



Forest Stewardship Council®



ES Technical Working Group

Terms of Reference and Operating Rules

September 2015

WORKING GROUP SUMMARY

Type of Working Group: Technical Working Group

of WG members: 5-6

of Technical Experts: 1-2

Coordinator: Rosario Galán

Working language English

PROJECT SUMMARY

Project Title: Demonstrating the Impact of Forest Stewardship on Ecosystem Services (FSC-PRO-30-002)

Project Manager: Rosario Galán

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PROJECT INFORMATION

1 Background of the Project

The *FSC Principles and Criteria* (FSC-STD-01-001 V5-1) cover, among others, “the production of ... ecosystem services (ES)”. Principle 6 requires the maintenance, conservation and/or restoration of ecosystem services and Criterion 5.1 requires the forest management organization to “identify, produce, or enable the production of, diversified benefits and/or products, based on the range of resources and ecosystem services existing in the Management Unit”.

For those forest management organizations wishing to use FSC certification to gain improved market access for ecosystem service payments, new tools are being developed (see the FSC Ecosystem Services Strategy). The *International Generic Indicators* (IGI; FSC-STD-60-004) create the opportunity for organizations to meet additional requirements in support of FSC promotional claims to facilitate improved market access to ecosystem service payments:

“5.1.3 When The Organization makes FSC promotional claims regarding the maintenance and/or enhancement of ecosystem services, Annex C is followed regarding additional requirements.”

Annex C (Additional Requirements for Ecosystem Services) of the IGI introduces a new normative document, the FSC procedure for *Demonstrating the Impact of Forest Stewardship on Ecosystem Services* (ES Procedure; FSC-PRO-30-002): “The ES Procedure describes requirements for evaluating the outcomes and impacts of activities to maintain and/or enhance the provision of ecosystem services. The ES Procedure also describes how the results of impact evaluation shall be used as the basis for FSC promotional claims that the Organization may make for the provision of ecosystem services, according to FSC’s applicable trademark requirements.”

Methodologies for evaluating the impacts of forest management on specific ecosystem services at the forest management unit level do not currently exist within the body of FSC requirements and guidance. These methodologies, to be included in the ES Procedure, will enable verification of ES impacts, which is required to ensure consistency and credibility of FSC promotional claims related to ecosystem services certification. The ES Procedure is one of the measures put in place to “ensure protection and integrity of the FSC brand” based on risks identified “with respect to claims made and rewards received for the provision of ecosystem services” (Motion 10, FSC 2011 General Assembly).

2 Set up of the project

In the context of this project, FSC will establish a **Technical Working Group (TWG)** to deliver on the tasks and responsibilities outlined in these Terms of Reference (ToR).

In addition, the following bodies are involved in the project, established in line with FSC-PRO-01-001 V3-0 (An organogram is provided in **Annex 3**):

A **Project Manager and Coordinator**, appointed by the Policy Director, to:

- manage the project;
- coordinate the TWG and the Consultative Forum;
- ensure that the TWG operates responsibly and in accordance with its Terms of Reference and applicable procedures;
- appoint the Steering Committee meetings and update its members regularly;
- coordinate with other FSC staff and Programs related to the project;
- manage the communications.

A **Project Supervisor**, to provide, together with the FSC Policy Director, support and advice to the Coordinator, and liaise with the Policy and Standards Committee and the FSC Board of Directors.

A **Steering Committee** (composed of the FSC Director General (Kim Carstensen), the Policy Director (Achim Droste), the Coordinator (Rosario Galán) and the Ecosystem Services Program Manager (Chris Henschel)) which provides oversight on all phases of the process until the final decision by the FSC Board of Directors. The Quality and Assurance Unit Director (Stefan Salvador) will join the Committee as an observer.

A **Consultative Forum** is a self-selecting group of interested/affected members, Certificate Holders, Certification Bodies and other stakeholders interested in providing ongoing, direct and meaningful input into the process.

Technical Experts, experienced specialists in Impact Evaluation, Ecosystem Services and their markets, invited to provide input and/or participate in the Technical Working Group discussions as resource persons.

A **Drafter/Writer**, to draft the Procedure with the input from the Technical Experts and the Technical Working Group.

A **Facilitator**, to support the Technical Working Group in running successful conference calls and face to face meetings.

WORKING GROUP INFORMATION

3 Objective

The Technical Working Group (TWG) is expected to **advise and provide content-related input to the development of the procedure *Demonstrating the Impact of Forest Stewardship on Ecosystem Services*** (FSC-PRO-30-002).

4 Tasks and responsibilities of the Technical Working Group

The members of the TWG will work together throughout the process, discussing issues and interacting with each other as a group in and outside of meetings as necessary and/or required by the Coordinator.

In particular, the members of the TWG shall:

- Agree on a Chairperson for the Technical Working Group;

- Provide detailed input to the development of draft versions of the Procedure in accordance with this Terms of Reference;
- Ensure that all members of the Technical Working Group have the opportunity to express their opinions and concerns;
- Seek and consider advice on all aspects of the development from the FSC Global Network, FSC Board of Directors, FSC accredited Certification Bodies, Consultative Forum members, FSC Certificate Holders, other FSC stakeholders, FSC staff and/or relevant Technical Experts;
- Participating in stakeholder outreach and information-sharing forums, as needed;
- Review and consider comments received in the public consultation round(s);
- Attend all conference calls and face to face meetings of the development process;
- Recommend when a draft is ready for public consultation;
- Recommend when the final draft is ready to be sent for decision making by the FSC Board of Directors.

5 Selection of Technical Working Group members

A call for expressions of interest (supported by CVs) will be launched to the public for identifying the candidates of the Technical Working Group.

Members of the Technical Working Group will be selected by the Steering Committee according to the following criteria:

- 1) Ability to provide specific technical input on:
 - a. Impact Evaluation, especially on the impact that forest management activities can have on Ecosystem Services (mainly biodiversity, carbon, water, soil and recreational services) and High Conservation Values.
- 2) Ability to provide specific technical input on one of the following:
 - a. Ecosystem Services (mainly biodiversity, carbon, water, soil and recreational services). Their management, calculation of their monetary value, benefits for stakeholders, etc.;
 - b. High Conservation Values. Their management and monitoring under FSC certification;
 - c. Payment for ecosystem services (PES) and ecosystem services markets;
 - d. Smallholders, non-timber forest products, communities and Indigenous Peoples in forest management certification;
- 3) Up-to-date knowledge and experience of FSC's systems and procedures; or, up-to-date knowledge and experience of the systems and procedures of external Ecosystem Services certification schemes;

- 4) Understanding of the potential impact of the Procedure on affected stakeholders;
- 5) Understanding of and support for FSC's mission and vision;
- 6) Desire to seek and reach consensus on controversial issues;
- 7) Ability to review and comment on documents submitted in English;
- 8) Track record on successful working groups is an asset;
- 9) Availability to actively participate in the development process until approval of the Procedure;
- 10) Gender balance and balance of geographical regions, where possible.

Applicants, who do not get chosen, may apply to participate in the Consultative Forum.

6 Structure and Accountabilities

The TWG consists of 5-6 members.

The term of TWG members ends with the submission of the final draft for decision making.

Appointed TWG members are expected to adhere to the rules and regulations of this ToR and are expected to donate sufficient time to thoroughly fulfil their duties.

Appointed TWG members shall sign a service and confidentiality agreement with FSC upon appointment.

The TWG is accountable to FSC. TWG members may be asked to leave the group by the Steering Committee if they are not fulfilling their duties properly.

7 Work plan and time commitment

The TWG will be established after the approval of this ToR. The expected start-date for the Technical Working Group is October 2015, with a targeted completion by June 2017.

An estimated time table is provided in **Annex 2**. The timetable and the detailed work plan will be updated as necessary.

The TWG will conduct most of its work via e-mail or similar means of electronic communication (e.g. Go-to meeting conference), and through one-on-one calls with the Coordinator when required. Three face-to-face meetings are envisaged: A kick-off meeting, a meeting to finalize the first draft and a meeting after the first public consultation to review the comments and to revise the draft. Optionally, there may be a fourth face-to-face meeting after the second public consultation.

8 Expenses and Remuneration

FSC is an international not-for-profit membership organization with limited funding. Participation in the TWG takes place on a voluntary non-paid basis.

If required, FSC covers reasonable travel and accommodation expenses related to the workplan upon submission of the respective invoices and receipts, and if expenses are agreed upon in advance.

9 Confidentiality and conflict of interest

Technical Working Group members as well as any experts shall sign a confidentiality and non-disclosure agreement with FSC upon appointment.

Per default, non-attributable content of discussions and papers prepared by or presented to the TWG is not considered confidential, unless otherwise specified.

The TWG operates according to Chatham House Rules. So, while members of the TWG have full authority to share the non-confidential substance of discussions and papers, they shall not report or attribute neither the comments of individuals nor their affiliations outside of meetings, whether conducted face to face or virtual. Members are expected to declare any conflicts of interest, where they arise. This will cause the person(s) to be excused from the discussion and to abstain from participating in decision-making.

10. Language

The working language of the TWG is English.

All drafts for public consultation, as well as other documents, as requested and as possible, should be translated into Spanish. Documents may also be translated into other languages if requested by the Technical Working Group and depending on resource availability.

OPERATING RULES

11 Deliberations and Decision Making

In order for the TWG to meet and deliberate, there must be quorum, defined as a minimum of 3-4 TWG members. The Coordinator will strive to select meeting dates and venues that allow for full participation of all Technical Working Group members.

NOTE: a neutral facilitator may be appointed for each working group meeting to support the Technical Working Group in running a successful meeting.

All TWG members must participate in each point of decision-making. If member(s) are not present for a decision, then a provisional decision may be made, subject to participation by the absent member(s). Quorum is required for any provisional decisions, and full member participation is preferred.

The TWG shall strive and make every effort possible to take decisions by consensus (see Glossary).

If consensus cannot be achieved, outstanding concerns shall be documented and presented to the FSC Board of Directors in the final report that accompanies the document presented for decision.

The Coordinator, FSC Staff, Steering Committee members, liaison persons and any other supportive personnel shall not participate in any decision-making.

If the TWG is not able to agree on a final draft within six (6) months after the final round of public consultation, the Steering Committee shall take a decision on how to move forward with the process.

12 Effective TWG meetings

- Established solid foundation at the start (objectives, roles, timetable, etc.).
- Agreed meeting protocols.
- Detailed agendas provided before and at meetings; meeting materials provided well in advance of meetings whenever possible to ensure that members have sufficient time to review.
- Clear decision making structures, e.g., Use of decision-making matrix based on criteria that need to be considered and scenario-testing.
- Simple, logical discussion format, e.g., commencing with clarifying the issue(s) the requirement is meant to address before starting to comment on the specific requirement.
- Regular, ongoing temperature checks on points-of-agreement.
- Decision point, end of day and end of meeting summaries.
- Development of workplan during the first meeting to guide process.
- Use of PSU and technical experts in drafting the documents to support TWG's role and task.
- Decision on use of sub-groups, break-out groups in meetings, etc.
- Temperature check from stakeholder groups before a final draft is recommended to the FSC Board for approval.
- When impasse issues arise that cannot be resolved by the TWG, they will be addressed through the consultative process, with options and perspectives circulated for consultation. The TWG will then work to resolve the issues

based on comments received. If the issue is highly technical in nature, additional research/investigation on that issue might also be called upon to provide additional information for making informed decisions.

- Straw poll of the TWG before going to decision-making.

13 Effective communications and representation of stakeholders

TWG members are expected to consult with other colleague(s) to ensure a wide range of views are sought.

To support stakeholder engagement, the Coordinator will also:

- Implement a communications strategy to ensure ongoing and meaningful stakeholder engagement.
- Proactively push communication towards those who self-declare their interest, or otherwise may be impacted by the procedure, via email news briefs to the self-selecting Consultative Forum as well as the FSC mailing lists (Network Partners, Members, etc.).
- Make available, when possible, for all interested parties via the FSC IC website:
 - Background documentation and references;
 - TWG agendas;
 - TWG minutes (non-attributable);
 - Signed off internal documents and drafts of the TWG;
 - Attributable comments of stakeholders on draft documents (unless requested otherwise in writing).
- Use tracking/document handling software tools to facilitate dialogue amongst stakeholders as part of the consultation process.
- Seek FSC-related forum to provide updates and solicit input on the documents, for example at Network Partner meetings, regional FSC meetings, global meetings, etc.

Annex 1: Glossary

For the purpose of this document, the terms and definitions given in *FSC-STD-01-002 FSC Glossary of Terms*, and the following apply:

Chairperson: a Technical Working Group member, chosen by the other members, to act as a contact point and spokesperson for the Technical Working Group. He/she brings together the shared concerns, suggestions and recommendations of the Technical Working Group members and shares them with the other actors involved in the project.

Chatham House Rule: "When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed". The Chatham House Rule has the aim to encourage openness and the sharing of information at meetings.

Consensus: general agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests.

NOTE: Consensus should be the result of a process seeking to take into account the views of interested parties, particularly those directly affected, and to reconcile any conflicting arguments. It need not imply unanimity (adapted from ISO/IEC Guide 2:2004).

Technical consultation: targeted internal consultation to receive feedback on an FSC normative document during the drafting or re-drafting stage before the document is released for public consultation.

Technical Experts: a group of selected experts with professional experience in the field of question, to advise and provide content related input to the development or revision process of an FSC normative document.

Technical WG (TWG): a group of experts appointed by FSC with professional experience in the field of question, to advise and provide content related input to the development or revision of an FSC normative document.

Annex 2: Estimated Timelines

Activity	2015		2016				2017			
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Establishment of Steering Committee										
ToR Approval										
Call for TWG members										
Concept testing Webinar										
TWG kick-off meeting (Nov 4-6 or Dec 1-2)										
Development of Draft 1										
TWG second face to face meeting										
Public consultation of Draft 1										
Evaluation of comments										
Pilot tests of Draft 1										
TWG third face to face meeting										
Development of Draft 2										
Public consultation of Draft 2 (if needed)										
Evaluation of comments										
TWG fourth face to face meeting (if 2 nd consultation)										
Development of Final Draft										
Draft Procedure submitted to Board										

Estimated timelines per month for 2015 and 2016 and per quarter for 2017:

ES Procedure	2015					2016												2017	
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Q1	Q2
IE Methodology Assessment (consultancy)		█	█	█	█														
Develop Impact Indicators (consultancy)		█	█	█	█														
Set up Steering Comm. and Consultative Forum (+ToR approval)	█	█																	
Call for TWG members		█																	
Concept testing Webinar			█																
TWG 1 st meeting (Nov 4-6 or Dec 1-2)				█	█														
Development of Draft 1						█	█												
TWG 2 nd meeting								█											
1 st draft consultation										█	█								
Pilot test										█	█								
Evaluation of comments												█	█						
TWG 3 rd meeting														█					
Development of Draft 2															█				
2 nd consultation																█	█		
2 nd pilot test (?)																	█	█	
Evaluation of comments																			█
TWG 4 th meeting																			█
TWG approves draft																			
Draft to PSC and BoD																			█

Annex 3: Organogram

