-0) EN

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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** 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

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 South Africa to the revised P&C (V5-0).

1.1 This proposal is submitted by:

Name: Dr John Scotcher
Position: FSC South Africa National Representative
Address: PO Box 20109, Howick 3290, South Africa
Telephone: +27 (0)33 3302330
Email: j.scotcher@za.fsc.org

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

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): ***South African FSC Standard (currently with the FSC for consideration)***

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.

X 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*: Nil*

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**
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	*Note: There is no African Representative, so SA will provide comments directly to the IGI Group*
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	
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 of the IGIs based on above bullet • Network Partners/SDGs do outreach to national-level stakeholders	• **Advise SDG and stakeholders of the IGI process, its objectives and target dates** • **Distribute the draft 1.0 to the SDG** • **Set up meeting with the SDG and consultant to initiate**

		• 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	**gap analysis** • **Gap analysis undertaken by consultant** • **Attend regional workshop in South Africa and work on filling gaps with draft IGIs** • **Consult with national level stakeholders regarding the transfer of SA FSC standard to new P&Cs and draft indicators**
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	• **Liaise with the IGI Group regarding 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	• **Attend the second regional workshop in South Africa** • **Final stakeholder consultation process**
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	• **Finalize the indicators and verifiers for SDG approval**
March 2014	Approval of the IGIs by the FSC Board	Approved IGIs are available	• **Check SA indicators against approved IGIs**
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.	• **SA National Standard incorporating new P&Cs and IGIs submitted to FSC Policy Manager for National Standards**

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

1. ***Application will be made to the FSC Strategic Development Fund for sufficient funds to support the first and second transfer of the SA standard to the new P&Cs and IGIs.***
2. ***Estimated budget (based on a previous example) is ZAR 75000.00 (approximately EUR 75000).***

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
Advise SDG and stakeholders of the IGI process, its objectives and target dates	• *Email SDG members with relevant details* • *Finalize stakeholder list and advise the relevant details via email or other means*	*15 November through to 15 December 2012*
Distribute Draft 1.0 of IGIs	• *Distribution limited to SDG and consultant at this stage*	*15 November 2012*
Set up meeting with SDG and consultant	• *Finalize date of meeting with SDG which must be held by 15 January 2013*	*15 January 2013*
Hold meeting with SDG and consultant	• *Develop detailed work plan with the consultant to complete gap analysis*	*Complete draft gap analysis by 30 January 2013*
Attend first SA Regional workshop	• *Provide information to IGI Group*	*January/February 2013?*
Distribute first SA draft to stakeholders for comment	• *Email all stakeholders and request feedback on the draft* • *Undertake pilot field testing of draft and amend where necessary*	*1 February 2013 to 31 March 2013*
Provide feedback to IGI group on draft standard and field testing	• *Detailed interaction with the IGI Group*	*1 April to 30 April 2013*
Attend second SA regional IGI workshop	• *Provide information to IGI Group*	*1 May to 31 August 2013*
Hold final stakeholder meeting	• *Present draft SA FSC standard that reflects the new P&Cs, revised indicators and verifiers* • *Obtain support for the standard*	*1 July to 31 August 2013*

Task	Specific activities	Estimated start/end date
Finalize the draft Indicators and verifiers for SDG approval	• *Distribute to SDG for final approval* • *If necessary, hold a final meeting*	*1 September 2013 to 31 January 2014*
Check SA indicators against final Board approved indicators	• *SA SDG to fine tune the indicators, if necessary*	*Complete by 30 April 2014*
Submit to FSC Policy Manager for National Standards	• *Submit via email and advise SDG and stakeholders of the final submission*	*Complete by 30 May 2014*

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

Resources needed	Source	Amount	Confirmed?
Appointment of Forestry Solutions (Pty) Ltd to undertake the gap analysis and further development of the indicators for the SA FSC standard	*FSC Strategic Development Fund*	*EUR 75500.00 (to be confirmed)*	*No. Application to be lodged*

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
Dr John Scotcher	*Coordinator*	***j.scotcher@za.fsc.org***

Name	Role	Contact
Dr Michal Brink	*Chair*	***michal@forestrysolutions.net***

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: Mr. Chris Galliers	**1) Name: Dr David Everard**	**1) Name: Dr Cathy Sutherland**
Organization: Wildlife and Environment Society of South Africa	**Organization: Sappi Forests**	**Organization: University of Kwa-Zulu Natal**
Resume: Member of the SDG for two years; ex-game ranger, serves on various environmental committees; excellent working knowledge of environmental laws and environmental impact assessments; biodiversity expert	**Resume: Council for Scientific and Industrial Research; CIFOR; Environmental Manager Sappi Forests; worked in central Africa on woodlands and forests; maintains the FSC system in Sappi Forests; member of the SDG for six years**	**Resume: Department of Geographical and Environmental Sciences, Associate Professor; has done research on the social impacts of plantation forestry in SA**
2) Name: Mr. Brent Corcoran	**2) Name: Mr. Chris Burchmore**	**2) Name: Ms. Jeanette Clarke**
Organization: WWF-South Africa	**Organization: Mondi Forests**	**Organization: Private Consultant**

Environmental	Economic	Social
Resume: Member of the SDG for two years; Maloti-Drakensberg Transfrontier Park Programme; biodiversity expert; WWF-SA staff for 5 years;	**Resume: Member of the SDG for six years; environmental manager Mondi Forests; SGS forestry auditor**	**Resume: Freelance FSC social auditor; extensive experience on social issues related to forestry; undertakes surveys for the government forestry authority on labour rights and working conditions**

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)
NO technical experts will be necessary.		

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:

Environmental	Economic	Social
Biological diversity	Owners/managers of large and medium sized forests	Forest workers
Water	Owners/managers of small and low intensity forests	Indigenous Peoples
Soils	Forest contractors	Local communities
Ecosystems and Landscapes	Timber producer associations	Forest recreation groups

HCVs	Owners/managers of different forest types	Consumers

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.

Interest represented	**Name / Organization**	**Contact details**	**Evidence of support for the process?**
Government Forestry	*Department of Forestry, Pretoria*	*Johan Bester*	*Yes*
Biodiversity, Ecosystems and landscapes, HCVs	*Wildlife and Environment Society of South Africa* *WWF-SA*	*Mark Ward* *Dr Deon Nel*	*Yes* *Yes*
Water	*Department of Water Affairs*	*Naomi Fourie* *Xolani Hadebe*	*Yes*
Owners/managers of large/medium/small sized forests and small and low intensity forests	*Forestry South Africa*	*Michael Peter*	*Yes*
Forest Workers	*Department of Labour*		*Yes*
Forest Contractors	*Forest Contractors Association*		*Yes*
Communities	*Department of Land Affairs*		
Timber producer associations	*PAMSA*	*Jane Molony*	*Yes*
Forest Research	*ICFR* *FESA* *FABI*	*Professor Colin Dyer* *Glynn Hogg* *Professor Mike Wingfield*	*Yes* *Yes* *Yes*
Certificate Holders	*As per FSC website*	*Various*	*Yes*

Interest represented	Name / Organization	Contact details	Evidence of support for the process?

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.

1. *Email communication will be the most effective and will reach all those stakeholders who have an interest in forest certification. This method proved the most valuable when SA conducted a stakeholder consultation process for the development of the SA FSC standard. This stakeholder list will be revised and updated and used as the primary source of contact with interested stakeholders*
2. *We will reserve the right to develop a communications plan to engage communities, forest workers and any other stakeholder who does not have means to electronic communication, once we have reviewed the new IGIs and undertaken the gap analysis. This will determine the extent of engagement that may be necessary to involve these stakeholders. As we envision that the review is likely to clarify the language used, avoid ambiguity and un-auditable indicators, split criteria covering multiple issues and strengthen requirements, we see only positive impacts emerging. In this case, we would deem it unnecessary to engage with stakeholders who can only benefit from the review and transfer. This decision will not be taken lightly and will need to be carefully considered by the SDG.*

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