



Forest Stewardship Council®



Revision of FSC standard for group entities in forest management groups (FSC-STD-30-005 V1-1)

Terms of Reference and Operating Rules

Contents

1	Introduction and Background	4
2	Set up of the process	4
3	Tasks and Responsibilities of the Technical Working Group	5
4	Selection of Technical Working Group members	6
5	Accountabilities.....	6
6	Work plan and time commitment	7
7	Expenses and Remuneration	7
8	Language	7
9	Confidentiality and conflict of interest.....	7
10.	Deliberations and Decision Making	8
	Appendix 1: Glossary.....	9
	Appendix 2: Organogram.....	9
	Appendix 3: Estimated Workplan.....	10

WORKING GROUP SUMMARY

Type of Working Group:	Technical Working Group
# of Working Group members:	5-6
Project Supervisor:	Vera Santos
Process Coordinator:	Joachim Meier-Dörnberg
Technical Coordinator:	Lauri Ilola
Technical Writer:	Rosario Galán
Working language:	English (Spanish on request)

PROJECT SUMMARY

Project Title:	Revision of FSC standard for group entities in forest management groups (FSC-STD-30-005 V1-1)
Project Coordinator:	Joachim Meier-Dörnberg
Contact:	FSC International Center GmbH - Performance and Standards Unit - Adenauerallee 134 53113 Bonn, Germany

@ psu@fsc.org

1 Introduction and Background

The FSC-STD-30-005 V1-0 FSC standard for group entities in forest management groups was first introduced at FSC International in 2009 to describe the formalized relation between group managers and group members within a group scheme. Since then, one minor revision has been conducted in 2017 with a few changes to the glossary (Terms and Definitions) and one change in monitoring requirements in SLIMF (small and low intensity managed forests) groups to provide more clarity on requirements while creating more flexibility in implementation.

During the General Assembly 2017, the Motion GA2017/46 passed, pointing out the need for an encompassing revision of the Group Standard 30-005, including stakeholder perspectives and with consideration of enhanced conditions to communities and small forest owners, integration of new elements, such as a formalized role for contractors and considerations of concepts like risk based or stepwise approaches, which was requested in antecedent stakeholder surveys.

This task was given to the New Approaches to Smallholders and Communities certification project for coordination although following regular PSU procedures.

2 Set up of the process

In the context of this process, FSC will establish a **Technical Working Group (TWG)** with five (5) to six (6) members, to deliver on the tasks and responsibilities outlined in these Terms of Reference (ToR).

The objective of the TWG is to advise and provide content-related input to the revision of the FSC standard for group entities in forest management groups (FSC-STD-30-005 V1-1).

In addition to the TWG, the following bodies are involved in the project, established in line with procedure FSC-PRO-01-001 V3-1:

A **Project Supervisor**, appointed by the Director Policy Operations, to provide support and advice to the Coordinators, and support the TWG in reaching its goals. The supervisor is further in charge of liaising with the Policy and Standards Committee and the FSC Board of Directors.

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

- Set up, manage and administer the Technical Working Group supported by an appointed administrative coordinator at PSU;
- set up, administer and manage the Consultative Forum;
- administer the process, keep track of the work plan and timelines, and inform the rest of the participating bodies of the work plan milestones and upcoming deadlines;
- prepare and launch the public consultations;
- compile the feedback from the public consultations and prepare summaries for the TWG and the Technical Writer;
- provide the TWG and the Technical Writer with all necessary materials and information;
- 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 to seek expertise as necessary;
- find suitable dates and times for online calls and meetings, send the invitations for them, draft agendas and minutes for the meetings; and
- manage the communications, both within the project and with external stakeholders, supported by a designated communications expert at PSU.

A **Technical Coordinator**, appointed by the Director Policy Operations, to:

- provide technical input and support to the Project Coordinator and the Technical Writer;
- manage the field tests and pilot tests related to this process (the forest contractors field tests; the Type III Group Model pilot tests; any field tests to be implemented as part of this revision process);
- coordinate and gather the input from external Technical Experts.

A **Technical Writer**, to draft the different versions of the standard, striving to achieve consensus between conflicting aspects, and to provide technical input to other documents to be developed during the process.

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

Technical Experts, experienced specialists in forestry contractors, forest management groups, and forest management groups evaluation, invited to provide input and/or participate in the Technical Working Group discussions as resource persons.

A **Steering Committee** to provide oversight on all phases of the process until the final decision by the FSC Board of Directors. The Steering Committee will be composed of the FSC Director Policy Operations, the Forest Management Program Manager, the New Approaches Project Manager and the Coordinators. The Chief Policy Officer will join the Committee as an observer.

The Technical Writer and the Technical Experts may be invited to join a Steering Committee meeting upon request to discuss specific issues related to the revision process.

A **Consultative Forum**, set up and administered by a designated communications expert at PSU, 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. The consultative forum is not a decision-making body and has no formal responsibilities. Whenever possible, the forum will be consulted with specific questions to provide input to the revision process.

A **Board Liaison Person** to keep the FSC Board of Directors closely informed about the process and to give advice to the Working Group on timely alignment to relevant processes within the FSC normative framework.

An Organogram is provided in **Appendix 2**.

3 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 Coordinators.

The members of the TWG shall:

- Provide detailed input to the draft versions of the FSC standard for group entities in forest management groups (FSC-STD-30-005 V1-1) and the different suggestions provided by the Coordinators and the Technical Writer;
- Ensure equal levels of participation from all members of the Technical Working Group, to have the opportunity to express their opinions and concerns;
- Seek, and consider with equal weighting, advice on all aspects of the revision of the Group Standard from the Consultative Forum members, FSC Global Network, FSC Board of Directors, FSC Permanent Indigenous Peoples' Committee, FSC accredited Certification Bodies, FSC Certificate Holders, other FSC stakeholders and/or relevant Technical Experts;
- Participate in stakeholder outreach and information-sharing forums, as needed;
- Consider the input from the field and pilot tests that are related with this revision process, such as the Forestry Contractors field tests and the Type III Group Model pilot tests;

- Review and consider comments received in the public consultation round(s);
- Attend all conference calls and face-to-face meetings of the revision process;
- Recommend when a draft is ready for public consultation;
- Recommend the need to field test any subsequent draft of the Group Standard;
- Recommend when the final draft is ready to be submitted to the FSC Board of Directors for decision-making.

4 Selection of Technical Working Group members

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

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

- 1) Ability to provide specific technical input on:
 - FSC group management certification, including aspects such as the creation of a group management, the development and implementation of FSC-STD-30-005 requirements, the development and implementation of internal procedures, etc.; and/or
 - FSC group management evaluations.
- 2) Ability to provide specific technical input on one or more of the following:
 - Forest smallholders (challenges, characteristics of smallholders in one or several regions, smallholders' forest management certification, etc.);
 - Communities and/or Indigenous Peoples in forest management certification;
 - Forestry contractors;
 - FSC projects and field tests related to group certificates, such as CEFCO, forestry contractors field tests, Type III Group Model pilot tests, etc.;
 - Forest Management Evaluation Standard (FSC-STD-20-007).
- 3) Up-to-date knowledge and experience of FSC's systems and procedures;
- 4) Understanding of the potential impact of the changes being discussed during the process on interested or 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) Confirmed availability to actively participate in the revision process until approval of the standard;
- 10) Gender balance and balance of geographical regions, where possible.

Applicants, who do not get chosen, will be invited to participate to the Consultative Forum.

5 Accountabilities

The TWG consists of 5-6 members.

Appointed TWG members are expected to adhere to the rules and regulations of this ToR and are expected to donate sufficient time to thoroughly fulfill their duties as outlined in the work plan (Appendix 3).

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.

The term of TWG members ends with the submission of the final draft of the Standard to the Board of Directors, after Policy & Standards Committee review and recommendation for approval.

6 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 November 2018, with a targeted completion date by April 2020.

An estimated timetable is provided in **Appendix 3**. 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 Coordinators and/or Technical Writer when required. Additionally, 3-4 calls are foreseen per Draft version (1, 2 and final draft), making it a total amount of 11 – 12 calls in addition to kick off meeting and a closing meeting.

At least two face-to-face meetings are envisaged: an opening meeting to provide input to Draft Zero and start developing Draft One, and a closing meeting after the first public consultation period to prepare the second draft. Approval to the final draft by the TWG will be given online at the last webinar.

7 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 will cover reasonable travel and accommodation expenses related to the work plan upon submission of the respective invoices and receipts, and if expenses are agreed upon in advance.

If required, a stipend can be granted by FSC on a case-by-case analysis.

8 Language

The working language of the TWG is English. Language support to Spanish is provided on request.

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.

9 Confidentiality and conflict of interest

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

TWG 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 of relevant issues.

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.

OPERATING RULES

10. Deliberations and Decision Making

For the TWG to meet and deliberate, there must be quorum, defined as a minimum of 4 (for a TWG of 5 members) or 4 TWG members (for a TWG of 6 members). The Project Coordinator will strive to select meeting dates and venues that allow for full participation of all Technical Working Group members.

All TWG members must participate in each point of decision-making. If any of the member(s) is 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 Appendix 1: 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 Coordinators, FSC Staff, Steering Committee members 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.

Appendix 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:

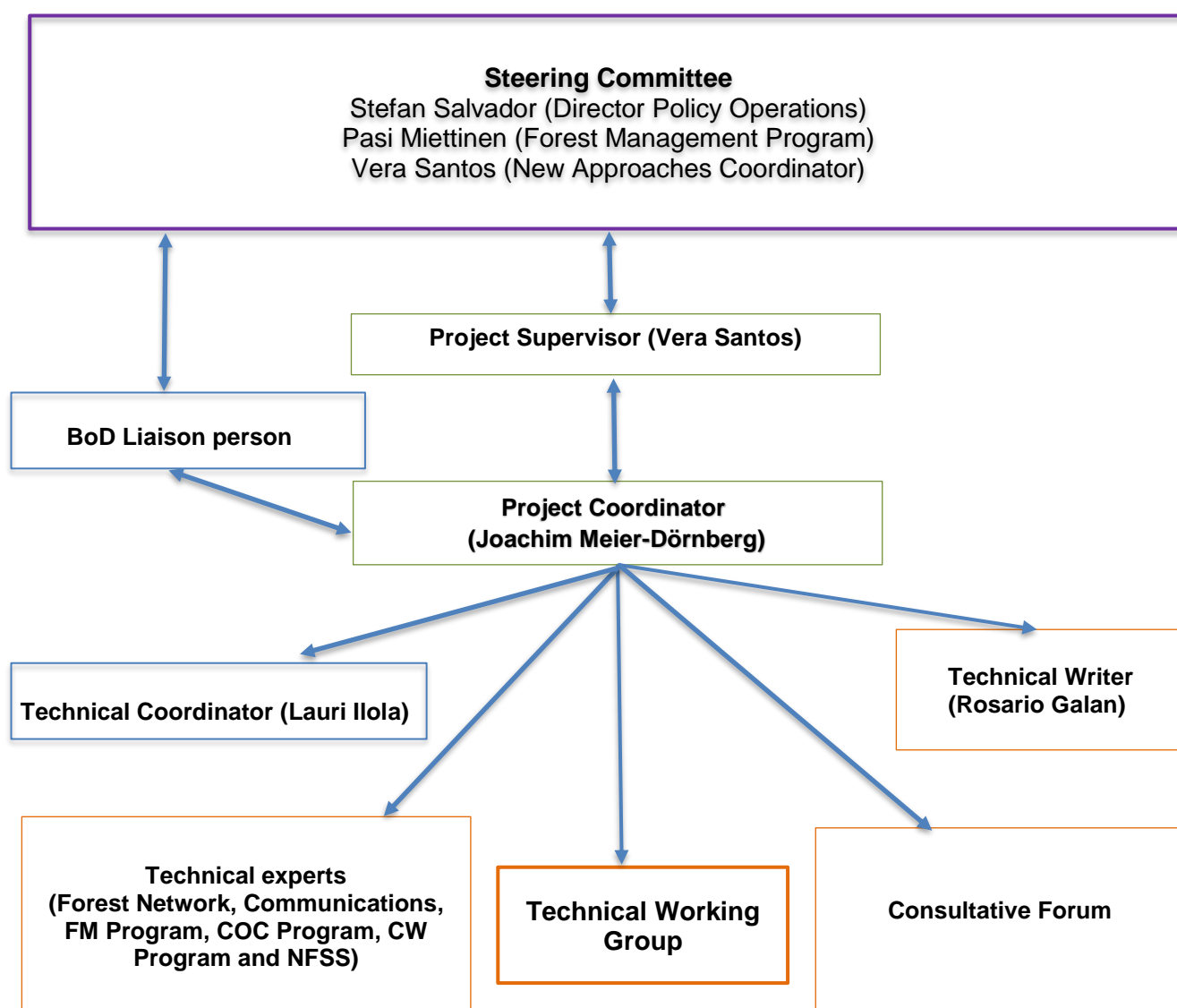
Chairperson: a Technical Working Group member, chosen by the other members, to act as a contact point and spokesperson for the Technical Working Group. He/she brings together the shared concerns, suggestions and recommendations of the Technical Working Group members and shares them with the other actors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

Appendix 2: Organogram



Appendix 3: Estimated Workplan

	Phases of the project	2018										2019												2020			
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	
1	Develop Draft 0-0																										
2	Develop ToRs																										
3	Draft workplan																										
4	Nominate Project Process Coordinator																										
5	Establish Steering Committee																										
6	Develop process website with CU																										
7	Approval by PSC																										
8	Approval by BoD																										
9	Call for TWG members (30 days)																										
10	Public call for TWG members																										
11	Stakeholder workshop for revision input (USA)																										
12	WG Selection and decision by SC																										
13	WG Information and contracting																										
14	News item to stakeholders																										
15	WG Kick -off meeting 1. call																										
16	Online call 2 - presenting D 0-0																										
17	Revise draft 0-0 according to comments																										
18	Online call 3 - presenting D 0-1																										
19	Establish a Consultative Forum																										
20	Develop V 0-2 according to comments																										

	Phases of the project	2018										2019												2020			
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	
21	Online call 4 and 5; agreeing on D 0-2																										
22	First face-to-face meeting in Bonn (18. – 22.02.2019)																										
23	Online call 6; agreeing on D 1-0																										
24	Develop impact assessment																										
25	Approval of D1-0 by SC																										
26	Public Consultation of D 1-0 (60 days)																										
27	Field testing of draft 1-0																										
28	Analysis and development of synopsis																										
29	Documentation for review to WG																										
29	Online call 7																										
30	Second face to face meeting (26.-30.08.2019)																										
31	Online calls 8, 9; agreeing on Draft 2.0																										
32	Development of Draft 2.0																										
33	Consultative Forum																										
34	Revision and approval by the WG for Draft 2.0																										
35	Public consultation Draft 2.0 (60 days)																										
36	Field testing of draft 2-0																										
37	Third face-to-face meeting (25.-29.11.2019)																										
38	Analysis and development of synopsis																										
39	Documentation for review to WG																										
40	Online calls 10, 11, 12; agreeing on Draft 2.0																										
41	Developing final draft																										

	Phases of the project	2018										2019												2020			
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	
42	Revision and approval by the WG for Final Draft																										
43	Approval by Steering Group																										
44	Approval by PSC																										
45	Approval by BoD																										