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GUIDANCE ON ANNUAL REPORTING FOR MEMBERS

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KEY POINTS - GUIDANCE ON ANNUAL REPORTING FOR MEMBERS

- This guidance is intended for WWF-UK Forest & Trade Network (FTN) Members to use when compiling their annual forest products report to WWF.
- Each report covers the calendar year 1 January to 31 December.
- The final date for submitting your report each year is 31 March in the year following the calendar year being reported.
- Reports are submitted online via the secure website <http://ftn.wwf.org.uk>
- The most important parts of the report are Section A and Section E. These sections are included in the annual external verification process. **For these sections note the following important guidance:**

SECTION A

- you must record the **total volume** of forest products for each category
- if a species is unknown **do not leave out the volume**. Designate the entry with "Unknown" as the species, and select an appropriate product group i.e. pulp
- if no information is available about the source, report the volume in Category 1. **Do not leave it out** just because you do not have further information
- if you have not assessed your full scope and provided individual lines of detail, you must provide a percentage as Unreported. When your report is considered, this will be treated as additional Unknown material yet to be addressed. A reasonable estimate of unreported volume is better than none at all, even if it is all in Category 1. FTN members must report on goods purchased (not sold), which is the reporting default, unless you have a specific agreement in place with the FTN to report on sales. The primary reason for doing the latter is that to do otherwise would involve a significant administrative burden for the member.

SECTION E

- Actions must be **SMART (Specific, Measurable, Achievable, Realistic and Time bound)** and address key responsible sourcing issues to ensure your purchases progress year on year through the reporting categories
- actions should be listed for completion in the coming twelve month period
- longer term targets and goals may be added

GUIDANCE ON ISSUES RELATED TO REPORTING, AND USING AND DECIDING ON YOUR ASSIGNED REPORTING CATEGORIES

Guidance and verification

Assigning a reporting category to your reported product details is the most vital responsibility your organisation has in assessing your purchases, and informing the WWF UK FTN on how you are progressing with your responsible purchasing commitments. As you are the gatekeeper for relationships with your suppliers, appropriate choice of reporting category is yours, based on your confidence in the information provided to you about the goods you purchase. WWF UK FTN can advise on category allocations to assist you in this process. **A fundamental tool for this reporting process is the WWF Global Forest & Trade Network (GFTN) publication, *Responsible Purchasing of Forest Products – 2nd Edition*.** This is available on our website, and in hard copy upon request.

Every year we undertake a limited assurance verification process of a representative sample of the FTN membership, for external verification of submitted forest product report data. It is your responsibility to ensure and verify that the report your organisation has submitted is a true representation of your purchase of forest goods. You must maintain appropriate evidence to support your category assignments, so please ensure you are in a position to demonstrate fully the basis upon which you have made your category allocation decisions and overall reporting submission.

FSC Chain of Custody systems & corresponding claims

WWF and the participants of the GFTN work to drive credible certification of the most valuable and threatened forests around the world, and it is for this reason that one of the key commitments is to progressively purchase increased volumes of credibly certified forest goods in your purchasing profile. FSC Controlled Wood is designed to eliminate the worst of the worst in terms of forest resource management and practices. This source is therefore a step in the overall goal to increase credible certification of forests against full sustainable forest management standards, but is not the final goal itself.

It is important that we can maintain a clear picture of what level of fully credibly certified forest goods – i.e. “FSC Pure” product, are being procured. If you have forest products which fall under the FSC Mixed sources systems, you may place the whole volume in the category appropriate to the certified portion, i.e. if the product is FSC certified you may place the total volume in Category 5. However, you must indicate **which chain of custody system** has been accorded to the product you purchased.

Therefore - you need to be clear which FSC Chain of Custody system you are receiving material through. Your supplier will always be able to provide you with this information.

Full details of the systems are available in:

FSC Standard for Chain of Custody Certification FSC-STD-40-004 V2-0 D3-0 EN

To provide you with a summary for reference, the following chain of custody systems and claims exists under the standard:

Product Groups	Control System	FSC Claim
FSC Pure	Transfer system	“FSC Pure”
FSC Mixed	Percentage system	“FSC Mixed x%”
FSC Mixed	Credit system	“FSC Mixed Credit”
FSC Recycled	Percentage system	“FSC Recycled x%”
FSC Recycled	Credit system	“FSC Recycled Credit”
FSC Controlled Wood	Transfer system	“FSC Controlled Wood”

Please note that an organization which is utilising these systems to make FSC claims must maintain an up to date and publicly available FSC product group list with the following information:

- specification of the product group as FSC Pure, FSC Mixed, FSC Recycled or FSC Controlled Wood
- product type(s) according to the FSC product classification
- species according to the FSC species terminology used as inputs to the product group, if information on species composition is commonly used to designate the product characteristics

It is also a requirement under the FSC Standard for Chain of Custody Certification that all invoices issued for outputs sold with FSC claims include, among several items of information, the clear indication of the FSC claim for each product item or the total products. This information may be omitted if meeting labelling threshold rules – but this does mean if you are the recipient of goods passed on as such, you will not be able to re-sell those goods with any FSC claims.

Chain of custody

Any certification or third-party verification of legality should be accompanied by full chain of custody (COC) to your door. Your supplier must provide a COC number if you are to demonstrate forest goods, for example, as Category 5 Credibly Certified, or assigned to a certification scheme under Category 3 Known Licensed Source. Specific products should be identified as certified and accompanied by their COC number on invoices you receive.

If you place forest products into a category based on a third party assessment of the source **but the chain of custody is incomplete** you must be prepared to produce documentation to support your decision to the external auditor if requested. We strongly advise that you build in processes to follow up on a percentage of the documentation provided to you about chain of custody, for due diligence on the validity of certificates and the products they apply to.

Certification systems

Currently, only FSC-certified forest products may be placed in Category 5. Other certification systems may provide evidence of legal right to harvest (i.e. that the timber was 'harvested by a company that had the legal right to harvest in that forest management unit') but WWF does not currently recognise any other schemes as delivering sustainable forest management, and therefore you should bear in mind that other schemes may not necessarily provide assurance that a forest product meets all the elements of your responsible purchasing policy. Forest products certified under any system other than FSC are currently placed in Category 1, 2 or 3 as appropriate to the nature of accompanying verification documentation you have received.

ASSESSING RISK

Risk is a relative term and is based on a number of factors. Those which should be considered include:

Prevalence in the source country of:

- illegal logging; or
- corruption in the forest industries; or
- deforestation; or
- uncontrolled or inappropriate forest conversion.

Transparency of the supply chain; how certain are you that the information supplied is correct?
What is the degree of corroboration of the above factors?

Such risks can be managed by:

- third party audits;
- second party audits;
- building trust through long term sourcing agreements;
- using knowledge of the legal structures and processes that regulate harvesting and export

For products where the supply chain is relatively straightforward (e.g. most solid wood products) a product-based audit should be carried out. Where the supply chain is more complex (e.g. composite products) a systems-based approach may be satisfactory. The GFTN guide, entitled *'Keep it Legal'*, has been developed for use by organizations wishing to extend a program of responsible purchasing to further address difficulties arising from possible trade in "illegal" forest products. The manual has been developed to add detail to legality issues encountered by companies adopting a responsible purchasing program.

REPORTING CATEGORIES

Appraising your supply chain for forest goods, assigning your products to a category, and then progressively improving the nature of your purchasing profile to a more responsible one is the commitment you have made to the WWF by participating in the Forest & Trade Network.

In using all these reporting Categories, you are essentially assessing the level of risk of your business receiving forest goods which are sourced from forests not being managed in an appropriate way.

The reporting categories are listed below, and each will be explained in detail.

- Category 1 Unwanted sources
- Category 1 Unknown sources
- Category 2 Known source
- Category 3 Known Licensed source
- Category 4 Progressing to credible certification
- Category 5 Credibly Certified
- Ri Recycled pre-consumer waste
- Rii Recycled post-consumer waste

GUIDANCE AND INFORMATION ON THESE REPORTING CATEGORIES CAN BE FOUND IN THE WWF GFTN PUBLICATION 'RESPONSIBLE PURCHASING OF FOREST PRODUCTS – 2ND EDITION'

The reporting category of Category 1 Unwanted is a NEW category, created in response to member feedback about how they would like to indicate the nature of material falling into category 1. As a result, we have a specific requirement now that where you have reported material as Category 1 Unwanted, you provide an associated SMART action which indicates how this will be eliminated from your supply chain. Because this is a new category, pertinent to reporting by WWF UK FTN members, you will not find a definition for this per se in the Responsible Purchasing Guide.

CATEGORY 1 - UNKNOWN AND UNWANTED SOURCES

As noted earlier, Category 1 Unknown is a new category to enable FTN members to track their own risk profile, and to assign specific actions to address this risk in their report.

The '**Unknown**' designation is to be used in cases such as when your supplier:

- has not returned a questionnaire;
- cannot trace the source of the forest product;
- is unwilling to disclose the source of the forest product;
- can trace the forest product only as far as an agent or secondary/tertiary processor; or when
- the integrity of your supplier and/or the data is in doubt

The '**Unwanted**' designation is to be used when the forest product is suspected or identified as being unacceptable within the scope of your responsible purchasing policy, e.g. it is from:

- a potential High Conservation Value Forest (HCVF) that is not certified, nor progressing towards credible certification by one of the mechanisms in Category 4, nor managed in a way that protects the forest's high conservation value;
- a forest that is being inappropriately cleared for example the clearing of natural or semi-natural forest to leave land barren or replant with commercial species or crops, such as palm oil or soy plantations;
- a protected area that is not credibly certified, nor progressing toward credible certification by one of the mechanisms in Category 4;
- a source which falls outside your own list of requirements for sourcing (e.g. your own list of countries, regions or companies that are acceptable); or
- a species listed on CITES Appendix 1 (or other Appendices as defined by your responsible purchasing policy)

If you report material in your supply chain as coming from Unwanted sources, then you must enter a corresponding action to address the elimination of this material from your supply chain. You can set the timetable for this action, which will then be agreed with WWF UK FTN, but once the action is agreed it is binding, and you must positively demonstrate in your subsequent reporting detail that this action has been completed.

CATEGORY 2 – KNOWN SOURCES

To be placed in this category a forest product must be:

- compliant with your responsible purchasing policy; and
- traceable to an acceptable level (relative to the level of risk), such as:
 - a collection of forest sources supplying a single sawmill;
 - a collection of forest sources supplying an integrated pulp & paper mill; or
 - an individual forest

The level of traceability required will vary. For low risk situations a simple self-declaration from the supplier may be sufficient. In high risk situations the degree of scrutiny and verification required will be much higher.

CATEGORY 3 – KNOWN LICENSED SOURCES

This category requires you to know the location of a forest product's source, and to confirm that the timber was harvested by a company that had the legal right to harvest in that forest management unit.

Forest products in this category must:

1. be fully traceable;
2. be fully compliant with your responsible purchasing policy; and
3. have at least 2nd Party checks and systems ensuring:
 - o legal right to harvest; and
 - o that all relevant COC documentation is routinely checked by the supplier and, on occasion, by the purchaser

As a first step to identifying a Licensed Source, you should ensure that the forest manager or harvesting company has the legal right to harvest the timber. There should be no evidence or suspicion of illegal logging. When sourcing from countries where illegal logging and related activities are very common, due diligence would require 3rd Party verification of the legal right to harvest. When sourcing from countries with low levels of illegal logging, 2nd Party checks are probably adequate. These checks will require an understanding of the legal systems in place, their adequacy, and drawbacks if any. Guidance is provided in the GFTN publication entitled, *'Keep It Legal'*.

Options

Recognising that assessing a Licensed Source presents different challenges to different businesses, two options are available:

1. Obtaining information for every source of forest products (likely to best suit saw-millers, pulp manufacturers, timber exporters and importers).
2. Obtaining convincing evidence from your suppliers that they operate systems that ensure that the required level of documentation is available and correct (likely to best suit manufacturers, retailers and specifiers).

To assess the credibility of the information from your supplier you should verify whether the supplier:

- operates systems that prove the origin of the forest product;
- has systems to exclude illegal and other unwanted wood;
- is audited, and if so, by whom;
- is trustworthy and operates trustworthy systems

Note: 3rd Party COC verification will always be preferable to 2nd Party (internal) verification.

CATEGORY 4 – PROGRESSING TO CERTIFICATION

In order to be placed in this category a forest product should ideally have 3rd Party verification of the legal right to harvest and chain of custody (COC) from forest to your door, and must be:

- fully traceable;
- fully compliant with your purchasing policy;
- have at least 2nd Party checks and systems ensuring (a) the legal right to harvest and (b) that all relevant COC documentation is routinely checked by the supplier and, on occasion, by the purchaser; and
- from a forest source that:
 - has made public policy commitments to achieve a credible standard of certification;
 - has undertaken a baseline audit or appraisal to determine whether the forest is certifiable;
 - has an agreed time-bound action plan to achieve certification through a series of steps;
 - undergoes regular monitoring to ensure that progress is being made; and
 - is working with a credible programme or organisation to achieve these aims

ACCEPTABLE MECHANISMS FOR PROGRESS

Do not place any forest product in Category 4 unless the source is progressing toward credible certification (currently FSC only) by one of the following mechanisms:

- WWF Producer Group (a Forest & Trade Network in a timber producing country).
- Tropical Forest Trust (TFT).
- A formal written contractual agreement with you to gain credible, independent forest certification within 5 years, with progress being 3rd Party audited.

You may also indicate the following mechanism, but note that this programme is no longer in use – although you may still have products in your supply chain:

- SGS Malaysia: Certification Support Programme (CSP)

CATEGORY 5 – CREDIBLY CERTIFIED SOURCES

At present only the Forest Stewardship Council (FSC) meets WWF's criteria for a credible certification system.

All forest products placed in Category 5 should be FSC-certified with full chain of custody (COC) to your door. Your supplier should provide a COC number. Products should be identified as FSC-certified on invoices.

We have made a significant change in this reporting system revision in that now, **if you have bought FSC products, you do not have to provide full source details – that is, you do not have to provide the country and species information.** This is partly in response to calls from members that once credibly certified goods have been purchased under the FSC, the work should be done. **When you add an FSC product detail therefore, you can choose to indicate the place of origin and the species as unspecified.** You will still be able to enter country and species for your Category 5 Credibly Certified goods if you so desire, but this will not be a requirement.

As members have assigned FSC products, including FSC Mixed Sources, to Category 5 in the past, you will see that you will now be able to indicate which FSC COC system you purchased your goods under when selecting the certification scheme. The following additional options will show for FSC:

FSC Pure
FSC Mixed Percentage
FSC Mixed Credit

WWF wants to be able to broadly assess the levels of credibly certified material purchased, as opposed to mixed sources, so it is important that you choose the FSC COC system your product belongs to. This information should be easy to find for your products, as your supplier must have records of this to be able to maintain chain of custody.

If your report is verified in our audit process, please remember that you will still need to demonstrate to the auditors that you had original documentation which allowed you to make this category assignment.

Do not place forest products into Category 5 when the FSC chain of custody is incomplete. You will be able to add commentary to your report against the product detail that you have purchased goods with the intention of full COC but could not ultimately verify the complete chain of custody. Maintaining chain of custody is a vital mechanism which must be upheld. Therefore, if your report reflects that you have material but the chain is broken, it may help you to resolve potentially ongoing problems with suppliers. If you do place these goods into Category 5, you must be prepared to produce documentation to support your decision to the external auditor if requested.

You cannot make claims about FSC content to customers unless the product is covered by COC. Equally, your suppliers should not be claiming a product is FSC certified unless they have COC for this product.

Finally, please place FSC Recycled products in Category Rii, post-consumer waste recycled.

Ri RECYCLED PRE-CONSUMER WASTE

This category is to be used when the forest product (either paper or timber) is made from recycled pre-consumer waste fibre, i.e. wood fibre that:

- is reclaimed from a product or is a by-product of secondary processing during or after manufacture; and
- cannot be re-used on-site in the same manufacturing process; and
- is reclaimed before the product reaches the end-consumer

This includes:

Timber

- Timber-derived material that is sourced from a manufacturing recovery process.

Cont...

Paper

- All scrap generated during the intermediate steps in producing an end product: printers and bindery scrap and trim, merchant return stock, over issue publications, obsolete inventories, overruns and returns.
- NAPM Approved (the classification of the National Association of Paper Merchants). NAPM Approved recycled papers are made from a minimum of 75% waste (which can be pre or post consumer) although the remaining 25% may contain mill waste or virgin fibre. If you are unable to separate out the various components of NAPM Approved products, put all in Category Ri.

Note: Mill broke is not considered as recycled. This must be treated as virgin fibre and be placed in one of the 5 virgin fibre categories.

Rii RECYCLED POST CONSUMER WASTE

This category is to be used when the product is made from recycled post-consumer waste material, i.e. wood fibre that is reclaimed from a product after that product has been used for its intended end-use purpose by individuals or businesses, and has reached the end of its useful life for that end-use. This includes:

Reclaimed Timber

- If in doubt as to whether timber is genuinely reclaimed please place in Category 1. For tropical timber to be placed in the recycled post-consumer waste category, third party verification should be sought (such as Smartwood Rediscovered Wood Certification or FSC Recycled), with chain of custody to your door.

Paper

- Commercial transport packaging, computer printouts, office and residential collections, used corrugated boxes and tabulating cards.
- Blue Angel. The longest established eco-labelling system, which embodies the cradle-to-grave approach, Blue Angel stipulates that paper must be 100% recycled and contain at least 51% post-consumer waste. If you are unable to separate out pre- from post-consumer within a Blue Angel labelled product, put the whole volume in Category Rii.
- FSC Recycled with chain of custody to your door.

Note: If you are unsure whether to choose Category Ri or Rii, use Category Ri.

DEVELOPING YOUR ACTION PLAN

Your annual report to WWF-UK FTN must include SMART - Specific, Measurable, Achievable, Realistic, and Time-bound - actions (see examples in the template below) to be completed in the next twelve months, which address fundamental aspects of your purchasing profile in order to progress material through the reporting categories and effect permanent change in your business towards responsible purchasing of forest goods.

Additionally, if you have reported material as Category 1 Unwanted, then a corresponding action must be presented to address the elimination of this material from your supply chain, when your finalised annual report is submitted. This action must be agreed with the UK FTN, and completed in the time frame specified by your organisation.

Targets and goals for achievement in longer time frames may also be added.

Once an action has been completed this should be noted by adding a completion date. If an action has not been completed by the 'due date', or will not be completed, you should add a comment to explain the situation.

To get a better working relationship with all FTN members, provision of DRAFT action plans for review must now be done before 31st January, at the start of the reporting cycle. This enables us to provide feedback on your action plan prior your finalised annual report submission, with the objective of developing better goals together to reduce your business impact on the world's most valuable and threatened forests.

Here are some examples, to give you an idea of how to set your targets and provide suitable detail to make them comprehensive. Contact the FTN or one of the sector consultants if you need assistance with developing your action plan.

Targets / Actions	Comment	Due Date	Completion Date
<p>Target: Eliminate reported Unwanted item X from business supply chain</p> <p>Actions:</p> <ol style="list-style-type: none"> Send formal notification to supplier requesting confirmation of required information to verify product is not in contravention of business policy Issue notification to all business buyers/procurement staff to cease purchase of Unwanted item in all immediately transferable items Establish transition plan with clear time lines to cease purchase of product 	<p>Objective: Eliminate reported unwanted products from the supply chain by 20XX</p> <p>Measures:</p>		
<p>Target: Reduce the amount of <i>Unknown material</i> from --% to --%.</p> <p>Actions:</p> <ol style="list-style-type: none"> Hold a workshop with suppliers of forest products to update them on current issues, discuss particular problems they are facing and provide specific guidance. 	<p>Objective: Improve supplier response rate and data accuracy.</p> <p>Measures:</p> <p>Attendance of suppliers, improvement in supplier response rate, number of suppliers rejected due to non-</p>		

Targets / Actions	Comment	Due Date	Completion Date
<p>2. Discuss any difficulties in collecting data with suppliers of 'Unknown' material, and suggest these how these might be overcome - with specific dates for resolution.</p> <p>3. Provide feedback to all suppliers on the data collected for this year's submission.</p>	<p>compliance, and number (and %) of suppliers provided with feedback.</p>		
<p>Target: All key staff aware of WWF-UK FTN membership and the implications by --/--/----.</p> <p>Action: Communicate membership of WWF-UK FTN and the implications throughout organisation by newsletter, intranet, seminars, etc.</p>	<p>Objectives: Organisation-wide support for FTN membership, and implementation</p> <p>Measure: number of communications materials produced and distributed, number of meetings held.</p>		
<p>Target: All buyers to be aware of and implementing new Forest Products Purchasing Policy by --/--/----.</p> <p>Action: Communicate new Forest Products Purchasing Policy to buyers via a series of meetings/seminars over next --months.</p>	<p>Objective: Implementation of Forest Products Purchasing Policy.</p> <p>Measure: Number of buyers who have attended seminars.</p>		
<p>Target: Accurate Report to WWF on all forest products usage by next reporting deadline.</p> <p>Actions: Develop new questionnaire for suppliers which contains all elements recommended by GFTN. Develop database from supplier questionnaires to produce reports containing all data needed for annual reporting.</p>	<p>Objective: Improve data capture and monitoring of Forest Products Purchasing Policy.</p> <p>Measure: Satisfactory report submitted on time to WWF.</p>		
<p>Target: Four review meetings with key colleagues.</p> <p>Action: Establish quarterly review meetings between Quality, CSR, and senior Buying personnel to review trading plans / supplier plans,</p>	<p>Objective: Improve internal awareness of policy and programme amongst key colleagues, to ensure regular engagement and resultant actions in line with forestry and WWF targets.</p> <p>Measure: Number of meetings held.</p>		
<p>Target: Increase the amount of material <i>In Progress to Credible Certification</i> from --% to --%.</p> <p>Actions: Write to or meet with relevant suppliers based in countries where a WWF FTN has been established, and encourage them to join.</p>	<p>Objective: Increase the volume of material <i>In Progress to Credible Certification</i> through engaging more suppliers with national FTNs.</p> <p>Measures: Number of suppliers contacted, and number of meetings held. Number of suppliers participating in FTNs.</p>		
<p>Target: Increase scope of reporting from just 'products for resale' to include also 'service use' materials (office paper, office furniture) by --/--/--.</p> <p>Action: Provide 'service use' suppliers with questionnaires, and support as necessary.</p>	<p>Objective: Roll out Forest Products Purchasing Policy through the entire organisation.</p> <p>Measure: number of supplier questionnaires returned from service use suppliers.</p>		

ONLINE REPORTING INSTRUCTIONS

1. Go to the website: <http://ftn.wwf.org.uk>
2. Enter your login name and password. Contact the FTN Coordinator if you have forgotten your details and request them to be re-issued, or ask for them if you have not yet been set up as a user of the system.
3. When you login, you will see several tabs which relate to your organisation. These tabs are:

- o **Details**

Please make sure these details are correct if you are the responsible person for your organisations FTN participation. These cover the status of your membership, which sector you are broadly grouped into, your primary business address, your contact phone number and email address, and your business website address.

- o **Forest Products**

This tab gives you access to a maintenance area for a forest product list which is unique to your organisation. It is designed to allow you to add details which will then form part of your annual report. Once you have set up this list for your data, you will be able to re-use it, making any necessary additions or deletions as you wish, as a basis for your report submissions in subsequent years.

The first time you start your report in this reporting system, this list will be blank, so you will see two headings:

- forest product type
- forest product group

To the right hand side of the screen, you will see a button which allows you to:

Add Forest Product

You can then enter a brief description of your product.

This is essentially how you refer to the product routinely in your business.

For each forest product that you define, you will have to assign a PRODUCT GROUP.

A list of product groups is defined to select from, and in the system background these are tied to the conversion factors used within the system to convert your report entry to WRME when your full reporting details are entered. *This list is given as an appendix at the end of this document, see Appendix 1.*

NOTE: if you provide a digital file containing your product type in a discrete field, we can arrange to have your Forest Products uploaded into the system for you, rather than entering them manually. The UK FTN is planning a later second stage of development of the reporting system, where we plan to make an automatic upload facility for reporting data available to members.

As you may have many products to add the first time you use the system, you can either:

- save a forest product to your list and move on to the reporting tab to add the next set of details, in which case use the “**Save product**” button,

Or

- continue to add a whole set of forest products at once by using the “Save product and add another” button.

When you save products, you will see the top message bar **light up briefly** and tell you the product is saved – just to give you confidence the system is working!

- o **Reports**

When you first enter the system, you will not see any previous FTN reports for your organisation. We will be working to import these reports over the next six months, so you have a complete record of your reports to the FTN available. Your annual report relates to forest products entering your supply chain over the period 1 January to 31 December, in a given reporting year, i.e. 2008.

To start your new report, click on the “**Add Report**” button on the right hand side of the screen.

You will be asked to **specify the year** covered by your report.

As soon as you have done this, your report template for the year specified will have been created in the system. Now, you will see the sections of the report you need to complete laid out – essentially the same as in the previous FTN online reporting system.

The Sections are as follows:

Section A: Wood and wood product source information.

Section B: Market Links Information.

Section C: Turnover of Wood and Wood Products.

Section D: Organisational Updates & News for publication.

Action Plans

PLEASE NOTE THAT YOUR REPORT CAN ONLY BE SUBMITTED ONCE AN ACTION PLAN HAS BEEN ADDED.

At any time, you can save your report and come back to it later – use the “**Save for later**” button, or you can start the final steps to submit it.

We will now run through what you need to consider for each of these sections, in order to finally submit your report.

Section A: Wood and wood product source information.

In this section you confirm the scope of your reported data for the annual report being submitted, and provide all the details of your forest product purchases.

A.1 Scope of the Report

Indicate what aspects of your wood and paper product usage you are reporting on. If none of the options adequately describe the scope of your report, please check 'Other' and describe the product/s covered in your report in the space provided. Please be clear about the scope of your report. All members are required to report the volume of forest products used for the year.

Note: For your Annual Report we require the total volume for your UK operations. If your data does not yet include the total volume for your UK business, you must indicate a percentage of data as unreported. If the scope of your report refers to additional global operations, please indicate this.

A.2 Quality of the data

Select using the drop-down menu from 'Actual', 'Estimated', '3rd Party Audited', or more than one of these in any combination. The 'Estimated' option should be used where you make an estimate of volume based on sales, or spend, or by extrapolation from average figures.

Please select the option that applies to your data and use the Comment box at the end of Section A to clarify your selection as necessary. For example, you may wish to select 'Estimated and 3rd Party Audited' and add a note in the comments box, such as "Estimated - office paper use, 3rd Party audited - FSC only".

A.3 Forest Product Volumes

This section is the main body of your report. When you get to this section, you will see that you are able to add a report line against each forest product you have defined. Because you may have the same forest product, but sourced from different countries, or certification schemes, or of different species, the system is structured so that you can add several report line items against each product type.

Once you click on "**Add a report line**" a new screen will open which allows you to add the details for your product. The screen will guide you through the entry in a specific order – it also uses your selections to present validated lists as you move through the details, which are appropriate to your definition so far (but this does not prevent you going back and changing your choices).

Routinely, you will be following the steps outlined next to generate your report to the FTN. When you go to add a report for your product, however, you will see that you can indicate that the product was bought from another FTN member. After this section, we will cover what the difference will be in completing this section if that is the case. First though, we will go through how to use the section in general.

Add the following information for your forest product type:

Species:

Start typing all or part of your species name, whether the Latin or common name, and a browsing list will come up which you are able to select from. Where you do not know the species, select unknown. There are options to allow you to indicate that your product is of mixed species, but please make sure your forest product description and product group are appropriate to making this kind of species detail selection.

If the species you require for your product is not on the list, please contact the FTN Coordinator to have it added.

Certification scheme:

This dropdown list includes current certification systems, and other wood product legal verification systems and progressing to credible certification initiatives such as WWF GFTN Producer Groups and the Tropical Forest Trust. It also provides you with the option to tell us whether you are basing your information on 1st party (your supplier) 2nd Party (yourselves) or 3rd Party (independent) verification of forest location and legality of timber extraction. If you know that the product is not certified under any scheme select 'No Certification Scheme'. If you are unable to select any of the above options then select 'Unknown'. Please note that rules are built into the system which prevents incompatible category selection.

Place of origin:

The place of origins list is delimited on the basis of the selection you have made for the certification scheme. Therefore, by selecting SFI as your certification scheme, the list gives you the options of USA and Canada, as SFI operates in these countries only. Where the country of origin is not known, please select 'Unknown'.

Specifying the region that your product has come from in a coarse way is possible – but whereas previously there were options such as 'Unspecified Africa', 'Unspecified Asia,' 'Unspecified Europe', etc, now please select Africa, Asia, Europe, as this by default indicates a coarse level of source detail.

As previously noted, new guidance for FSC sources means you are not required to specify the country of origin or the species in your report for these products. Please indicate "unspecified" for these details. We hope this change will allow you to focus on following up on forest product sources where you need to appraise the risk more thoroughly. However, if individual member companies request this information from their supplier (who may be another FTN member) and wish to continue providing it to the UK FTN, that is their prerogative.

Category:

The list of options displayed is dependent on the 'Certification Scheme' selection you have made. If for some reason the validation system does not allow you to select the category you feel is appropriate from the list given, please select the nearest one, and add a comment in the comments box at the end of Section A so that the FTN can follow this up with you,

Usage

When you defined your forest product and assigned a product group, and started to define your report detail for that product, the system automatically looked up to see whether conversion factors were available for both m3 or metric tons for the product group. On the basis of this original assignment of a product group therefore, you may see that you are allowed to enter usage figures as a volume in m3, weight in metric tons, or either. Add your usage value.

Comments:

Finally, for this reporting detail part, you can add any relevant country against this specific product entry.

Tackling double counting: indicating a product detailed came from another FTN member

After much consultation and investigation into how an approach to try and counter double counting between FTN members could be tackled, we have implemented a change in this reporting system which allows you to indicate that an item or items in your report were sourced from another FTN member. As noted at the top of this section, you will see you have the option to indicate that a report line was for a product purchased from another FTN member. If you select this, then you must provide the reporting category assigned to the product you purchased, as well as the usage figure (m3 or metric tons). The remaining detail however is optional, and it is down to individual members as to whether they still request this information from their supplier, and then whether they provide this detail in the report to the FTN.

We are asking for the usage figure in order to be able to take into account double counting between members, and the reporting category for the product so that we can fairly appraise the purchasing members' own performance improvements, regardless of whether the supplier was an FTN member or not.

This change is a practical one to potentially reduce the amount of information that needs to be passed between FTN members themselves, to reduce the work needed to follow up on products if they are already being reported on in full elsewhere to the FTN, and to be able to get a more accurate feel for the total WRME being handled by FTN members on a year by year basis.

IF YOU HAVE ANY QUESTIONS OR DIFFICULTIES IN COMPLETING THIS IMPORTANT MAIN SECTION OF YOUR REPORT PLEASE DO NOT HESITATE TO CONTACT THE FTN

Section B: Market Links Information.

This section is critical to your report if the FTN is to assist you in tackling obstacles to responsible sourcing of forest products. It enables you to specify what certified products you sell, as well as what certified products you are looking for. These fields are free text – enabling you to add your own specific descriptions.

B1. Certified products available

Use the Add Product Available button to take you to a form where you can add details. Please add individual products one at a time.

B2. Certified products required

Use the Add Product Available button to take you to a form where you can add details. Please add individual products one at a time.

Comments

You can add any additional comments related to Market Links – we will review them when we assess all the FTN annual reports for the reporting period in question.

Section C: Turnover of Wood and Wood Products.

Please specify your turnover over wood products in pounds (£) i.e. 1,000,000. This figure will be used to ensure your FTN membership fee is correct for the coming year.

Section D: Organisational Updates & News for publication.

This section allows you to provide information about your organisation which may be pertinent to changes in your reported purchases, for example – increased or decreased reporting volumes for the year in question, or about structural changes which may affect your participation in the network.

You can add News for Publication and we would encourage you to use this facility, as it helps us to communicate the work being undertaken by members on responsible purchase of forest products. If you are anticipating news coming up in the year, please include this in this section.

Finally, additional general comments can be added, which relate to your report.

At any time, you can save your report and come back to it later – use the “**Save for later**” button, or you can start the final steps to submit it.

Adding your action plan

Your action plan is an important part of your report because it demonstrates how you plan to tackle specific performance issues identified from your previous years' data, and work in your business to implement changes towards embedding more responsible purchasing of forest products.

The Action Plan tab will allow you to **add actions** to build up a new action plan to accompany your report. Please describe the action point clearly, remembering that it should be SMART, and select a 'Due Date'. If the action has been completed before the report is submitted please give a 'Completion Date'. You cannot enter a 'Completion Date' that is in the future.

You can enter any number of actions to your plan, and you can enter actions which are long term, spanning more than a year, as well as annual actions.

Once you have submitted your report and it has been accepted by the FTN, you cannot change an action or its due date, and will need to account for its completion in your next report.

Note: You must be complete your action plan before you submit the report. If there are no actions listed, you will be unable to submit the report.

Submitting Your Report

Once you have completed all of the sections and are happy with your report you may click on 'Submit'. Once you have submitted your report you will be able to view the report but you will not be able to add or edit it further. If you accidentally 'Submit' the report and need to continue editing it, please contact the FTN Coordinator.

Note: all reports not yet submitted will be automatically submitted at the end of the day on 31 March. This includes all open reports whether completed or not. Completion of your report by this date is a requirement under the terms of membership of the FTN.

Printing your Report

Your report can be printed by going to the File menu on your browser window, whilst you are within the reporting system.

This will give you a very basic printout of your report, and we will be planning an update to the system to improve this output in our second round of development.

Appendix 1 – PRODUCT GROUPS - ‘Wood Raw Material Equivalent’ Conversion Factors

WWF-UK FTN has modified the revised reporting system to automatically calculate the reported usage figures you submit in to Wood Raw Material Equivalent (WRME) m³. The reason for this is to ensure more consistent use of the conversion factors, and to continue to allow WWF to compare timber use by FTN members.

The WRME m³ figures for your report will be calculated by multiplying the volume or weight of forest product you have submitted for each line of detail by the appropriate conversion factor shown below. The conversion factors available in the public domain have been used to define our product group list. If you feel the conversion factor shown is not accurate, or you have a better source of data for a WRME conversion please let us know so we can consider amending our table for future reports.

Wood Raw Material Equivalent Conversion Table

Category	Description	Cubic metres	Metric tonnes	Source of data
Charcoal (general)	All wood after kilning	4	6	FICGB conversion factors published 1995
Chips	Hardwood and softwood - for pulping or other uses	1.07		Canadian Government conversion factors published 2004
Fibreboard (compressed)	All wood types manufactured into board and compressed (including hardboard, HDF, MDF)	2.35		Forestry Commission conversion factors published 2003
Fibreboard (non-compressed)	All wood types manufactured into board but not compressed (Pin Board, Insulation Board)	1	2.5	FICGB conversion factors published 1995
Fuelwood	Hardwood and softwood	1.25		Forestry Commission conversion factors published 2003
Joinery	Hardwood and softwood - finished product (e.g. doors & windows)	3.5		WWF estimate based on consultation with FTN members
Manufactured Product - non-pulp (general)	All wood types manufactured into domestic products, including furniture	2.4	3.8	FICGB conversion factors published 1995
Manufactured Product - non-pulp (hardwood)	All hardwood manufactured into domestic products, including furniture.	2.2	3.1	FICGB conversion factors published 1995
Manufactured Product- non-pulp (softwood)	All softwood manufactured into domestic products, including furniture.	2.5	4.6	FICGB conversion factors published 1995
Pallet wood	Hardwood and Softwood - low grade sawn material	1.65		Canadian Government conversion factors published 2004

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WWF-UK registered charity number 1081247
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Category	Description	Cubic metres	Metric tonnes	Source of data
Paper (newsprint)	All wood types used for newspaper (= 60% mechanical pulp)		4.3	Forestry Commission conversion factors published 2003
Paper (other) and Board	All wood types used for general papers and boards, incl. mechanical pulp		4.3	Forestry Commission conversion factors published 2003
Paper (recycled)	All recycled paper products		3.5	FICGB conversion factors published 1995
Paper (writing and printing)	All wood types used for quality paper		4.3	Forestry Commission conversion factors published 2003
Particleboard	All wood types in an aggregate board of chips and particles (Chipboard & OSB)	1.62	2.5	Forestry Commission conversion factors published 2003
Planed / machined wood (hard)	e.g. Mouldings, stick timber, PSE, PTG, cladding	2.09	2.5	
Planed / machined wood (soft)	e.g. Mouldings, stick timber, PSE, PTG, cladding	2.13	3.64	
Plywood	All wood types in a bonded, layered board (including bonded sheets of veneer)	3.67		Forestry Commission conversion factors published 2003
Pulp (mechanical)	All wood types physically ground into fibre pulp		2.5	FICGB conversion factors published 1995
Pulp (semi-chemical)	All wood types physically ground and incompletely processed into cellulose pulp		2.75	FICGB conversion factors published 1995
Pulp (sulphate)	All wood types chemically processed into cellulose pulp		5	FICGB conversion factors published 1995
Pulp (unspecified)	Mechanical, Semi-chemical, Sulphate, or other Pulps - unspecified		3.4	FICGB conversion factors published 1995
Pulp products (general)	All pulp products		3.7	FICGB conversion factors published 1995
Pulpwood (general)	All wood ready for pulping (with chips and particles)	1	1.48	FICGB conversion factors published 1995
Pulpwood (hard)	Non-coniferous wood ready for pulping (with chips and particles)	1	1.33	FICGB conversion factors published 1995
Pulpwood (soft)	Coniferous wood ready for pulping (with chips and particles)	1	1.54	FICGB conversion factors published 1995
Roundwood - Logs (general)	All wood in the rough, with or without bark	1.25		Forestry Commission conversion factors published 2003
Roundwood - Logs (hard)	Non-coniferous wood in the rough, with or without bark	1.25		Forestry Commission conversion factors published 2003
Roundwood - Logs (soft)	Coniferous in the rough, with or without bark	1.25		Forestry Commission conversion factors published 2003
Sawnwood (hard)	Any hardwood planed or sawn	2.09	2.5	Forestry Commission conversion factors published 2003
Sawnwood (soft)	Any softwood planed or sawn	2.13	3.64	Forestry Commission conversion factors published 2003
Sleepers (general)	Soft and hard wood as used on tracks	1.58	2.02	FICGB conversion factors published 1995
Veneer	All wood types in veneer form, of thickness less than 6mm	3.67		Forestry Commission conversion factors published 2003

Appendix 2 - Useful sources of information

WWF-UK Forest & Trade Network

First point of contact for all website and reporting issues:

James Horne, FTN Coordinator

Tel: 01483 412578

Email: jhorne@wwf.org.uk

Manager, WWF UK Forest & Trade Network

Julia Young

Tel: 01483 412468

Email: jyoung@wwf.org.uk

WWF Global Forest & Trade Network (GFTN)

GFTN website - <http://gftn.panda.org/>

Includes links to the GFTN Responsible Purchasing Guide for forest products, GFTN members list, and GFTN contacts list.

WWF-UK – Safeguarding the Natural World - Forests

http://www.wwf.org.uk/what_we_do/safeguarding_the_natural_world/forests/index.cfm

WWF International - forest news and publications

http://www.panda.org/about_wwf/what_we_do/forests/index.cfm

WWF One Planet Leaders

http://www.panda.org/about_wwf/how_we_work/businesses/training/index.cfm

Illegal logging

This Royal Institute of International Affairs site is a central point of information on all aspects of the current international debate around the control of illegal logging and forest crimes. This site contains brief summaries of the key issues, key documents and links to other relevant sites.

Website: www.illegal-logging.info