# FairWild application form for wild collection operations

This form should be completed by companies wishing to begin the process of FairWild certification with the FairWild Foundation. This will be used to arrange a risk analysis of target species and create a company profile on the FairWild website [potential operators page](https://www.fairwild.org/potential-operators). This profile forms the basis of our “matchmaking” work to help connect businesses working towards FairWild certification with potential customers. If you do not wish to be listed on the FairWild website, or listed under a different name, please add a note via email when you submit this form.

Companies also need to separately contact [FairWild accredited control bodies](https://www.fairwild.org/approved-control-bodies) to discuss all aspects of arranging a FairWild audit (feasibility, timeline, cost, preparation, etc.).

The steps for FairWild certification are as follows, and should begin at least 4 months before the proposed audit:

1. Apply to the FairWild Foundation for a risk analysis and inclusion in matchmaking work (via this form).
2. Approach [FairWild accredited control bodies](https://www.fairwild.org/approved-control-bodies) to obtain a quote for an audit.
3. Sign a contract with a chosen FairWild accredited control body and prepare for the audit.
4. Audit is carried out at a time agreed with the control body, and in conjunction with other certifications (e.g. organic), if this has been agreed.
5. Certification decision is issued.

More detailed information and guidance is available on our website: [www.fairwild.org/documents](https://www.fairwild.org/documents)

Applicants may find the follow documents especially helpful in understanding the certification process:

* [FairWild certification application procedures](https://www.fairwild.org/s/FW_certification_application_proceduresv05.pdf)
* [Introduction to implementing FairWild certification](https://www.fairwild.org/s/ImplementingFairWildCertification_February2017.pdf)
* [FairWild risk classification explanatory notes](https://www.fairwild.org/s/FairWild_Risk_Classification_explanatory_notes_Feb_2018.pdf)
* [The FairWild Standard Principles: Overview](https://www.fairwild.org/s/FairWild-Standard-Principles-Overview.pdf)

Submission of this form confirms application to the FairWild Foundation to conduct risk analysis of the target species, as well as profiling on the FairWild website and inclusion in other matchmaking work.

**Please send this completed form via email to** [**secretariat@fairwild.org**](mailto:secretariat@fairwild.org)

**FairWild application costs:**

* EUR 200 application fee AND
* EUR 300 per species/country combination[[1]](#footnote-2) applied for.

An invoice will be issued upon receipt of this form. Payment is due within 30 days.

**N.B. throughout this form, sections highlighted in green ( ) and marked with \*\*\* indicate information that will be shared publicly on the FairWild website as part of your company’s potential producer profile. All sections of the form must be completed. If you have concerns about any information being shared publicly, please add a note via email when you submit this form.**

# CONTACT DETAILS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **MANDATOR COMPANY CONTACT INFORMATION[[2]](#footnote-3) (i.e. the company paying for certification)** | | | | | | |
| *Company Name*: | | \*\*\* | | | | |
| *Postal Address:* | |  | | | | |
| *Website:* | \*\*\* | | | *Telephone:* |  | |
| *FairWild certification contact person:* | | |  | *Email address:* | |  |
| *FairWild sales contact person (listed on the FairWild website):* | | | \*\*\* | *Email address:* | | \*\*\* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CERTIFIED/AUDITED COMPANY CONTACT INFORMATION (i.e. the company carrying out wild collection)** | | | | | | |
| **If this is the same as the mandator, leave this section blank** | | | | | | |
| *Company Name*: | |  | | | | |
| *Postal Address:* | |  | | | | |
| *Website:* |  | | | *Telephone:* |  | |
| *FairWild certification contact person:* | | |  | *Email address:* | |  |
| *FairWild sales contact person (listed on the FairWild website):* | | |  | *Email address:* | |  |
| *If the audited company is being supported by a mandator, please confirm which company name should be listed on the FairWild website and used in communications:* | | | | | | \*\*\* |

# AUDITED COMPANY INFORMATION

|  |  |
| --- | --- |
| **AUDITED COMPANY INFORMATION** | |
| *When was the company established?* | \*\*\* |
| *When did the company start wild collection?* |  |
| *How many people work as collectors of wild products?* |  |
| *Why have you decided to pursue FairWild certification? (50 – 100 words)* | \*\*\* |
| *What are your current sustainability efforts (social and environmental), and how will you develop this in the future? (100 – 150 words)* | \*\*\* |
| *Please write a short quote on how FairWild is important to allow you to reach your sustainability goals and vision (50 – 150 words)* | \*\*\* |
| *Please provide a link (Google Drive, Dropbox, WeTransfer, etc.) to photos from your collection operation, species and harvesters so we can promote you with the right assets. Photos should be in .jpeg or .png format (.png preferred), and measure at least 1500 x 750 pixels (width x height).* | \*\*\* |

# AUDIT PLANS

For a list of FairWild accredited Control Bodies, please see the FairWild website: [www.fairwild.org/approved-control-bodies](https://www.fairwild.org/approved-control-bodies)

|  |  |  |  |
| --- | --- | --- | --- |
| **AUDIT PLANS** | | | |
| *Have you approached any Control Bodies for a quote for a FairWild audit?* | | No Yes | |
| *If yes, which ones?* | Ecocert Swiss AG | Name of person contacted: |  |
| CERES GmbH |  |
| Control Union Inspections (Pvt) Ltd. |  |
| China Standard Conformity Assessment Co., Ltd. (CSCA) |  |
| *Do you have a signed audit contract with a Control Body?* | | No Yes **-***If yes, which?* | |
| *Do you have an agreed date for a FairWild audit?* | | No Yes **-***If yes, when?* | |

# SPECIES TO BE AUDITED

Please fill in a separate table for each species you are interested in being audited. If you require more tables, please copy and paste them on new pages.

|  |  |  |  |
| --- | --- | --- | --- |
| **SPECIES 1 INFORMATION** | | | |
| *Scientific/Latin name:* | | \*\*\* | |
| *Common name(s):* | |  | |
| *Plant part(s) to be certified:* | | \*\*\* | |
| *Where are your collection areas for the species located? Please list country, region, district and size (hectares) for each.* | |  | |
| *How abundant is the species in the collection area?* | | Abundant – found in many locations in large and dense populations  Common or frequent – a few large populations or numerous small populations  Occasional or rare – usually small populations or a few plants in a few specific locations | |
| *What is the availability of supply of the species relative to your collection needs?* | | Always available in larger volumes than the amount required for collection  Sometimes available in larger volumes, sometimes more limited than the amount required for collection  Always more limited than the amount required for collection | |
| *Potential annual volume of FairWild certified production if audit passed (tonnes):* | | \*\*\* Fresh:  \*\*\* Dried/processed: | |
| *Minimum annual purchase agreement volumes from customers to allow you to pursue an audit, if applicable (tonnes):* | | \*\*\* | |
| *Do you currently hold any other certifications for this product?* | | \*\*\*No Yes **-***If yes, please give details below* | |
|  | **Certification type** | **Certification** | **Certifier** |
|  | Organic Certification (e.g. USDA, JAS, EU Organic, etc.) | \*\*\* |  |
|  | Fair trade (e.g. Fair For Life, FairTrade, etc.) | \*\*\* |  |
|  | Environmental (e.g. UEBT, Wildlife Friendly, etc.) | \*\*\* |  |
|  | Other | \*\*\* |  |
| *Do you subcontract any other companies which handle the product?* | | No  Yes **-***If yes, please give their name and location.* | |
| *Do you already have customers interested in purchasing FairWild certified quality of the product?* | | No  Yes **-***If yes, please give their names (this will be treated in accordance with our confidentiality policy – see Annex A)* | |
| *Do you have any information on the species (scientific publications, published reports, etc.) to support the risk analysis?* | | No  Yes **-***If yes, please submit via email with this form.* | |

# SIGNATURE

According to the terms and conditions in Annex A, the undersigned herewith confirms their agreement and mandates the FairWild Foundation with the offered services. All costs of the application will be fully covered by the organisation of the undersigned.

**Signature:**

**Name:**

**Job title:**

**Date:**

# Annex A: Terms and conditions

**Risk analysis method:** The methodology used to make these risk classifications has been developed by the IUCN-SSC Medicinal Plant Specialist Group (MPSG), in consultation with the Technical Committee of the FairWild Foundation. Evaluations are carried out in collaboration with IUCN/SSC MPSG. For further details, see the document [FairWild risk classification methodology for plants](https://www.fairwild.org/s/FairWild-Risk-Analysis-Methodology-for-Plants-version-2-2021.pdf).

**Risk analysis purpose:** The results of the risk analysis are provided solely to inform the implementation of the FairWild certification scheme. Risk classification is carried out based on information available at the time the analysis is carried out. The FairWild Foundation reserves the right to revise classifications according to:

* Advances in scientific knowledge, e.g. results of global and/or national conservation assessments, improved knowledge of species biology
* Provision of further site-specific information
* Improvements to risk analysis methodology

**Intellectual property:** Written results of the FairWild risk assessments will remain the intellectual property of FairWild Foundation. Ownership of any background intellectual property, meaning any pre-existing or independently developed intellectual property owned or held by a Party which is made available for the purposes of these activities, shall remain vested in that Party.

**Publicly shared information:** sections of this form highlighted in green ( ) and marked with \*\*\* indicate information that will be shared publicly on the FairWild website as part of your company’s potential producer profile. All other information will be treated as confidential, as specified below.

**Confidentiality:** Information provided by the mandator (organisation/company commissioning the risk evaluation, as specified on page 1 of this form) in sections of this form not marked as to be publicly shared will be kept strictly confidential by the FairWild Foundation. Release of information to the IUCN/SSC MPSG for the purpose of carrying out FairWild risk analyses will be subject to this undertaking of confidentiality. Where particular concerns about confidentiality or sensitivity of information are considered to exist, such concerns should be clearly communicated to the FairWild Foundation.

**Fees:** Application fees are based on the number of species and countries which require risk analysis, at the cost of EUR 300 per species, plus a EUR 200 application fee. For example, application for 2 species from the same country would cost EUR 800; application for one species from two different countries would cost the same.

**Payment:** Please return with original or electronic signature. An invoice will be sent on approval of the form by the FairWild Foundation, and payment will be due immediately.

1. For example, *Glycyrrhiza glabra* from Kazakhstan and Uzbekistan would be 2 different species/country combinations. [↑](#footnote-ref-2)
2. N.B. if a company is being supported by a mandator, ensure that the requirements of the FairWild [standard operating procedures for audit and certification](https://www.fairwild.org/s/FairWild_SOP_Audit-and-Certification_v4.pdf) have been reviewed and followed, especially section 2.3. [↑](#footnote-ref-3)