**1.6 Quick Entrance Request: inclusion of a product in an existing Fairtrade Standards Category**

One copy of this form needs to be filled for each product which you request to be added to the existing Standards Category. Completed forms should be sent to standards-pricing@fairtrade.net. Based on an evaluation of the data on this form, S&P will inform you whether the product can be added to the Fairtrade Standards.

In case this procedure is intended to substitute a price extension request, please make sure to answer thoroughly questions 10 and 11.

**Filled by S&P:**

Request #:

1. **Name of person submitting request:**
2. **Email address / contact details:**

**Stakeholder type:** requests must be submitted through Producer Networks (PN), Producer Services and Relations Unit (PSR), other Fairtrade International Unit, National Fairtrade Organization (NFO) or any other party accepted by the Standards & Pricing Unit.

**PN** **[ ]  PSR** **[ ]  other Fairtrade International unit       NFO** **[ ]  other (please specify)**

1. **Product identification:**

|  |  |  |  |
| --- | --- | --- | --- |
| English name | Spanish name | French name | Portuguese name |
|       |       |       |       |

|  |
| --- |
| **Product quality:**       **(i.e. conventional / organic)****Short description of the product form delivered by producers:**       **(i.e. fresh, for processing, juice, dried, etc)** |

**Indicate to which Product Specific Standard the product belongs:**

**[ ]  Vegetables (including pulses and potatoes)**

**[ ]  Fresh Fruit**

**[ ]  Nuts**

**[ ]  Oilseeds and Oleaginous Fruit**

**[ ]  Prepared and Preserved Fruit & Vegetables**

**[ ]  Others (please specify:      )**

1. **Indicate the producer setup(s) for which the Standards will apply:**

**[ ]  Small Producer Organization (SPO)**

**[ ]  Hired Labour (HL)**

1. **Expected sales and volumes per destination market:**

|  |  |  |  |
| --- | --- | --- | --- |
| Indicate the target market (country or region)  | Expected short-term(in the first years) total world-wide Fairtrade volume in MT/year  | Expected mid-term (in 5 years) total world-wide Fairtrade volume in MT / year | Current average price / unit (define unit and price level) in the conventional (non-Fairtrade) market |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

1. **Please explain why Fairtrade International should include this product into the Fairtrade scope** (indicate concrete demand for the product and please include FLO IDs in case there are operators certified in the supply chain, otherwise indicate if the supply chain is currently working towards certification):

Please indicate if there is support from a NFO, PN for this request and the contact persons involved:

1. **Description of the production process** (provides detailed information of all stages of the supply chain, indicate the name and role of potential actor of the supply chain, if possible include a sketch of the supply chain. Explain in more details the production process until the stage where producers deliver the product to the buyer):
* Stages of the supply chain:
* Indicate name and role of potential actors:
* Description of the stage where producers deliver the product to the buyer:

1. **Please indicate how and where the product is delivered to the buyer** (fresh, processed, packed or not, at the sellers or buyers premises):

How:

Where:

1. **Countries / regions of the world in which this product is produced** (not only where producers interested in Fairtrade certification for the product have been identified):

1. **Does the product already have Fairtrade Minimum Prices or Premium for other countries / regions?**

**Yes [ ]  No [ ]**

**If yes:**

* 1. **Please indicate these prices and their regions/countries:**

* 1. **Why are these prices not adaptable to your region/country? (**please explain why a price extension is not suitable in this case)

1. **Does the product already have Fairtrade Minimum Prices or Premium for other forms (fresh, for processing, other)?**

**Yes [ ]  No [ ]**

**If yes:**

* 1. **Please indicate these prices and in which forms** (fresh, for processing, for drying, other):

* 1. **Why are these prices not adaptable to the new form? (**please explain why a price extension is not suitable in that case)

1. **Supply chain opinion:** Please explain if the Fairtrade Premium of 15% of the commercial price is accepted by the supply chain and especially by the producer group(s). Important to note that in case there is an existent FMP and FP for a country or region, if this request is approved it will allow for the new region to apply the 15% FP only model whereas the other country/region will preserve the FMP and FP. Please present evidences on the acceptance to support the request, i.e. signed letters, email exchange, meeting minutes, and participation lists.

1. **Risk assessment:** Please explain the potential risks of adding or not this product and how these potential risks can be mitigated?

# Decision on request

|  |  |
| --- | --- |
| **Decision maker:** |       |
| **Approval:** | [ ]  Approved [ ]  Not approved |
| **Rationale:** |       |
| **Date:** |       |