

Fair for Life procedure for scheme revision

INTRODUCTION – FRAMEWORK

Like all other certification Schemes, the Fair for Life Scheme must be updated and revised at regular intervals to account for new developments and requirements.

This document aims at describing the Fair for Life scheme revision process, carried out following the **principles of ISEAL** (ISEAL Code of Good Practice and Guidance for Setting Social and Environmental Standards; Version 6.0, December 2014).

In 2016/2017, a particularly important revision is carried out, because it will include the stakeholders related to the ECOCERT Fair Trade (ESR) scheme.

At the end of this revision, all ESR Fair Trade certified operators will be certified according to the revised Fair for Life Scheme.

This is the result of the ECOCERT SA's acquisition of IMO in late 2013 and the Bio-Foundation's handover of the Fair for Life scheme to the IMO Group AG (owned by ECOCERT SA). See Appendix for more details about background and history.

Due to this new context, the FFL procedure for Scheme Revision has been written according to the ECOCERT's R&D (research & development) procedure, itself based on the **ISO 17065 (§ 7.10) - X50-067 norms**.

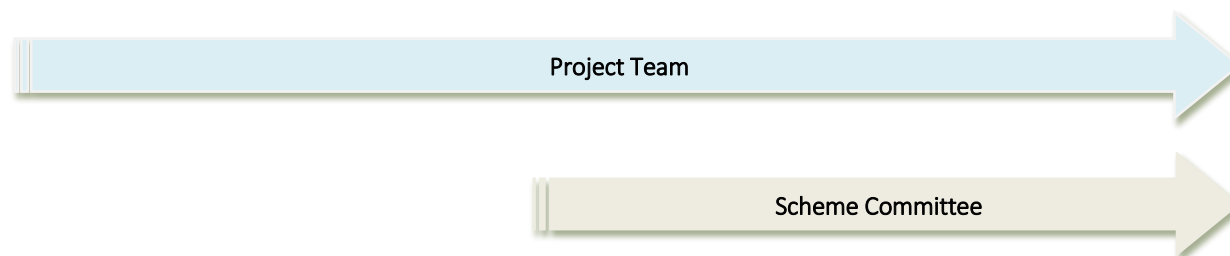
PERSONS - BODIES INVOLVED

The following organizations are involved in the Scheme revision Process of the Fair for Life Scheme.

ORGANIZATIONS / BODIES	DESCRIPTION	MISSION
FFL SCHEME COMMITTEE	The FFL Scheme Committee is composed of appointed individuals representing the major stakeholder groups with material interests in the FFL schemes (e.g. producers, handlers, consumer organisations) as well as selected Fair Trade 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 scheme Seek to find a consensus on scheme content, with appropriate rules defined according to separate Terms of Reference
FFL REVISION PROJECT TEAM	This project team has 3-4 members and is appointed by the steering committee / management. The project team typically includes the Fair for Life scheme manager and the head of the Social and Fair Trade department of IMO/ECOCERT.	Develop the scheme and all related documents for its application; Consult Scheme Committee & Identified stakeholders Report to the Steering Committee
FFL REVISION STEERING COMMITTEE	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, including IMO, 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
FFL IDENTIFIED STAKEHOLDERS	Representation of all organisations materially affected by the scheme i.e. as a minimum: <ul style="list-style-type: none"> - Certified clients; - Fair trade schemes that Fair for Life collaborates with. In case of a major revision, in addition to the above categories: <ul style="list-style-type: none"> - Fair trade promotion and support organisations; - Consumer right organisations; - Labour right organisations. 	Give their feedbacks regarding Scheme content during defined consultation period(s)

DESCRIPTION

The revision process shall include the following steps:



Step	Content	Concerned stakeholders
0. Diagnosis	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.)	
1. Information to clients	Information sent to clients for each revision: - Rationale, Scope of revision and Timeline - Suggested major elements of revision	Clients
2. Optional : Pre-consultation period	Certified operations can be invited to discuss and comment on the suggested major elements of revision in a <u>pre-consultation</u> process	Clients
3. Scheme Writing	<u>Preparation of a draft revised scheme</u> by the project team in collaboration with the Scheme committee.	Scheme committee
4. Consultation period of the draft Scheme	<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: <ul style="list-style-type: none"> • Major revisions = 60 days. • Minor revisions or sufficient pre-consultation period = 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
5. Analysis of feedbacks	Feedbacks are examined. In case of very substantive unresolved issues, a second round of stakeholder consultation may be necessary.	
6. Preparation & publication of final version	<u>Preparation of the final version.</u> The scheme text is finalized together with the Scheme committee, and approved by the Steering committee. <u>Publication of :</u> - The final scheme; - For existing clients, a transition plan for the implementation of the changes; - A written synopsis of : <ul style="list-style-type: none"> o All comments received; o How each material issue has been addressed in the revision process; The synopsis shall include a justification of any material change to the scheme committee's scheme proposal.	Scheme Committee Steering Committee
7. Scheme implementation	<u>New scheme is used for certification</u> from validity date in the final version onwards.	

COMPLAINTS AND CONTACT

All stakeholders and individuals have the right to file a complaint with regard to the consultation process for revising the FFL Scheme. 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

APPENDIX: BACKGROUND AND HISTORY

	Fair For Life scheme (FFL)	ECOCERT Fair Trade scheme (ESR)
Creation	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
Content	Both schemes provide the basis for 'Social Responsibility Certification' and 'Fair Trade Certification'.	
Ownership & implementation	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.
Previous revision processes	(1) 2007/2008: 1 st update with final Version February 2008 (2) 2010: 2 nd update with final Version February 2011 (3) 2013: minor technical revision of Module 1 and 4.	(1) 2009/2010: 1 st update with final Version June 2010 (2) 2012/2013: 2 nd update with final Version June 2013
Current revision process	2016/2017: Fair for Life scheme is reviewed. At the end of the revision process, ESR certified clients will be certified according to the new Fair For Life scheme. Final new Fair for Life Version to be published in 2017.	