

# PREPS Process Document

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PUBLISHERS' DATABASE FOR RESPONSIBLE ENVIRONMENTAL PAPER SOURCING

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## 1.0 Introduction

### 1.1 What is PREPS?

**PREPS** is an initiative from Carnstone Partners LLP with the participation of twenty-two leading publishing companies. These publishing companies have come together under the PREPS project to develop their understanding of responsible paper supply chains. The companies are supported by a database (the PREPS web application) which holds technical specifications and details of the pulps and forest sources of the papers they use. It also holds data on CO<sub>2</sub> emissions and water use at the paper mill level. Based on the forest source information, each paper is awarded a grade of 1, 3, or 5 using the PREPS Grading System. This considers the country of origin of the wood fibre and how the forest sources have been managed.

**PREPS** users are able to access this information and take it into account when making purchasing decisions. Ultimately, however, the way each publisher uses this tool is at their own discretion.

The acronym '**PREPS**' stands for the **P**ublishers' database for **R**esponsible **E**nvironmental **P**aper **S**ourcing.

**PREPS** has no affiliation to any non-governmental organisation, campaign group, paper manufacturer, printer or merchant. Its primary purpose is to provide its participating companies with objective information on the papers they use.

In 2012, PREPS access was extended to allow printers to view the information. This will allow printers to work in conjunction with the publishers to understand forest source risks in paper sourcing.

If you are a publisher or printer and are interested in joining or accessing PREPS, please [contact us](#). If you have any questions about PREPS or how we grade papers, please read through this Process Document or browse our frequently asked questions [www.prepsgroup.com/faq.php](http://www.prepsgroup.com/faq.php).

## 1.2 History

The PREPS collaborative project was created in 2006. The project brought together a group of global book and journal publishers to further develop their understanding of paper supply chains and, in particular, the related issue of responsible forestry sourcing.

PREPS was set up in September 2006 by:

- Egmont UK
- Imago
- Hachette Livre UK
- Harper Collins
- Pearson Education
- Penguin Group (UK)
- Reed Elsevier
- Sage Publications
- Usborne Books
- Walker Books

Cambridge University Press first took part in June 2007; John Wiley & Sons in July 2007; Oxford University Press in September 2007; Simon & Schuster in January 2008; Parragon Books Ltd in September 2008; Meld in December 2008; Cappelen Damm, Wissenmedia, and McGraw Hill all in January 2010; and Scholastic, Macmillan, Random House and Chronicle Books all in 2011.

Publishers were independently working on this issue, including Egmont UK who had developed a process with CR consultancy, Carnstone, to assess forest sources in their papers. Egmont then approached a wider group of publishers to invite them to share their process, known as the Egmont Grading System. The original founding project participants were: Egmont, Imago, Walker, Usborne, Hachette, Pearson, Reed Elsevier, Penguin, Sage, and HarperCollins.

Since this time the number of participating companies has grown to twenty-two, and the PREPS project and the grading system itself has continued to evolve and react to changes in the sector. Today the PREPS project on-line web application holds information on fossil fuel CO<sub>2</sub> emissions and water consumption at the paper mill level , as well as continuing to hold information on the forest sources that go in to each paper.

The PREPS project participating companies meet quarterly to discuss sustainability issues relating to the paper supply chain, as well issues relating to the development of the database and its contents. We also hold regular PREPS project seminars each year in London, New York (since 2012) and Shenzhen (since 2015), where speakers are invited to present on a wide range of issues relevant to the publishers. Speakers at past seminars have included FSC, PEFC, CFCS, Greenpeace, WWF, Rainforest Action Network, Newpage, M&S, Travis Perkins, UPM, Chatham House, The Water Footprint Network, Stora Enso, World Resources Institute, the National Measurement Office and the US Department of Justice.

Following a PREPS project forum meeting in 2013, it was time to conduct a significant overhaul of the way we graded forest sources, and the overall grade we then award to papers based on those forest sources. The PREPS Process Document now shows those changes to the grading system. This new system has been developed by Carnstone for the project PREPS and is known as the PREPS Grading System.

We would like to take this opportunity to thank Egmont for the use of the Egmont Grading system, and Alison Kennedy in particular, for her vision and tireless efforts to bring the publishing community to work together on this important issue.

### **1.3 Project Facilitator**

Carnstone acts as Project Facilitator to the group, organising meetings, collating information, managing the PREPS database and building relationships with stakeholders such as mill groups and NGOs. The duties of the Project Facilitator are set out in the Terms of Reference (Appendix I).

## **2.0 Participating Companies**

### **2.1 Types of participating companies**

Each participating company has the rights and responsibilities accorded by their level of participation.

#### **2.1.1 Publisher**

There are two types of publishing participants: Full Participating Company and Entry Level Participating Company.

Full Participating Companies receive the following:

- 2 Super User accounts (see section 2.5)
- 10 Extended User accounts (see section 2.5)
- An unlimited number of Normal Users (see section 2.5)
- The ability to nominate papers to be added to the PREPS database
- Attendance at the quarterly PREPS project Forum Meetings
- Attendance at the annual PREPS Seminar (UK, US or China)

Full participating Companies also have equal say at the PREPS project Forum meetings where the direction of PREPS is discussed.

Entry Level Participating Companies receive the following:

- 3 Normal User Accounts (see section 2.5)
- Attendance at the annual PREPS Seminar (UK, US or China)

Full and Entry level participating companies are currently restricted to publishers. Printers can subscribe to access the database (see below), but paper merchants and other parties in the supply chain are not eligible to gain access. Publishers with print capabilities, therefore, should limit access to just their publishing arm.

### **2.1.2 Printer access**

In 2012, in recognition that printers make many purchasing decisions on behalf of publishers, the PREPS database was opened to printers.

Printers who subscribe to access PREPS receive the following database features:

- One Printer user account to the PREPS database
- Access to paper technical specifications
- Visibility of the PREPS grades of papers
- Full database search facility allowing searches by technical specifications and PREPS Grade

For full details of printer access and fees please contact Carnstone: [info@prepsgroup.com](mailto:info@prepsgroup.com)

### **2.2 Enrolling a New Publisher Participating Company**

Any new publishing company wishing to join PREPS is asked to fill out the **New Participating Company Sign up Form** (Appendix II). Once the completed form is received and fees have been paid, the publisher is regarded as a Participating Company. The Project Facilitator then sets up database accounts with appropriate user names and passwords.

Temporary user accounts can be assigned to companies interested in participating, while discussions are ongoing with Carnstone.

## 2.3 Fees

### **Full Participating Company:**

Full fees for the 2014/15 year are £5,170 + VAT. The PREPS year begins on 1<sup>st</sup> September. The fee is based on a costed work plan and pro-rated for the year so a Full Participating Company joining in the year 2014/15 will pay the following fee:

- i. £5,170 for those joining in the 1<sup>st</sup> quarter
- ii. £3,878 for those joining in the 2<sup>nd</sup> quarter
- iii. £2,587 for those joining in the 3<sup>rd</sup> quarter
- iv. £1,293 for those joining in the 4<sup>th</sup> quarter

### **Entry Level Participating Company:**

Entry Level fees for the year 2014/15 are £2,585 + VAT. The participating company fee is based on a costed work plan and pro-rated for the year so Entry Level participants joining in the year 2014/15 will pay the following fee:

- i. £2,585 for those joining in the 1st quarter
- ii. £1,939 for those joining in the 2<sup>nd</sup> quarter
- iii. £1,293 for those joining in the 3<sup>rd</sup> quarter
- iv. £646 for those joining in the 4<sup>th</sup> quarter

### **Printer Access:**

Printers can access the PREPS database for an annual fee of £500.

## 2.4 Participating Companies' Facilities

There are three main features for participating publishers.

1. The PREPS database:
  - is available over the internet via a password protected website;
  - holds details of papers used by Participating Companies - each will be rated according to the PREPS Grading System;
  - holds contact details of related mills and paper companies;
  - is centrally managed by Carnstone and subject to a rolling programme of review and update; and
  - is subject to verification by an external forestry expert.
2. A Quarterly project Forum meeting to review progress, allowing Participating Companies to meet, share experiences and receive presentations from interested parties.
3. The PREPS Annual Seminar is a day-long event of presentations and discussions with experts from various fields relevant to the paper supply chain and also wider forestry and environmental issues. Events to date have been held in London, New York and Shenzhen.

## 2.5 Database Access

Full Participating Companies are given three levels of user access:

- Super User (up to two individuals per company)
- Extended User (up to ten individuals per company)
- Normal User (unlimited per company)

Entry Level Participating Companies and printers only have Normal User access.

The main difference between the three classes of user is the level of access to pulp and forest source information and contact with Carnstone.

**Super Users** have detailed access to pulp and forest sources and are able to request new papers on the database, liaise with Carnstone and create favourite papers lists. Super Users are the main point of contact for Participating Companies and can view the favourite papers of all their users.

**Extended Users** have access to limited forest source information in addition to the Normal user functions. They can create favourite paper lists, which provide them with automatic updates when a paper is graded or re-graded. Extended users can only request new papers after first being approved by a Super User.

**Normal Users** do not have access to forest source information but can see technical specifications and paper grades. They can use the search function.

All commercially sensitive data - such as supplier names and certificate numbers - are securely hidden from all users. The different level of access keeps the information secure.

Participating Companies with access to any level of forest source information are asked to respect the confidentiality and those with Super User access are responsible for ensuring information is not used inappropriately. Each Participating Company agrees to the Conditions set out in Appendix II, which include terms on data security.

If and when Super Users leave an organisation, or otherwise change jobs so that access is not appropriate, their accounts are locked to prevent unauthorised access.

Entry Level Participating Companies have three Normal User accounts.

Carnstone reviews database access each quarter to monitor activity by company and user level.

## **3.0 Meetings**

### **3.1 Quarterly Project Forum**

At the time of writing, the Full Participating Companies of PREPS were the following publishers:

- Egmont UK
- Imago
- Hachette Livre UK
- Pearson Education
- HarperCollins
- Cambridge University Press
- Oxford University Press
- Parragon Books
- Scholastic
- MacMillan
- Chronicle Books
- Penguin Random House
- Reed Elsevier
- Sage Publications
- Usborne Books
- Walker Books
- Wiley
- Simon & Schuster
- Cappelen Damm
- McGraw Hill
- Meld Ltd

Full participants meet at the quarterly PREPS Project Forum meetings. Carnstone agrees the project plan with the participating companies at the start of each year. Full participants are expected to attend at least two Forum Meetings a year.

The PREPS Project Forum meetings are also an opportunity for participating companies to meet, share experiences and receive presentations from stakeholders and interested parties.

For our overseas participants we use teleconference facilities and webinar software to enable them to contribute to the Project Forum meetings.

### **3.2 Annual Seminars**

The group also organises day-long seminars where speakers are invited to present on a wide range of issues relevant to publishing, paper supply chains and forestry. Speakers at past seminars have included FSC, PEFC, Greenpeace, WWF, Global Witness, Rainforest Action Network, The Water Footprint Network, Leo Paper, UPM Kymmene, Stora Enso, Newpage, Bolloré Paper, Chatham House, Integrated Paper Services, World Resources Institute, and M&S.

## 4.0 Paper and mill information

### 4.1 Grading Papers

Papers are awarded a grade of 1, 3 or 5 stars based on a system known as the PREPS Grading System<sup>1</sup>. Each forest source is graded according to the System (see section 4.2). These are then used to award the whole paper a grade (see table below). These are regularly reviewed and amended to keep pace with developments in forest sourcing.

Paper Grading Criteria	
Grade	Criteria
★★★★★ Recycled, FSC or 100% PEFC certified	<p>Awarded if:</p> <ul style="list-style-type: none"> <li>the paper is certified and labelled FSC 100%, FSC Mix or FSC Recycled; OR</li> <li>the paper content is 100% recycled;<sup>2</sup> OR</li> <li>the paper is entirely made of a combination of recycled, FSC and PEFC certified material; OR</li> <li>for PEFC certified papers all the forest sources are from a certified source i.e. the non certified portion must be made up of FSC and/or FSC Controlled Wood forest sources.</li> </ul>
★★★ Known and Responsible	<p>Awarded if:</p> <ul style="list-style-type: none"> <li>all material comes from a low risk source, as defined by the Country Forest Risk Tool, and is not originating from within a WWF-defined Ecoregion<sup>3</sup> (see Appendix III); OR</li> <li>all high risk material is verified by either FSC or PEFC but the paper is not certified. OR</li> <li>there is a PEFC certified paper with material originating from low risk uncertified sources.</li> </ul> <p>If a forest source is high risk, or is from within a WWF Ecoregion, the source must be <i>verified</i>. <i>Verified</i> means that a source is either:</p> <ul style="list-style-type: none"> <li>certified as meeting the FSC Controlled Wood standard (FSC-STD-30-010); AND/OR</li> <li>certified by a recognised forest certification scheme.<sup>4</sup></li> </ul>
★ Unknown or unwanted material	<p>Awarded if:</p> <ul style="list-style-type: none"> <li>any portion of the paper is known to, or suspected to, come from a high risk source; OR</li> <li>any of the material is from an unknown source.</li> </ul> <p>Material from a controversial source, which is not certified under an acceptable forest certification scheme, would also be considered high risk.</p>

<sup>1</sup> Please see history in section 1.2 to read about the evolution of the PREPS grading system from the Egmont Grading system.

<sup>2</sup> By *recycled* fibre we mean fibre that has been recovered from post consumer waste (including domestic, distribution, retail, industrial and demolition waste). Fibre from pre-consumer waste, that is secondary and subsequent manufacturing, is treated as virgin fibre.

<sup>3</sup> WWF's Ecoregions

<sup>4</sup> Accepted schemes are: FSC and PEFC (PEFC includes endorsed schemes such as AFS, SFI, CSA, MTCC, Cerflor, and Certfor).

## 4.2 Grading Forest Sources

As described in section 4.1 the PREPS Grade of a paper is based on the grade awarded to each of the forest sources, which make up each pulp. Forest sources are graded according to the criteria in the table below.

Forest Source Grading Criteria	
Grade	Criteria
★★★★ Recycled, FSC or PEFC certified	Awarded if: <ul style="list-style-type: none"> <li>the forest source is certified by an FSC or PEFC<sup>5</sup> Forest Management licence OR</li> <li>the forest source is made up of 100% recycled material<sup>6</sup></li> </ul>
★★★ Known and Responsible	Awarded if: <ul style="list-style-type: none"> <li>the forest source material comes from a low risk country, as defined by the Country Forest Risk tool, and does not originate from within a WWF-defined Ecoregion<sup>7</sup> (see Appendix III).</li> </ul>
★ Unknown or unwanted material	Awarded if: <ul style="list-style-type: none"> <li>any portion of the paper is known to, or suspected to, come from a high risk source; OR</li> <li>any of the material is from an unknown source.</li> </ul> <p>Unwanted material is material from a controversial source which is not certified under an acceptable forest certification scheme.</p>

### Controversial Sources - Definitions

The Carnstone country forest risk assessment tool (see our [Process](#)) takes various indices into account to assess whether a country is a high risk source of timber.

- We use many sources of research to constantly update our understanding, including the website <http://www.illegal-logging.info/> run by Chatham House.
- Carnstone updates the tool periodically with the latest data. Download the latest version here: <http://prepsgroup.com/how>

High Conservation Value Forests (HCVF):

- We use FSC's definition of a HCVF<sup>8</sup>: High Conservation Values (HCVs) include environmental and social values that are considered to be of outstanding significance or critical importance. Examples may include concentrations of endangered species, protection of a stream that is the sole source of water to a local community, or a site with special religious significance. HCVFs are those forests that contain or are essential to maintaining High Conservation Values.

<sup>5</sup> Accepted schemes are: FSC and PEFC (PEFC includes endorsed schemes such as AFS, SFI, CSA, MTCC, Cerflor, and Certfor).

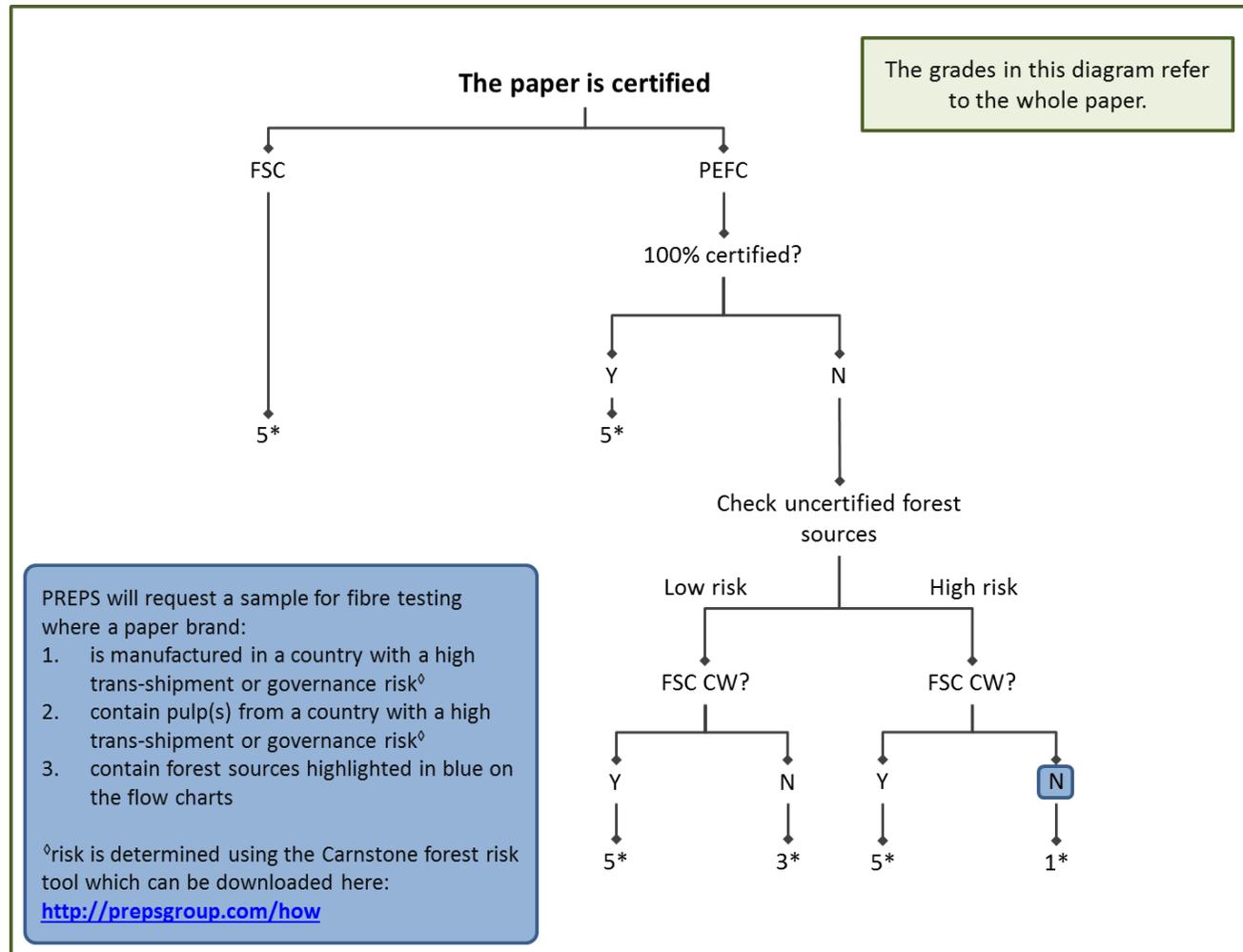
<sup>6</sup> By *recycled fibre* we mean fibre that has been recovered from post consumer waste (including domestic, distribution, retail, industrial and demolition waste). Fibre from pre-consumer waste, that is secondary and subsequent manufacturing, is treated as virgin fibre.

<sup>7</sup> WWF terrestrial forest Ecoregions

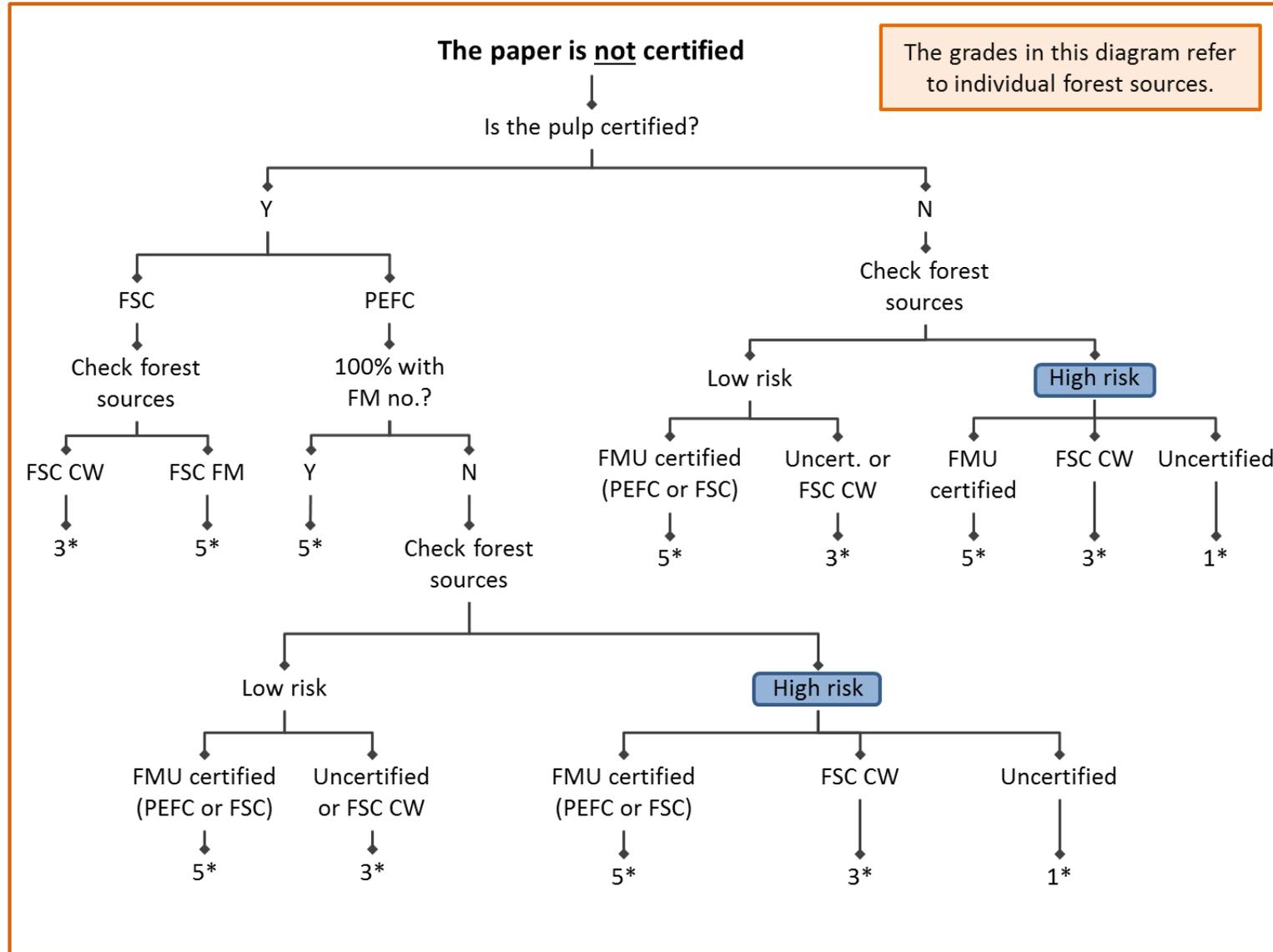
<sup>8</sup> FSC & High Conservation Value Forests, September 2005 [http://www.fsc.org/keepout/en/content\\_areas/45/2/files/fs\\_hcvf\\_web.pdf](http://www.fsc.org/keepout/en/content_areas/45/2/files/fs_hcvf_web.pdf)

### 4.3 Grading flow diagram

The two diagrams below show the process we use to grade papers following the rules above. The first diagram shows how we grade certified papers and the second uncertified papers.



The Carnstone Country Forest Risk Assessment Tool can also be [downloaded here](#).



## 4.4 Submission Procedure

The procedure and timelines are outlined here:

1. Participating companies request a paper is added to the database using an online form by providing information on the brand, mill, gsm weight, and the name of a contact at a mill or printer.
2. Carnstone confirms the brand name of the paper and the name of the manufacturer. This stage is complicated by the fact that there is no formal naming convention for papers and one paper may have several brand names used by merchants, printers and mills in different markets. The database also stores brand name synonyms.
3. The paper is added to the database by the Project Facilitator.
4. The Project Facilitator contacts the paper mill to request forest sources for the relevant paper brands
5. When the mill contact responds they will have 2 months to supply the forest source information
6. If the mill contact does not respond within one month the Project Facilitator will call for a new contact from the PREPS participating companies. Within this month the Project Facilitator will continue to chase the mill
7. If a new contact is supplied by the participating companies the dialogue from the Project Facilitator starts again, for one month, attempting to gather forest sources. If no new contact is supplied the paper will be graded as 1\* unknown
8. If engagement with the mill is still unsuccessful after the second month then the paper will be graded as 1\* unknown

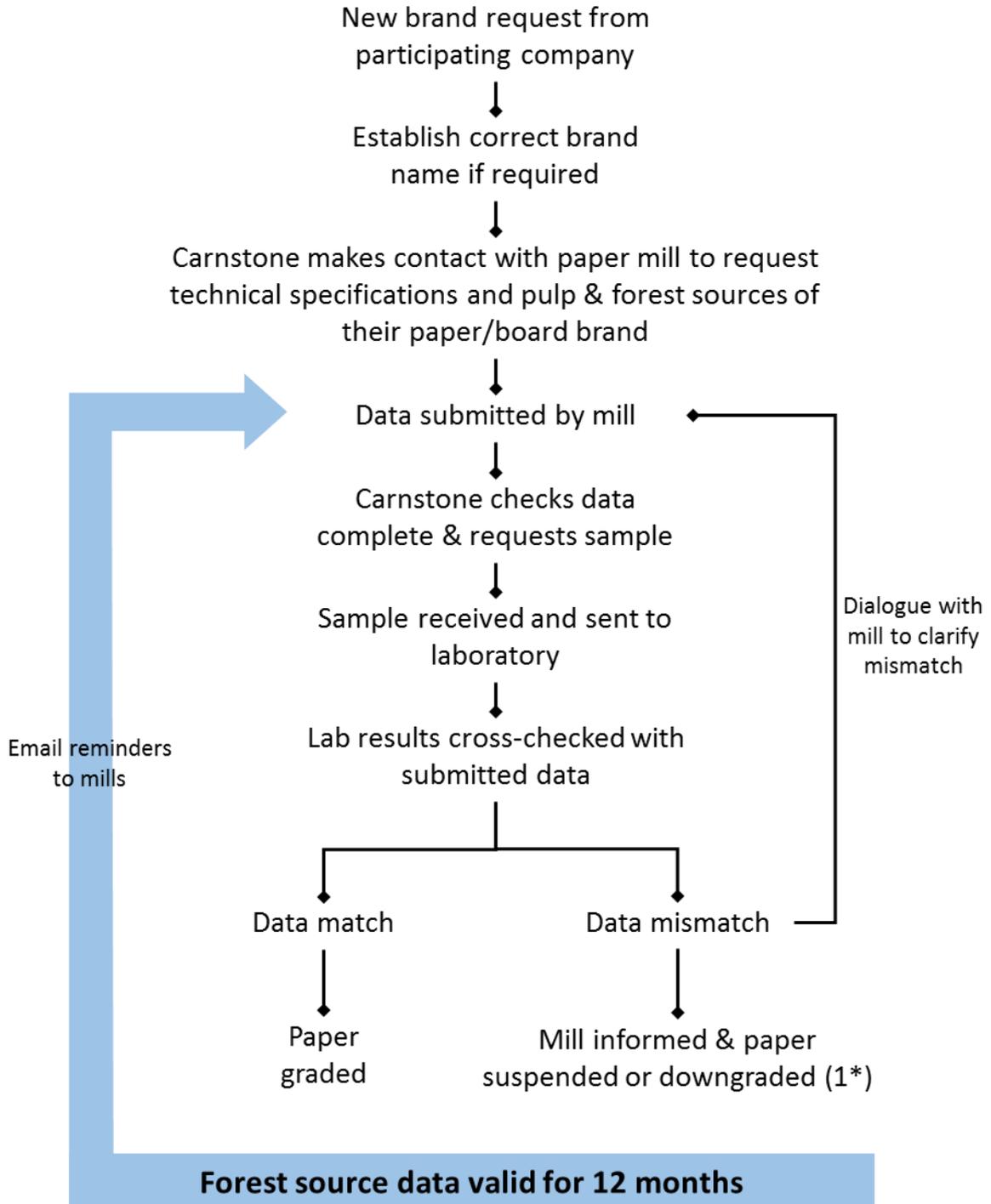
### 4.4.1 Active Papers

In September, at the beginning of each PREPS year, the Project Facilitator asks each participating company to refresh their favourite paper lists. Favourite papers are those brands that publishers are most interested in and that they view most often.

Every paper selected as a favourite is considered 'active'. Active papers are a priority for grading and re-grading by Carnstone and allow them to focus their efforts on papers that matter most to the participating companies.

New papers requested by participating companies and added by the Project Facilitator are considered active immediately. Active papers are re-graded once the forest sources are over 12 months old.

The flow diagram below illustrates the submission, grading and re-grading procedure.



#### 4.5 Forest Source Data Capture

Once the brand name and mill company have been identified, the Project Facilitator gathers information on the paper. This collects two sets of information:

- The paper's technical specifications; and
- Forest source data

In both cases, **information is only accepted from the mill itself**. Information from other sources, such as paper merchants, is not used in the database.

##### Technical Data

Generally, a paper's technical details are publicly available and easy to access. They are normally posted on the mill's website or available through the company's sales and marketing teams.

As a result, papers are often entered in the database along with technical specifications before forest source data is available. Some papers held within the database therefore have yet to receive a PREPS Grade.

If technical specifications are not readily available, the Project Facilitator requests these details from the mill. These data, whether from the website or direct from the mill, are not verified.

##### Forest Source Data

Information on a paper's forest sources is much harder to come by. Some mill companies do provide some detail, for example through their involvement in the paper profile initiative ([www.paperprofile.com](http://www.paperprofile.com)). In most cases publicly available data are not sufficient to allow grading of the paper.

The Project Facilitator contacts the mill directly to gather forest source data. They do this via telephone calls, e-mails or letters to establish dialogue with the appropriate individual(s). The Project Facilitator then requests the data by inviting the mill to submit data online. Mills will have 2 months to supply the forest source information.

If there is no response the Project Facilitator will chase the contact for one month before informing the participating companies that no progress has been made. The publishers will then have an opportunity to supply an alternative mill contact for the Project Facilitator to engage. The new contact will have one more month to establish contact and supply the forest source information.

Information is accepted in two forms:

- Forest source information specific to the paper itself
- Forest source information relating to the whole of the mill's production including the paper in question

The paper is then graded according to the PREPS grading system.

The information supplied by mills varies in detail and often requires follow up by the Project Facilitator. If complete data has not been received by the deadline (see section 4.5) the paper is graded as 1\* unknown.

This grade is not final and can be revised if and when the mill supplies forest source data.

Some mills have expressed concerns around the commercial sensitivity of the information they are supplying. Please refer to sections 2.5 and 6.0 for details of the measures we have taken to allay these fears.

### **External Review**

The grading system and data held within the database is subject to review by an independent forestry expert. PREPS and the PREPS Grading System have been subject to a yearly external review since 2007/08. The outcome of the reviews is communicated to all Participating companies and covers:

- the PREPS process;
- the application of the PREPS Grading System.

Specific recommendations made by the independent forestry expert are implemented by the Project Facilitator. PREPS will continue the external review process annually.

### **Internal Review**

The papers held in the database are subject to an internal review, which aims to confirm the accuracy of the PREPS Grade compared to the forest sources. The internal review is carried out by a Carnstone staff member not involved in the original grading of the paper.

The Project Facilitator engages with mills to update the forest sources of Active papers every 12 months.

#### **4.6 Data checking and Fibre Testing**

The PREPS Project Facilitator uses a desk based approach to gathering and checking data we receive from mills. As a first step we ensure the information received is directly from the mill; this reduces the risk of third party manipulation of the data and potential inaccuracies. We check FSC and PEFC certification claims against the relevant websites.

To add an extra level of rigour, we have established relationships with two fibre testing houses which are able to analyse paper samples and identify the tree species present.

We select a sample of papers for testing based on the trans-shipment risk of the country where it is manufactured. Papers are sampled from mills located in high risk and trans-shipment risk countries. The results of the analysis are compared with the information that has been provided to us by the mill to check consistency.<sup>9</sup>

The Project Facilitator will contact mills to discuss the results where appropriate.

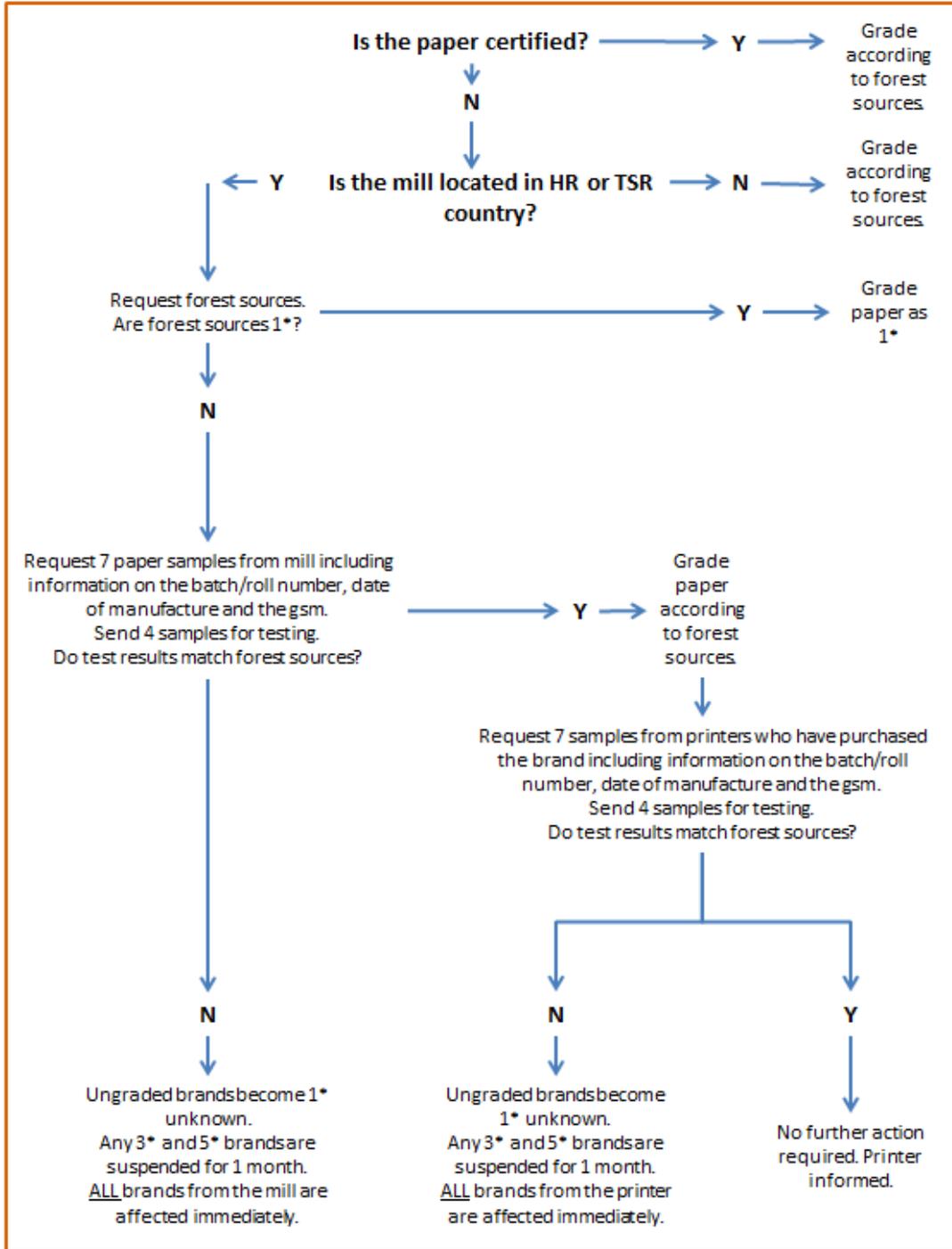
The following page shows a decision tree which outlines the fibre testing process.

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<sup>9</sup> Test results sometimes identify traces of tree species. Traces are considered contaminants and not intentionally part of the paper furnish. Testing method Tappi T401 specifies 2% or less, by weight, as trace. Trace occurrences of species deemed to be high risk will be treated as contamination and not count against the paper grade.

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**The Fibre Testing Process**



HR: High Risk

TSR: Trans-Shipment Risk

#### **4.7 Beyond Forest Sources**

In addition to grading papers PREPS now asks mills to disclose data on their CO<sub>2</sub> emissions and water consumption.

The aim is to provide participating companies with a more rounded picture of the environmental impact of their supply chain and to inform the decision-making process when buying paper. It enables them to compare environmental performance between mills posing questions such as: What are the associated CO<sub>2</sub> emissions from the on-site manufacturing process? How much water is consumed in processing the pulp or paper? Is water scarcity an issue in the region where the mill is located? What quantity of pollutants is being returned to the water source at the end of the processing cycle?

Many of the mills already collect this data in one format or another so the intention is for PREPS to harness its role as a centralised database and provide key data comparison points in a readily accessible format to its participating companies.

## **5.0 Database**

### **5.1 Description**

The database is a SQL database which has been created and is maintained, from a software point of view, by Quiet Science.

See section 6.0 for information on security.

### **5.2 Maintenance**

Quiet Science maintains, modifies and updates the database when requests to do so are received from the Project Facilitator.

Quiet Science also carries out routine maintenance in response to upgrades in software, operating systems etc.

### **5.3 Technical Information**

The database management system is MySQL – see [www.mysql.com](http://www.mysql.com) for more information.

The application is specially written for the PREPS project. It is written in Java, running within the Apache Tomcat Servlet Container – see [www.apache.org](http://www.apache.org) and [tomcat.apache.org/](http://tomcat.apache.org/) for more information.

## **6.0 Security**

### **6.1 Participating companies**

Users have the ability to change their passwords whenever they would like to, but all passwords must conform to a minimum character length.

### **6.2 Database**

The database is hosted on a third party server and is backed up at least once a week to three different locations.

The names of the pulp brand, country and supplier are not visible to any level of publisher user. Only Carnstone administration users can view pulp supplier data for verification purposes.

### **6.3 Carnstone Data**

Carnstone data are held in the PREPS folder on the Carnstone server, which is located in the Carnstone London office.

Access to this folder is not restricted.

## Appendices

### I **PREPS: Terms of Reference**

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- This document outlines the terms of reference (ToR) for PREPS (Publishers' database for Responsible Environmental Paper Sourcing), revising those agreed in November 2007.
- PREPS was formed in September 2006 - initiated by Alison Kennedy at Egmont UK, who, having established an in-house approach to paper sourcing recognised the benefits in collaborative working across the industry.
- Participation in PREPS is restricted to publishing companies. Paper merchants are not eligible but printers can subscribe to view basic product data and paper grades. Publishers with print capabilities should limit access to their publishing arm.
- There are two levels of participating companies: Full Participating companies and Entry Level Participating companies.
- PREPS is an initiative with annual fees funding the Project Facilitator, Carnstone Partners LLP, who organise meetings, collate information, manage the PREPS database and build relationships with stakeholders such as mill groups and NGOs.
- Activity is focused around the PREPS database which:
  - is available to participating companies over the internet via a password protected website;
  - holds details of papers used by participating companies - each will be rated according to the PREPS Grading System;
  - holds contact details of related mills and paper companies;
  - is centrally managed by Carnstone and subject to a rolling programme of review and update; and
  - is subject to process verification by an external forestry expert.
- The group also holds Quarterly Project Forum meetings open to all Full Participating companies, the purpose of which is to review progress and share information, allowing all

Participating companies to meet, share experiences and receive presentations from interested parties.

- At the start of each year Carnstone agrees the project plan with the participating companies.
- Any changes to the existing PREPS Process is first discussed among the PREPS Full Participating companies. Discussions led by Carnstone should take place at the project Forum Meeting but can take place by email if the matter is urgent. A vote will then be taken by email, with the majority decision carrying. If any participating company has an objection to the outcome of the vote they can raise this with the Full Participating companies and ask for one further vote to be taken.
- PREPS has no affiliation to any non-governmental organisation, campaign group, paper manufacturer or merchant. Its primary purpose is to provide Participating companies with objective information on the papers they use. Key to this is the application of the PREPS Grading System, awarding all paper a star grade of 1, 3 or 5.
- Participation is not dependent on any minimum standards being met.
- The terms of reference are agreed by the Full Participating companies and are subject to change.

## Fees

- Fees for the 2014/15 PREPS year (Sep 2014 – Aug 2015) are £5,170 + VAT for Full participation and £2,585 + VAT for entry level participation.
- The PREPS year begins on 1<sup>st</sup> September

### Full Participating Company:

- Full fees are based on a costed work plan and pro-rated for the year so participating companies joining in the year 2014/15 will pay:
  - £5,170 for those joining in the 1st quarter
  - £3,878 for those joining in the 2<sup>nd</sup> quarter
  - £2,587 for those joining in the 3<sup>rd</sup> quarter
  - £1,293 for those joining in the 4<sup>th</sup> quarter

### Entry Level Participating Company:

- Entry Level fees are based on a costed work plan and pro-rated for the year so Entry Level participants in 2014/15 will pay £2,585 + VAT:
  - £2,585 for those joining in the 1st quarter
  - £1,939 for those joining in the 2<sup>nd</sup> quarter
  - £1,293 for those joining in the 3<sup>rd</sup> quarter
  - £646 for those joining in the 4<sup>th</sup> quarter
- Full fees allow two Primary Representatives to attend the PREPS Project Forum meetings
- The Primary Representatives should fully represent the interests of their respective participating company
- The Primary Representatives can log on to the PREPS database as Super Users, giving them access to full details of every paper held on the database
- The Primary Representative can create other user accounts on the database for colleagues from the same Participating Companies as Extended Users and Normal Users. This restricts users from seeing commercially sensitive forestry data
- Both Primary Representatives should have the same agenda/remit (i.e. not be asking two sets of parallel questions about two separate sets of paper)
- On this basis, a self-contained operating division of a larger group, and a group with a centralised paper procurement team, would each pay one set of fees.

*Revised: July 2015*

## **II New Participating Company form**

This form summarises the terms of reference for new publishers seeking to participate in PREPS. Please complete this form and return it to Carnstone Partners LLP: [info@prepsgroup.com](mailto:info@prepsgroup.com).

### **Participating Company levels**

There are two levels of participating publisher: Full Participating Company and Entry Level Participating Company.

Full Participating Companies receive the following:

- 2 Super Users (see section 2.5)
- 10 Extended Users (see section 2.5)
- Unlimited number of Normal Users (see section 2.5)
- The ability to nominate papers to be added to the PREPS database
- Attendance at the quarterly PREPS Project Forum Meetings
- Equal say at the PREPS Project Forum meetings where Carnstone agrees the project plan for the year ahead
- Attendance at the annual PREPS Seminar in the UK, USA or China

Entry Level participating companies received the following:

- Limited number of Normal User Accounts
- Attendance at the annual PREPS Seminar in the UK, USA or China

### **Features**

The PREPS database which:

- is available to participating companies over the internet via a password protected website;
- holds details of papers used by participating companies - each will be rated according to the PREPS Grading System;
- holds contact details of related mills and paper companies;
- is centrally managed by Carnstone and subject to a rolling programme of review and update; and
- is subject to verification by an external forestry expert.

There are also Quarterly Project Forum meetings for all companies with Full participation. The PREPS Seminar is open to all participating companies.

## **Conditions**

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PREPS is an initiative with annual fees funding a Project Facilitator. In order to protect the integrity of PREPS, the relationships and trust developed between Participating Companies, Carnstone and the Paper Mills, and the information to which Participating companies have access, a set of **Conditions for participating companies** have been agreed.

### **Conditions for participating companies**

**The participating company agrees** not to disclose outside the PREPS participating companies or Project Facilitator data available on the PREPS database, information discussed at Forum Meetings and information discussed with Carnstone, including, but not limited to:

- All pulp and forest source data\*
- Database user names and passwords
- The results of paper fibre analysis, however represented
- Data relating to CO<sub>2</sub> emissions and water usage\*
- PREPS grading

Disclosure of the data asterisked above (\*) is permitted subject to that data having been aggregated and anonymised, with all commercial sensitivity removed. However, if in doubt, the participating company must not disclose information until discussed with and advised by Carnstone, either orally or in writing.

Any breach of these conditions will be raised with Carnstone and all those companies participating in PREPS, a consensus of whom will decide an appropriate course of action, which may result in termination of access without return of fees.

In turn, subject to permission received orally or in writing from the disclosing party,

**Carnstone agrees** not to disclose information received from a participating company:

- to other participating companies
  - into the public domain.
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## Approach

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PREPS is an initiative with annual fees funding the Project Facilitator, Carnstone Partners LLP, who organising meetings, collate information, manage the PREPS database and build relationships with external stakeholders.

## Fees (2014-15)

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**Full Participating Company:** £5,170 + VAT

**Entry Level Participating Company:** £2,585 + VAT

## Sign up

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Please complete the fields below if you wish to participate in the group and agree to the Conditions of Participating Companies as described above.

Participating Company Level (pls tick as appropriate):

Full

Entry

Company name: \_\_\_\_\_

Contact address: \_\_\_\_\_

Invoicing address: \_\_\_\_\_

Contact name: \_\_\_\_\_

Position: \_\_\_\_\_

Tel: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signed: \_\_\_\_\_