

15 February 2008

Dear IFOAM Members,

The Norms Management Committee presents the final draft of the IFOAM Benchmark for Standards and invites motions on the document.

The deadline for motions is 15 April, 2008. Send motions to OGS Coordinator, Katharina Pfundt, [k.pfundt@ifoam.org](mailto:k.pfundt@ifoam.org).

The following documents can be downloaded from the OGS Revision section of IFOAM's website:

- the basic version of the final draft,
- a version of the final draft that shows “tracked changes” (including changes from first to second draft and second to final draft),
- a compilation of the comments on the 2<sup>nd</sup> draft and the Standards Committee responses to the comments,
- a description of the process of the Standards Committee and World Board leading to the final draft and the results of the process.

## Process and Instructions for Motions

- Motions are only for proposing specific language changes within Sections A, B and C of the document. The introduction section is not subject to motions. General proposals regarding the Benchmark and its role in the OGS should be submitted to the IFOAM General Assembly, and not to this motions process. This includes any motions to significantly alter the scope of the document e.g. to delete an entire chapter.
- Motions for language amendments must clearly show the exact language changes requested and cite the specific chapter and section number or other paragraph for which the change is requested. The motions may be in “tracked changes” format or else they should be clearly written out, citing the location in the document and the deletions and new language proposed.

- Each motion must be accompanied by a rationale for the proposed change.
- Proposed language changes must not create inconsistency in language usage or format of the elements of the Chapters. For example, requirements are always written under the heading “Standards shall require that” and the subsequent requirements use active verbs. Prohibited practices always start with verb phrases ending in “ing.” Study the structure of a section carefully before preparing motions on it. The Norms Management Committee reserves the right to edit motions for consistent language usage.
- Organizations that submit motions must provide the name, phone number and email for a contact person for following up on the motions.
- To read the procedure that will be followed for the motions, motions reconciliation, and decision on the Benchmark, [click here](#).
- Organizations that submit motions must be committed to engage in the motions reconciliation process described in the procedure. The IFOAM General Assembly will be one opportunity for motions reconciliation, and it is anticipated that conference calls will also be used.