

IFCI Steering Committee Meeting Monday May 12th 2008, ENFO, Dublin

AGREED MINUTE OF THE MEETING

Attendance: Sasha Bosbeer (GMIT), Mick Keane (Coillte), Declan Little (Woodlands of Ireland), Ruth McGrath (VOICE, IPCC), Anja Murray (An Taisce), Geraldine O'Sullivan (IFA), Peter Sweetman, Fran Igoe (SRFB)

Apologies: Monica Muller, Pat O'Sullivan (SIF)

Facilitation: Harriet Emerson

1. Note of thanks to Tony Mannion

Thanks to Tony Mannion for all his input was expressed by those present on behalf of IFCI.

2. Update on progress resulting from the outcome of meeting in Limerick in December 2007

No news has been received since the last IFCI meeting on progress following the December Limerick meeting from the volunteers looking at the proposals presented at that meeting.

3. IFCI new website content and design

The logo pack has now been received from the FSC. Wherever IFCI uses the logo it must also include the SERC code number supplied and high quality image. The web site will incorporate this. The use of the FSC logo must be approved by the FSC trademark manager in all instances. AGREED.

The meeting agreed that, once FSC approval is obtained, the new website should go live. Thanks were expressed to Sasha for her work in putting together such a good website.

4. Revision of dispute procedure

Ongoing queries relate to

- cross references in the text
- the relevant IFCI structures
- communications/ conduct of meetings
- headings for sections/ subsections

Ruth was thanked for her work on this to date. Peter undertook to review the document, with specific attention to the above points, seek clarification from FSC Australia where appropriate, and aim to bring the revised document to the next meeting.

5. Consideration of breaches of Code of Conduct (still relevant to SC members who have not yet signed Ground Rules)

It was agreed that all SC members must sign the Ground Rules and abide by these, working together constructively. It was agreed to focus the meeting's time and attention on later agenda items.

6. Correspondence

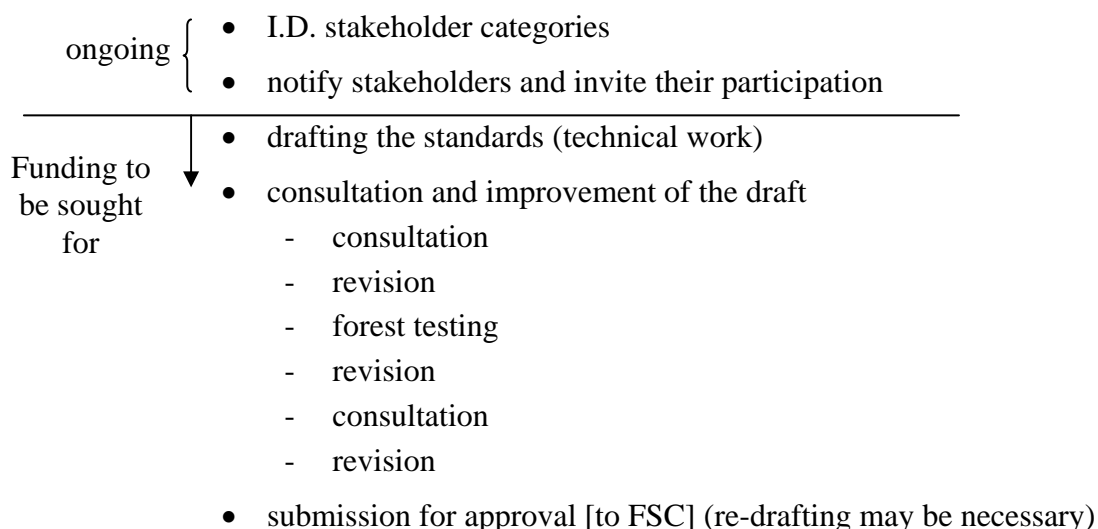
- A follow-up email from Moyode Woodland Preservation Group asking for details as to who to contact and how to proceed had been received. Details of Patricia Flannigan (Coillte) will be supplied. If satisfaction is not obtained then details of the Soil Association contact (Gus Hellier) will also be provided (at the same time).
- An email from QPA Print enquiring about "chain of custody" for their print company has been received. Mick has agreed to respond to this.
- Gus Hellier (Soil Association) forwarded a questionnaire for stakeholder comment regarding a group certification for An Grupa Dubh Dara. Following discussion it was agreed to circulate this to all IFCI members with email so that individuals and/or organisations can respond

independently. It was felt that it would be positive to have other producers achieve certified status, and that FCI would contact An Grupa Dubh Dara about their members joining IFCI.

- Notification had been received of ECAS, a European-wide funding programme for non-governmental organisations.
- 1000 copies of FSC's brochure have been received. It was agreed to produce stickers with IFCI name and web address to add to these. These leaflets should be forwarded with all relevant correspondence, and to new members, as well as [used] on information stands. They cost 9.4c each. Sasha has these – and can be contacted if copies are needed.
- Hubert Kwisthout, FSC Network co-ordinator, sent an email enquiring about progress with the Irish initiative. Sasha will respond to this. Quarterly and/or annual reports to FSC need to be produced – this will be clarified with FSC, and it was agreed to ensure that these are generated, and that IFCI participates as fully as possible in all FSC-related meetings. Sasha will enquire of Hubert Kwisthout looking for clarification of the different roles of agencies and individuals, their relationship with IFCI, and who the organisation should deal with over specific matters. Current national initiatives networking communications are to be re-directed to the IFCI gmail account.
- Hubert Kwisthout had also been informed, in response to an enquiry, that IFCI has no office or associated facilities.
- There was some discussion of individuals' efforts to invite new members to join, and it was noted that membership forms have been returned.
- [The] accounts are now ready to be sent to the auditor.

7. Development of a plan for the rest of 2008

Brief discussion of FSC Technical Statement FSC-STD-60-006 [occurred]. Several phases were identified:



Relevant geographic region indicates consistency with UK standard is desirable and necessary.

[The Standard] must be in Irish also. Sasha will enquire from FSC how much preliminary material must also be in Irish.

FSC is to be asked whether IFCI could omit one round of consultation given past consultations carried out. This information may inform discussions if only restricted funding is available.

A development officer to oversee [the] procedure on the previous page (*above*) [is required].

It was agreed to apply to [the] Forest Service and all relevant others for funding of a plan to secure a national standard, [the] plan to be based on FSC-STD-60-006, and in [the] interim period until further funding is secured, the Steering Committee [is] to continue to work on identifying stakeholders and increasing membership.

Funding [sought] is to include access to expertise as necessary, secretarial and administrative assistance, logistical requirements, legitimate expenses, communications and outreach, etc.

[The] plan is to be executed in a 12-18 month period.

It was agreed to revise the deferred funding submission made to [the] Forest Service previously. [This] revised submission [is] to be sent to all large-scale potential funding sources.

[The] submission is for a final push to agree [a] standard.

Anja and Geraldine agreed to revise the existing funding proposal. Mick will seek funding from Coillte for 20-30% of costs, provided that the remaining funds are secured from other sources. If the Coillte funding is forthcoming, a letter of support will be issued to IFCI from Coillte. Anja and Geraldine will circulate [the proposal] to other Steering Committee members for comment. Sasha will then sign and send letters of application in the week beginning 19th May 2008.

Responses to funding applications and [the] implications of these for the work plan are to be discussed at the next Steering Committee meeting.

Applications are to include a work plan (*in attached Gantt diagram*)

Increasing membership – ongoing from now includes

- PR - around Connie McDermott's visit
- around AGM and field trip
- in forestry publications
- in the IFCI newsletter
- [by] word of mouth – it was agreed to circulate a list of contacts to be approached to join as a prompt for all Steering Committee members to invite others.

It was agreed that Sasha will collate the accredited UK FSC standard, IFCI draft 3, and consultation submissions on IFCI draft 3, as an administrative task.

8. AGM and field trip

Various options were considered (Glenstal, Durrow, Curragh Chase, EU LIFE sites). It was felt desirable to include a riparian zone, and unusual and standard sites if possible. Mick undertook to review Coillte sites that met the desired requirements (certified, riparian, close to public transport hub, demonstrating economic, environmental and social gains from certification) and will pre-circulate suggestions before the next meeting.

The date for the AGM was agreed as the Saturday 23rd August.

[The] Ground Rules will be presented at the AGM.

Logistics for [the] AGM meeting will be discussed at the next meeting.

9. Next SC meeting date and location

The next Steering Committee meeting will take place on Wednesday 25th June at 11am in ENFO where there is wheelchair access and good public transport links.

Logistics for the AGM will be considered at the next meeting.

Necessary revisions and amendments of IFCI Memorandum and Articles of Association and possible byelaws will be considered at the next Steering Committee meeting.

10. AOB – (no further items of business were raised)

June 08	July 08	Aug 08	Sept 08	Oct 08	Nov 08	Dec 08	Jan 09	Feb 09	Mar 09	Apr 09	May 09
(25) Steering Committee mtg - ID stakeholder categories - define Standard Development Group	Newsletter	(23) AGM	C.McDermot presentation								
Increasing membership											
Publicising FSC											
			appoint development officer								
		Invite participation in Standard Development Group	Establish Standards Development Group								
			Development of 1 st draft of Standard								
								Consultation on 1 st draft			
									Revision of 1 st draft		
										Field testing	

