

**PARTICIPATORY
GUARANTEE SYSTEMS
SAMPLE OPERATIONAL
GUIDELINES AND RULES**

CONTENT

1.0	Introduction
2.0	Steps in the Certification Process
3.0	Application Process for Membership to XXXXX ORGANIC PGS
3.1	XXXXX ORGANIC PGS Approval Process
3.2	Role of Certification Committee
3.3	Annual Renewal of Certificates
3.4	Baseline Data
4.0	Notes on the XXXXX ORGANIC PGS Production Standards
5.0	Processing
6.0	Labelling and Products
6.1	Ingredients
7.0	Handling Waste and Rubbish
8.0	Procedure for Accreditation with POETcom and IFOAM
9.0	Conflicts of Interest
10.0	Confidentiality
11.0	Financial Records
12.0	XXXXX ORGANIC PGS Non-Compliance and Sanctions

Abbreviations and definitions

IFOAM	International Federation of Organic Agricultural Movements
PGS	Participatory Guarantee System
POETcom	Pacific Organic Ethical Trade Community
POS	Pacific Island Organic Standard

XXXX ORGANIC PGS OPERATIONAL GUIDELINES

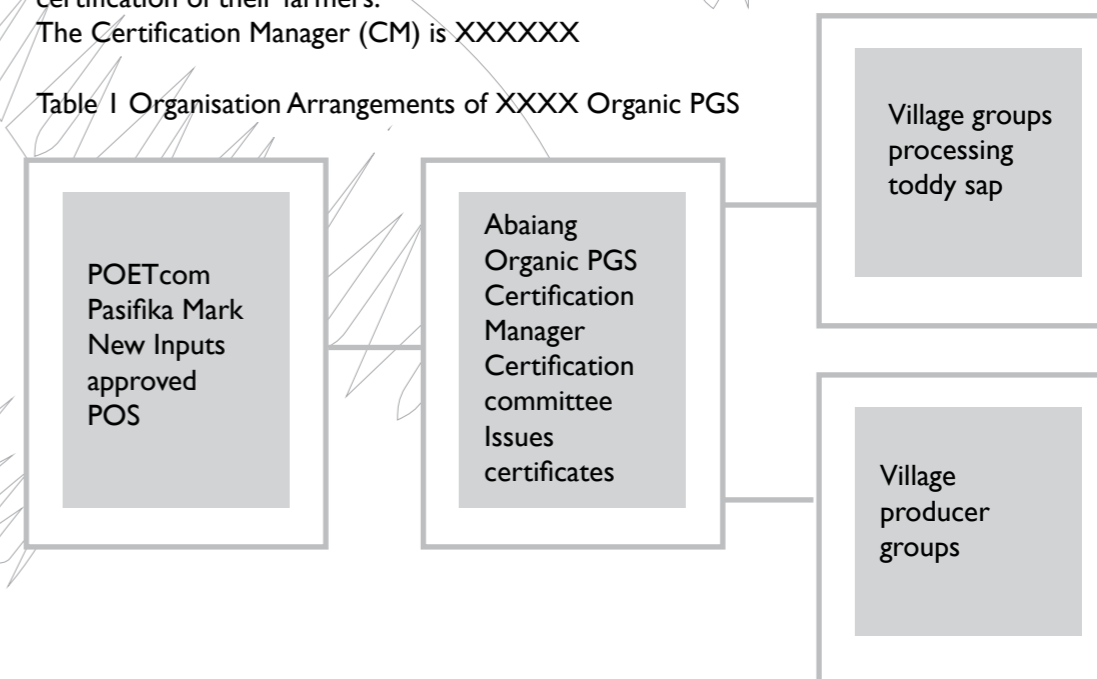
1.0 Introduction

The purpose of this document is to provide a guide for the implementation and operation of XXXX Organic PGS.

A guiding concept that underpins the Organic PGS is the idea that the PGS process can serve both as a tool for ensuring the organic integrity of products and as a mechanism through which individuals can be drawn together to produce organic products and protect the environment. The Organic PGS is responsible for the overall management of PGS on XXXX and the certification of their farmers.

The Certification Manager (CM) is XXXXXX

Table 1 Organisation Arrangements of XXXX Organic PGS



2.0 Steps in the PGS Certification Process

- i) CM provide PGS and standards training (for all farmers and local group coordinators). Details documented (attendance list and details of training topics).
- ii) Pledge introduced and explained and then signed. A farmer must sign the pledge to become a XXXXX ORGANIC PGS farmer or processing group member.
- iii) CM records farm and production data in coordination with the Local Group Coordinators.
- iv) Coordinators in each Local Group facilitate completion of all Local Group documentation.
- v) Local Group coordinators send documentation to CM
- vi) CM checks documentation follows up when required and enters details into XXXXX ORGANIC PGS database.
- vii) CM organises the Internal Monitoring for each Local Group and sends Farm Monitoring Checklist to Local Group Coordinators. Processing Facility (Local Group Processing Groups) Monitoring Audits are completed by the CM.
- viii) The CM coordinates with the Local Group leaders to complete the internal monitoring process including the Internal Monitoring Checklists.
- ix) CM reviews documentation, follows up as required on non-compliances etc, updates database and prepares report for XXXXX ORGANIC PGS certification committee to review/approve. At this point ALL Files must be completed and up to date.
- x) XXXXX ORGANIC PGS certification committee review CM's report and approve certificates be issued to XXXXX ORGANIC PGS.
- xi) XXXXX ORGANIC PGS approve and issue PGS certificates.

3.0 Application Process for Membership to XXXXX ORGANIC PGS

- i) The application process is very straightforward it requires only a verbal request from a new member or processing group to the CM. The CM provides training in standards and explains the commitment and steps involved. Then the CM facilitates the signing of the Pledge (both steps must be completed before and new applicant can be accepted).
- ii) All farmers and processing group members must complete training in the organic standards if they are to be registered as an XXXXX ORGANIC PGS member. In the case of farmers not available on the day a follow-up training must be undertaken before they can be officially recognised as XXXXX ORGANIC PGS members.
- iii) All farmers and processing group members must receive a copy of the XXXXX ORGANIC PGS Summary Standard.

3.1 XXXXX ORGANIC PGS Approval Process

The XXXXX ORGANIC PGS Certification Committee is responsible for reviewing and approving the PGS certification.

3.2 Role of Certification Committee

The Certification Committee meet as required once all Local Group and processing facility documentation is completed and collated; review documentation (approve, reject and apply sanctions) and recommendations from PGS manager and approve certificates.

3.3 Annual Renewal of Certificates

Renewal is completed annually.

The CM is responsible for notifying the farmers, preparing the documentation and supervising the review process.

The renewal has two main functions

- To check status of farms and processing facilities
- Provide a training and awareness building for farmers and women's groups in standards and relevant topics on organic production.

Attendance at the training should be compulsory.

Key documents required database, farmer's files plus yield and harvest data; updated list of approved inputs used (includes source, quantity, rate and date of application) and for processing the production records and internal management systems (logbooks are up to date).

All farmers and persons responsible for plots must take part in the review of their own farm and the other farms of their Local Group. If a farmer is unable to attend the CM must organise a special inspection.

The XXXXX ORGANIC PGS Internal Review Checklist will be completed for a sample of the farmers in the group, collected by the CM and reviewed.

The CM must check to see if there is data missing or incomplete and follow-up to complete the process as required.

Once completed and non-compliances addressed as required the PGS database is updated. The database is sent to the PGS Chairperson who then directs the CM to call a meeting of the certification committee.

Record keeping requirements – once process completed the CM will follow-up on non-compliances and once completed update the XXXXX ORGANIC PGS database..

3.4 Baseline Data

The following data will be kept:

- All the information provided by the producers and Local Group will be kept in a separate file for each producer and group.
- A summary of the data will be entered into the XXXXX ORGANIC PGS database.
- XXXXX ORGANIC PGS will keep separate files for each Local Group Producer Group and production facility and any other groups that register.
- XXXXX ORGANIC PGS will update the database at least 1 time per year.

4.0 Notes on the XXXXX ORGANIC PGS Production Standards

The Pacific Organic Standard and a supporting Summary Standard provide the baselines for all organic production and processing

4.1 Conversion POS requires that a period of 12 months for annual crops and 18 months for perennial crops must elapse before an area can be deemed organic. At this point in time all of Cicia Island is compliant in this regard and can be deemed to be an organic island. However, should a farmer violate the standards then the land must be removed from the certified list for at least the period of 18 months.

4.2 Buffer zones may be required to prevent contamination spreading to organic land. XXXXX ORGANIC PGS will decide on what these measures should be if and when they are required.

4.3 Livestock in the case of livestock treated for illness or skin problems with substances not permitted in the standards record keeping and a period of quarantine may be required (See POS).

4.4 Livestock feed POS requires animals to be fed organic feed.

4.5 Livestock status provided that no prohibited (by POS) treatments have been administered and the livestock were born on the island they can be considered to be organic.

4.6 Vegetable Seeds at the present time it is not possible to source some varieties of organic vegetable seeds. In keeping with the POS waiver non-organic seeds will be allowed provided that if they are coated in pesticide they are either washed before sowing or sown into seed trays and planted out as transplants. Such vegetables can then be deemed organic.

4.7 Quarantine if a non-certifiable activity occurs which is out of the control of XXXXX ORGANIC PGS then the area where the activity occurs can be declared a quarantine area. For quarantine status to be applied the area must be fenced and designated on the farm map.

5.0 Processing

Processors who wish to be certified by XXXXX ORGANIC PGS must follow the XXXXX ORGANIC PGS Production Guidelines.

6.0 Labelling and Products

In the first stage of XXXXX ORGANIC PGS product labelling will be strictly controlled by XXXXX ORGANIC PGS.

To use the XXXXX ORGANIC PGS label the operators will need to submit their proposed labelling to XXXXX ORGANIC PGS for approval.

6.1 Ingredients

All the ingredients used in processing must be approved by POETCom and XXXXX ORGANIC PGS if they are not already approved in the POS. Where required ingredients must be listed on labelling.

7.0 Procedure for Accreditation with POETcom and IFOAM

The POETcom Self Evaluation Document is available from POETcom on request.

8.0 Conflicts of Interest

It is important that situations where vested interest are avoided for example a farmers cannot be part of a decision making process for their own farms.

9.0 Confidentiality

All documentation provided by members is confidential and therefore must be filed in a secure manner, for example a locked cupboard or filing cabinet.

10.0 Financial Records

All fees collected and payments made to and by XXXXX PGS as they relate to the PGS including those to staff and auditors must be accounted for in accordance with normal book keeping and accounting practice.

12.0 XXXXX ORGANIC PGS Non-Compliance and Sanctions

	Example of Non-Compliance	Sanction (punishment)
1	Producer fails to attend farm monitoring checks or training or XXXXX ORGANIC PGS meetings when required.	Written reminder of rules Fine
2	Producer fails to provide basic records (inputs, planting data, yields, sales receipts)	Written reminder of rules Fine
3	Use restricted input without XXXXX ORGANIC PGS permission this covers both VCO and farms.	Producers name removed from the certificate for a period of time – depends on extent of non-compliance likely that full conversion is required 12 months Fine
4	Imports or uses prohibited inputs without permission of XXXXX ORGANIC PGS	Removed from XXXXX ORGANIC PGS certification

Appendix 1 XXXXX ORGANIC PGS Documents (on file)

- Doc 1 Pacific Organic Standard
- Doc 2 Summary Standard (taken from POS)
- Doc 3 XXXXX ORGANIC PGS Producers Compliance Arrangements and Rules
- Doc 4 XXXXX ORGANIC PGS Farm Production Details
- Doc 5 Production Logbook - processing facility details - group rules and operating procedures for value adding/processing.
- Doc 6 Local Group Map (showing all production areas farmed by Local Group producers)
- Doc 7 Producer Farm Monitoring Checklist.
- Doc 8 VCO Processor Monitoring Checklist
- Doc 9 PGS Database with key information (producer details, date joined PGS, date of annual review/audit, any non-compliance and sanctions).

Other relevant documents

Eg. Processing guidelines