

FSC Ireland Steering Committee Meeting

Wednesday June 17th 2009, ENFO, Dublin

MEETING REPORT

Present: Sasha Bosbeer, Maria Cullen, John Jackson, Ruth McGrath, Anja Murray, Geraldine O'Sullivan, Declan Little, Mick Keane,

Apologies: Tony Mannion, Oisín Naughton, Peter Sweetman

Facilitation: Harriet Emerson

1. Signing of the Minute Book

As no Minute Book was available, this item was deferred until the next meeting. Geraldine will ensure this matter is addressed at the meeting of 15th July and prior to the AGM

2. Dispute Resolution Procedure

It was agreed to circulate notice to FSC Ireland members that the Draft Dispute Resolution Procedure (adapted from FSC Australia) is available on the website for comment and constructive criticism, with a view to adoption by resolution at the AGM on the 25th July. Geraldine will liaise with Paula about posting the document on the website ahead of notification to members. Geraldine will ask advice of the IFA solicitor as to whether legal advice on the Procedure is necessary or advisable, and if it is recommended, what the likely costs of this would be.

3. Revised Memorandum and Articles of Association

It was agreed that the Memorandum and Articles should be altered so that the quorum for Steering Committee meetings is set at a minimum of 3 persons, with each Chamber being represented (Article 58a).

Ruth has been in contact with Kevin O'Higgins, a solicitor in Blackrock, who has agreed to take a look at the proposals and give an indication of cost and timeframe for comment. Geraldine will also ask the IFA solicitor whether he can give similar information as a backup option. The Treasurer and the Chair will decide on appropriate action once feedback is obtained.

4. Planning for AGM & EGM

It was agreed that Paula will post letters notifying members of FSC Ireland of the forthcoming AGM and EGM. These letters will also include notification that the Draft Dispute Resolution Standard is available on the website for comment and constructive criticism, prior to its proposal for adoption at the AGM. These letters need to be sent 21 days in advance of the AGM (by 1st July), with notification of elections to take place at the meeting, and requesting nominations for these vacancies. All Steering Committee members whose organisations have been members of the Committee for three years shall resign and may stand for re-election. This includes all present members except Ruth McGrath, Peter Sweetman, Sasha Bosbeer and Oisín Naughton. Geraldine will liaise with Paula to ensure that letters are correctly worded and procedures are followed, with advice from Ruth.

Paula will also mail the wider database of previous members, encouraging them to attend and re-join the organisation, which they can do at the meeting itself. Any other relevant and possibly interested parties for whom email contact details are available will also be contacted to advise of the AGM and EGM meetings, and encourage them to join FSC Ireland and attend. This "target membership database" should be representative of the three chambers. Members of the three chambers are encouraged to promote the AGM and FSC Ireland membership.

Geraldine will ask Paula to draft a brief outline of recent FSC Ireland activities to circulate with these letters. This will be reviewed and edited by the Chair prior to distribution.

Membership registration forms for the Consultative Forum will be included in all communications regarding the AGM.

It was agreed that the AGM and EGM will take place in Limerick, at a central hotel within easy reach of public transport, with the possibility of a field trip to Curragh Chase in the afternoon.

Geraldine will liaise with Paula about making necessary arrangements.

5. Treasurer's Report

The balanced books are being sent to the accountants in Sligo, who are aware of the timeframe for the run-up to the AGM, and will return the accounts in good time.

Mick presented a statement of current finances at the meeting, which was accepted. Geraldine has written requesting the second instalment of funding from the Forest Service that is now due.

It was agreed that projections for expenditure for the remaining year need to be drawn up, so that monies can be managed appropriately. Mick will draw up a draft budget projection.

6. Internal Audit Group

The Group has yet to meet to consider the Terms of Reference and Protocol (Point 1) further. These items are deferred to a future meeting.

It was agreed that two rates of membership fee should be proposed for the AGM, for individuals and organisations (for which a sliding scale of membership fees relative to turnover may apply). The IAG will develop detailed proposals for this, to be presented to the AGM for agreement. An opportunity for Steering Committee input via email prior to the AGM meeting will be provided.

Suggestions for sponsorship relationships may also be proposed. The IAG will consider this following the AGM, when the services provided for such sponsorship can be addressed.

7. Information and outreach

At present there are 9 registered as part of the Consultative Forum. Participation in this Forum will be considered by FSC International as indicative of the level of consultation and participation. All Steering Committee members agreed to circulate to their constituents details of the CF and encourage participation. Sasha will circulate a brief summary explanation that can be edited and used in these communications.

It was agreed to put a 3 week deadline for comments from the Steering Committee on the White paper on Participation, with the aim that this is completed by the AGM. Once completed, it will be available on the website in pdf form. Mick will speak with Pat to confirm that he can carry out any changes – depending on submissions received.

The previous proposal for a White Paper on Certification for Owners of Small Forests has not been progressed. It is suggested that as a pamphlet for the Ploughing Championships and similar events, this could be developed from similarly focused existing FSC documents adapted for the Irish context. Maria, Geraldine and Tony will continue to work on this, with the aim of a Draft document circulated to the Steering Committee by the end of August. John agreed to assist with this project.

8. Update on Controlled Wood consultation

A press release is ready for dissemination. It was agreed that Geraldine will liaise with Paula about distributing this (and the Controlled Wood Risk Assessment, and an explanation of why this is important) from the FSC Ireland email address. Geraldine will handle initial queries, and Maria will take this over while Geraldine is out of the country during July.

9. Draft Standard Update

SDG meeting: The SDG met the previous day (16th June) and has worked through the comments on the Draft Standard from the Steering Committee up to midway through Principle 6. Changes have been made to Indicators and where no change has been made a response to the original comment has been made directly. Responses so far will be circulated to all SC and SDG members shortly. Some clarifications are required on 2-3 comments, and these will be sought from the relevant authors.

It was stressed that the Principles and Criteria themselves cannot be altered by National Initiatives and that this needs to be understood by all Steering Committee members. This was accepted.

The SDG is to meet again on the 1st of July to complete its review in light of SC comments and

the FSC IC Guidance 60-001.

Forest testing progress: Forest testing responses were asked for by mid/late June. It is hoped that this feedback will be obtained from these certifying bodies by the end of June.

Tender brief for costing study: The draft tender document was considered. Various amendments were agreed and these will be made initially by Declan, and then completed by Anja with support from Harriet. The document will then be sent out for restricted tender to an agreed list of organisations as soon as possible.

Next steps: The plan for further delivery of the Standard was agreed as follows:

- 1st July SDG meets to complete its review of the Draft with reference to comments
- 15th July Steering Committee meet to consider SDG review & Forest testing feedback & finalise Draft for public consultation (announced at 25th July AGM)
- Consultation period of 70 days begins Fri. August 7th (ends Fri 16th Oct.)
- Costings study feedback made available & disseminated from Friday 4th September
- Consultation ends Friday 16th Oct
- Submissions collated and key discussion points identified by Fri 23rd October

Harriet has agreed to present a budget to Geraldine and Mick for additional time-delimited work regarding the consultation as discussed at the meeting.

It was agreed that facilitation of SDG and SC meetings for revision of the Draft Standard constitute part of Harriet's existing brief and are not included in this additional work.

10. Steering Committee Officer Positions

Sasha informed the Steering Committee of her decision to resign from FSC Ireland and the Steering Committee acknowledged the valuable contribution she has made to the organisation. Her position on the Steering Committee will therefore be open for election at the AGM.

Geraldine agreed to be the national contact person.

Declan proposed Geraldine as Chairperson, this was seconded by Anja, and unanimously agreed. Geraldine accepted in principle on condition that a Vice Chair is appointed and the Steering Committee agrees to provide active support.

Anja proposed Maria as Vice Chair, this was seconded by Mick, and unanimously agreed. Maria accepted and state that as Vice Chair she would concentrate on NI development and chain of custody.

Anja was proposed as Company Secretary by Maria, this was seconded by John, and unanimously agreed. Anja agreed in principle but will need to confirm this.

Ruth and Maria agreed to initiate work as an outreach/promotion/training committee.

11. Report on European NI Meeting

Maria presented a detailed report from the European NI meeting. A range of issues were discussed, including the following.

- The meeting felt that membership of NIs should remain separate from membership of FSC IC.
- It was noted that a number of NIs are overdue to review their national standards.
- A template letter is being developed for use by NIs in cases where incorrect use of the trademark is identified. If the matter is not successfully addressed, then FSC IC will take up responsibility for pursuing the issue.

Maria will circulate the Minutes once these are available.

There is a possibility to arrange for Stefan Salvador from FSC IC Policy Manager to come and provide Chain of Custody training, which can be adapted for the Irish context and used by FSC Ireland to promote and extend uptake of Chain of Custody. FSC Ireland would need to cover €65/day for preparation, travel and presentation time, plus flight and possibly accommodation.

Maria will clarify the likely total cost and proposal and circulate these details to the SC for discussion.

12. Report on COFORD timber procurement meeting

This item was deferred for discussion at the next SC meeting, any relevant material or issues can be circulated by email in advance of this.

13. Other correspondence

Geraldine has received only one response to the letter to all consultees on the Draft Standard (2006) regarding feedback. This letter from FIE indicated that they would not be participating in any future consultation processes. It was agreed that Geraldine will acknowledge receipt of this letter, restating the fact that their submissions and inputs into the 2006 Draft Standard have been used during development of the current Draft Standard (2009), and stressing that the invitation to participate in consultation remains open to all interested parties.

14. AOB

Next meeting – Wednesday 15th July, in Dublin (venue to be confirmed). This meeting is primarily for discussion of the Draft Standard and its agreement for public consultation. The meeting will start at 11am.