



Terms of Reference
FSC Working Group for the Review and Revision of
FSC Principles and Criteria (FSC-STD-01-001 Version 4-0)

Status: Final

February 10, 2009

References

Work plan for the Revision of the FSC Principles and Criteria FSC-STD-01-001 (Version 4-0)

FSC Procedure for the Development and Approval of Social and Environmental International Standards, FSC-PRO-01-001 (Version 2-0)

1. Background

1.1. Aims and Objectives of the FSC Principles and Criteria

Please refer to the introduction of FSC Principles and Criteria (FSC-STD-01-001 Version 4-0).

1.2. Aims and Objectives of the Review and Revision of the FSC P&C

The FSC Principles and Criteria were first approved in 1994. Since then partial amendments but no complete review and revision of the Principles and Criteria has taken place.

The objective of this comprehensive review and revision is to analyze all issues identified in the past regarding the FSC Principles and Criteria and to propose, when necessary, revisions to the Principles and Criteria needed to solve the identified issues. The review and revision covers the entire Principles and Criteria including their introduction and glossary of terms.

The review and revision follows FSC-PRO-01-001 (Version 2-0).¹

¹ FSC-PRO-01-001 (Version 2-0) largely refers to the development of new FSC standards. However, according to section 16.4 the Procedure also applies to revisions of existing standards.



1.3. About these Terms of Reference

These Terms of Reference consist of the relevant components of FSC Procedure FSC-PRO-01-001 (Version 2-0) for the Development and Approval of FSC Social and Environmental International Standards. Where needed the wording was adapted to reflect that the review and revision refers to the Principles and Criteria.

2. Tasks and Responsibilities of the Facilitator

2.1. General

According to section 3.1 and section 1.3 of Annex 1 of FSC-PRO-01-001 (Version 2-0), the Facilitator of the Working Group is responsible for the administration and management of the Working Group and for the development of revision drafts of the FSC Principles and Criteria.

The Facilitator of the process will be a professional appointed by FSC.

2.2. Chairing

The Working Group Facilitator chairs the Working Group. The Facilitator shall be responsible for ensuring that the Working Group operates responsibly and in accordance with its terms of reference and the applicable procedures. The Facilitator shall ensure that all members of the Working Group have the opportunity to express their opinions and concerns, and shall aim to find consensus in all recommendations of the Working Group (see section 3.6 and section 1.1 of Annex 1 of FSC-PRO-01-001, Version 2-0).

2.3. Drafting of Standards

The Working Group Facilitator is responsible for developing draft versions of the revised Principles and Criteria on behalf of the Working Group (section 3.2 and section 1.3 of Annex 1 of FSC PRO-01-001 (Version 2-0)).



2.4. Stakeholder Consultations

The Facilitator is responsible for ensuring that consultation and decision making on draft versions of the revised Principles and Criteria are carried out following the procedures specified in section 8 and 12 of FSC-PRO-01-001 (Version 2-0).

2.5. Decision Making

When the Steering Group² considers that the draft standard is ready for approval of the FSC membership, the Facilitator shall put a formal motion to the Working Group members to the effect that, in the opinion of the Working Group, the draft standard:

- has undergone sufficient consultation and testing to have identified the likely impacts of implementation;
- meets the aims and objectives specified in these terms of reference of the Working Group;
- merits the approval by the FSC General Assembly (see FSC-PRO-01-001 (Version 2-0), Section 1.5).

3. Tasks and Responsibilities of the Working Group

3.1. General

The Working Group is responsible for reviewing, proposing revisions and following up on feedback from consultations on the revision drafts of the FSC Principles and Criteria according to these Terms of Reference, FSC-PRO-01-001 (Version 2-0), and the approved work plan for the review and revision.

3.2. Drafting of Standards

According to section 6.2 a and b of FSC-PRO-01-001, the Working Group shall

- seek comprehensive advice on all aspects of the review and revision of the FSC Principles and Criteria from the FSC, FSC Regional and National Offices, FSC National Initiatives, FSC-accredited certification bodies, FSC certificate holders, FSC members, FSC stakeholders and/or relevant technical experts;
- provide detailed input to the review and revision of the FSC Principles and Criteria.

² The supervisor of the FSC Policy and Standards program together with the FSC Executive Director and the Facilitator of the Working Group shall constitute the Steering Committee for the standards development process.



According to Annex 1, section 1.3 of FSC-PRO-01-001 it is the role of the Working Group members to

- scrutinize and comment on draft versions of the revised FSC Principles and Criteria as prepared by the Working Group Facilitator,
- review and advise on comments submitted by other stakeholders,
- and to suggest wording on specific aspects that might achieve consensus support of all members of the Working Group.

3.3. Additional Specific Requirements

The Working Group shall review the Principles and Criteria and any relevant background information in order to identify possible issues and propose necessary changes for solving these issues. Changes might be proposed if their need is supported based on:

- issues raised by stakeholders
- final and draft versions of FSC discussion papers, policies, advice notes etc.
- decisions of the Board of Directors
- General Assembly motions
- changes proposed in the 1st draft of the revised Principles and Criteria (FSC-STD-01-001 (Version 5-0), Draft 1-0)
- stakeholder comments on the 1st revision draft of the FSC Principles and Criteria
- proposals of the Expert Teams of the Technical Phase of the Plantations Review for changes to the Principles and Criteria
- recommendations of the Policy Working Group of the Plantations Review.

All sources of input will be provided by the FSC International Center prior to the 1st meeting of Working Group.

Member obligations

Working Group members are expected to participate in at least three Working Group meetings of four days each throughout the year 2009.

In addition to participating in the three Working Group meetings working group members are expected to be able to contribute an additional 10 working days for preparation, travel and possible participation in regional stakeholder consultations.



Expenses and remuneration

FSC is an international not for profit membership organization with limited funding. FSC covers all reasonable travel and accommodation expenses related to above activities upon submission of respective invoices and receipts.

Participation in the Working Group takes place on a voluntary non-paid basis. However, depending on FSC's success in securing additional resources, FSC will strive to pay Working Group members a Honorarium in appreciation of their work

Advisory Group

In order to support the Working Group in ensuring that actual and potential views of all FSC stakeholder groups will receive due consideration in the course of preparing draft versions of the Principles and Criteria the FSC Board of Directors has requested that an Advisory Group be established. The Advisory Group will work via email or similar means of electronic communication, e.g. an online discussion forum. The role of the Advisory Group is to provide advice and recommendations to the Working Group regarding stakeholder comments on drafts for public consultation.

Advice and recommendations provided by the Advisory Group are not binding for the Working Group.

3.4. Consultation

The working group shall ensure that consultation and decision making on the draft versions of the revised Principles and Criteria follows the procedures specified in Section 8 and 12 of FSC-PRO-01-001 (Version 2-0).

3.5. Time Table

An approximate time table is provided in the work plan for the review and revision of the FSC Principles and Criteria, dated 10th of February 2009. The Working Group will be kept up-to-date regarding any changes to the approximate time table.



4. Decision Making

The Working Group shall strive to make its decisions by consensus, defined as general agreement in favor of a proposal, plus the absence of a sustained objection to the proposal. If a vote is required, then consensus is defined as meaning that at least 66% of the members of the Working Group vote in favor of the proposal, and there are no votes against the proposal. Abstentions and absentees shall not count as votes against the proposal, but shall be included in the calculation of the membership of the Working Group. The Facilitator shall not vote, and shall not be included in the calculation of the membership of the Working Group for the purpose of calculating voting results (Annex 1, section 1.5, FSC-PRO-01-001).

In the case of the FSC Principles and Criteria (published as FSC-STD-01-001) a duly proposed and approved motion of the FSC General Assembly is a requirement in order to approve any modification (see section 17.2 of FSC-PRO-01-001 (Version 2-0)). In the case of this process the revised standard will be submitted to the vote of the FSC membership through a postal ballot.

5. Working Language

The working language of the Working Group is English.