



FAIRWILD STANDARD REVISION AND DEVELOPMENT PROCEDURE

Version 1/2019

Approved by the FairWild Board on 29th March 2019

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1. INTRODUCTION

The FairWild Standard (FWS) is an internationally recognized set of principles, criteria and indicators for verifying the sustainable and equitable trade in wild harvested ingredients.

The FWS provides the basis for the current third-party audited certification scheme, as well as other implementation mechanisms (e.g. guidance for resource management; inclusion in national regulatory systems, and voluntary codes of practice).

The FairWild Foundation (FWF) aspires to meet codes of good practice in the ongoing development and implementation of the FWS, including stakeholder consultation in standard-setting and conducting of regular review and revision processes. Therefore this procedure was developed in respect of the principles of the ISEAL Code of Good Practice for Setting Social and Environmental Standards (Version 6.0 December 2014).

2. SCOPE AND PLANNING OF WORK

This procedure applies to the development and revision of the FairWild Standard (FWS) and will also apply to any other standards that may be developed by the FairWild Foundation in the future. It also describes the process to provide standard clarifications and develop standard guidance materials.

The Standard development and revision procedure shall be reviewed at least every five years and revised as needed. Comments or suggestions for improving the procedure are welcome at any time and can be submitted in writing to the FairWild Foundation Secretariat at secretariat@fairwild.org or by mail.

The FairWild Foundation maintains a work programme on its website, indicating any standard development or revision work in preparation and providing an overview of standard development work in the past three years.

The process to review, revise or develop the FairWild Standard and the ongoing standard review and revision work is described in more detail in Chapter 4.

3. FAIRWILD STANDARD GOVERNANCE

The FairWild Foundation Board of Trustees (BoT, or Board) is responsible for the FairWild Standard and is the Standard decision body.

The revision/development of the Standard is delegated to a Technical Working Group (TWG), which is established for each revision/development project.

A. The Standard Technical Working Group (STWG)

1. The STWG is appointed by the FairWild Foundation for Standard revision/development. In appointment of the members, the BoT considers representation of different stakeholder interests and expertise. It appoints at least three members, including at least one member of the BoT and one member of the Secretariat. The STWG may include external experts with proven experience in the FairWild Standard system.
2. The STWG reports to the FairWild Foundation Board of Trustees. The STWG makes recommendations to the BoT for final sign-off of revised versions of the FairWild Standard.
3. The STWG conducts the standard review, develops the revision/development drafts and coordinates the stakeholder consultation process as described in Chapter 4.

B. The FairWild Foundation Board of Trustees (BoT)

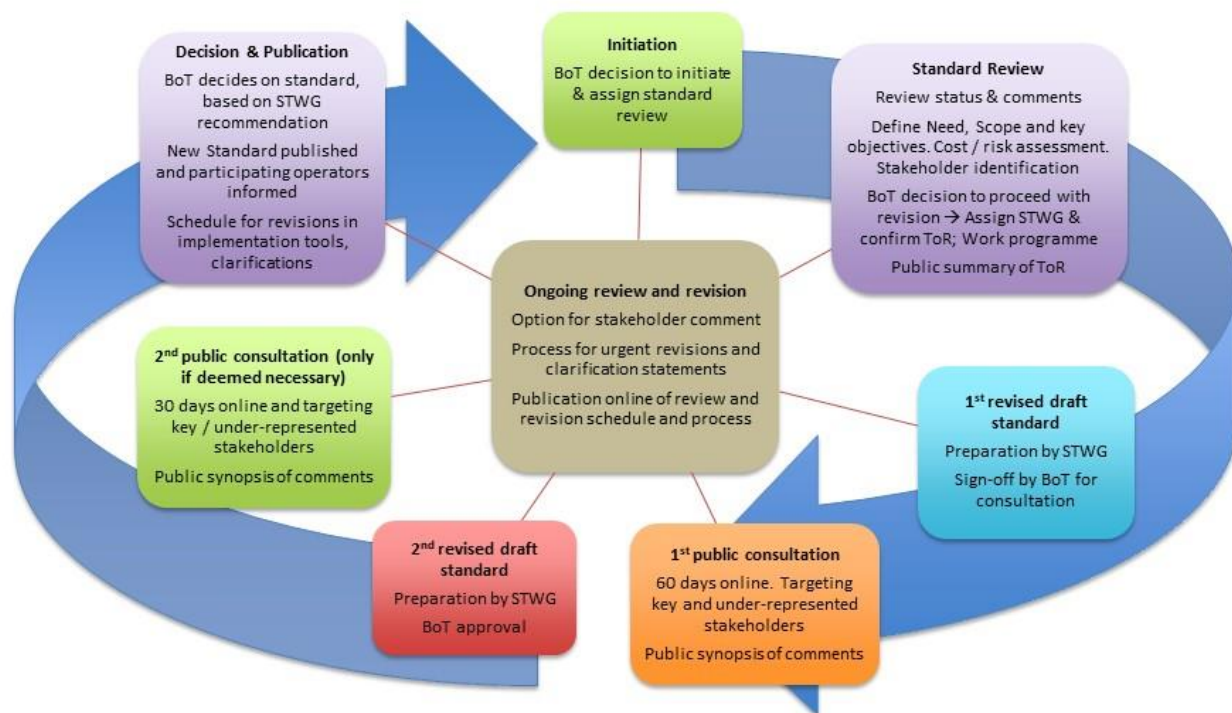
4. The FairWild Foundation BoT or their appointed sub-committee shall oversee the consultation and revision process implemented by the STWG.
5. The FairWild Foundation BoT shall be responsible for final approval of the Standard, based on quality of review/development process followed and the recommendation by the STWG.
6. The FairWild Foundation BoT shall identify the responsible person for coordinating the development and revision of the Standard and the consultation process, as well as acting as a point of liaison between the STWG and the Board, or its sub-committee.
7. The FairWild BoT is responsible for ensuring active and accurate representation of stakeholders in the development of the FairWild Standard and associated processes and mechanisms, as described in the FairWild BoT Terms of Reference.

4. STANDARD SETTING PROCEDURES

A. Initiation

8. In a regular review and revision process (e.g. Five-year cycle; see Figure 1), the BoT shall assess the need for review and potential revision of the FairWild Standard, based on comments and proposals submitted by interested stakeholders or on their own assessment.
9. Where the BoT feels that a detailed review is warranted it shall assign a Review coordinator or team as needed.

FairWild Standard Review and Revision Steps*



*based on ISEAL Code Development and Revision Procedure. Version 4. November 2015.

Figure 1: Overview of the Standard Review and Revision Process

B. Standard Review and Terms of Reference

10. The internal standard review process shall include the following elements:
 - Documentation of expressed need for revision of the Standard, including results of any pre-consultation with other standards systems and selected stakeholders if deemed necessary;
 - If a new standard development is planned, additional justification is needed (proposed scope, intended social, environmental and economic outcomes, justification of need, most important sustainability issues within standard scope, risk assessment and mitigation);
 - If a revision results in splitting an existing Standard into separate standard documents, the review analyses the envisaged change and impact and concludes whether this step is considered a revision or a new Standard development;
 - Summary of the most important issues and objectives to be addressed in a revision;
 - Preliminary stakeholder analysis and identification of key as well as potentially disadvantaged stakeholders;
 - Assessment of the cost and risks from revising the Standard and how to mitigate for these; and
 - Financial and workload implications associated with Standard revision.
11. The Board shall then decide whether to proceed with the revision/development of the Standard based on the findings of the internal review and shall communicate this to the Review coordinator.
12. Where the Board decides that a revision of the Standard, or a new development is warranted, they shall appoint the Standard TWG and finalize the Terms of Reference for the planned standard revision/development, which shall include, at minimum, the following elements:
 - Members of the STWG and internal organization;
 - Scope of the proposed revision to the current version of the Standard;
 - Clear objectives that the standard revision would seek to achieve;
 - Summary and Conclusions from the internal review;
 - A timeline for the review and revision of the new Standard;

- Proposed consultation mechanisms and approach for consulting with potentially disadvantaged¹ stakeholders;
 - Resource availability and fundraising plan.
13. Upon approval of the ToR for the review and revision of the Standard and with sufficient funding secured, the STWG will develop a more detailed action for the revision and in particular the consultation process.
14. The STWG shall prepare a public summary and timeline for the planned standard revision/development. The public summary shall be made available through the FairWild Foundation website and to all FairWild Foundation stakeholders. This public summary shall include, at minimum:
- Contact information;
 - A summary of the Terms of Reference for revision/development of the Standard, including the proposed scope, objectives, rationale and justification of the need for revision/development of the Standard;
 - Steps and timelines in the Standard revision process, including clearly identified opportunities for stakeholders to contribute; and
 - Decision-making procedures, including how decisions are made and who makes them.

C. First Draft of Revised Standard

15. The STWG shall prepare the initial revised draft and subsequent drafts of the revised Standard. The work is based on the findings of the internal review, the scope and intended outcomes of the revision and may require additional research. Preparation may include focus group meetings, pre-consultations with selected stakeholders and reaching out to other standard systems operating in a similar field to identify innovative approaches and potential overlaps, as necessary to reach the intended objectives.
16. In preparation of the public consultation, the STWG will review and, if necessary, update the list of identified stakeholders in view of the envisaged changes.
17. The BoT will review and sign-off the 1st draft for consultation.

¹ Potentially disadvantaged stakeholders may include those not fluent in English (the usual working language of FWF) and those with limited ability to participate in online processes (e.g. due to illiteracy, lack of internet access) and/or physical meetings (e.g. due to lack of financial resources).

D. First Public Consultation on Revised Standard

18. The consultation period on the 1st draft revised Standard shall be 60 days in length. The FairWild Foundation shall make publicly available the draft Standard, the deadline to submit comments and explanation of how to provide input.
19. The consultation mechanisms shall seek to proactively engage all identified key and disadvantaged stakeholders. The mechanisms should aim to achieve a balance of interests and include the geographic scope of the FairWild Standard. At minimum, the STWG will send an email invitation to all identified stakeholders to participate in the consultation. Depending on the scope and scale of the revision, it may also consider additional measures (e.g. webinars or workshops).
20. Shortly before finalization of the consultation, the STWG shall assess the balance of participation in the consultation to date so as to be able to actively seek to engage under-represented stakeholders² in the remaining stages of the revision.

E. Second Draft of Revised Standard

21. After the conclusion of the 1st consultation period, all comments are compiled and considered by the STWG. The STWG then prepares a synopsis of material issues raised and explain how each such issue has been addressed. The summary of comments and the synopsis shall be made available through the FairWild Foundation website and is sent to all parties that submitted comments.
22. Once the STWG have agreed on additional revisions of the Standard based on the consultation, they shall forward it to the BoT for consideration together with the summary of feedback and the synopsis how any material issues have been addressed. The STWG shall also provide a brief review whether the permitted labelling claims and the final standard content are consistent with the intended social, environmental and economic outcomes.
23. If the BoT is not satisfied with the 2nd revised draft, they shall liaise with the STWG to refine the draft before the second consultation or finalization and provide detailed feedback or suggestions for improvement. If the BoT approves of the 2nd draft, it shall be signed off.

² Under-represented stakeholders are those groups of participants in the FairWild Standard who have not participated in the revision process in numbers considered to well represent the views of those groups.

24. The STWG may recommend a second public one-month (30 day) consultation based on the extent and content of comments and proposed revisions. The STWG shall note any specific parts of the revised draft(s) of the Standard or particularly controversial positions where additional focused consultation would be beneficial. For any new standard developments there shall always be a 2nd consultation round to give stakeholders the opportunity to see how their feedback has been addressed before the standard is finalized.
25. The BoT shall decide if a second round of consultation is necessary and shall document the rationale. If there is no second round of consultation, the Board may decide to circulate the final draft for an indication of support by all stakeholders who submitted comments during the consultation, prior to final sign-off.

F. Second Public Consultation on Revised Standard (if deemed necessary)

26. The FairWild Foundation shall post the 2nd revised draft on the website and inform stakeholders of its availability, along with a synopsis of how comments were addressed in the 2nd draft Standard and drawing attention to any particular issues on which focused comment is requested.
27. After the consultation period, all comments shall be again compiled and considered by the STWG. The STWG takes the received comments into account for preparing the final Standard version.
28. The STWG shall prepare a publicly available synopsis of material issues raised and how the comments and contributions were addressed in the final version of the Standard. The synopsis is sent to all parties who contributed comments in either the 1st or 2nd round of consultations.

G. Decision on the final Standard

29. The STWG shall prepare a summary of the Standard development process and shall forward this to the BoT along with the final Standard draft, a side-by-side comparison with the previous version of the Standard, synopsis of input(s) and summary of stakeholder support.
30. The STWG shall make a recommendation to the BoT on approval of the Standard based on both i) the content of the Standard and whether it meets the objectives outlined in the Standard's ToR and ii) on the extent to which the development process has complied with the procedures laid out in this document.

31. The Board shall make the final decision on approval of the revisions to the FairWild Standard based on consistency with the original Terms of Reference and the adequacy of the development process, as outlined in the STWG recommendation. It can also review how the BoT's earlier comments on Standard content had been taken into consideration for the final draft. In reaching its decision, the Board shall be provided with and consider:
- A copy of the proposed final Standard document;
 - A list of the information used by the STWG to inform their discussions;
 - A summary of major issues or changes in the Standard, and
 - An implementation timeframe for existing members to come into compliance with the given Standard.
32. Any deviation in the Board decision from the recommendation of the STWG shall be justified and documented in the final Standard revision synopsis. Where the Board decides not to approve the Standard, they shall indicate to the STWG what additional information or action is required before reconsidering approval.

H. Publication of the revised Standard

33. The FairWild Foundation Secretariat shall publish the approved revised Standard on the FairWild Foundation website within one month of approval and shall notify all stakeholders (including all certified operations) and participants in the consultation via email.
34. The FairWild Foundation Secretariat shall note in any revised Standard the final version number and the publication date, the date by which the revised Standard will come into effect, as well as the date for the next review to commence, which shall be within 5 years of the most recent Standard's publication. The Secretariat shall also inform all certified operations and accredited certification bodies of transition measures to adopt the new Standard version, if necessary, considering adequate time frames to allow for a smooth transition.

I. Ongoing Review and Revision of the FairWild Standard(s)

35. The FairWild Standard shall be reviewed on a regular basis to assess whether a revision is necessary. Comments on the Standard are welcome at any time by contacting the FairWild Foundation (secretariat@fairwild.org) and will be considered for the next review. Reviews shall be initiated by the BoT at least every five years and shall follow the procedures outlined in Section 4.A.

J. Urgent revisions

36. The Board can initiate an urgent revision of selected Standard details, based on comments received in the interim period before a scheduled revision, or observations of the Foundation. Conditions under which an urgent revision can be triggered may include, but are not limited to:
- Technical errors in the standard document;
 - Problems of implementation which affect multiple organisations within the standard system;
 - Perceived threats to FairWild Foundation's credibility;
 - Changes in legislation or international normative references that are referenced in the Standard; or
 - Formal material complaints raised by several stakeholders about serious inconsistencies or problems in the Standard that are deemed to have merit.

Only very limited technical changes to the Standard document in one or a few selected sections are possible in an urgent standard revision without stakeholder consultation.

37. The FairWild Secretariat/STWG shall prepare a paper outlining reasons for the proposed urgent revision and shall submit this to the BoT. Where the BoT feels the urgent revision has merit, they may recommend to proceed with issuing a revision statement on the FWF website, similar to the public summary for regular standard revisions (see A.6).
38. Where an urgent revision is deemed to be required, the STWG shall draft a proposed change and submit the final draft standard to the Board for approval.
39. Urgent revisions shall not be required to undergo a public consultation process, although consultation may take place on specific points as necessary. However, any approved urgent revisions shall be communicated through FWF website and included in the subsequent regular Standard revision and consultation process.
40. Upon Board approval of an urgent revision, a new version number of the Standard shall be created along with an effective date, and this Standard shall be published on the FairWild Foundation website and announced to FairWild Foundation stakeholders.

K. Administrative and Non-substantive Changes

41. Administrative and non-substantive changes may be made at any time at the discretion of the BoT. These do not require a formal revision process though any changes that are made shall be noted to stakeholders in the subsequent revision process and published in a list of changes on the FairWild Foundation website. Administrative and non-substantive changes do not affect the regular review and revision cycle but shall require a new version number of the Standard, to be issued and published on the FairWild Foundation website.

L. Clarifications

42. Any stakeholder may contact the FairWild Foundation to seek clarification regarding requirements in the existing FairWild Standard. Primarily stakeholders will be pointed to existing guidance materials and tutorials.
43. In case a clarification question is not addressed in existing documentation, the Secretariat will provide an informative explanation of the intent of the requirement. If the clarification is considered important also for other stakeholders, or should be shared with all stakeholders as important official Standard interpretation, a public guidance document will be developed (see section M).

M. Guidance Materials

44. The FairWild Foundation seeks to provide guidance materials to assist applicants and certified operations in understanding and implementing the Standard or specific requirements.
45. Such materials are developed (or updated) as necessary and feasible within the organization and budget constraints of the Foundation. Guidance materials that contain key interpretation of the Standard shall be approved (or developed) by the STWG and need BoT approval.
46. Guidance materials are made public on the FairWild website and sent to participating operations and accredited control bodies once they are published or updated.

5. APPEALS & COMPLAINTS

Complaints about the application of this procedure can be submitted in writing to the FairWild Foundation at secretariat@fairwild.org or by mail. Complaints will be handled based on the Foundation's public complaints resolution mechanism.