



Terms of Reference

FSC Technical Working Group for the review and revision of the FSC Standard for Chain of Custody Certification (FSC-STD-40-004 V2-1)

Status: Final

General Requirements

The Working Group shall work in accordance with its specific terms of reference, and with the procedure for the development and revision of FSC normative documents, FSC-PRO-01-001.

Background

The FSC Standard for Chain of Custody Certification FSC-STD-40-004 was first published in September 2004 and underwent the last major review between 2005 and 2007. The current version (Version 2-1) was published in June 2011, following a minor revision of the standard to maintain the overall consistency of the chain of custody certification system.

According to the defined review and revision cycle of FSC normative documents the review process of the Chain of Custody (COC) standard has been incorporated in the FSC Group Work Plan for 2012, as approved by the November 2011 Board of Directors meeting. The review process will address four approved motions of the 2011 General Assembly, as pertaining to the Chain of Custody standard.

FSC calls for applicants for a technical working group to lead the review process, which will be conducted in accordance with the procedures established in FSC-PRO-01-001.

Aims and objectives of the review process

The objective of this process is to review and streamline the Chain of Custody Standard to ensure continued relevance and effectiveness in demonstrating that materials and products purchased, labelled and sold as FSC-certified are authentic and associated claims are truthful and correct. The review and revision covers the entire standard, but excludes the standard addendum FSC-STD-40-004a (FSC Product Classification Standard), which was revised in 2011.

During the FSC General Assembly 2011, a number of motions were approved by the membership which relates to the FSC Chain of Custody. In order to ensure the best use of financial and human resources and reduce the number of standard reviews, FSC proposes that the activities regarding the implementation of the following motions are considered in the review process of FSC-STD-40-004:

Motion 38 calls for a chamber-balanced study to be conducted to evaluate the risks and benefits of pre-consumer material from a market, environmental and social perspective.

Motion 43 requests the development of a policy to guide certificate holders in communicating truthfully and transparently about FSC Mix products whose visible and characterizing components are not FSC-certified but are Controlled Wood.

Motion 44 calls for the revision of the COC standard and development of tools and templates to improve access for small enterprises to Chain of Custody certification.

Motion 45 requires FSC to examine barriers and opportunities for enhanced FSC-retailer collaboration, including improved Chain of Custody procedures.

Motion 46 requires FSC to clarify the intent of the Credit System, in particular by providing clarification on key definitions used to apply the COC Control systems, such as “product groups”, “quality of inputs” and “conversion factor”.

The technical working group will be required to evaluate the relevant aspects of these motions that relates to the FSC-STD-40-004, in order to identify activities that may be incorporated in this standard review process.

Tasks and responsibilities of the facilitator

The facilitator is appointed by the FSC Policy and Standards Director. The facilitator is responsible for the administration and management of the technical working group and for the development of draft versions and the final version of the FSC-STD-40-004 V3-0.

The Working Group shall be chaired by the facilitator. The facilitator shall be responsible for ensuring that the 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. The facilitator of the process is Lucia Mayer Massaroth – Chain of Custody Program Manager.

Tasks and responsibilities of the technical working group

The technical working group is responsible for advising FSC, proposing revisions and following up on feedback from consultations on the revision drafts of the FSC-STD-40-004 according to these Terms of Reference and FSC-PRO-01-001, in particular to:

- seek comprehensive advice on all aspects of the revision of STD-40-004 from the FSC, FSC Regional and National Offices, FSC-accredited certification bodies, FSC certificate holders, FSC members, FSC stakeholders and/or relevant technical experts;
- provide detailed input to the revision of the FSC-STD-40-004 by:
 - a. commenting revised draft versions of FSC-STD-40-004
 - b. reviewing and advising on comments received during public consultation of draft standards.
 - c. addressing the approved motions of the General Assembly in 2011 relating to the review of FSC-STD-40-004, as detailed in section 1.2

- recommend that the final draft standard is ready for approval by the FSC Board of Directors.

Drafting of standards

The Working Group facilitator is responsible for drafting the standard. The role of the Working Group members in drafting of standards is to scrutinize and comment on drafts, 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.

Time commitment

The technical working group will conduct most of its work via e-mail or similar means of electronic communication (e.g. phone conference), and through one-on-one calls with FSC staff when required.

Additionally, technical working group members are expected to participate in an in-person meeting of three days at the FSC office in Bonn (Germany) at the early stages of the work. If necessary, further in-person meetings may be required after the first round of public consultation.

Working language

The working language of the technical working group is English.

Expenses and remuneration

FSC is an international not for profit membership organization with limited funding.

Participation in the technical working group takes place on a voluntary non-paid basis. FSC covers all reasonable travel and accommodation expenses related to the in-person meeting if it is necessary for the member to be able to participate, and if all expenses are agreed upon in advance.

Selection of technical working group members

Members of the working group shall be selected on the basis of their:

- a) Expert knowledge and/or experience with FSC Chain of Custody Certification;
- b) Up-to-date knowledge and experience of FSC's systems and procedures;
- c) Understanding of the potential impact of a normative document on affected stakeholders;

- d) Understanding of and support for FSC's mission and vision;
- e) Ability to review and comment on documents submitted in English

FSC is also interested in applicants with experience in the retail sector or small and community enterprises.

Decision making

Formal decision making authority on FSC normative documents rests with the FSC Board of Directors. The role of the Technical Working Group is to advise and provide content related input to the revision process of FSC-STD-40-004. Furthermore the Working Group is required to formally recommend that the final draft standard is ready for approval by the FSC Board of Directors.

In content discussions the Working Group shall strive to achieve consensus to provide clear and consistent advice to the facilitator. Consensus is defined as general agreement in favor of a proposal, plus the absence of sustained objection to the proposal.

Where consensus on technical discussion items is not achieved prior to public consultation of draft documents, Working Group members are encouraged to participate in the public consultation process by providing stakeholder feedback. Outstanding concerns of individual Working Group members related to the final draft standard will be documented in writing and presented to the FSC Board of Directors in the final report.

Confidentiality

Documents submitted to the Technical Working Group (e.g. technical draft standards and background papers) shall remain confidential unless prior authorization has been given by the Facilitator. It is the responsibility of each individual to ensure that this information remains confidential. The detailed content of discussions during Working Group meetings shall also remain confidential.

Annex 3: Code of Conduct

Participants at all Technical Working Group meetings (whether phone conference or in-person) shall adhere to the following code of conduct:

All individuals participating in meetings will be treated with dignity, honouring their uniqueness and value.

Participants shall deal with each other in an open, honest and respectful fashion.

Information is to be kept confidential.

Participants should attend all meetings, complete necessary advance preparation for meetings, and dedicate sufficient time and energy to the process.

Participants should arrive on time for meetings and stay for the duration of the meetings.

Minimize distractions by silencing cell phones and not having side conversations. Use of laptops and other devices should be limited to making presentations, keeping notes, or looking up relevant information.

Communication in meetings will be clear, timely and attentive.

Different opinions are welcome - Contrary views need to be encouraged to support robust decision-making and to prevent group-think.

Silence equals consent.

Conflict shall be dealt with in a rational, timely manner.

We are here for the group cause.