



# **The Development and adoption of a Sustainable Timber Procurement Policy**

**CASE STUDY**

**October 2009**

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# Section 1

## 1.1 Introduction

The purpose of this case study is to describe the development of a local authority sustainable timber procurement policy and the progress made to date in its implementation. This policy developed is the first local authority policy which is consistent with the UK Government national policy on timber procurement. The case study includes:

- An introduction to sustainable timber procurement
- The drivers leading Durham County Council (DCC) to adopt a sustainable timber procurement policy
- The development process
- What has been achieved so far
- Lessons learned
- What DCC and its partners hope to achieve in the future

## 1.2 Background

The UK government's timber procurement policy requires all central government departments, executive agencies and non-departmental public bodies to only purchase timber and wood based products which comply with its definition of 'legal' and 'sustainable'. The policy applies to paper, furniture and construction materials. To meet the UK Government criteria for sustainable timber, materials must be either recycled or virgin wood from a well managed forest source, or a combination of the two<sup>1</sup>. To ensure that the products purchased are from sustainable and legal sources the process from forest to final consumer must be traceable and verifiable.

The development of a central government timber procurement policy arose as a result of the increasing prevalence of illegal and unsustainably harvested timber and wood based products in the UK supply chain. Such activity is responsible for a range of negative environmental impacts including loss of biodiversity, disruption of ecosystem and watershed functions. Economic impacts include; loss of revenue to national governments and the undermining of legal enterprise. Furthermore there are a range of social impacts including conflict, impoverishment, associated crime, loss of access and livelihoods, low health and safety, erosion of the rule of law and corruption.

The UK is the 4<sup>th</sup> largest importer of timber in the world after the US, China and Japan, and the UK public sector accounts for over 20% of all UK timber purchases. Thus, as major purchasers of timber and wood-derived products,

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<sup>1</sup> CPET, *Workshop Series, Training Handbook*, 2009

the UK public sector is in a strong position to exercise significant influence over the global timber trade.

To assist government departments to implement the sustainable timber procurement policy Defra (Department for Environment, Food and Rural Affairs) established CPET (the Central Point of Expertise on Timber) CPET provides a range of written guidance and practical support, see: [www.proforest.net/cpet](http://www.proforest.net/cpet)

In addition to its work with central government CPET now also has a role in promoting the adoption of sustainable timber procurement policies within the wider public sector. In 2007, following an initial approach by Defra, CPET approached Bill Kirkup at NECE, one of the predecessor bodies to what is now the North East Improvement and Efficiency Partnership (NEIEP), with a view to initiating pilot activity within local authorities in the north east.

Owing to the success of a previous joint project focused on food procurement the NEIEP approached DCC who were keen to examine whether the central government policy could be successfully adopted within a local government context. Both the NEIEP and DCC are leading proponents of sustainable procurement in local government and saw the development of sustainable timber policies as an effective way of taking forward activity in relation to this broader agenda.

## **Section 2 – Key Activities**

### **2.1 Engagement with NE IEP and CPET**

NEIEP's approach to Durham coincided with several Freedom of Information requests concerning the Council's policy on the use and procurement of timber. The authority was therefore keen to engage with this agenda. With a view to promoting the issue of sustainable timber procurement the NEIEP organised a training event for regional procurement staff in December 2008. This was run by Sofie Tind Nielsen from CPET and was attended by Peter Fail from Durham. Having attended this, Peter was confident that DCC would be willing and able to implement a timber procurement policy, seeing this as a relatively easy 'quick win'. This was especially due to its consistency with the authority's desire to develop a more sustainable approach to procurement, and in the vast majority of cases entailed no additional cost implications or disruptions to the supply chain.

*"The majority of timber used in the UK is softwood, for example pine. Around 90% of the UK homegrown and imported softwood is certified to either FSC or PEFC as are all the UK produced panels such as OSB, MDF and chipboard. So in many cases, for buyers, specifying certified timber should not be a problem and at NO extra cost."*

Rachel Butler (Head of Sustainability, Timber trade Federation)

Using the national government policy as a template, a draft policy was produced in late December 2008. This went through an internal consultation process between January and March 2009, circulated with both procurement staff and specifiers for consultation and feedback. In addition, the NEIEP together with CPET provided valuable feedback and support, complimented through the Timber Trade Federation. With the support of Durham, the NEIEP also circulated early drafts to representatives from other authorities with a view to securing regional engagement. This process also helped to identify and eliminate some additional issues which were subsequently incorporated into the final version, for example, the need to cover biomass within the policy.

## 2.2 DCC Sustainable Timber Policy

In May 2009 DCC published the final draft of the Sustainable Timber Procurement Policy. The policy states that *'it is Durham County Council's policy that all timber and wood-derived products are required to be purchased from independently verifiable legal & sustainable sources'*<sup>2</sup>. A copy of the policy forms Appendix A of this document; some of the key elements are discussed below.

The policy explains that to comply with social, environmental and economic sustainability aims, all timber and wood derived products must be:

- from sustainable well managed forests,
- from independent verifiable legal and sustainable sources,
- recycled where possible (if it meets the technical specification as set out in the UK Government's guidance note on the definition of 'Recycled') and,
- traceable in a '**chain of custody**',

*'The chain-of-custody is the path which products take from the forest to the consumer, including all manufacturing, transformation and distribution links. Chain-of-custody certification verifies that products from certified forests are not mixed with products from uncertified forests at any point in the supply chain'*<sup>3</sup>. A secure chain of custody provides assurance to the consumer that the goods that are being purchased are from certified sources, and have not been mixed with uncertified material. Where the chain is broken (i.e. an element of the supply chain is not certified), other evidence should be requested.

As put forward in DCC's policy, DCC will procure products which are certified under third party certification schemes which are in compliance with the criteria set in the document "UK Government Timber Procurement Policy: Criteria for Evaluating Category A Evidence". Schemes in compliance include the Forestry Stewardship Council (FSC) and the Programme for Endorsement of Forest Certification scheme (PEFC). DCC will accept other documentary evidence that provides assurance that the source is sustainable as set out in

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<sup>2</sup> DCC Sustainable Timber Procurement Policy, 2009, p.3

<sup>3</sup> CPET, Workshop Series, Training Handbook, 2009, p.7

the document titled “UK Government Timber Procurement Policy: Framework for evaluating Category B evidence”, and DCC will also accept Forest Law Enforcement, Governance and Trade (FLEGT) licensed timber, when offered, until 2015.

This is in line with central government policy, as far as possible the partners in this project were keen to ensure a consistency of approach, it is considered highly important that the public sector takes a standardised approach to the market on this issue.

*“The TTF is keen to support any measures that harmonises timber procurement policies with UK Government Policy. We would welcome all Local Authorities following Durham’s lead. It helps suppliers, who will have a number of different Councils as customers, deliver quality, environmentally sound products but without the added cost and complication that currently exists due to the absence of, or varying, policies.”*

John White (Chief Executive, Timber Trade Federation)

*“I am very pleased that Durham County Council has developed a timber procurement policy and has chosen to follow the guidance from the Central Point of Expertise on Timber (CPET). This approach ensures consistency across the public sector and enables CPET to be available to support Durham key personnel and its suppliers and contractors through the process of ensuring compliance and implementation. Too few Local Authorities are ensuring that the timber and wood products they consume is not from illegal sources, leading to deforestation and adding to climate change. Durham is leading the way in addressing these issues with the policy and we are referring to Durham as a very good case for other Local Authorities and public organisations to follow.”*

Sofie Tind Nielson (Co-ordinator & Manager of CPET)

## **2.2.1 Policy Implementation**

The true test of a policy is whether or not it can be implemented. To ensure that all wood-derived products are certifiable through a chain of custody is a significant undertaking. DCC anticipates that it will take time to fully implement, not least because, as in most authorities, procurement is not as yet a fully centralised activity. In addition to needing to ensure that all buyers are aware of the policy there is also a need to ensure that those responsible for drawing up specifications (architects etc) are aware of the policy.

In the first instance the council elected to run a series of workshops to promote the policy. With a view to promoting regional engagement on this issue these were open to staff from other organisations and promoted via the NEIEP. Once again CPET undertook to run the workshops.

Three separate workshops were run in June 2009 with these being aimed respectively at procurement staff, specifiers and suppliers. The workshops launched the DCC Sustainable Timber Procurement policy and described how it would be taken forward. They aimed to raise awareness of the need to verify timber and wood sources so that this could be implemented in future tenders and contracts. And also to alert suppliers to the support offered by CPET. The workshops were very well received and feedback from delegates was encouraging;

*“The course was both relevant and informative and gave me a clearer understanding of the broader sustainability issues.”*

John Robinson (Sales Manager, Tyneside Timber)

*“It is very good to see Durham County Council take such a positive and responsible approach in their timber purchasing policy. The implementation of the policy, and the monitoring of suppliers providing them with responsibly purchased timber products, will ensure that Durham County Council make a significant contribution in protecting the world’s forests and the local communities they support.”*

Colin Campbell (General Manager, JT Dove)

## **Section 3: Outcomes, Benefits and Lessons Learnt**

### **3.1 Outcomes to date (Nov. 2009)**

#### **Internal**

Since the policy was written it has been agreed that it will be taken on board across all Council functions. Already the aims of sustainable timber procurement have been embedded in the process of some contracts. For example, the criteria outlined in the policy were incorporated into the evaluation criteria of a recent large wood pellets contract, worth £240,000 (over four years). This means that the companies which bid for the wood pellets contract were partially scored on the sustainability of their production. As a result of this, the company selected (Wood Pellet Energy UK) currently provides wood pellets from sustainable sources to twelve establishments. The wood pellets supplied by the company are carbon neutral and are manufactured from recycled wood. However, to ensure that this is the case for **all** contracts is a much bigger task.

There have been no difficulties in implementing the policy to date. However, any unintended or unforeseen consequences of the policy will be uncovered and addressed by the first position audit of the policy, due to be carried out in February 2010. The audit will address the success of the policy, and areas for further development. From this DCC will be able to address any issues and decide how to carry the policy further forward.

## **External**

As part of its regional activity on sustainable procurement, the NEIEP (supported by DCC) has heavily promoted the Durham model to regional public sector organisations. To date it has been adopted by the North East Purchasing Organisation (NEPO offers a range of contracts to all regional local authorities), whilst several other regional local authorities are considering its adoption. Defra has taken considerable interest in this project as it is keen to promote more sustainable procurement of timber by local authorities.

## **3.2 Benefits**

The principal benefit to DCC associated with the development and adoption of this policy is that it has allowed the authority to take a significant, yet relatively painless, step towards improving the sustainability of its timber and wood based products supply chain. Recent estimates by WWF (World Wildlife Fund) suggest that at present we are globally consuming natural resources at a rate 30% higher than the planet can sustain<sup>4</sup>. There is an urgent need to improve the sustainability of global production and consumption cycles.

In relation to wood based products, a failure to do so will result in continued loss of biodiversity, degradation of soil, air and water resources and deforestation. Given the vital role forests play in mitigating climate change a sustainable timber procurement policy should arguably be one of the key steps taken by local authorities in relation to this agenda. Durham is committed to moving itself onto a more sustainable footing and this policy is an expression of this commitment.

By using the existing national government policy much of the work involved in the development of a policy of this type was avoided, whilst the engagement of Defra and CPET also meant that greater assurance was available as to the relevance and merit of the policy, and to its roll out. CPET is also able to provide ongoing support and its involvement is invaluable

This development and implementation of the policy has been welcomed by the timber trade and through working collaboratively and in partnerships to promote the aims of the policy. The adoption of the policy has improved the authority's relationship with its suppliers and also with those organisations who are supplied via Durham's contracts, most notably schools.

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<sup>4</sup> WWF, *Living Planet Report*, 2008,

## 3.3 Lessons Learnt

### 3.3.1 Key Challenges

The main issue faced during the development of the Sustainable Timber Procurement Policy was the general lack of awareness of the relevant sustainability issues across the county and the region. The regional workshops were successful in targeting this issue, but follow-up awareness raising is required.

DCC has made great progress in terms of the sustainable timber procurement aims. However, the full implementation of the policy will take time. Although policy objectives have been incorporated into some DCC contracts, further training and investment is required to ensure that policy aims are met in **all** contracts for timber and wood-derived products across DCC.

### 3.3.2 Areas for development:

- Although the workshops were very successful, further awareness raising will be necessary, especially for smaller businesses, to make sure that they are aware of the support that is available through CPET. This will allow them to organise their 'chain of custody' and certification process ready for future tendering opportunities.
- There is also a need for a broader internal marketing strategy and greater rollout of the policy, incorporating the full implementation of a transparent audit trail and periodic reviews. This will enable the policy to become corporately embedded in the procurement process when purchasing wood products, and deployed across the organisation.
- To embed the policy objectives for legal and sustainable timber they need to be included as a contract condition and then again in the tendering stage as part of the evaluation criteria. The Invitation to Tender (ITT) should draw attention to the policy requirement for legal and sustainable timber. This would give businesses the opportunity to respond to the conditions in their bid.
- CPET recommends that Local Authorities keep a record of all timber and wood-derived products procured and that suppliers are requested to provide regular data on the sourcing of their products as a contract condition<sup>5</sup>. Therefore there is a need to develop and implement a formalised contract monitoring process to ensure the contract conditions are upheld.

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<sup>5</sup> CPET, '6 Steps for the Implementation of a Responsible Timber Procurement Policy', obtained from: <http://www.proforest.net/cpet/toolkit>

- Finally, the implementation of this policy across all Durham County Council functions may require a contract register quality check to identify areas, which will be affected and to ensure that all staff involved in the process are aware that the requirements must be included in every contract.

In conclusion, the development and adoption of a Sustainable Timber Procurement Policy has generally been a positive and successful process for Durham County Council. The policy was easy to produce with the support of CPET, it has been endorsed by the Corporate Management Team, and to date there have been no great obstacles in the implementation of the policy. The policy has also facilitated supplier engagement and local suppliers have engaged fully with the process. Yet, the position audit in February 2010 will highlight some lessons to be learnt, to enhance the positive outcomes of the overall process.

## **Acknowledgements**

Peter Fail, Durham County Council

Naomi Griffin, Durham County Council

Bill Kirkup, North East Improvement and Efficiency Partnership

Sofie Tind Nielsen, Central Point of Expertise in Timber Procurement

Appendix A



**Sustainable Timber Procurement Policy**

## Sustainable Timber Procurement Policy

It is Durham County Council's policy that all timber and wood-derived products are required to be purchased from independently verifiable legal & sustainable sources.

We recognise that the production and manufacture of timber based products has significant economic, environmental and social impacts. Sustainable forest management is about preserving forests as a source of life for all that depends on it. We believe that timber should be harvested in such a way that it does not threaten the range of associated goods and services that forests provide in contributing to human well-being, poverty alleviation and sustainable livelihoods. A timber purchasing policy is a valuable tool to help tackle the challenges of illegal logging, deforestation and climate change and to help us to meet our sustainability objectives.

Therefore our long term intention is to source all timber products that we procure directly (and those procured on our behalf) from sustainably managed forests. Our policy recognises the responsibility of Durham County Council to ensure that we have a neutral, if not positive effect on the world's forests.

Therefore all timber and other wood products bought by, used by, or incorporated within any projects across Durham County Council have to be from independently verifiable sustainable sources only and traceable from the forest to the final processor through a 'Chain of Custody'.

Recycled wood is preferable, if it meets the technical specification as set out in the UK Government's guidance note on the definition of 'Recycled'. Documentary evidence and independent verification will however still apply to recycled timber but will focus on the previous timber use rather than the forest source.

Contractors and suppliers are required to demonstrate compliance with the policy and provide adequate supporting evidence upon request, see below.

Durham County Council will therefore:

- Procure products from legal and well managed forests which are certified under third party certification schemes which are in compliance with the criteria set in the document "UK Government Timber Procurement Policy: Criteria for Evaluating Category A Evidence". Schemes in compliance include the Forestry Stewardship Council (FSC) and the Programme for Endorsement of Forest Certification scheme (PEFC).
- Accept other documentary evidence that provides assurance that the source is sustainable as set out in the document titled "UK Government Timber Procurement Policy: Framework for evaluating Category B evidence"

- Also accept Forest Law Enforcement, Governance and Trade (FLEGT) licensed timber, when offered, until 2015.
- Refer all Durham County Council buyers and their suppliers to the Central Point of Expertise on Timber (CPET) for free advice and guidance to aid compliance with the policy. Contact CPET on 01865 243766 or see [www.proforest.net/cpet](http://www.proforest.net/cpet) for further details on evidence of compliance.
- Specify that the timber in question should be '*fit for purpose*' rather than demanding particular species where possible. This gives suppliers more flexibility in finding sustainable sources of timber.
- Approve subcontractors and suppliers on the basis of an assessment of their procedures and verification processes relating to the sourcing of timber.
- Apply ambitious targets in the implementation and rollout of this policy to increase the volume of timber purchased in compliance with the policy, and to measure our progress against these targets and maintain a transparent audit trail.
- Ensure the policy is applied to all timber and wood products purchased directly and indirectly by Durham County Council.

To ensure this policy is implemented effectively, we will:

- Incorporate this policy's requirements across all functions of the Council
- Embed it in our supply chain & procurement processes
- Bring this policy to the attention of our employees and members of the supply chain e.g. customers, other key stakeholders including regional & national procurement consortia and suppliers and gain their support in its implementation.
- Actively encourage & engage our customers and suppliers in its implementation
- Periodically review the policy to ensure its continuing suitability and that it remains appropriate to ambitions set out in the Council's Sustainable Community Strategy.

George Garlick

Councillor Alan Napier

Chief Executive

Portfolio Holder for Corporate Resources

## Annex A

### Glossary of terms

The terms defined in Annex A should accompany the model specification in Annex B and contract condition in Annex C.

#### 1. Definitions

1.1 Timber and wood-derived products: means any product that contains wood or wood fibre, with the exception of "recycled" materials (see below). Such products range from solid wood to those where the manufacturing processes obscure the wood element (e.g. paper).

Timber and wood-derived products supplied or used in performance of the contract that have been recycled or reclaimed are referred to as "recycled" timber, which is defined below.

Timber and wood-derived products supplied or used in performance of the contract that are not recycled are referred to as "virgin" timber when the distinction needs to be made for clarity.

Short-rotation coppice is exempt from the requirements for timber and wood-derived products and falls under agricultural regulation and supervision rather than forestry.

1.2 Legal and Sustainable: means production and process methods, also referred to as timber production standards, as defined by the document titled "*UK Government timber procurement policy: Definition of legal and sustainable for timber procurement*" (available from the Contracting Authority on request and from the CPET website). The edition current on the day the contract is awarded shall apply.

1.3 FLEGT: means Forest Law Enforcement, Governance and Trade, and is a reference to the EU scheme to address the problem of illegally logged timber.

1.4 FLEGT-licensed: means production and process methods, also referred to as timber production standards, as defined by a bilateral Voluntary Partnership Agreement (VPA) between the European Union and a timber-producing country under the FLEGT scheme, where both parties have agreed to establish a system under which timber that has been produced in accordance with the relevant laws of the producing country, and other criteria stipulated by the VPA, are licensed for export by the producing country government. This may also include any timber that has been independently verified as meeting all the producing country's requirements for a FLEGT licence, where a VPA has been signed but the FLEGT licensing system is not fully operational. Evidence from a country that has not signed up to a VPA which demonstrates that all of the requirements equivalent to FLEGT-licensed timber has been met will also be acceptable. CPET will produce further guidance on FLEGT-licensed or equivalent timber in due course.

1.5 Recycled: means recovered wood that prior to being supplied to the Contracting Authority had an end use as a standalone object or as part of a structure. The term "recycled" is used to cover the following categories: pre-consumer recycled wood and wood fibre or industrial by products but excluding sawmill co-products (sawmill co-products are deemed to fall within the category of virgin timber), post-consumer recycled wood and wood fibre, and drift wood. It also covers reclaimed timber which was abandoned or confiscated at least ten years previously.

1.6 Short-rotation coppice: means a specific management regime whereby the poles of trees are cut every one to two years and which is aimed at producing biomass for energy. It is exempt from the UK government timber procurement policy requirements and falls under agricultural regulation and supervision rather than forestry. The exemption only refers to short-rotation coppice, and not 'conventional' coppice which is forest management and therefore subject to the timber policy.

1.7 CPET: means the UK Government's Central Point of Expertise on Timber, which provides a free telephone helpline and website to support implementation of the UK Government timber procurement policy. Phone: 01865 243766. Website: [www.proforest.net/cpet](http://www.proforest.net/cpet).

## **Annex B Model Specification Text**

### **1. Requirements for Timber**

1.1 All timber and wood-derived products for supply or use in performance of the contract must be independently verifiable and either:

1.1.1 From a legal and sustainable source; or

1.1.2 from a FLEGT-licensed or equivalent source.

### **2. Requirements for proof of Timber Origin**

2.1 Management of the forest or plantation shall be audited at intervals confirming ongoing good forest management and by organisations with appropriate forest management experience that are independent of the organisation that holds timber harvest and/or management rights for that forest.

2.2. The Contracting Authority will accept evidence from any of the following three categories:

2.2.1 Category A evidence: Certification under a scheme recognised by the UK government as meeting the criteria set out in the document entitled "UK Government Timber Procurement Policy:

Criteria for Evaluating Category A Evidence" (available from the Contracting Authority on request and on CPET's website). The edition current on the day the contract is awarded shall apply. A list of assessed certification schemes that currently meet the government's requirements can be found on CPET's website. Acceptable schemes must ensure that at least 70% (by volume or weight) is from a legal and sustainable source with the balance from a legal source.

2.2.2. Category B evidence: Documentary evidence, other than Category A evidence and FLEGT evidence, that provides assurance that the source is sustainable. In this context "sustainable" is defined in the document entitled "UK Government Timber Procurement Policy: Evaluation of Category B Evidence: Methodology" (available from the Contracting Authority on request and on CPET's website). The edition current on the day the contract is awarded shall apply. Such Category B evidence may include, for example, independent audits and declarations by the contractor or his contractors. Where Category B evidence is to be relied on, the contractor is required to notify the Contracting Authority of the source or sources of all virgin timber and wood-derived products supplied. Source in this context means the forest or plantation where the trees were grown and all subsequent places of delivery through the supply chain prior to receipt of the timber or wood-derived product by the Contracting Authority. The contractor shall separately identify virgin timber and wood-derived products supplied from forests and plantations that are claimed to be subject to sustainable timber production and shall submit to the Contracting Authority documentation in respect of such wood to confirm that the criteria for sustainable timber production set out in this specification have been met. If mixing is

unavoidable within the supply chain then sources can still be accepted provided that there are adequate controls in place and at least 70% (by volume or weight) is from a legal and sustainable source with the balance from a legal source.

2.2.3 FLEGT evidence, from either or both of the following categories: □

- Evidence of timber products being exported from a timber-producing country that has signed a bilateral Forest Law Enforcement, Governance and Trade (FLEGT) Voluntary Partnership Agreement (VPA) with the European Community and which have been licensed for export by the producing country's government. This may also include timber products that have been independently verified as meeting all the producing country's requirements for a FLEGT licence, where a VPA has been entered into but the FLEGT licensing system is not fully operational.
- Equivalent evidence from a country that has not entered into a VPA which demonstrates that all of the requirements equivalent to FLEGT-licensed timber has been met.

## **Annex C Model Contract Condition - Timber and wood-derived products**

*Please note that terms in square brackets will need to be defined according to the relevant contract in which the model contract condition is used.*

### **1. Requirements for Timber**

1.1. All timber and wood-derived products supplied or used by [the Contractor] in performance of [the Contract] (including all timber and wood-derived products supplied or used by sub-contractors) shall comply with [the Contract Specification].

### **2. Requirements for Proof of Timber Origin**

2.1 If requested by [the Contracting Authority], and not already provided at the tender evaluation stage, [the Contractor] shall provide to [the Contracting Authority] evidence that the timber supplied or used in the performance of [the Contract] complies with the requirements of [the Contract Specification].

2.2 [The Contracting Authority] reserves the right at any time during the execution of [the Contract] and for a period of 6 years from final delivery under [the Contract] to require [the Contractor] to produce the evidence required for [the Contracting Authority's] inspection within 14 days of [the Contracting Authority's] written request.

2.3 [The Contractor] shall maintain records of all timber and wood derived products delivered to and accepted by [the Contracting Authority]. Such information shall be made available to [the Contracting Authority] if requested, for a period of 6 years from final delivery under [the Contract].

### **3. Independent Verification**

3.1. [The Contracting Authority] reserves the right to decide whether the evidence submitted to it demonstrates legality and sustainability, or FLEGT-licence or equivalent, and is adequate to satisfy [the Contracting Authority] that the timber or wood-derived product complies with [the Contract Specification]. In the event that [the Contracting Authority] is not satisfied, [the Contractor] shall commission and meet the costs of an "independent verification" and resulting report that will (a) verify the forest source of the timber or wood and (b) assess whether the source meets the relevant criteria.

3.2 In [this Contract], "Independent Verification" means that an evaluation is undertaken and reported by an individual or body whose organisation, systems and procedures conform to *ISO Guide 65:1996 (EN 45011:1998) General requirements for bodies operating product certification systems* or equivalent, and who is accredited to audit against forest management standards by a body whose organisation, systems and procedures conform to

*ISO 17011: 2004 General Requirements for Providing Assessment and Accreditation of Conformity Assessment Bodies or equivalent.*

**4. [Contracting Authority's] Right to Reject Timber**

4.1 [The Contracting Authority] reserves the right to reject any timber or wood-derived products that do not comply with [the Contract Specification]. Where the [Contracting Authority] exercises its right to reject any timber, [the Contractor] shall supply alternative timber, which does so comply, at no additional cost to [the Contracting Authority] and without causing delay to [the Contract] completion period.

Signed.....

Name in Capitals (as in tender).....

For and on behalf of .....Date.....

#### **Annex D Model paragraph for inclusion in ITT covering letter**

The tenderer's attention is drawn to the contract requirements governing the supply and use of timber and wood-derived products in performing the contract. It is UK government policy to require that all timber and wood-derived products originate from either legal and sustainable or FLEGT-licensed or equivalent sources. Timber and wood-derived products in the context of this contract include any product that contains wood or wood fibre supplied to the Contracting Authority or used by the contractor or his agents and subcontractors in performance of the contract. The contract conditions require that all timber and wood-derived products supplied to the Contracting Authority or used by the contractor in performing the contract originate from either legal and sustainable or FLEGT-licensed sources, as set out in the specification. The Contracting Authority may reject any bid that cannot offer to provide independent verification that all timber and wood-derived products used in the contract meets this requirement.