



# FAIR FOR LIFE & FOR LIFE

Scheme Revision Process

Version July 2019

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## INTRODUCTION

The Fair for Life and For Life Standard aim to provide a framework within each actor can engage to make fair trade and corporate social responsibility principles a reality. In order to increase the intended benefits to people and the environment, the Standards seek to integrate learning and encourage innovation and are revised at regular intervals. This allows the Standards to react on issues raised through:

- ✓ new knowledge and/or new practices in the relevant sectors;
- ✓ stakeholder input;
- ✓ auditing results; and
- ✓ organizational monitoring and evaluation.

ECOCERT is committed to following best practices in revising the Fair for Life and For Life Standards. These include:

- ✓ Justifying the need for their revision based on the intended outcomes;
- ✓ Identifying directly and indirectly affected stakeholders and providing them with information about the standard revision process and their possibilities for involvement;
- ✓ Holding public consultations and ensuring that there is a balance of the different stakeholder groups involved;
- ✓ Providing stakeholders with adequate and accessible mechanisms for participation;
- ✓ Ensuring that stakeholders’ views are represented in the consultation process and in decision-making;
- ✓ Making freely and publicly available the Standards and information about their development; and
- ✓ Reviewing the Standard at regular intervals.

The purpose of this document is to describe the process by which the Fair for Life and For Life Standards are revised by ECOCERT. It replaces the previous “Fair for Life procedure for scheme revision” dated 10/05/2016.

This procedure was designed in compliance with the requirements of the ISEAL Code of Good Practice for Setting Social and Environmental Standards (version 6.0 - December 2014).

# 1 PERSONS – BODIES INVOLVED

The following organizations are involved in the Scheme revision process of the Fair for Life and For Life Schemes:

Organization / Body	Description	Mission
<b>FFL &amp; FL Scheme Committee</b>	The FFL & FL Scheme Committee is composed of appointed individuals representing the major stakeholder groups with material interests in the FFL & FL schemes (e.g. producers, handlers, consumer organisations) as well as selected Fair Trade and CSR experts. The committee is open to all interested stakeholders, but members are selected and assigned according to separate Terms of Reference.	Work and make recommendations on the content of the revised FFL & FL schemes;  Seek to find a consensus on scheme content, with appropriate rules defined according to separate Terms of Reference.
<b>FFL &amp; FL Revision Project Team</b>	This project team has 3-4 members and is appointed by the steering committee / management. The project team typically includes the FFL & FL scheme officer and the head of the Social and Fair Trade department of ECOCERT.	Develop the scheme and all related documents for its application;  Consult Scheme Committee & Identified stakeholders;  Report to the Steering Committee.
<b>FFL &amp; FL Revision Steering Committee</b>	The steering committee is the internal responsible body for ensuring the good management of the revision project. It is assigned by the management of ECOCERT. It is composed of relevant persons within ECOCERT SA, who have authority in specific fields (legal, communication...); it shall include at least one member of the management board.	Supervise the overall Scheme revision process;  Provide the framework of overarching principles applicable to the Fair for Life Scheme;  Approves the final version of the Scheme.
<b>FFL &amp; FL Identified Stakeholders</b>	Representation of all organisations materially affected by the scheme i.e. as a minimum: - Certified clients; - Fair Trade/CSR schemes that Fair for Life/For Life collaborates with. In case of a major revision, in addition to the above categories: - Fair trade promotion and support organisations; - Consumer right organisations; - Labour right organisations.	Give their feedbacks regarding Scheme content during defined consultation period(s).

## 2 THE REVISION PROCESS

### 2.1 General Process

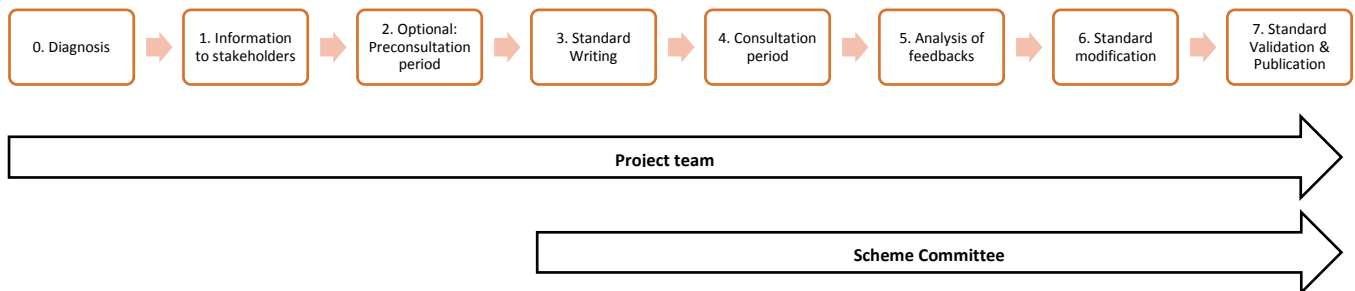
Systematic revisions of the scheme are carried out in regular intervals (at least every 5 years) and follow a transparent and public consultation procedure, lined out in Section 2.2. An overview on the regular revisions since the creation of the Fair for Life and For Life Standards can be found in Annex I.

In between these regular revisions, intermediate revisions can be carried out as part of the continuous review and evolution of the FFL & FL Standards whenever deemed necessary. These intermediary revisions follow a simplified, but likewise transparent, consultation process, involving the consultation of the FFL & FL Scheme Committee as described in Section 2.3.

Proposals for revisions or clarifications to the standard can be submitted at any time by any stakeholder via email at [revision@fairforlife.org](mailto:revision@fairforlife.org).

## 2.2 Regular revision

The process for a regular revision shall include the following steps:



Step	Content	Concerned Stakeholders
<b>0. Diagnosis</b>	Decision to start the revision process Identification of necessary changes (benchmark with other schemes, recurrent clients' feedbacks on specific issues, evolution of legal framework, etc.)	
<b>1. Information to stakeholders</b>	Information sent to stakeholders (at least certified operations and Certification Bodies) for each revision: <ul style="list-style-type: none"> <li>▪ Rationale, Scope of revision and Timeline</li> <li>▪ Suggested major elements of revision</li> </ul>	Certified operations, Certification Bodies
<b>2. Optional: Pre-consultation period</b>	Certified operations can be invited to discuss and comment on the suggested major elements of revision in a <u>pre-consultation</u> process	Certified operations
<b>3. Standard writing</b>	<u>Preparation of a draft revised scheme</u> by the project team in collaboration with the Scheme committee.	Scheme Committee
<b>4. Consultation Period of the draft Standard</b>	<u>Public international multi-stakeholder consultation period:</u> 1) Preliminary stakeholder mapping 2) Compilation/Update of list of stakeholders for direct consultation 3) Publication of the draft revised Scheme during 60 days. In case of a sufficient pre-consultation period this timeframe can be shortened to 30 days. 4) During this period, comments on the draft revised Scheme, using specific forms provided, are open to: a. All people on the stakeholder list, who will be personally invited. b. The public, without restriction.	Identified stakeholders  Public
<b>5. Analysis of feedbacks</b>	Feedbacks are examined. In case of very substantive unresolved issues, a second round of stakeholder consultation may be necessary.	
<b>6. Preparation of the final version</b>	<u>Preparation of the final version:</u> Finalization of the text together with the Scheme Committee.	Scheme Committee
<b>7. Validation and publication of the final version</b>	The scheme text approved by the Steering committee. <u>Publication of:</u> <ul style="list-style-type: none"> <li>▪ The final scheme;</li> <li>▪ A written synopsis of : <ul style="list-style-type: none"> <li>○ All comments received;</li> <li>○ How each material issue has been addressed in the revision process;</li> </ul> </li> </ul> The synopsis shall include a justification of any material change to the scheme committee's scheme proposal.  <u>Notification of stakeholders</u> (at least certified operations and Certification Bodies) on the new Standard version and the date by which the new Standard will come into effect. A Transition Plan for the compliance with the modified/new requirements will be defined and communicated to the certified operations by the Certification Bodies.	Steering Committee
<b>8. Scheme implementation</b>	<u>New version of the scheme is used for certification</u> from validity date onwards.	

## 2.3 Intermediate revision

### 2.3.1 NON-SUBSTANTIVE CHANGES (MINOR REVISION)

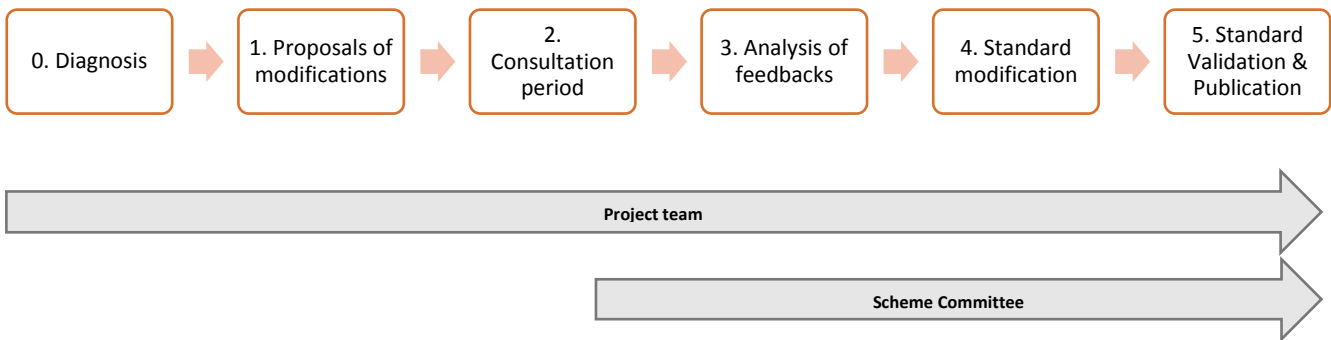
Non-substantive changes include, but are not limited to, improving or clarifying language, correcting typing or grammatical errors, and updating references to other standards where these have changed. They normally require a change in practice by the certified operation.

ECOCERT may make minor revisions to standards at its discretion, without conducting stakeholder consultation. These changes are notified in the in the subsequent review and revision process.

### 2.3.2 SUBSTANTIVE CHANGES (MAJOR REVISION)

Substantive changes are modifications that require a change in practice by certified operation.

The process for an intermediate major revision in between regular standard revisions shall include the following steps:



Step	Content	Concerned Stakeholders
<b>0. Diagnosis</b>	Decision to carry out an intermediate revision Identification of necessary changes (benchmark with other schemes, recurrent clients' feedbacks on specific issues, evolution of legal framework, etc.)	
<b>1. Proposals of modification</b>	<u>Preparation of a draft revised scheme</u> by the project team.	
<b>2. Consultation Period of the draft Standard</b>	<u>Scheme Committee consultation:</u> 1) Compilation/Update of list of stakeholders for direct consultation 2) Sending of the proposed modifications to the Scheme Committee members for feedback during 30 days. 3) During this period, comments on the modifications, using specific forms provided, are open to all members of the scheme committee, who will be personally invited. 4) Optionally, group discussions are organized in addition to discuss specific topics.	Scheme Committee
<b>3. Analysis of feedbacks</b>	Feedbacks are examined. In case of very substantive unresolved issues, a second round of scheme committee consultation may be necessary.	
<b>4. Preparation of the final version</b>	<u>Preparation of written synopsis of the consultation and the final version of the Standard and presentation to the Scheme Committee for validation.</u>	Scheme Committee

<p><b>5. Validation and Publication of the final version</b></p>	<p><u>Publication of:</u></p> <ul style="list-style-type: none"> <li>▪ The final scheme;</li> <li>▪ A written synopsis of : <ul style="list-style-type: none"> <li>○ All comments received;</li> <li>○ How each material issue has been addressed in the revision process;</li> </ul> </li> </ul> <p>The synopsis shall include a justification of any material change to the scheme committee’s scheme proposal.</p> <p>Notification of stakeholders (at least certified operation and Certification Bodies) on the new Standard version and the date by which the new Standard will come into effect. A Transition Plan for the compliance with the modified/new requirements will be defined and communicated to the certified operations by the Certification Bodies.</p>	<p>Scheme Committee</p>
<p><b>6. Scheme implementation</b></p>	<p><u>New version of the scheme is used for certification</u> from validity date onwards.</p>	

### 3 COMPLAINTS AND CONTACT

All stakeholders and individuals have the right to file a complaint with regard to the consultation process for revising the FFL & FL Schemes. For this purpose, a letter of complaint should be sent to the ECOCERT Group, Social & Fair Trade Department. Complaints will be addressed within 1 month. In case of questions with regard to the revision process of the Fair for Life Scheme, please do not hesitate to contact the FFL scheme project team at: [revision@fairforlife.org](mailto:revision@fairforlife.org).

# ANNEX 1: BACKGROUND AND HISTORY

	Fair for Life scheme (FFL)	ECOCERT Fair Trade scheme (ESR)
<b>Creation</b>	2006 : Developed by the Swiss Bio-Foundation in cooperation with the Institute for Marketecology (IMO)	2006: Developed by ECOCERT SA, the holding of the ECOCERT Group
<b>Content</b>	Both schemes provide the basis for 'Social Responsibility Certification' and 'Fair Trade Certification'.	
<b>Ownership &amp; implementation</b>	2013: IMO Swiss AG, the Fair for Life certification body, becomes part of the ECOCERT Group. 2014: The Biofoundation handed over ownership of the scheme to IMO Group AG (owned by ECOCERT Group).	2013: ESR scheme implementation is transferred to ECOCERT Environnement, a subsidiary of the ECOCERT Group
<b>Previous revision processes</b>	(1) 2007/2008: 1st update with final Version February 2008  (2) 2010: 2nd update with final Version February 2011  (3) 2013: minor technical revision of Module 1 and 4.	(1) 2009/2010: 1st update with final Version June 2010  (2) 2012/2013: 2nd update with final Version June 2013
<b>Merger revision process</b>	2016/2017: Review of the Fair for Life scheme. At the end of the revision process, ESR certified clients are certified according to the new Fair for Life scheme.	
<b>Revision processes after the merger</b>	2018/2019: minor revision through Scheme Committee Consultation with final Version April 2019	