|  |
| --- |
| **1.1 Standards Project Request**  Please complete this form if you would like to request the revision or creation of a generic or a product-specific standard. If you would like us to add a new product (e.g. watermelon) to an existing product category (e.g. fresh fruit), please use the Price Request Form.  Please use one form per request and send the completed form to [standards-pricing@fairtrade.net](mailto:standards-pricing@fairtrade.net). You need approval of the project from the Director of Standards & Pricing or the Head of Standards before the project can kick off. |

# Project identification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sent by:** | **Date:** | | **Request ID:** (to be completed by S&P) | |
| **Type of project:** | Standard Creation | | Standard Revision | |
| **Type of standard:** | Generic (please specify) | | Product-specific (please specify) | |
| **Priority** | High | Medium | | Low |

# Rationale

|  |
| --- |
| **Why is the creation/revision of the standard needed? How will the new/revised standard respond to the identified needs?** (Please include here an overview of other available standards or standards under development, including those developed by other organizations that meet the need entirely or partially) |
|  |
| **What are the social, environmental and economic objectives of the new/ revised standard?** |
|  |
| **What are the potential risks related to the implementation of the new/ revised standard? What factors do you think may keep it from meeting its objectives? How can these potential risks be mitigated?** |
|  |

# Project Scope

|  |  |  |
| --- | --- | --- |
| **Geographical scope:** | New regions / countries: | Existing regions / countries: |
| (Include here regions and countries to be covered): |  |  |

|  |  |
| --- | --- |
| **Time Schedule:** | Date for announcing the new/ revised standard requested:(Include date) |
| (Include here a justification for the proposed date, e.g. harvest period, signature of contracts, shipments, etc…) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Target group:** | Small Producer Organizations | Hired Labour | Contract Production | Traders |
| (Include here stakeholders’ names and FLO IDs if applicable) |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Project Environment:** | | **How are the stakeholders going to be affected by the project?** |
| **Stakeholder type** | **Specification of stakeholder type** |
| Producers | Contract Production  Hired Labour  SPO  Others:  Which product categories? |  |
| Traders | Exporters  Importers  Licensees  Processors  Retailers  Others:  Which product categories? |  |
| Consumers | In which countries? |  |
| Unions | Which unions? |  |
| NGOs | Which NGOs? |  |
| Producer Networks | Fairtrade Africa  NAPP  CLAC |  |
| Certification Bodies | FLOCERT  Others: |  |

# Resources

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Resources to be employed in the project** | | | | |
|  | **Name of person** | **Activities** | **Resources necessary (budget, working hours)** | **Funding partner financing resource** |
| **Standards** |  |  |  |  |
| **Pricing** |  |  |  |  |
| **NFOs** |  |  |  |  |
| **PNs** |  |  |  |  |
| **PSR** |  |  |  |  |
| **LOs** |  |  |  |  |
| **Others** |  |  |  |  |

# Recommendation on the Standard Request

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Name of Unit/ Organization** | **Name of person** | | **Recommendation** (to be completed by indicated person) | | | | | | | | |
| **Agree** | | **Priority** | | **Rationale** | | | **Whom to involve** | **Other advice** |
| **FI** | **PSR**  **GPM** |  | | **yes**  **no** | | **low**  **medium**  **high** | |  | | |  |  |
| **NFO** |  |  | | **yes**  **no** | | **low**  **medium**  **high** | |  | | |  |  |
| **PN** |  |  | | **yes**  **no** | | **low**  **medium**  **high** | |  | | |  |  |
| **The rest of this request (below) will only be filled by the Standards team after you have submitted the request.** | | | | | | | | | | | | |
| **FI** | **Standards team** |  | **yes**  **no** | | **low**  **medium**  **high** | |  | |  |  | | |

# Approval of Head of Standards (to be completed by the Head of Standards):

|  |  |
| --- | --- |
| **Approval:** | **Approved  Not approved** |
| **Reasons for decision:** |  |
| **Assigned Standards Project Manager:** |  |
| **Final Standards decision to be taken by:** | **Director of S&P (for minor project)  SC** |

# Next steps (to be completed by the Head of Standards):

|  |  |
| --- | --- |
| **Action point:** | **Responsible person:** |
|  |  |
|  |  |
|  |  |