

UEBT Standard-Setting System Report

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Contact UEBT

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Stakeholders that have queries or are interested in providing inputs to the UEBT Standard Setting System, please do not hesitate to contact the UEBT Secretariat at the following email address: Comments@ethicalbiotrade.org.

1. Background on UEBT

UEBT is a non-profit association that promotes sourcing with respect. UEBT supports and verifies companies' commitments to innovation and sourcing that contribute to a world in which people and biodiversity thrive. UEBT sets good practices for how companies and their suppliers source natural ingredients. Its standards are used to independently check that good practices are systemically applied.

The Ethical BioTrade Standard builds on the BioTrade Principles and Criteria, developed by the UNCTAD BioTrade Initiative over a period of nine years and adopted in 2007. The first version of the Ethical BioTrade Standard was subsequently adopted in 2007 under the title 'Verification Framework for Native Natural Ingredients'. The 2012 version of the Ethical BioTrade Standard was adopted after a comprehensive process of revision.

The UEBT standard is aligned with the objectives and principles of the Convention on Biological Diversity, the Commission on Sustainable Development and the Millennium Development Goals. Its principles are:

1. Conservation of Biodiversity
2. Sustainable use of Biodiversity
3. Fair and Equitable Sharing of Benefits
4. Socio-economic Sustainability
5. Compliance with National and International Legislation
6. Respect for Human Rights of Actors
7. Clarity about Land Tenure, Right of Use and Access to Natural Resources.

With the implementation of the Ethical BioTrade Standard, UEBT Members contribute to achieving UEBT's mission which is to support and validate best practices of companies committed to ethical sourcing and innovation of natural ingredients for the benefit of people and biodiversity.

2. Scope of application of the Ethical BioTrade Standard

The UEBT Ethical BioTrade Standard is used to:

- Verify company commitment to sourcing with respect
- Certify Ethical sourcing systems
- Certify UEBT natural ingredients

1. Verify company commitment to sourcing with respect

UEBT member companies are committed to sourcing with respect for people and biodiversity. Every three years UEBT verifies their innovation and sourcing systems for ingredients derived from biodiversity. Companies establish work plans to gradually improve company practices – both in the company and in the areas where ingredients are sourced

UEBT membership verification doesn't guarantee compliance with the UEBT Ethical BioTrade standard, but is focused on improvement and learning.

2. Certify Ethical sourcing systems

Through its ethical sourcing system certification program, UEBT certifies company systems that respect people and biodiversity. This certification validates that systems for innovation and sourcing of natural ingredients advance the requirements set in the Ethical BioTrade Standard. Audits are conducted by independent auditors, who verify the implementation of policies and procedures.

3. Certify natural ingredient supply chains

Through its natural ingredient certification program, UEBT certifies that a natural ingredient is sourced with respect for people and biodiversity. Certification is granted once independent audits verify compliance with the Ethical BioTrade Standard in the areas where natural ingredients are sourced. Traceability up to the area of collection or cultivation is always required. Audits are conducted by third party auditors, but internal control systems can be deployed at different stages of the supply chain.

For herbal tea and vanilla UEBT and UTZ offer joint certification solutions. The programs combine requirements from both UTZ Certified and UEBT standards. It also involves shared responsibilities: UEBT is responsible for the certification and UTZ Certified manages traceability and labelling. The UTZ label can be used on UEBT/UTZ certified vanilla and herbal teas.

3. Stakeholder Engagement

UEBT is committed to consulting relevant stakeholder groups in its standard setting and revision processes. Its commitment is described in the UEBT standard development procedure (UEBT PRO06 – Standardization process), which is aligned with the ISEAL Code of Good Practices for standard development.

UEBT has identified the following stakeholder groups:

- Cosmetics, pharmaceutical, and food companies in developed and developing countries, including companies at all stages of the supply chain (producers, intermediaries, brands), including UEBT member companies
- NGOs working on biodiversity and sustainable development , including UEBT Affiliate Members and partners
- Local communities involved in Ethical BioTrade supply chains
- UEBT qualified certification bodies and standard systems

The above identified target stakeholders should as much as possible be balanced according to the UEBT classification, as follows:

	Economic	Social	Environmental
Developed country economy	X	X	X
Emerging economy	X	X	X
Developing country economy	X	X	X

Target regions:

- Africa (Southern & Western)
- Latin America
- Europe
- Asia

4. Ethical BioTrade Standard Development

The UEBS Standard development process is overseen by the UEBS Standard and Assurance Committee (see <http://ethicalbiotrade.org/resources/#4>). The UEBS Standard Development Process is described in Procedure 'PRO-06 Standardization Process', and consists of the following steps:

1. **Defining Terms of Reference (ToR):** Any new standard development or revision process shall be initiated by the definition of terms of reference for the consultation process.
2. **Notification and first consultation phase:** This involves notification to UEBS stakeholders as defined in the UEBS stakeholder outreach plan that the phase has begun, as well as an invitation to participate.

A first public consultation phase of at least 60 days minimum must be carried out. During this phase comments from participating stakeholders regarding the first draft of the standard to be revised are collected by the UEBS Secretariat and taken into account in the revision process. The consultation can be carried out in form of online consultation, workshops, interviews or other. The UEBS Standard and Assurance Committee reviews the work of the UEBS Secretariat of collecting and incorporating the comments from participants in the standard revision process. A second draft of the revised standard is prepared on the basis of these comments.

3. **Second Consultation Phase:** Similarly, to the first consultation phase, the second consultation phase has a duration of at least 30 days and shall follow the steps and recommendations resulting from the first phase. A third and final draft of the standard is prepared.
4. **Approval of the 3rd and final draft of the standard:** The 3rd and final draft of the standard shall be shared with the all UEBS members. They have 20 days to provide feedback and/or to express sustained opposition to any particular issue. The final draft shall also be circulated to the stakeholders that participated in the public consultation. Stakeholders shall be given the opportunity to provide feedback on the revision process and its results, as well as on any additional issue that might require further work in future. The Standard and Assurance Committee shall review any feedback or sustained opposition voiced by the stakeholders.
5. **Additional Consultation:** In case additional consultation is required, the Standard and Assurance Committee shall provide clear recommendations to the UEBS Secretariat on the scope of such consultation. In this case UEBS shall formulate a consultation plan for the additional consultation and make this plan public on its website.
6. **Validation:** The UEBS Board of Directors shall formally endorse the standard upon recommendation by the Standard and Assurance Committee, unless it has substantiated reasons not to do so.
7. **Publication:** Upon formal endorsement, this information shall be published on the UEBS website and relayed to all UEBS members, as well as those who participated in the stakeholder consultation process, with the information that the decision can be appealed during 60 days.

As mention in section 3, UEBS actively looks for ways to reach out to stakeholders and offer them opportunities to participate in standard formulation and revision processes.

5. Structure of the Standards

The Ethical BioTrade Standard is applicable to organizations operating at different stages of the supply chain, including for instance finished product manufacturers, processing companies, and producers. The criteria and indicators in the standard are written in a way that ensures their relevance and usefulness to different kinds of organizations. Audit templates exist for system audits and field audits providing guidance to auditors on how to assess the standard.

The Ethical BioTrade Standard is composed of Principles, Criteria and Indicators.

- The Principles describe the main issues that must be considered in Ethical BioTrade practices;
- The Criteria reflect the objectives that the UEBT Trading member must reach;
- The Indicators define the means or steps that the UEBT Trading Member must take to reach these objectives.

The Standard takes into account a wide range of national and international regulatory requirements as well as international agreements and guidelines. The normative documents used in the standard include:

- Convention on Biological Diversity (CBD)
- Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)
- ILO Core Conventions: ILO C26 Minimum Wage-Fixing Machinery Convention, 1928 ILO C29 Convention on Forced Labour, 1930 ILO C87 Freedom of Association and Protection of the Right to Organize, 1948 ILO C95 Protection of Wages Convention, 1949 ILO C98 Right to Organize and Collective Bargaining, 1949 ILO C100 Equal Remuneration 1951 ILO C105 Abolition of Forced Labour Convention, 1957 ILO C111 Discrimination (Employment and Occupation), 1958 ILO C131 Minimum Wage Fixing Convention, 1970 ILO C138 Minimum Age Convention, 1973 ILO C155 Occupational Safety and Health Convention, 1981 ILO C169 Indigenous and Tribal Peoples Convention, 1989 ILO C182 Worst Forms of Child Labour, 1999
- IUCN Red List of threatened Species
- Nagoya Protocol
- OECD Guidelines for Multinational Enterprises, 2000
- Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade,
- Stockholm Convention on Persistent Organic Pollutants,
- UN Convention on Contracts for the International Sale of Goods, 1980
- UN Convention against Transnational Organized Crime and its Protocols, 2000
- UNDRIP – United Nations Declaration on the Rights of Indigenous Peoples, 2007
- WHO Recommended classification of pesticides by hazard & guidelines for classification, 2009

The normative documents mentioned above, as well as other general regulatory requirements, are mentioned in several of the Ethical BioTrade Standard's indicators and criteria.

6. Standards Review and Revision

The UEBT Standard is made available on the UEBT Website in electronic format (<http://ethicalbiotrade.org/resources/#2>) in several languages. It is also made available as hard copies to any interested parties upon request.

The standard revision process is described on the UEBT website: <http://ethicalbiotrade.org/verification/revisionprocess/>. It describes the steps of the last revision process, indicates the period for the next revision, and indicates the contact information for any enquiries, comments or proposals related to the standard or standard revision process.

The UEBT standard shall be reviewed and, if necessary, revised at least every 5 years. The revision shall follow the same steps as the development of a new document, with a few additions:

- The terms of reference for the revision include a summary of external circumstances that may have changed since the publication of the previous version and suggestions on how to address them;
- The version to be reviewed serve as a first draft of the revised version;
- The first notification of the revision process initiates the process. Participants will be invited to comment both on the standard revision terms of reference and the standard itself. The first phase, including the notification, will last at least 60 days;
- The comments received during the life of the standard and those received during the first consultation phase form the basis of the second draft.

It is part of UEBT's standard revision process to identify existing standards operating in a similar field in order to avoid inconsistencies and redundancies in the process. In the last standard revision process, UEBT carried out a benchmarking and compatibility study with a number of standards, namely Rainforest Alliance / SAN, The Forest Stewardship Council, Fairtrade Labeling Organizations, Fair Wild - ISSC-MAP, Fair For Life (IMO), Ethical Trade (Soil Association), IFOAM, ECOCERT, Equitable Solidaire et Responsable (ESR). The compatibility analysis showed many similarities, but no full overlap of all the elements contained in the UEBT Verification Framework.