

TERMS OF REFERENCE – SFI STANDARD REVISION TASK GROUP

The SFI Standard Revision Task Group prepares the first and subsequent drafts of the revised SFI Standards for review by the SFI Resources Committee and ultimate approval of the SFI Inc. Board of Directors. The Task Group is established for the duration of the standard revision until completion in 2021. There are three Task Groups: Forest Management, Fiber Sourcing and Chain of Custody & Labels.

1. TASKS

Task Group members are expected to participate in the following tasks, under the direction of the respective Task Group Chairs:

- Review submitted comments from public comment periods and Standard Revision Workshops that correspond to each task group's focus area.
- Prepare revised Standards text (first and subsequent drafts) for review by the SFI Resources Committee, incorporating their feedback as required.

2. SCOPE & PROCESS

The scope of the Task Group's work includes the following:

- Participation in Task Group conference calls and face-to-face meetings. All meetings will be scheduled well in advance to allow members to plan accordingly. It is important for members to participate in all meetings.
- Review comments received during public comment periods and workshops according to each Task Group focus area.
- If assigned by a Task Group Chair, participate in specific tasks and/or sub-groups to focus on specific themes.
- Discuss work assignments completed since any preceding Task Group call and/or meetings. Members of Task Groups may need to conduct separate calls in preparation for the next Task Group call.
- Incorporate feedback received from the Resources Committee and the SFI Board into the revision process.

3. TASK GROUP PARTICIPATION

Every effort should be made to attend meetings. Task Group members who cannot participate on a call can nominate another person to represent them. If this is the case, members are requested to inform the relevant Task Group chair in advance of the meeting. A member stand-in will be expected to be as conversant as possible with Task Group discussion to date. It is hoped that the use of alternates will be on an exception basis given the potential impact on Task Group work-product. To ensure a balanced representation of stakeholders and to avoid that the discussion is not dominated by a few parties, member and stand-ins should not participate in a Task Group meeting at the same time, unless approved by SFI and the Task Group chair in advance.

SFI can revoke the appointment of Task Group members at any time, e.g. if the Task Group chair has the view that the member is not actively participating in the Task Group. Seats in the Task Group can be appointed to individuals as well as to organizations. The decision whether the membership status is with an individual or an organization is made by SFI, who can change this decision at any time. If not specified otherwise, members hold a seat as an individual. Members shall inform SFI about any change to their professional/ organizational status.

4. INTEREST GROUPS

To ensure a balanced representation of interests, the Task Groups consist of the following interest groups¹:

- Forest owner/manager
- Manufacturer/processor/trader of forest-based products
- Conservation organization
- Customers & consumers
- Scientific and technological community
- Logging professionals
- Workers & trade unions
- Indigenous Peoples
- Government
- Education/academic group
- Social-purpose organization

Task Group composition will be based on interest, and balanced representation of expertise, gender, and geographical location. Task Groups and number of seats can be amended by SFI.

5. WORKING STYLE

The Task Group meetings are arranged by SFI. Meetings can take place in person or via telephone/web conferencing facilities or a combination thereof.

Meeting agendas and related papers are distributed to the Task Group members ahead of meetings, with sufficient time for Task Group members to prepare.

Members should submit comments, requests for discussions, documents etc. with the request to be considered at the meeting to the chair and SFI with sufficient time to review before the meeting.

The Standards Revision process is intended to be collaborative. While consensus on proposed language in the Standard is desirable there may be issues for which consensus cannot be achieved. In these scenarios the Task Group may forward multiple recommended options to the SFI Resources Committee for review. Task Group Chairs are expected to be fair to all viewpoints; however, they are charged with moving the process forward in a timely manner.

Consensus in this case is understood as general agreement, characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all stakeholders concerned and to reconcile any conflicting arguments. Consensus need not imply unanimity.²

¹ These interest groups reflect the major stakeholder groups as defined by Agenda 21 of the United Nations Conference on Environment and Development (UNCED) in Rio de Janeiro in 1992.

² SFI follows the Consensus building process as outlined in PEFC GD 1003:2009 Technical Documents Development Procedures.

6.CONFIDENTIALITY

Interested parties can be informed by SFI and Task Group members about the discussions in the Task Groups and the outcome of Task Group meetings at any time.

Task Group members can communicate with their own stakeholders on topics arising within the Task Group, but they are not expected to do so in an inappropriately public manner, such as on websites, in newsletters, etc. Any information which was requested to be kept as confidential by any of the Task Group members or SFI needs to be kept confidential.

SFI Inc operates all meetings and conference calls under anti-trust laws and regulations. All materials and agenda items are reviewed ahead of time for any issues of concern. Should conversation of concern arise during meetings , Task Group members can bring it to the attention of the chair or SFI staff who will move the conversation from those areas immediately.

7.COSTS

Expenses incurred due to a Task Group member's work within the Task Group, for traveling, accommodation, phone bills, meals and working time will not be reimbursed by SFI, unless otherwise agreed between SFI and the Task Group member.

