

Output D1.1; D1.2; D1.3 and D1.4
Minutes from management meetings

Exh 1 Public document

This information is part of the CeFCo project, with the purpose to develop a model for certification of forest contractors in Denmark, Spain, Sweden, Bulgaria and Portugal respectively. The project will be carried out in a cooperation between NEPCon, The European Network of Forest Entrepreneurs (ENFE) and the Forest Stewardship Council (FSC) and national organisations. The project is supported by the Danish Forest and Nature Agency, Fundación Biodiversidad and the European Union CIP Eco-Innovation initiative (http://ec.europa.eu/environment/eco-innovation/index_en.htm) which is part of the Competitiveness and Innovation Framework Programme, CIP (<http://ec.europa.eu/cip/>).



17th of June, 2009
FSC Head Office in Bonn

Minutes for the “FSC certification of forest service enterprises” first Meeting

Meeting starts at 8 am

Participants: Jan Peter Feil (NEPCon), Edgar Kastenholtz (ENFE), Pina Gervassi (FSC) and Maria Rodriguwez Gismerero (NEPCon)

1. Jan presents the AGENDA for the day.

2. Power Point Presentation sent by EACI is presented to the participants. Anita Fassio is the new contact manager from EACI. Information provided about several matters like the ratio between the number of proposals received and those successful (32/104), the importance of using timesheets - EACI has a template although it is not required to use it, present time sheets may be used as well, therefore it was decided to continue using our own templates.

MRG will prepare the 1 month Project Information sheet extracting key information from the proposal and draft from Sofie too.

3. Workshops

JP – Other forestry schemes should be included, not exclusively FSC – this is due to demand from entrepreneurs in DK,

Pina – small owners PEFC certified will be included in the workshops

Forestry Committee of DG AGRI must be kept informed regarding project progress in coordination with EACI- Edgar can use his contacts and network to facilitate this.

4. Expenses and Procedures

JP - Grant agreement instructions relating to issues of for example financial reporting and invoicing per diems are not specified for the time being

EK - it is normal practice that whatever your organization regulation is will be accepted. And this practice is described in EACI guidelines

JP - will elaborate procedures for expenses etc in a procedures manual.

Another issue: “Do we have to spend the second 40% coming from co - financing or not before asking for the next payment” – it was found that we need to document the use of the 40% cofinancing, (and this was confirmed by EACI after the meeting). Our procedures manual will make some reference to ENFE / FSC / NEPCon procedures about financing and expenses reporting. This manual will also include how we will communicate and will determine responsibilities, in order to ensure we work efficiently.

JP - each participant is responsible for reporting their own expenses. Edgar suggests that we create Consultant Agreements to cover this responsibility. JP – Procedures manual will include information that that ineligible cost will be responsible of each partner.

*Page 20 of the contract makes NEPCon responsible for recovery of all funds used by NEPCon or partners. – However, this responsibility does not include payment of recovery for partners, if everything possible has been done to request such recovery from partners.

5. Tasks

JP - showed to the participants a list of all the activities and deliverables and an allocation of tasks was discussed and assigned by a number of hours to each participant.

Pina - talked about the sequence when creating a standard (Policy comes first setting up the position and then the standard is produced) – but it looks like the opposite in this project. The international standard will be based on the checklist produced by country by NEPCon; she indicated that the outcome will be GENERIC Standards what FSC approves or International Standards but not national (those are created by the NIs)

6. Discussion of the CeFCo Concept and its link to EFECT

EK – concept discussion starts “good practices code” more than a “standard”

Pina - first a discussion paper has to be circulated gathering stakeholders view and then create a policy.

JP - shows a checklist created in Denmark to comply with FSC/PEFC and a Danish version of the Smartlogging standard, including an indication of who is responsible for

the implantation of each indicator. Our project will be something like this and will embrace all cert schemes.

EK - ENFE's EFECT certification standard was initiated although not finished due to financial constraints, and included all cert schemes.

Pina - The outcome will be a standard that would be potentially endorsed by any certification scheme (FSC, PEFC and Smartlogging)

EK The standard should become complementary to the European umbrella for forestry operations which is initiated by ENFE under the name EFECT. This umbrella will endorse national contractor certification schemes. Industry wants these schemes not to be a FM certifier. Edgar realizes the option to combine the outcome of this project with the ongoing work on EFECT.

Pina - For FSC, the certificate holder is the manager or owner of the forest .

EK - EFECT will be based on a manual and guidelines (will not be FSC or PEFC or Smartlogging but will fulfill all) CeFCo needs to provide guidance for the division of responsibilities, contractor using this handbook and small forest owner using reduced version of the FSC standard?

JP asks EK to develop this concept, so all participants can fully understand the issues behind it, important that this is defined as Edgar will be convincing people to participate in workshops conducted as part of the project.

EK - it must not be "just another certification", people are fed up of certifications, maximize simplicity, use ISO as much as poss.

Pina – national standard

PROJECT SHEET

to be sent by 26th June, including draft concept paper from EK if possible otherwise just extracting info from the Project (MRG resp)

EK - drafts tomorrow and goes to FSC and NEPCo for comments and by mid next week Edgar needs draft to be ready.

7. D4.1 Kickoff to communicate the options and the concept.

Sofie could make a 20 min presentation.

Edgar at month 5 (October 12-13) could organize a workshop

Pina: There is potential for engagement of a Sweden Company (Sodra?) to organize a meeting with small owners in Europe – opportunity to include a workshop within this event.

8. Activities

D1.3 Procedures manual, will be drafted by JPF

D2.3 Concept of certification of forest enterprises, first draft October, probably to be presented at meeting 12 and 13 Oct

D4.1 Kick off event (Cph 12 and 13 OCT) - ENFE main responsible – we need to make invitation and select/invite participants

D4.2 Analysis of market demand – deadline October, FSC main responsible

D4.3 information material. September - FSC and ENFE to provide comments on the message to NEPCon and Marketing/Communication people from FSC can assist for the final paper. It should include facts: market figures for example and go for the goals of the project and benefits. To be circulated at meetings. Avoid names of other Forestry Certification Schemes. Not to print many in case changes happen – keep it flexible.

D4.5 Reference group established, discussion at invitation to kick-off event defining the reference group. Our stakeholders? EK - Reference group is more precise than a dissemination group, is those who work with us. It would be better to take national initiatives and members as reference group. NEPCON will include the key staff (Sofie, Kjel-Owe and those responsible on each country). Those participants in the Kick-OFF meeting should be the reference group. - Shall we include one representative from ref group for the Kick OFF? Only for the target countries for FSC and ENFE ALL members.

D4.7. Sofie sent and will be sending on a regular basis, piece of information to Edgar for revision, and to Pina to include on the NEPCon newsletter

D4.8. WEBSITE: FSC Pina thinks that included co-financing from Communications potentially responsible for this – to clarify with Pina. It could be included in the FSC website instead of having a new whole website for the project.

EK + JP: interesting to have a new domain. Pina ok with that, info will be included in their website and there will be a link from there.

Action: to clarify by Pina.

D4.9 Involvement of Standing Forest Committee – Edgar has contacts and can do much of the coordination, see also note elsewhere.

9. Holidays: JP – back 20th July (4 weeks)

EK: available some days in August.

10. EK - FAO has published a Good practice Code and there might be funding from them for a workshop (vague offer received), which again can be linked into the project concept. EK will inform the partners in due time

11. Name for the internal project – the partners agree on the name CeFCo Certification of Forestry Contractors

12. Lunch – talk over lunch about the countries of priority. Portugal decided as 4th Country of first priority. The countries of secondary priority can be selected along the way.

13. At the time of preparing the standards it should be accounted that the Swedish Working Group will be reviewing the National Standard. Care must be taken to coordinate this well.

Action: Make sure contacts are made available to NEPCon Staff Kjell-Owe responsible for Sweden (koa@nepcon.net).

More actions identified:

1. FSC and ENFE respond to Sofie by the end of this week,
2. **JP** send link to templates for timesheets and template for project information sheet.
3. **JP** Detailed instructions for finance reporting to be requested from EACI.

A first workshop on criteria and “Indicators for contractors best practice” is scheduled for 29 September to be held in Brussels at the “Forestry House”. The agenda might be extended to 30 September (morning) if needed. The fine tuning will be subject to an exchange between the partners. “Indicators for contractors best practice”

12th 13th October already scheduled in Copenhagen noon to noon. PROJECT NAME
FIRST WORKSHOP – Kickoff event

End of Meeting 2 pm

Minutes 14. Oct Steering Committee meeting

Present: Jan P. Feil JPF (NEPCon), Edgar Kastenholz EK (ENFE), Shoana Humphries SH (FSC) 09.00-15.00

The meeting will be continued as a skype meeting on October 30, 2009.

1) Brussels 14. October minutes

SH raised concern regarding the EFECT approach in the minutes as well as the during presentations at the workshop. The strategy of presenting project goals was discussed. When and how should EFECT, SmartLogging etc be introduced and highlighted as a project result. Also the group concept was discussed. The time spent on this was deemed very valuable in order to bridge the different conceptions from stakeholders involved in the project.

Background information: RAL and system from the Netherlands are examples of complementary and recommended by FSC Germany (draft to be approved by FSC Int).

In conclusion: EFECT is the key for understanding the project goals for contractors, in more diverse target groups and presenting to the general public, EFECT as well as SmartLogging should not be highlighted presenting the project. At the same time, these terms are important to some target groups.

2) The webpage

D4.8 Fast update is necessary, so far the webpage has not been developed as fast as hoped (though the formal deadline is fulfilled). **SH** will send to JPF the email of responsible person in FSC working with PR. **JPF** will address the issue and try to reduce the response time for website update. 30.10: SH has followed up upon this. Some delay was experienced. A draft will be presented by SH soon.

A general PPP template etc. should be made, to represent the project with logo from all partners and EACI logo. Webpage will have to apply to this as well. **SH will ask FSC staff to develop a template for PPP.**

Oct30: SH informed about the technicalities of maintaining the webpage, she will follow up and present a picture of what is needed to develop the webpage. Either we will learn how to do this ourselves, or it will be considered to have **NEPCon do some of this work.** First step is more info from **SH.**

3) Evaluation of kick-off meeting

The event was a success and 40 participants made their way to the 1 day event at Axelborg Copenhagen on October 13 2009. FSC representatives, landowners, contractors from numerous European countries, and other stakeholders came together. Support to the process of the project was given.

Practicalities: **EK** will scan and send participants list from Brussels and Copenhagen meetings, emails and signature should be included. This draft will be sent to SH and JPF to complete the two lists of participants. This equals the list of reference persons once additional individuals are added which are not .

4) Activity evaluation since project start

D1.3 Procedures manual, draft is made by NEPCon, it will be updated along the project. **JPF will send** updated version to EK and SH, and PG.

D2.2 Soil Association has made certification of contractors in Portugal (they are also forest owners and brokers made group certification). **SH will follow up.** Otherwise we are well of for the time being in having a good process in DK and Portugal, Bulgaria should have our attention and **JPF** will send email to Zhivko and ask for more recent plan from his side.

D2.3 **EK will send core elements, concept start to JPF.** **SH** will elaborate an overview (short) of the technical side of the project to explain how the project will work, that means the process of developing contractor certification. This will be part of 2.3, available on the webpage and distributed for comments among the project partners before making it public. The brochure prepared for the kick-off meeting in Copenhagen (Stora Enso case) should be a dissemination output and not be placed under the concept on the webpage.

This activity will have priority.

ENFE is running 3 projects (CeFCo) part of it and the umbrella. Chainsaw user certification is one project (sub certificate as part of contractor certification). Other project training of entrepreneurs (CONCERT). Also there is interest to take experience from CeFCo to the US though RA.

D4.1 The kick-off meeting, please refer to information provided earlier in these minutes.

D4.2 An analysis has been made and was distributed and answers have been provided. However, the number of replies to the survey is quite low, and it would be very good to follow up and clearly demonstrate that demand exceeds supply of FSC product (provided this can be documented). **SH** will

look into this, and informed about the outcome on 30Oct: it is part of a larger survey, and was considered relatively simple by the FSC. Some follow up still needed, SH may look into this. An option is to make more interviews, but there is not consensus about this. Reference could be made to other surveys to underline the demand for FSC. A document will be needed as project result, making conclusions and present the important outcome of the survey. **SH will set up a draft report, and EK and JPF will comment. 10 pages, intro, background, conclusion, maybe summary.**

D4.3 News has been distributed in time (among other ENFE news). CeFCo news should be made on the webpage. Can be announced by sending an email, making reference to the project webpage. D4.3 brochures will come as result of work in D2.3, and information on the webpage. The webpage comes first, brochures etc. will be developed on basis of the webpage. **However, the simple 2-4 page presentation on paper about the project is very important and should be done before end of this year. Follow up.**

D4.5 Reference group, based on participants plus those who are obvious to add. The reference group will receive a summary from the meeting (quite close to press release) and an intro email (accepting to be included in the mail list). **Landowners need to be included, SH** will look into this. Responsibility for sending the email soon (deadline end next week) taken by **EK**, the email sent will be invited. Summary of the meeting made by **JPF**, deadline early next week, this goes hand in hand with the press release.

D4.6 Several small meetings are planned or have been conducted. We need to keep track on these meetings, this means produce minutes with place, date, participants and short explanation about the content of the meeting. **JPF will draft email to be distributed.**

D4.8 Meeting planned sometime in January, Edgar will represent the project during this meeting, the members of the advisory group of the standing committee were informed already early October. So project information has been forwarded to the committee.

- 5) New activities for the next 6 months
- 6) D2.3 guidelines for contracting management tasks

Part of the concept for contractors - as a help for what contract should include (or not include) with forest owners. EK would like to add this as an option for the toolkit. Also information about how to handle trade and management, if this is left for a contractor should be included. This can be included as Annexes to a standard contractor's certificate. But it needs to be explained clearly.

- 7) A monthly skype conference will be planned after the next skype meeting on Friday 30.10, at 10.00.

- 8) Meeting in 19-21 in May, Sweden. Could become meeting for steering committee and unite stakeholders.

Minutes of the Management Meeting

Date: Tuesday 16th of March, 2010

Time: 12pm – 1pm

Location: FSC International office in Bonn, Germany.

Participants:

- Jan Peter Feil (NEPCon)
- Shoana Humphries (FSC Int)
- Edgar Kastenholz (ENFE)
- Maria Rodriguez Gismero (NEPCon)

1. Translation of the Webpage.

Webpage already translated into Danish and Sweden and the rest of languages are expected to be ready this week. It is planned to make them all available at the website before next Friday 26th of March.

2. Progress on priority countries

Bulgaria: a work plan has been requested by Shoana, awaiting response.

Spain: uncertainty about the EU origin or not of the funds given through the Ministry. Jan following up to find out if the grant can be considered as co-funding for the project.

Sweden: There is another meeting planned for the end of March.

Denmark: In one week, preassessment dates will be set for Spring or early summer. It has been requested that contractors cover some costs; the amount requested will correspond to the 50% of the estimated cost of future annual audits.

Portugal: a national workshop is considered appropriate at the end of the WP2 (analysis of the standard) inviting stakeholders to either participate on the pilot tests or to attend to an event; in this case it could be advisable to make it happen together with another already organised event to maximise assistance. Maria to include this on the Portugal working plan.

Reminder that the analysis of standards on all countries need to be finished by Nov 2010.

3. Market study

There is a new Policy Officer available for FSC IC. A draft for next Monday has been requested consisting of 5-10 pages showing the context of the market and how it relates to European landowners. Jan suggested to adapt the content into a two pages summary and an attractive format with pictures to be distributed. Shoana noted that this format would not be ready at the end of the month.

4. Review of deliverables due.

D4.3 Brochure: Jan will request Jacob to work on the production of a brochure. Maria suggested a four pages, with the two interior pages containing contractor and landowners implications respectively, and using the drawings of the website in the middle.

5. FSC Policy

Still being finalised but due to be presented to the board for approval in April. Shoana working on it.

6. Concept

Edgar to provide a concept by next week.

End of meeting.

Comment [MRG1]: Help to complete the information about this task.

Exh 1.4

D1.1 Minutes of CeFCo Management Meeting on 10 November at Ringe, Denmark

Participants:
Shoana Humphries
Jan Feil
Edgar Kastenholz

Main agenda topics:

To dos according to work plan and Jan's list of activities

State of the arts in the countries

Finances monitoring and reporting

Interim Report for the period covering 25 May 2009 – 24 November 2010

In detail:

9.30 – 12.30

1. Follow up on Minutes of telephone conference of 4th October 2010

Meeting 11. November, we need some minutes. Maybe not something very detailed, but with reference to important documents. Also an article for Skoven will be made, and will be translated. A more overall report would be nice. SH will make some summary for FSC as well. Try to get draft of article before it is published for corrections. **SH** will prepare short technical explanation.

EK, SH and JPF will identify main topics for the meeting on Friday in the car back from the forest on Thursday.

The "Danish way" of contractor certification, quality handbook has been developed. SH mentioned need to have a clause saying that always the original FM STD is to be obliged to achieve certification. **SH** will draft such a clause.

Sweden: About the need to fit FSC/PEFC into existing procedures of handling forestry and business. A quality management system is fine, but the requirement remains to fulfil all FM FSC STD indicators. Until now the Swedish Contractor Certificate is only adapted to PEFC. The next step should be to carry out a gap analysis if the Swedish FSC standard could be met by the actual system. EK will discuss this with Ewa Lidén who manages the certificate.

SH would like some important clarifications incorporated into the working paper forwarded by Kjell-Owe (KOA), based on the efforts by the CeFCo working group in Sweden. We need communication between KOA and SH/EK/JPF. **SH** will take lead to ensure meetings/communication.

We like to ensure that the working paper: 1) outcomes and terminology becomes clearer and less open to interpretation 2) The outcome of the working is published

as soon as possible, but clarifying that the document is a draft/minutes of meeting and recommendation rather than “the way to go ahead” 3) look into if there are some assumptions/conditions not met, which make it impossible to implement the project in Sweden. 4) action plan could be helpful, next steps foreseen, gap analysis is needed, ask KOA to draft this. – Process: emails to get clarification as far as possible and agree on meeting (probably end of January).

The strength of the Swedish concept would be that contractors can offer services to any landowner, asking for FSC or PEFC. Clarifications are needed how “open” the requirements should be that are to be met by certified contractors in Sweden.

1) **Edgar** will prepare report from meeting Sweden in May and share it with Kjell-Owe (NEPCon in Sweden) and cc to Shoana and Jan

2) Response from Anita to Progress Report 1. The follow next steps are required:

Jan: “Minutes from 4.1” use PPPs to document meeting

3) Bulgaria **EK:** will make notes from meeting in Bulgaria. Briefing: low capacity, eager to start working. Can additional human resources be attracted? German input? Can we offer to finance let’s say a 6 month employment of a coordinator? **EK** will draft email to Antony, asking if someone could be employed, **Jan** will send to Antoni and Zhivko. Follow up: **EK** informs that Antony is giving this consideration. However, the situation in Bulgaria remains difficult. **JPF** has sent contact for Michal Rezek to Shoana. He could be considered as someone who could work for FSC with CeFCo.

Bulgarian ENFE members have done work and have real interest for contractor certification. Zhivko needs to be informed about this, and asked to participate/perform promised activities or accept that someone else may take over his work. **SH** will follow up. Antony needs to accept NEPCon as CB in Bulgaria. **JPF** will write email to him answer his email. **EK** needs to report on Bulgarian progress made and next steps to go on in the country.

4) ENFE general assembly in Portugal end of September. A presentation about CeFCo is planned, mostly for contractors. **EK**, please send to **JPF** to be added into files of results achieved.

Budget discussion: FSC may allocate part of the staff budget as in-house consulting. ToR are needed.

JPF: Check on training material prepared for Spain/Portugal, talks to Leticia.

Issues: Sweden, Bulgaria

2. State of progress – go stepwise through the task list – check achievements vs. scheduled delivery

WP 4 responsible staff, **SH** will shortly draft ToR for that person and send to **EK** and **JPF** for comments and additions. We assume that in-house consulting could be appropriate, but will propose that to the EACI and get their approval. If EACI decides that the person employed

should be seen as sub-contractor, we can ask for an amendment to the contract, allocating funding from direct staff cost to sub-contracting.

3. Progress in countries
 - a. Update on progress in Portugal and Spain
 - b. Discuss in detail: Sweden and Bulgaria based on recent communication (to be continued in the afternoon if necessary)
4. Call Per, about major CARs. Got this information.

Lunch

14.00 – 18.00

5. Financial monitoring and reporting
6. Interim report: requirements, format, tasks – who shall do what until when?

JPF should take the lead for the report (!?). This needs to be further discussed in a phone conference