

Fair for Life Social and FairTrade Certification Programme

Standard Procedures for Public Programme Revision Process 2010

1. Background

The Fair for Life Programme (FFL Programme) was developed upon client request in 2005 / 2006 by the Swiss Bio-Foundation in cooperation with the Institute for Marketecology (IMO), and launched in late 2006. The Programme provides the basis for certification according to the 'for Life – Social Responsibility Certification' and 'Fair for Life, Social and FairTrade Certification' Standards, including the respective indicators to be verified in the auditing, compliance check and certification process. The FFL Programme was first updated in 2007/2008. The current version (Version February 2008) has been the basis for all certifications issued according to the Fair for Life Programme since February 2008.

2. Standard ownership and implementation

The FFL Programme is owned by the Swiss Bio-Foundation, which is responsible for the coordination of all Programme development and revision / adaptation processes. The Bio-Foundation has mandated world-wide Programme implementation through certification services to the not-for-profit certification service provider Institute for Marketecolgy (IMO) and through training, consultancy and special services to the consultancy service Gää Beratungen AG.

3. Programme revisions

Like all other standards, the Fair for Life Programme must be updated and revised at regular intervals to account for all new developments and requirements in the field of social responsibility, fair and ethical trading and environmental sustainability and sensitivity of production, processing and trade. For this purpose, the Bio-Foundation, in co-operation with IMO, Gää Beratungen AG, and the Fair for Life Technical Committee, carries out regular Programme revisions.

The revision process is based on public international multi-stakeholder consultation and is carried out following the principles of ISEAL with regard to standard revision processes (ISEAL Code of Good Practice and Guidance for Setting Social and Environmental Standards; P005, Version 5.01 – April 2010).

4. 2010 FFL Programme revision: rationale and milestones

The first years of implementation have shown the benefits of the Fair for Life Programme to the Bio-Foundation, IMO and all clients that have been certified, but they also revealed a number of inconsistencies and gaps. In addition, the world of social and fair trade certification has been rapidly evolving, which results in new fields of activity and challenges for respective standard setting and adaptation processes.

For these reasons, the Bio-Foundation decided to carry out a full revision of the Fair for Life Programme in 2010. Due to the complexity of the task, a full year has been envisaged. The new, revised version of the FFL Programme will be implemented as from 01 January 2011.

January 2010: Preparation of compilation table of suggested elements of revision / update / amendment that were received during Programme implementation in 2008 and 2009. Compilation of list of stakeholders for direct consultation.

25 February 2010: Expert workshop to collect ideas and requirements for the revision (Konstanz, Germany).

01 March – 27 May 2010: Preparation of a first draft of the revised FFL Programme.

28 May – 27 July 2010: Public international multi-stakeholder consultation of the first draft of the revised Programme (60 days, in accordance with ISEAL requirements).

28 July – 30 September 2010: Preparation of a second draft of the revised Fair for Life Programme.

01 October – 31 October 2010: Public international multi-stakeholder consultation of the second draft of the revised Fair for Life Programme (60 days, in accordance with ISEAL requirements).

By end November 2010: Preparation of the final draft of the revised Fair for Life Programme.

End November 2010: Meeting of the Bio-Foundation Technical Committee and final approval of the revised Fair for Life Programme.

December 2010: Finalization of the revised FFL Programme (Version 2011) and preparation of the checklists relating to the revised Fair for Life Programme and translations as required.

5. Public international multi-stakeholder consultation

As indicated above, there will be 2 rounds of public consultation during the revision process of the Fair for Life Programme. Both consultations will be announced through the Website www.fairforlife.net the consultation process comprises 3 elements:

- 1) The draft revised Programme will be published on the Website www.fairforlife.net during the consultation periods. During these periods, the public, without restriction, will have the opportunity to comment on the draft revised Programme. For comments the forms provided on the website must be used. All comments and contributions to the revision process must be personalized, written in English language, and sent to the e-mail address provided on the website. Anonymous comments or comments that are received after the end of the consultation periods will not be accepted.
- 2) The Bio-Foundation, has compiled a balanced stakeholder consultation list. This list names more than 100 individual experts from a wide range of stakeholders (government agencies and non-governmental organizations; certification agencies; private sector companies; producers, processors and traders of Fair for Life certified products; private consultants; representatives of indigenous peoples) and regions world-wide. It has been ensured that all organisations that are materially affected by the standard are invited to comment, particularly presently certified Fair for life operations. A wide range of competent experts in the field have been contacted directly before the consultation process whether they are interested to participate in order to ensure that the stakeholder participating will be active and meaningful.
- 3) All people on this expert list will be personally invited by e-mail to comment on the drafts of the revised Fair for Life Programme. For comments the forms provided on the website must be used, emails are also accepted. All comments and contributions to the revision process must be personalized, written in English language, and sent to the e-mail address provided in the invitation. Anonymous comments or comments that are received after the end of the consultation periods will not be accepted.

After the end of the public consultation periods, a compilation table of all comments received will be produced and made public; this table includes remarks on if and how comments were included in the resulting draft of the revised Programme. The Bio-Foundation reserves the right to deny comments that:

- Are not written in English
- Are received after the end of the public consultation periods

- Do not refer to the topic of the public consultation process
- Are disrespectful of any person or any stakeholder group
- Discriminate against any person or group of people, any religion, gender, ethnic origin or nationality.

Such comments will be deleted and will not be included in the compilation table.

6. Governance

The following organizations are involved in the Standard Setting and Revision Process of the Fair for Life Programme:

a) FFL Programme Revision Steering Group

This committee has 4-6 members and is jointly run by the Bio-Foundation and IMO; its task is the development and execution of all activities related to revising and updating the FFL Programme and related documents and checklists.

b) Bio-Foundation Technical Committee

The Technical Committee is composed of 5-6 experts in social standard development from different regional and professional backgrounds and stakeholders; its task is providing expertise and consultancy to the FFL Programme Revision Steering Group in all relevant questions.

c) Board of the Bio-Foundation

The board of the Bio-Foundation is the responsible body for the final sign-off of all new or revised FFL Programme documents. The Board will take a decision on approval of the final draft of the revised FFL Programme no later than 4 weeks after the delivery of the final draft.

Within the standard revision process 2010, the Bio Foundation will also further discuss governance and standard setting procedures for the Fair For Life programme for future amendments and revisions.

7. Complaints

All stakeholders and individuals have the right to file a complaint with regard to the consultation process for revising the FFL Programme. For this purpose, a letter of complaint should be sent to the Bio-Foundation, FFL Programme Revision Steering Group. Complaints will be addressed within 1 month from reception.

8. Contact

In case of questions with regard to the revision process of the Fair for Life Programme, please do not hesitate to contact the Bio-Foundation at:

revision@fairforlife.org