



Policy Development

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1 July 2016

Policy Applicable To

All CertiSource Staff and Certification Body Staff

Policy Managed By

The CertiSource Programme Director owns this policy and can be approached in relation to this policy:

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Position

Signed



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1. Policy Background

1.1. Introduction

CertiSource aims to ensure that all policies are clear, comprehensive and workable and that they remain relevant at all times.

All policy documents are underpinned by the CertiSource principles of Credibility, Transparency, Cooperation and Integrity.

1.2. Scope

All current and future policy documents.

1.3. Definitions

FLEG	The donor-led Forest Law Enforcement and Governance (FLEG) process is the outcome of a number of consultations, conferences and national initiatives organised by multilateral and bilateral donors that focused on combating the threat posed to forests by illegal logging and trade, corruption and poaching.
FLEGT	<p>Forest Law Enforcement, Governance and Trade (FLEGT) is the European Union's initiative to eliminate illegal timber from their sector. The FLEGT Action Plan sets out a new and innovative approach to tackling illegal logging, which links the push for good governance in developing countries with the legal instruments and leverage offered by the EU's own internal market.</p> <p>The core components of the Action Plan are support for improved governance in wood-producing countries, and a licensing scheme to ensure only legal timber enters the EU. This licensing scheme will initially be implemented on a voluntary (but binding) basis, through a series of partnerships with wood-producing countries.</p>
Lacey Act Amendment	<p>With enactment of the 2008 Farm Bill (the Food, Conservation, and Energy Act of 2008), the US Lacey Act was amended for the purpose of combating illegal logging and expanding the Lacey Act's anti-trafficking protections to a broader set of plants and plant products.</p> <p>The Lacey Act now makes it unlawful to import, export, transport, sell, receive, acquire, or purchase in interstate or foreign commerce any plant, with some limited exceptions, taken in violation of the laws of a U.S. State, or any foreign law that protects plants. The Lacey Act also makes it unlawful to make or submit any false record, account or label for, or any false identification of, any plant.</p>
Lacey Coalition	A coalition of groups from NGO's and the private sector observing and advocating as the Lacey Act is implemented.
NGO	Non-Government Organisation.
Stakeholder	Stakeholders broadly defined are those groups or individuals: (a) that can reasonably be expected to be significantly affected by an organization's products, services and activities; or (b) whose

actions can reasonably be expected to affect the ability of an organization to successfully implement its strategies and achieve its objectives.

Tracking
Technologies

Technologies used to track timber through the supply chain.

Examples include DNA analysis, and Radio Frequency Identification (an automatic identification method, relying on storing and remotely retrieving data using devices called RFID tags or transponders).

2. Policy Standards

2.1 Research

CertiSource will monitor and respond proactively to changes to, and advancements in the following areas:

- National and international legislation;
- Stakeholder concerns;
- Tracking technologies.

This will be achieved by:

- Maintaining a register of key knowledge points (publications, websites etc.);
- Consulting these knowledge points on a regular basis (minimum of once a month).

2.2 Dialogue

CertiSource will always seek to:

- Maintain a presence on key advisory groups and panels;
- Be represented at key multi stakeholder forums;
- Extend the discussion on the exclusion of illegal timber from the marketplace with all key stakeholders.
- This will be achieved by:
 - Maintaining a calendar of key events and meetings;
 - Continuing participation in dialogue on legislation aimed at eliminating illegal logging (such as membership of the Lacey Coalition);
 - Seeking dialogue with financial lending institutions;
 - Seeking dialogue with trade federations.

2.3 External Consultation

CertiSource will actively seek the external review and criticism of its policy documents by key stakeholders including:

- NGOs;
- Financial institutions;
- CertiSource clients;
- Multi-stakeholder forums;
- Government institutions;
- Supply chain members;
- Scientific organisations;
- ISO Accreditation Bodies (JAS-ANZ).

This will be achieved by:

- Maintaining a register of key stakeholders for consultation;
- Consulting stakeholders in accordance with CertiSource stakeholder engagement policy (Policy 08: Stakeholder Engagement);
- Maintaining a record of all stakeholder responses (formal and informal).

3. Related Information

3.1 Related Policies and Documents

This policy has connections to the following CertiSource Policy Statements:

Policy 01: Policy Statement

Policy 08: Stakeholder Engagement

3.2 Policy Review

To ensure that this policy statement remains relevant it will be reviewed regularly at a minimum frequency of every six months. Revisions will be made when necessary to provide solutions to any practical problems encountered.

4. Document Change History

Version	Date Approved	Description
3.00	1 October 2014	<ol style="list-style-type: none"> 1. Document history added (i.e. this section). 2. Programme Manager changed to Programme Director. 3. Reference (section 3.2) to SOPs deleted. 4. In the “approvals” space the date of the next revision is deleted. This is to avoid confusion as to whether or not a policy is still valid (e.g. the date of the next revision in the past failed to be changed after a review if nothing was changed in a policy).
	1 st December 2014	<ol style="list-style-type: none"> 1. Section 2.3. Added ISO Accreditation Bodies as an external stakeholder for consultation.
3.01	16 th July 2015	<ol style="list-style-type: none"> 1. General review 2. Section 2.1 – repositioned tracking methodologies in bullet list to third place (was first). 3. Contact email changed to info@certisource.org 4. Section 2.1: This will be achieved by: <ul style="list-style-type: none"> • “continuing participation in the South East Asia Forest Law and Governance (FLEG) Advisory Group and the FLEGT process”. <p>This phrase (FLEG) was deleted.</p>
3.02	28 th June 2016	<ol style="list-style-type: none"> 1 Convert to new template