



13 October, 2004

Dear IFOAM Member:

On behalf of the Norms Management Committee, I am sending you the Final Revision Draft of the 2002 IFOAM Basic Standards. The electronic and paper versions of the document show the all changes from the 2002 version. Those of you who are receiving an electronic Word version can turn off "highlight changes" in the Tool menu and then you will see only the final draft language. If you wish to see the difference between first and second draft changes, then you can go to "options" in the "highlight changes" box, and "highlight by author."

Also included to email recipients only, is a compilation of all the comments received on the Second Revision Draft, together with SC responses to the comments. The Final Draft and the Compilation of Comments & SC Responses will also be available on the IFOAM website, www.ifoam.org.

According to IFOAM Policy 20 "Policy for Revision of the IFOAM Basic Standards," members can react with motions to the NMC within 2 months from the date of mailing. The deadline date is 15 December. However, we request that motions are submitted by 1 December if possible. This will enable the Standards Committee to consider those motions at its next meeting, which begins on 5 December. "Group motions" are no longer required.

Instructions for Motions

Motions are a chance for IFOAM members to request specific language changes to the IBS revisions prior to the final voting procedure on these standards. ***MOTIONS can only made on text that has been revised.*** Motions on any language other than that which is currently in revision will not be accepted. In general, it is expected that members who make motions will have also participated in the prior two Comment periods.

When preparing and submitting motions, please do the following:

- Present motions as changes to the language of the Final Draft. No other types of motions are accepted.
- Show the changes by striking out language that you wish to delete and underlining new language. It is strongly preferred that motions are submitted electronically in MS Word.
- Provide a brief rationale for why you are requesting the change. If you are requesting a change, and have not participated in the prior comment processes, please explain why you are requesting a change at this stage of the process.
- Identify your organization, and confirm that it is an IFOAM member in good standing. Also identify your organization's contact person, and his/her email address and phone number.
- Send motions to OGS Assistant, Matthias Fecht, M.Fecht@ifoam.org, or mail to him at the Head Office, Charles-de-Gaulle Str 5., D-53113, Bonn, Germany.

After motions are received, the next step will be for the NMC and SC to convene "contact groups" to try to reconcile language before the Final Draft goes for a vote. If reconciliation on the motions is not possible, then motions will go out for a membership vote prior to the final membership vote on the comprehensive revision draft. Contact groups (if necessary) are expected to convene in January-February. For your further information on the IBS decision process, I attach Policy 20 and Annex 1. Please contact me if you have any questions about the process, D.Bowen@ifoam.org.

with best regards,

Diane Bowen
Manager, Organic Guarantee System

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Policy for revision of the IFOAM Basic Standards

Scope

This policy sets the procedure for revision of standards.

Procedures

For each revision the SC shall present a plan for the revision, subject to the approval of the WB/Executive Board (EB).

The SC may choose to revise new areas, or areas significantly revised, of the BS independently from the revision of the main body of the standards.

SC proposed standards changes, or new standards proposals, will be circulated to the membership normally in a minimum of two drafts for consideration and comment. Special consideration will be given to opinions on the standards from the IOAS and Accredited Certification Bodies or other IFOAM bodies representing special expertise. In addition to the circulation to the membership, circulation will be done to relevant non-IFOAM members, regulatory bodies, international environmental and consumer organisations, and UN organs. Drafts will further be available for anybody asking for them.

In addition to this procedure there may be the possibilities to further enhance the consultation by calling a special standards conference or installing focus groups to deal with specific aspects of the standards.

The SC will review the comments and take due consideration of the suggestions. Comments from members and others to the suggested revised standards should be made public. The final recommendation for standards changes will be submitted to the WB, with a summary of the most critical issues and the SCs rationale for its proposal. The World Board shall develop procedures to ensure that the decision making of the IFOAM Basic Standards are based on democratic principles and efforts to achieve consensus.

Any change in the basic principles (section B.1. "The Principal Aims of Organic Production and Processing") would have to be approved by the GA.

If standards are approved by the WB, they shall be ratified at the next GA.

The World Board and the relevant committees shall report and seek the endorsements of the GA on the revision process of the IFOAM norms. At each GA the members should be given the opportunity to give guidance for the future development of the norms.

This policy and the resulting procedures shall be subject to GA 2005 review.

*First approved by the General Assembly in Basel, September 2000
Amended by the General Assembly in Victoria, August 2002*

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Policy for revision of the IFOAM Basic Standards # 20

Annex 1

Purpose

To set a policy for regular revisions of IFOAM Basic Standards. In addition to this policy there are specific policies developed for the

- urgent revision of standards
- development of new areas

Policy

Based on the policy for revision of the IFOAM Basic Standards the World Board is required to develop procedures for decision making based on an effort to achieve consensus and democratic principles.

Decision making procedures

The following procedure apply:

- The Standards Committee produces a Committee Final Draft which is presented to the Norms Management Committee for approval (only refer to procedural approval – not content)
- The Committee Final Draft is sent out to the membership by the NMC

1. Motions to the Final Draft

- Membership can react with motions to NMC within 2 months from date of mailing the Committee Final Draft
- NMC, Motion presenter and SC consult in a 'contact group' (process managed by the OGSM) with aim of resolving conflicts and reaching consensus.
- If no resolution is reached, the motion will go to membership as presented.
- If resolution is reached, and the content of the agreed text is not substantially different than the text in the Committee Final Draft, the agreed text will replace the original text. If the agreed text is substantially different than the text in the Committee Final Draft it should be presented as a motion.
- 1st ballot, must include total package including SC recommended text and all motions.
- Quorum for vote shall be 25% of IFOAM members (this relates to the total of members submitting a vote, even if they don't vote on all motions)
- Decision based on simple majority on each motion
- If a Quorum is not reached, the WB will decide

2. Decision on the IFOAM Basic Standards

- Final Draft can then go to 2nd ballot, incorporating outcome of first ballot
- Quorum for vote as above shall be 25% of IFOAM members
- Decision as above based on simple majority
- If a Quorum is not reached, the WB will decide

The Norms Management Committee is mandated to develop more detailed procedures.

Procedure in principle agreed by the World Board, Lithuania, September 2001

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