# Invitation to Pilot Test

# the *Food Loss & Waste (FLW) Protocol*

# *Accounting and Reporting Standard*

## Background

The Food Loss & Waste (FLW) Protocol is a multi-stakeholder effort to develop the global accounting and reporting standard for food[1] as well as associated inedible parts[2] removed from the food supply chain[3]. As shorthand for the time being, for the FLW Protocol we are using the term 'food loss/waste' or FLW to refer to 'food as well as associated inedible parts removed from the food supply chain.' Use of the *FLW Protocol Accounting and Reporting Standard\** will enable a wide range of entities, including countries, companies and other organizations, to quantify in a credible, practical and consistent manner the extent of FLW and to identify where it occurs so as to avoid it.

Development of the *FLW Protocol Standard* is being coordinated by the World Resources Institute (WRI), who serves as Secretariat of the FLW Protocol's Steering Committee which consists of the Consumer Goods Forum (CGF), Food and Agriculture Organization (FAO), FUSIONS, United Nations Environment Programme (UNEP), World Business Council for Sustainable Development (WBCSD), and the Waste & Resources Action Programme (WRAP.)

*Hereafter referred to as *FLW Protocol Standard* or simply standard.

## Opportunity to assess the draft *FLW Protocol Standard*

The Steering Committee is seeking participants to pilot test the "zero" draft *FLW Protocol Standard* between February and April 2015. The goal is to determine whether the requirements drafted to date can be implemented by the wide range of entities for whom they have been developed.

This is intended to be a paper-based exercise and can be tested against existing quantifications of FLW, studies under development, or work anticipated but not yet launched. WRI will send pilot testers a full draft of the *FLW Protocol Standard* as well as a feedback and inventory[4] report template and questionnaire.

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[1] **Food** means any substance, whether processed, semi-processed or raw, which is intended for human consumption, and includes drink, chewing gum and any substance which has been used in the manufacture, preparation or treatment of "food." "Food" does not include cosmetics or tobacco or substances used only as drugs.  Furthermore, it does not include processing agents used along the food supply chain, for example, water to clean or cook raw materials in factories or at home. *From Codex Alimentarius Commission, Procedural Manual, 2013*

[2] **Inedible parts** refers to the components associated with a food that in a particular food supply chain are not intended to be consumed by humans. *Adapted from FAO, Definitional Framework of Food Loss, 27 February 2014*

[3] **Food supply chain** refers to the connected series of activities to produce, process, distribute and consume food. *FAO, Definitional Framework of Food Loss, 27 February 2014*

[4] An **inventory** is a quantified list of FLW.

The "zero" draft standard was developed throughout 2014 by multiple stakeholders, including two technical working groups collectively comprised of more than 80 members from a diversity of businesses, government agencies, NGOs, and academic institutions from more than 25 countries. The technical working group focused on upstream FLW quantification (from harvest through to processing) is chaired by the Natural Resources Institute at the University of Greenwich, and the one focused on downstream FLW quantification (from processors to consumption) is chaired by WRAP.

In addition to collecting feedback from pilot test participants, we will also concurrently post the draft *FLW Protocol Standard* on the [FLW Protocol website](#) for public review and reach out directly to more than 200 stakeholders for comments on the *FLW Protocol Standard*. Based on input from pilot testers and other external reviewers, we will revise the draft standard and anticipate publishing the *FLW Protocol Standard (Version 1.0)* in September 2015.

## What are the objectives of the pilot testing process?

The FLW Protocol Steering Committee is committed to revising and improving the draft *FLW Protocol Standard* based on practical experience gained during the pilot test phase. Objectives of the pilot testing process are to:

- Determine through a paper-based exercise if the standard as designed:
  - Would provide a true and fair account of the extent of FLW that will meet the decision-making needs of intended users
  - Is practical and can be applied in a cost-effective manner by entities from a variety of sectors and geographic areas as well as different financial means and experience with FLW quantification.
- Gather feedback on key requirements and on guidance sections in the draft standard
- Gather feedback that can help develop guidance on topics that are not yet addressed in the draft standard
- Develop case studies to include in the final *FLW Protocol Standard*.

## What is the role of WRI in the pilot test?

WRI as Secretariat of the FLW Protocol will be the main contact for pilot testers, although other members of the Steering Committee may act as mentors to pilot testers as needed. Specifically WRI will:

- Provide a feedback and inventory report template/questionnaire in early February along with a copy of the "zero" draft *FLW Protocol Standard*
- Provide limited technical support to participants, such as answering questions on the application of the standard
- Connect pilot testers with other experts and participants involved in the process through conference calls
- Organize a kick-off workshop in February and additional in-person feedback workshops or virtual meetings, based on expressions of interest
- Review all input received and share on the FLW Protocol website consolidated feedback in the aggregate, without attribution to specific individuals or organizations
- Synthesize and incorporate feedback in the revised draft *FLW Protocol Standard*.

## What is expected of pilot testers?

Pilot testers are expected to make a good faith effort in the following areas:

1. **Feedback & Inventory Reporting Form**

   Pilot testers agree to make a good faith effort to complete the draft reporting template provided to confirmed pilot testers in conformance with the requirements included in the draft *FLW Protocol Standard* and provide feedback within the expected pilot testing timeline. The expected completion of the pilot testing process is April 30, 2015.

2. **Case Study**

   Pilot testers agree to assist in the development of potential case studies, highlighting key lessons learned in the inventory process. Some case studies will be included in the final *FLW Protocol Standard*; others may be made available on the FLW Protocol website and in promotional materials.

## Acknowledgement

Pilot testers that submit a feedback report by April 30, 2015 will be acknowledged as a Pilot Tester in the final version of the *FLW Protocol Standard*. We will keep all information provided in this report, both qualitative and quantitative, confidential. WRI and its partners will not disclose the output provided by pilot testers nor will we attribute any findings to specific pilot testers unless a pilot tester agrees to disclose a specific finding or data point.

We would like to recognize pilot testers on the FLW Protocol website, in related press releases and/or outreach materials. If a participant prefers to remain anonymous, this will be respected. Participants can indicate their preference in the response form (see below).

| Pilot testing timeline (subject to change) | |
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| **Month** | **Activity** |
| **November/December 2014** | • Public webinar to introduce process (Nov. 19)<br>• Invitation to pilot test sent out<br>• Pilot testers sign up |
| **January 2015** | • Final documents for pilot testers prepared by WRI |
| **February 2015** | • Pilot testing process begins<br>• Kick-off call(s) with pilot testers |
| **March 2015** | • Check-in/progress call or workshop (early March) |
| **April 2015** | • Additional progress call (as needed) – early April<br>• Completion of road testing – end April<br>• Pilot testers submit feedback reports |
| **Subsequently** | • Pilot testers noted in case studies work with WRI to review and edit |