



FAIR FOR LIFE & FOR LIFE

Procedure for Scheme Revision

Version February 2017

Prologue to this version:

In March 2016, the Fair for Life Standard began the process of a particularly important revision:

- 1) The “Fair for Life Social and Fair Trade Certification Programme” is divided into two separate standards, published in February 2017:
 - The For Life Standard, for “Corporate Social Responsibility” certification;
 - The Fair for Life Standard, for “Fair Trade and Responsible supply-chains” certification.
- 2) These standards, coming into force in July 2017, apply not only to operations previously certified according to the Fair for Life Scheme (FFL), but also to those previously certified according to the ECOCERT Fair Trade Scheme (ESR)¹.

Due to this new context, this procedure:

- 1) Is now called the “Fair for Life and For Life procedure for scheme revision”
- 2) Has been written according to the ECOCERT’s R&D (research & development) procedure, itself based on the ISO 17065 (§ 7.10) - X50-067 norms.

¹ This is the result of the Ecocert Group’s acquisition of IMO in late 2013, and the Bio-Foundation’s handover of the Fair for Life scheme to the Swiss IMO Group AG company (which integrates into Ecocert Group in late 2014). Please refer to the Annex for more details about background and history.

1. INTRODUCTION

Like all other certification Schemes, the Fair for Life and For Life Schemes must be updated and revised at regular intervals to account for new developments and requirements. This document aims at describing the process to be followed for each revision of the Fair for Life or For Life schemes.

2. PERSONS – BODIES INVOLVED

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

ORGANIZATIONS / BODIES	DESCRIPTION	MISSION
Scheme Committee	<ul style="list-style-type: none"> ▪ The 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 experts. ▪ The committee is open to all interested stakeholders, but members are selected and assigned according to separate Terms of Reference. 	<ul style="list-style-type: none"> ▪ Work and make recommendations on the content of the revised scheme ▪ Seek to find a consensus on scheme content, with appropriate rules defined according to separate Terms of Reference
Revision Project Team	<ul style="list-style-type: none"> ▪ This project team is a small team of internal staff members (e.g. 5 members) appointed by the steering committee / management. ▪ The project team typically includes the scheme officer, experienced certification officers and managers. 	<ul style="list-style-type: none"> ▪ Develop the scheme and all related documents for its application; ▪ Consult Scheme Committee & Identified stakeholders ▪ Report to the Steering Committee
Revision Steering Committee	<ul style="list-style-type: none"> ▪ 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 Group. ▪ It is composed of relevant persons within Ecocert Group, who have authority in specific fields (legal, communication...); it shall include at least one member of the management board. 	<ul style="list-style-type: none"> ▪ Supervise the overall Scheme revision process ▪ Provide the framework of overarching principles applicable to the Scheme ▪ Approve the final version of the Scheme
Identified stakeholders	<ul style="list-style-type: none"> ▪ Representation of all organisations materially affected by the scheme i.e. as a minimum: <ul style="list-style-type: none"> - Certified clients; - Other schemes that FFL/FL scheme actively collaborate 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, etc. 	<ul style="list-style-type: none"> ▪ Give their feedbacks regarding Scheme content during defined consultation period(s)

3. DESCRIPTION

The revision process includes 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 certified operations	Information sent to clients for each revision: - Rationale, Scope of revision and Timeline - Suggested major elements of revision	Certified operations
2. Optional: Pre-consultation period	Certified operations can be invited to discuss and comment on the suggested major elements of revision in a pre-consultation process	Certified operations
3. Scheme Writing	Preparation of a draft revised scheme by the project team in collaboration with the Scheme committee.	Scheme committee
4. Consultation period of the draft Scheme	Public multi-stakeholder consultation period: 1) Preliminary stakeholder mapping 2) Compilation/Update of list of stakeholders for direct consultation 3) Publication of the draft revised Scheme during: □ 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 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	Preparation of the final version. The standard content is finalized together with the Scheme committee, and approved by the Steering committee. Publication of: - The final scheme; - For certified operations, a transition plan for the implementation of the changes; - A written synopsis of: 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	New scheme is used for certification.	

4.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 FFL/FL Schemes, please do not hesitate to contact the revision project team at: revision@fairforlife.org

Annex: 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	<p>2013: IMO Swiss AG, the Fair for Life certification body, becomes part of the ECOCERT Group.</p> <p>2014: The Biofoundation handed over ownership of the scheme to IMO Group AG (owned by ECOCERT Group).</p>	2013: ESR scheme implementation is transferred to ECOCERT Environnement, a subsidiary of the ECOCERT Group.
History of revision processes	<ul style="list-style-type: none"> ▪ 2007/2008: 1st update with final Version February 2008 ▪ 2010: 2nd update with final Version February 2011 ▪ 2013: minor technical revision of Module 1 and 4. 	<ul style="list-style-type: none"> ▪ 2009/2010: 1st update with final Version June 2010 ▪ 2012/2013: 2nd update with final Version June 2013
	<ul style="list-style-type: none"> ▪ 2016/2017: Fair for Life scheme is reviewed with final Version February 2017, and application July 2017. <ul style="list-style-type: none"> ○ For Life scheme separated from Fair for Life scheme ○ ESR certified clients will be certified according to the new Fair For Life / For Life schemes. 	