



TERMS OF REFERENCE FOR ADVISORY COMMITTEE FOR 'THE DEVELOPMENT AND REVISION OF FSC COUNTRY REQUIREMENTS' (FSC-PRO-60- 006 AND FSC-PRO-60-006A)

Terms of Reference



Title:	Terms of Reference for Advisory committee for 'The development and revision of FSC Country Requirements'
Finalization date:	16 August 2024
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Advisory Committee Summary

Role of Group:	Advisory and Consultive
Number of Group members:	3 (One from each chamber- Economic, Environmental and Social)
Process lead:	Taruna, Process Lead, Country Requirements General Functions
Working language:	English

Process Summary

Process title:	Revision of 'The development and revision of FSC Country Requirements'
Scope of the revision process:	<ul style="list-style-type: none"> a) FSC-STD-60-006 V1-2 Process Requirements for the development and maintenance of National Forest Stewardship Standards, b) FSC STD-60-002 V1-0 Structure and Content of National Forest Stewardship Standards, c) FSC-PRO-60-006 V2-0 Development and Transfer of National Forest Stewardship Standards to the FSC Principles and Criteria Version 5-1, d) FSC-PRO-60-007 V1-2 Structure, Content and Development of Interim National Standards, e) FSC-PRO-60-002 V3-0 EN The Development and Approval of FSC® National Risk Assessments, and f) General process requirements for FSC Risk Assessments resulting from the alignment with European Deforestation Regulation (EUDR).

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A. PROCESS INFORMATION

1. Background of the Process

At its 91st meeting in March 2022, the FSC Board of Directors (BoD) approved the revision of FSC's four standards and procedures regulating the content and process requirements for the development and maintenance of the FSC Forest Stewardship Standards (FSS). These are:

- a. FSC-STD-60-006 V1-2 *Process Requirements for the development and maintenance of National Forest Stewardship Standards,*
- b. FSC-STD-60-002 V1-0 *Structure and Content of National Forest Stewardship Standards,*
- c. FSC-PRO-60-006 V2-0 *Development and Transfer of National Forest Stewardship Standards to the FSC Principles and Criteria Version 5-1, and*
- d. FSC-PRO-60-007 V1-2 *Structure, Content and Development of Interim National Standards.*

These four documents are merged into two and referred as 'The Development and Revision of FSC Country Requirements & Revision of FSC-PRO-60-006a Structure and Content of Forest Stewardship Standard' (also referred as 'FSS requirements' for purpose of this Terms of Reference (TOR)).

Rationale of the revision: The aforementioned documents are outdated, incomplete and inconsistent. The structure of the documents results in the overlap with the contents and hinders effective use and maintenance of FSS. Their status and content do not contribute to the streamlining of policies and standards towards outcome orientation.

The period of validity for all four documents has expired¹. Several factors and processes drive the revision of these requirements, including FSC Global Strategy and changes in general rules for the development and revision of normative document <FSC-PRO-01-001 Development and Revision of FSC Requirements> published in January 2023.

The FSC Global Strategy requires outcome orientation, streamlining² and data driven approach to be incorporated in the requirements for FSS development. In addition, regular review process conducted by Performance and Standards Unit (PSU), the Forest Management Community (FMC) and other stakeholders have found 53 specific issues to be addressed. The content of above four documents is needs consistency and alignment with what a standard (STD) or a procedure (PRO) shall contain. Additionally, the requirements are also to be aligned with at least twelve (12) other FSC Normative Documents, 2 interpretations and 6 Advice Notes.

In December 2021, the Policy and Standards Committee (PSC) recommended the revision based on the Review Report³ and agreed on merging these four documents one or maximum two normative documents.

During preparation for the revision process, PSU team has further identified the opportunity to merge process requirements for the development and maintenance of FSS with process requirements for the development and maintenance of CW risk assessments (currently in FSC-PRO-60-002). The results of feasibility exercise proved that merging requirements for development and maintenance of FSC Forest Stewardship Standards (FSS) and Risk Assessment (RA) is possible and a pragmatic solution for the users. In late 2022, PSU presented the concept and results of feasibility exercise to Policy Steering Group (PSG), which supported merger of process requirements for developing and maintaining FSC FSS with

¹ In 2009 the FSC-STD-60-006 was amended with a period of validity ending in April 2014. Periods of validity of FSC-STD-60-002 and FSC-PRO-60-006 ended in January 2015 and June 2020, respectively. In 2020, the FSC-PRO-60-007 was amended with a period of validity ending in October 2021

² Goal 1.2 of the Global Strategic Plan 2021-2026, and more in specific, to the streamlining of policies and standards towards outcome orientation aiming at making the requirements more efficient, effective, outcome-oriented and risk based.

³ The PSU Review Report was developed according to FSC-PRO-01-001 V3-1.

FSC-PRO-60-002 V3-0 EN *The Development and Approval of FSC® National Risk Assessments*, considering both process requirements for local adaptations of international FSC requirements. As a result, starting in 2023, the process requirements were developed that befits the requirements for development and revision of both FSC FSS and FSC RA.

In the BM#96, the BoD discussed the need for this revision process to increase the engagement with the FSC Membership. Therefore, it was decided by the Policy Steering Group in December 2023 to amend the Terms of Reference to establish an 'Advisory committee' including three FSC members, one each from the social, economic and environmental chambers. The objective is to receive suggestions from advisory committee at important junctions and milestones of the ongoing revision process. Additionally, the rationale is to raise the confidence and support of key stakeholders for this revision process.

2. Objective of the revision process

The objectives of the revision of the 'The Development and Revision of FSC Country Requirements' for are to:

- a. improve the quality of the locally adapted FSC requirements, their relevance, understandability, completeness, simplicity, user-friendliness and consistency with other applicable requirements within the FSC Normative Framework.
- b. incorporate outcome orientation (including monitoring and evaluation as well as data requirements) in the FSC country requirements process.
- c. increase the efficiency, quality, and reliability of the processes for the development and maintenance of FSC country requirements.

3. Working bodies

The FSC bodies involved in the process⁴ are listed below:

Working bodies*	Name
Technical working Group	4 Technical Experts
Process Lead	Taruna, Process Lead, Country Requirements General Functions
Process Supervisor	Udit Khare, Programme Manager, Country Requirements General Functions
FSC Policy Director	Joanna Nowakowska, System Performance Director
Policy Steering Group (PSG)	FSC Director General, representatives of senior management team and selected regional directors.
PSC Liaison Person	Kevin Jones
BoD Liaison Persons	Lincoln Quevedo
Decision-making Body	Policy and Standards Committee (PSC)

⁴ Established in line with FSC-PRO-01-001 V4-0.

B. ADVISORY COMMITTEE INFORMATION

4. Tasks and deliverables of the Advisory Committee

4.1. Tasks

The task of the committee is to provide recommendations to TWG, and process lead during the revision process, including the following:

- a. Advice to Technical Working Group (TWG) at the critical junctures during the revision process, including, but not limited to:
 - i. Participation in TWG meetings (See section 6 of this ToR); and
 - ii. Providing recommendations to TWG on specific topic, stakeholders' concerns or issue raised by decision-making body and/or FSC membership.
- b. Providing feedback on overall implement ability of draft requirements, from the perspective of their corresponding chamber before the draft PRO-60-006 and its addendum PRO-60-006a is submitted to decision-making body.
- c. Conduct desk testing of the draft PRO-60-006 and its addendum PRO-60-006a, which involves:
 - i. Reviewing and performing a feasibility analysis of new and revised requirements to develop FSC Country Requirements. i.e., Forest Stewardship Standard (FSS) and Risk Assessment (RA). This exercise will ensure that new and revised requirements are clear, comprehensive, and aligned with existing FSC normative framework.
 - ii. Verifying if the requirements and new concepts introduced in the draft PRO-60-006 and PRO-60-006a are effective, implementable, and user-friendly.

The terms of reference for conducting Desk testing is attached with this document. The relevant templates (feasibility analysis checklist) will only be shared with the selected Advisory committee members.

4.2. Deliverables

- a. Provide support to TWG and process lead as outlined in Clause 4.1.a and 4.1.b.
- b. Submit, as per 4.1.c., i) Desk Testing report summarizing main findings (including gaps or possible challenges in implementing new or revised requirements) and recommendations on the draft requirements; ii) requested prototypes like a workplan as per the draft requirements; and iii) feasibility analysis checklist.

5. Required Skills

5.1. Technical Skills

- a. Holistic knowledge about sustainability standards and certification systems, with expertise in at least one of following: standard-setting, assurances and integrity system, monitoring & evaluation, developing/implementing sustainability code of conducts or theory of change.
- b. Up-to-date knowledge on FSC's strategy and priority areas.
- c. Experience in developing or revising FSS or RA.
- d. Understanding of the implement-ability and potential impact of the revised requirements on forests, and affected stakeholders, e.g., standard developers.

5.2. Soft Skills

- a. Ability to work together in a diverse group of people with different background, multicultural environment.
- b. Clarity in expression (verbal/written).

5.3. Contribution

- a. Commitment and capacity to deliver as per agreed timelines.
- b. Consideration of views of stakeholders from respective chamber.

6. Engagement

- a. Participation in one (1) TWG meeting (in-person or online) after public consultation. Target month – December 2024.
- b. Participation in one (1) TWG meeting (in-person or online) before submitting the draft of revised PRO-60-006 and PRO-60-006a to decision-making body. Target month – April 2025.
- c. When requested, attendance to meetings to advise TWG member to resolve comments from stakeholder or contentious issues.

7. Structure and Accountabilities

Appointed advisory committee members are expected to work in close collaboration with process leads and TWG members. Committee members can advise and provide recommendations during the meeting, especially from the perspective of the chamber they are representing.

Committee members do not have decision-making authority in the Technical Working Group meetings.

8. Work Plan and Time Commitment

Advisory committee members are not required to join all TWG meetings. However, when requested, they are expected to participate and engage in meetings and consultation webinars, as specified in Section 6.

The term of advisory committee ends with the approval of the final draft(s) by PSC.

The expected start date of process was 1st September 2022, with a targeted completion by the end of 2024. However, to merge and align this revision process with the revision of FSC-PRO-60-002, an extension on the timelines was approved by Policy Steering Group (PSG) in September 2023. The revision process is now scheduled to be completed by July 2025.

An updated estimated work plan is provided in Annex 2: Estimated work plan.

9. Expenses and Remuneration

Advisory committee members will be paid stipend in accordance with the FSC Stipend policy.

10. Expression of Interest

Interested participants are encouraged to submit their Expression of Interest to the following email address: country_requirements@fsc.org, along with the CV and completed application form for conducting desk testing by **12th September 2024.**

11. Language

The working language is English. All drafts for consultation and the approved documents will be translated into Spanish and French.

ANNEX 1 GLOSSARY

For this document, the terms and definitions given in FSC-STD-01-002 *FSC Glossary of Terms* and the following apply:

Consensus: general agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests (particularly by those directly affected) and by a process that involves considering the views of all parties concerned and to reconcile any conflicting arguments. Consensus need not imply unanimity (ISO/IEC)⁵ (Source: *FSC-PRO-01-001 V4-0*).

FSC Normative Framework: comprises all the requirements to ensure the development, functioning, maintenance and integrity of the FSC certification and accreditation system (Source: *FSC-PRO-01-001 V4-0*).

Review: activity of analysing a set of FSC requirements to determine whether it is to be reaffirmed, revised or withdrawn (Source: *FSC-PRO-01-001 V4-0*).

Revision: introduction of changes to a set of FSC requirements (Source: *FSC-PRO-01-001 V4-0*).

Technical Working Group: a group of selected experts with professional experience in the field of question, to advise and provide content related input to the development or revision of a FSC normative document (Source: *FSC-STD-01-002*).

For any additional term, kindly refer to *FSC-PRO-01-001 V4-0 EN*.

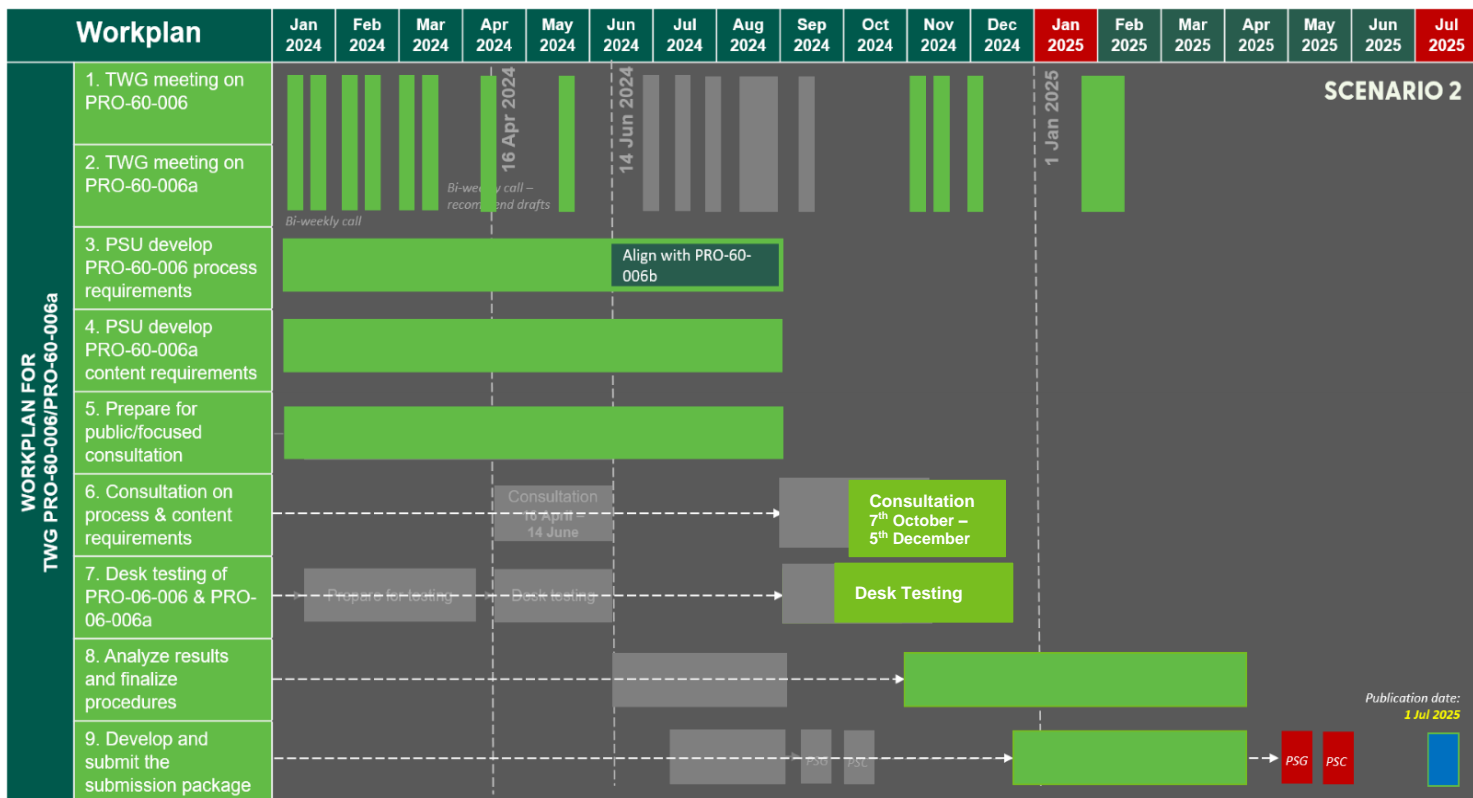
⁵ ISO/IEC Directives, Part 1 Procedures for the technical work. Consolidated ISO Supplement – Procedures specific to ISO. https://www.iso.org/sites/directives/current/consolidated/index.xhtml#_idTextAnchor167

ANNEX 2: ESTIMATED WORK PLAN

The timeline of the revision process has been extended for six months following an approval from the Policy Steering Group in the March 2024 meeting. The rationale for extending the timeline is as follow:

- a) Allows for more time in developing interdependent documents such as outcome orientation guideline.
- b) Further time needed to align requirements in the FSC-PRO-60-006 and FSC-PRO-60-006b, to include process requirements for both Forest Stewardship Standard (FSS) and Risk Assessment (RA).
- c) TWG need more time to thoroughly discuss key topics in the procedure.
- d) With a longer timeline, there is more time to plan and implement effective communication among stakeholders, addressing concerns raised during the conceptual consultation on lack of membership engagement.

The revised timeline is as following:





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