

## Fair for Life Social and Fair Trade Certification Programme

# Procedures for Programme Revision and Governance

### 1. Background

The Fair for Life Programme (FFL Programme) was developed upon client request in 2006 by the Swiss Bio-Foundation in cooperation with the Institute for Marketecology (IMO), and launched in late 2006. The Programme provides the basis for certification according to the 'for Life – Social Responsibility Certification' and 'Fair for Life, Social and FairTrade Certification' Standards, including the respective indicators to be verified in the auditing, compliance check and certification process.

The FFL Programme has undergone the following revision processes:

- (1) 2007/2008: 1st update with final Version February 2008
- (2) 2010: 2<sup>nd</sup> update with final Version February 2011

In 2013 a minor technical revision is planned for the first half of 2013 according to a separate scope and timeline document.

### 2. Standard ownership and implementation

The FFL Programme is owned by the Swiss Bio-Foundation, which is responsible for the coordination of all Programme development and revision / adaptation processes.

The Bio-Foundation assigns the final decision on the Fair for Life Programme content to the Fair for Life Standard Committee (see section 6)

### 3. Programme revisions

Like all other standards, the Fair for Life Programme must be updated and revised at regular intervals to account for all new developments and requirements in the field of social responsibility, fair and ethical trading and environmental sustainability and sensitivity of production, processing and trade. For this purpose, the Bio-Foundation, in co-operation with IMO and the Fair for Life Standard Advisory Committee, carries out regular Programme revisions.

The revision process always includes a public international multi-stakeholder consultation. Major standard revisions are carried out following the principles of ISEAL with regard to standard revision processes (ISEAL Code of Good Practice and Guidance for Setting Social and Environmental Standards; P005, Version 5.01 – April 2010). For minor revisions slightly simpler procedures (e.g. shorter consultation periods) may be adapted, as outlined in section 4.

### 4. FFL Programme revision process

For each revision, a separate Rationale, Scope of revision and Timeline document shall be developed and published on the Fair for Life website.

The revision process shall include at least the following steps

1. Preparation of suggested elements of revision / update / amendment
2. Compilation/Update of list of stakeholders for direct consultation after preliminary stakeholder mapping. The list of stakeholders shall always comprise all Fair for Life certified operations, fair trade promotion organisations and FT support organisations, consumer right organisations, labour right organisations and all fair trade schemes that Fair for Life collaborates with.
3. Preparation of a first draft revised standard text
4. Public international multi-stakeholder consultation of the first draft of the revised Programme/Module(s). In case of major revisions the consultation period must be 60 days. In case of minor revisions, the Bio-Foundation reserves the right to slightly shorten the consultation period. See details in section 5.
5. Preparation of the second draft of the revised Fair for Life programme / modules. Discussion in the FFL Stakeholder Advisory committee with recommendation to the FFL standard committee. FFL Standard committee to approve the 2<sup>nd</sup> draft.
6. Public international multi-stakeholder consultation of the second draft of the revised Fair for Life Programme. Publication of summary of comments received and how they were addressed in the second standard. In case of any substantial changes to the first draft the consultation period must be 60 days, otherwise it may be reduced to 30 days.

7. Preparation of the final version of the revised Fair for Life programme / modules. Discussion in the FFL Standard Advisory committee with recommendation to the FFL standard committee. FFL Standard committee to approve the final version.
8. Publication of the final programme/module(s) on the Fair for Life website; Publication of summary of comments received and how they were addressed in the second standard.
9. New programme / module(s) used from validity date in the final version onwards.

#### **5. Public international multi-stakeholder consultation**

As indicated above, there will be 2 rounds of public consultation during the revision process of the Fair for Life Programme or selected modules. Both consultations will be announced through the Website [www.fairforlife.net](http://www.fairforlife.net). The consultation process comprises 3 elements:

- 1) The draft revised Programme will be published on the Website [www.fairforlife.net](http://www.fairforlife.net) during the consultation periods. During these periods, the public, without restriction, will have the opportunity to comment on the draft revised Programme, using the forms provided. All comments and contributions to the revision process must be personalized, written in English, German or Spanish language, and sent to the e-mail address provided on the website. Anonymous comments or comments that are received after the end of the consultation periods will not be accepted.
- 2) In addition, the Bio-Foundation, has compiled a balanced updated stakeholder consultation list for each revision. This list names a wide range of individual experts from a wide range of stakeholders (government agencies and non-governmental organizations; certification agencies; private sector companies; all producers, processors and traders of Fair for Life certified products; private consultants; representatives of indigenous peoples) and regions world-wide. It is ensured that all organisations that are materially affected by the standard are invited to comment, particularly all presently certified Fair for life operations. A wide range of competent experts in the field have been contacted directly before the consultation process whether they are interested to participate in order to ensure that the stakeholder participating will be active and meaningful.
- 3) All people on this expert list will be personally invited by e-mail to comment on the drafts of the revised Fair for Life Programme. For comments the feedback forms provided on the website should be used, emails are also accepted. All comments and contributions to the revision process must be personalized, written in English, German or Spanish language, and sent to the e-mail address provided in the invitation. Anonymous comments or comments that are received after the end of the consultation periods will not be accepted.
- 4) Additionally, Fair for Life auditors will be assigned to discuss standard revision aspects that are particularly relevant to producers and/or workers during Fair for Life audits in workers

and producer interviews, in order to provide a more informal channel of discussing standard changes and collect feedback from workers and producers in Fair for Life projects.

After the end of the public consultation periods, a compilation table of all comments received will be produced and made public; this table includes remarks on if and how comments were included in the resulting draft of the revised Programme.

The Bio-Foundation reserves the right to deny comments that:

- Are not written in English, German or Spanish (*but efforts will be made to translate comments in other languages whenever possible*)
- Are received after the end of the public consultation periods
- Do not refer to the topic of the public consultation process
- Are disrespectful of any person or any stakeholder group
- Discriminate against any person or group of people, any religion, gender, ethnic origin or nationality.

Such comments will be deleted and will not be included in the compilation table.

In addition to the public stakeholder consultation process, the FFL stakeholder advisory committee represents different stakeholders and is actively involved in the revision process, discussing all controversial and political standard sections to be updated in the revision.

## **6. Governance**

The following organizations are involved in the Standard Setting and Revision Process of the Fair for Life Programme:

### **a) FFL Programme Revision Technical Committee**

This committee has 3-4 members and is jointly run by the Bio-Foundation and IMO; its task is the development and execution of all technical activities related to revising and updating the FFL Programme and related documents and checklists.

The committee always includes the Fair for Life programme manager and the head of the Social and Fair Trade department of IMO. Members are appointed by the Bio-Foundation board of trustees

### **b) Fair for Life Stakeholder Advisory Committee**

The FFL Stakeholder Advisory Committee is composed of up to 11 stakeholder representatives representing all stakeholder groups with material interests in the Fair for Life standards as well as 2 Fair for Life experts as appointed by the Bio-Foundation. Its role is to discuss proposed standard revisions, in particular any controversial or political standard

aspects and to give a recommendation for the second and final draft of the revised Fair for Life programme/module to the Fair for Life Standard Committee

**c) Fair for Life Standard Committee**

The Fair for Life Standard committee is authorised by the Bio-Foundation board of trustees to take the final decision on the Fair for Life Standard content. The committee consists of at least of one Bio-Foundation Trustee with considerable experience in organic certification and fair trade, the Fair for Life programme manager, one Fair for Life international Auditor. It may include 1-2 more Fair for Life fair trade experts as appointed by the Bio-Foundation board of trustees.

**d) Board of the Bio-Foundation**

The board of the Bio-Foundation is the responsible body for the final FFL Programme. The Board will take a decision on approval of the final document no later than 4 weeks after the delivery of the final draft. The foundation has the right to reject the proposed standard document back to the FFL standard committee in case due procedures have not been followed or material concerns raised have not been adequately addressed. The authority to change of content and wording of the Fair for Life programme is designated solely to the Fair for Life standard committee.

The Fair for Life governance and standard setting procedures will be regularly reviewed and, if necessary, revised by the Bio-Foundation.

## **7. Complaints**

All stakeholders and individuals have the right to file a complaint with regard to the consultation process for revising the FFL Programme. For this purpose, a letter of complaint should be sent to the Bio-Foundation, FFL Programme Revision Steering Group. Complaints will be addressed within 1 month from reception.

## **8. Contact**

In case of questions with regard to the revision process of the Fair for Life Programme, please do not hesitate to contact the Bio-Foundation at:

[revision@fairforlife.org](mailto:revision@fairforlife.org)