

**Attendees:**

Greg Moffat (GM), Defra

Neil Judd (NJ), ProForest CPET

Sofie Tind Nielsen (STN), ProForest CPET

Solene Le Doze (SLD), ProForest CPET/Defra

John White (JW), TTF

Beatrix Richards (BR), WWF UK

**Apologies:**

Stuart Goodall (SG), Confor

Hugh Speechly (HS), Dfid

Saskia Ozinga (SO), FERN

**Agenda items**

The following agenda items were discussed and comments provided via email from SO and SG were addressed where appropriate:

- 1) **Review of definition of legal and sustainable** and
- 2) **Public consultation on social criteria**

GM updated on the public consultation on social criteria which was initiated 29 July and closes on 21 October and reported that Defra had received a number of comments already.

Neil Judd (NJ) summarised the overall process of the review of the definition of legal and sustainable and the associated criteria for category A evidence. Following the consultation period, CPET will draft revisions to these documents. The draft documents will be reviewed by the CPET Technical Panel who will convene in Oxford for a 2-day workshop (19-20 Nov). Reviewed documents and recommendations from the Technical Panel will then be presented to Defra and the CPET reference board for publication in December 2009.

JW and BR welcomed the inclusion of social criteria and the potential for including a criterion on scheme governance in the category A criteria. BR informed the board that there is apparent evidence of MTCS timber already being passed off as PEFC certified products. JW also referred to rumours that there is fraud with FSC labelling in China.

STN informed that the PEFC endorsement of MTCS in relation to the UK government's policy was clarified on the CPET website on 21 May see <http://www.proforest.net/cpet/activities-and-news/news%20stories/pefc-endorsement-of-mtcs>

<b><i>Actions</i></b>	<b><i>Who</i></b>	<b><i>Date</i></b>
<ul style="list-style-type: none"> <li>• <i>Prepare draft documentation for Technical Panel, following social criteria consultation period.</i></li> </ul>	CPET	19 Nov 09
<ul style="list-style-type: none"> <li>• <i>Pass information on PEFC-labelled MTCS from WWF -GFTN to CPET.</i></li> </ul>	Beatrix Richards	5 Oct 09

<ul style="list-style-type: none"> <li>• <i>Pass information on FSC labelling fraud in China to CPET.</i></li> </ul>	<i>John White</i>	<i>5 Oct 09</i>
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### 3) **Awareness raising Campaign – Local Authorities**

SLD gave an update on the awareness campaign, including the detailed guidance and toolkit developed for local authorities; the CPET website also includes model policies, contract clauses etc. A joint WWF, TTF, CPET letter and briefing note was sent to councillors (28 Aug), follow-up support and training workshops are offered in all regions and Local Partnerships and IDEA are also engaged and supportive. The letter to councillors will be followed up with contact to relevant sustainability personnel in October. SLD also informed the RB that a budget for awareness raising stands at Ecobuild, leaflets etc. has been allocated by Defra.

### 4) **Monitoring and reporting pilot study**

GM gave an update on the actions arising from the recommendations in the Reporting Pilot Study:

- i. Reporting only for major construction projects aligned with BREAM requirements
- ii. Monitoring requirement for implementation and compliance with policy across all other purchases

The letter to heads of procurement from all government departments will include information about the recommendation to ensure implementation of policy and reporting for major construction projects. Defra Internal Audit department and the National Audit Office are being consulted on possible audits of implementation within Defra and across central Government departments. Model monitoring and reporting spreadsheets has been developed by CPET.

BR raised the issue that the EU ‘Due diligence’ proposal might end up requiring due diligence through the supply chain and thereby require that the public sector therefore have monitoring in place.

<b><i>Actions</i></b>	<b><i>Who</i></b>	<b><i>Date</i></b>
<ul style="list-style-type: none"> <li>• <i>Formal notification to heads of procurement of all mandated public bodies relating to the policy and reporting/monitoring recommendations</i></li> </ul>	<i>Defra/CPET</i>	<i>Dec 09</i>
<ul style="list-style-type: none"> <li>• <i>Follow the ‘Due diligence’ process</i></li> </ul>	<i>CPET</i>	<i>Ongoing</i>

### 5) **Cat B Protocol – Forestry Commission**

GM informed the board that the Forestry Commission currently is developing operational guidelines based on the ‘Category B protocol for small un-certified forests’. CPET will refer and link to the guidance as soon as it is available.

### 6) **Any other Business**

STN updated on CPET activities and informed the board that regional workshops have been scheduled at 11 venues across the country over the winter. CPET/Defra has provided comments on the Eco-label criteria, feeding in to the GPP process via expert group (meeting 18 Sept) and are also invited to present the policy approach at a GPP conference in Stockholm (26 Nov).

The board was also informed that the Olympic Delivery Authority has approached CPET and requested support in ensuring compliance with the policy. CPET is presenting at a meeting on 22 September.

BR raised concern that there are no formal complaints procedures relating to the ability of all certification schemes to fulfil CPET criteria on the CPET website and it was agreed that CPET draft a short paragraph to publish.

JW proposed that Rachel Butler, TTF's head of sustainability take his place on the CPET Reference Board.

<b><i>Actions</i></b>	<b><i>Who</i></b>	<b><i>Date</i></b>
<ul style="list-style-type: none"> <li><i>Write paragraph on complaints procedures for the CPET website.</i></li> </ul>	<i>CPET</i>	<i>5 Oct 09</i>
<ul style="list-style-type: none"> <li><i>Agree that Rachel Butler TTF's head of sustainability take John White's place on the CPET Reference Board</i></li> </ul>	<i>Board members</i>	<i>5 Oct 09</i>

## 7) Next meeting

To be arranged in week commencing 30 November 2009.

It was agreed that the date for the next meeting will be arranged about 2 months in advance to ensure availability of the board members. Board members are also encouraged to prioritise the meetings.

<b><i>Actions</i></b>	<b><i>Who</i></b>	<b><i>Date</i></b>
<ul style="list-style-type: none"> <li><i>Inform GM about availability for week commencing 30 November 2009</i></li> </ul>	<i>All</i>	<i>5 Oct 09</i>