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| **1.2 Pricing Project Request Form**This document is to be filled for each pricing project, be it carried out internally by Fairtrade International’s Pricing team or externally by a National Fairtrade Organization. This form may only be submitted to Standards & Pricing (S&P) by a producer network (PN), by the Producer Services and Relations unit (PSR) or by a National Fairtrade Organization (NFO). The filled form should be sent to Standards & Pricing (S&P) at standards-pricing@fairtrade.net. This request has to be approved by Fairtrade International’s Head of Pricing, before the pricing project can start.In case a **Price Extension procedure** is applied for, the **respective annex to this form** has to be filled out in addition to the core form (which is the first 3 pages). If a full scale pricing project is requested, the first 3 pages suffice. In case a **Quick Entrance procedure** is requested a Quick Entrance request form has to be completed, and submitted to S&P at standards-pricing@fairtrade.net. This form is available on our website at <http://www.fairtrade.net/setting_the_standards.html>. Because Quick Entrance and Price Extensions are less time-consuming, requests for Quick Entrance and for a Price Extension can often be responded to faster than requests for a full price research. In case your request is expected to qualify for Quick Entrance or for a Price Extension, you are encouraged to apply for either of those procedures. Also, an external price research under the Pricing team’s guidance normally is more feasible since the Pricing team’s internal resources are constraint. |
| **Sent by:** |       | **Date:**       |
| **First request:** |       Insert name of stakeholder who made first request |

# Project Identification and scope:

|  |  |  |
| --- | --- | --- |
| **Product:** | Product name: |       |
|  | Variety: |       |
|  | Organic and/or conventional: | [ ]  organic | [ ]  conventional |
|  | Price and/or Premium: | [ ]  Minimum Price | [ ]  Premium |
|  | Price level: | [ ]  Farm-gate | [ ]  Ex-Works | [ ]  FOB |

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| **Would the product require developing a new product Standard?** | [ ]  yes >> **contact Policy and Strategy Unit** | [ ]  no >> **Specify category:**       |
| **New product?**  | [ ]  yes | [ ]  no |
| If yes, who will develop the Category Extension Paper [ ] NFO [ ] PSR [ ] Pricing |

|  |  |
| --- | --- |
| **Regions / countries for which the Price is requested:** |       |

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| --- | --- |
| **Time Schedule:** | **Proposed validity date of the new Price:**      |
| Justification for the proposed date: e.g. harvest, signing contracts. | **Justification for the proposed date:**       |
|  |  |
| **[ ]  New price**  | **[ ]  Price review** | **[ ]  Follow-up of complaint** |
|      Specify details of what the Pricing Project should cover |      Specify details of what the review should cover |      Specify details of what review should cover |
| [ ]  Full price research[ ]  Price extension > fill annex 1 | [ ]  Full price research[ ]  Exchange rate and consumer price index policy | [ ]  Full price research[ ]  Minor modification to existing Standard |

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| **Type of Price Research Required:** | **[ ]  Internal Price Research:** **S&P – Pricing team** coordinates and carries out the pricing research, price consultation and hires consultants (if necessary).  | **[ ]  External Price Research: External Price Research:** NFO / other body coordinates and carries out the pricing research, price consultation and hire consultants (if necessary) and send a full Price Proposal to S&P–Pricing for evaluation and approval of the new prices. Pricing team can provide guidance.**If yes: by whom:**       |

# Risk and need assessment

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| **Justification and need for the Price, including how the Price will respond to the identified need:** |
|       |
| **Description of existing other mechanisms (including other minimum Prices) which respond to the same need** (this includes considering national minimum prices or other Standards (non-Fairtrade): |
|       |
| **Assessment of all risks associated with the Pricing project:** |
|       |
| **Ways to mitigate the risks associated with the Pricing project:** |
|       |
| **Assessment of all risks associated with not setting the Price:** |
|       |

# Target group and project environment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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:       |       |

# 4. Resources: Resources

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| **Resources to be employed in the project** |
| **Unit** | **Name of person** | **Activities** | **Resources necessary**  | **Funding partner (external resources)** |
| **Budget** | **Working hours** |
| **Standards**  |       |       |       |       |       |
| **Pricing** |       |       |       |       |       |
| **NFOs**  |       |       |       |       |       |
| **PNs** |       |       |       |       |       |
| **PSR** |       |       |       |       |       |
| **LOs** |       |       |       |       |       |
| **Others** |       |       |       |       |

# Recommendation on the Price Request, including annex (at minimum you must collect 1 recommendation from Fairtrade International (from GPM for products with a GPM responsible, else PSR recommendation), 1 from an NFO before submitting the request):

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name of Unit/ Body** | **Name of person** | **Recommendation** (to be completed by indicated person) |
|  |  |  | **Agree** | **Priority** | **Rational** | **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 PSU after you have submitted the request.** |
| **FI** | **Pricing** |       | **[ ] yes****[ ] no** | **[ ]  low****[ ] medium****[ ]  high** |       |       |       |

# Decision of Head of Pricing (to be completed by Head of Pricing):

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

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

|  |  |
| --- | --- |
| **Action points:** | **Responsible person:** |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |
|       |       |

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| **Annex 1: Price extension request form**This annex is to be filled (in addition to the core of this Price Request form) to apply for the use of a Price extension procedure, be it carried out internally by Pricing or externally by an NFO. Price extensions can apply only if there is a reliable comparison point price to extend from. For more information on the types of Price extension, please read the SOP for the development of Fairtrade Minimum Prices and Premiums, which is available on our website: www.fairtrade.net The Price Request and the Request for Price Extension should be approved before the Price extension project can go ahead. |

# Project Identification (for which a price is requested):

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| --- |
| **Type of extension:** Geographical [ ]  Organic to conventional[ ]  Conventional to organic[ ]  Fruit for processing extension [ ]  EXW to FOB extension [ ]  FOB to EXW extension [ ]   |

# Similarities between situation/price to extend from and case to extend to[[1]](#footnote-1)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Situation to extend price to****(new price)** | **Situation to extent from** ***(existing price)*** | **Situation to extent from** ***(existing price)*** |
| Botanical name of product  |       |       |       |
| Organic / conventional | Organic [ ]  Conventional [ ]  | Organic [ ]  Conventional [ ]  | Organic [ ]  Conventional [ ]  |
| Particularities of the product (e.g. packed, variety, for processing, …) |       |       |       |
| Geographical area (to be) covered by the price? |       |       |       |
| Level of responsibility of producers  | EXW [ ]  FOB [ ]  | Farm-gate [ ]  EXW [ ]  FOB [ ]  | Farm-gate [ ]  EXW [ ]  FOB [ ]  |
| Producer set-up | HL [ ]  SPO [ ]  CP [ ]  | HL [ ]  SPO [ ]  CP [ ]  | HL [ ]  SPO [ ]  CP [ ]  |
| Why may existing Price **not** be a good comparison point? |       |       |       |

# Reliability of existing price (To be filled by Pricing)

|  |  |  |  |
| --- | --- | --- | --- |
| A | When was the existing price set? |      Insert date | Before 2005 is too old.  |
| B | Is the existing price known to be inadequate?Is there a request for review of the existing price? | Yes [ ]  No [ ] Yes [ ]  No [ ]  |       |
| C | Are there costs of production data available based on which the existing price was set? | Yes [ ]  No [ ]  | COSP are required.  |
| D | What arguments were mentioned (also by stakeholders) in the original price research and proposal **against** accepting the price? |       |

1. *If there is a difference between the situation for which the price was set and the situation to which it has to be extended, but COSP data in the original research cover the situation to extend to, please indicate this.*

*For example, if the existing price was set FOB, but COSP state also explicitly costs up to Ex-works level; or, if only an organic price was set although COSP for conventional were gathered.* [↑](#footnote-ref-1)