

PREPS Process Document

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PUBLISHERS' DATABASE FOR RESPONSIBLE ENVIRONMENTAL PAPER SOURCING

CONTENTS

1.0 Introduction

- 1.1 What is PREPS?
- 1.2 History
- 1.3 Secretariat

2.0 Membership

- 2.1 Types of membership
- 2.2 Enrolling a New Member
- 2.3 Fees
- 2.4 Members' Facilities
- 2.5 Database Access

3.0 Meetings

- 3.1 Quarterly Forum
- 3.2 Yearly Seminar

4.0 Paper and mill information

- 4.1 Grading of Papers
- 4.2 Grading of Forest Sources
- 4.3 Grading flow diagrams
- 4.4 Submission procedure
- 4.5 Forest source data capture
- 4.6 Data checking
- 4.7 Beyond Forest Sources

5.0 Database

- 5.1 Description
- 5.2 Maintenance
- 5.3 Technical Information

6.0 Security

- 6.1 Members
- 6.2 Database
- 6.3 Acona Data
- 6.4 Email Data
- 6.5 ESCROW

Appendices

- I Terms of Reference
- II New Member Sign Up Form
- III The Acona Country Forest Risk Assessment Tool

February 2012

1.0 Introduction

1.1 What is PREPS?

PREPS is a joint initiative between twenty three leading publishers. Together, these companies have set up a database to hold technical specifications and details of the pulps and forest sources for each of the papers they use. Based on this information papers are awarded a grade of 1, 3 or 5 stars using the PREPS Grading System. This considers whether material has come from low risk sources (or recycled sources) and how the forest sources have been managed.

PREPS members are able to share this information and take it into account when making buying decisions. However, the way in which each member uses this resource 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 or merchant. Its primary purpose is to provide its members with objective information on the papers they use.

1.2 History

Created in September 2006, PREPS is a group of global book and journal publishers who came together to further develop their understanding of paper supply chains and, in particular, the related issue of responsible forest 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 joined PREPS in June 2007. John Wiley & Sons joined PREPS in July 2007. Oxford University Press joined PREPS in September 2007. Simon & Schuster joined PREPS in January 2008. Parragon Books Ltd joined PREPS in September 2008. Meld joined PREPS in December 2008. Cappelen Damm, Wissenmedia, and McGraw Hill all joined PREPS in January 2010. Scholastic, MacMillan, Random House and Chronicle Books all joined in 2011.

February 2012

They were independently working on this issue, including Egmont UK who had developed a process with external CR consultancy, Acona Partners LLP (Acona), 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 10 founding publishers then set up PREPS.

Since this time the membership of PREPS has grown to 23, and PREPS and the grading system itself has continued to evolve and react to changes in the sector. Today the PREPS database holds information on fossil fuel CO₂ 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 members 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. The group also organises a day-long annual seminar where speakers are invited to present on a wide range of issues relevant to the publishers. Speakers at past seminars have included FSC, PEFC, Greenpeace, WWF, UPM Kymmene, Chatham House, The Water Footprint Network, and Stora Enso.

At our PREPS forum meeting at the beginning of 2011 it was decided that due to the recent changes to the PEFC standard, it was time for PREPS to conduct a significant overhaul of the way we grade 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 PREPS and is, therefore, 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.

If you are a publisher and are interested in joining PREPS, please contact us. If you have any questions about how we grade papers, read through our process or browse our frequently asked questions on our website www.prepsgroup.com.

1.3 Secretariat

Acona acts as Secretariat 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 Secretariat are set out in the Terms of Reference (Appendix I).

February 2012

2.0 Membership

2.1 Types of membership

Each member has the rights and responsibilities accorded by their type of membership.

There are two types of membership: Full Member and Entry Level Member.

Full Members 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 Forum Meetings
- Attendance at the annual PREPS Seminar

Full members also get equal voting rights at the PREPS Forum meetings where the policy and direction of PREPS is decided.

Entry Level Members receive the following:

- Limited number of Normal User Accounts
- Attendance at the annual PREPS Seminar

Membership is currently restricted to publishers. Paper merchants, printers and other parties in the supply chain are not eligible to join. Publishers with print capabilities, therefore, should limit access to just their publishing arm.

2.2 Enrolling a New Member

Any new company wishing to join PREPS is asked to fill out the **New Member Sign Up Form** (Appendix II). Once the completed form and the payment of the membership fee are received, the company is regarded as a Member. The Secretariat then sets up database accounts with appropriate user names and passwords which are then sent to the named contacts.

Potential Members may be assigned a temporary user account during the discussions leading up to their decision to join. A request to set this up is passed to the Account Administrator (a member of the Secretariat) who sets up the account.¹

¹ Acona has Administrator rights to the database, allowing users to be set up, passwords to be assigned and changed etc. This also includes the ability to enter and amend details on papers, mills etc.

February 2012

2.3 Fees

Full Member:

At the date of the latest version of this document membership fees for the year 2011/12 are £4,326 + VAT. The PREPS year begins on 1st September. The membership fee is pro-rated for the year so Members joining in the year 2011/12 will pay the following membership fee:

- i. £4,326 for those joining in the 1st quarter
- ii. £3,245 for those joining in the 2nd quarter
- iii. £2,163 for those joining in the 3rd quarter
- iv. £1,082 for those joining in the 4th quarter

Entry Level Member:

At the date of the latest version of this document membership fees for the year 2011/12 are £2,163 + VAT. The membership fee is pro-rated for the year so Members joining in the year 2011/12 will pay the following membership fee:

- i. £2,163 for those joining in the 1st quarter
- ii. £1,623 for those joining in the 2nd quarter
- iii. £1,082 for those joining in the 3rd quarter
- iv. £541 for those joining in the 4th quarter

These annual membership fees are based on a costed workplan, and any surplus funds remaining at the end of the year will be returned to the Members.

2.4 Members' Facilities

There are three main features:

1. The PREPS database:
 - is available to Members over the internet via a password protected website;
 - holds details of papers used by Members - each will be rated according to the PREPS Grading System;
 - holds contact details of related mills and paper companies;
 - is centrally managed by Acona and subject to a rolling programme of review and update; and
 - is subject to verification by an external forestry expert.
2. A Quarterly Forum meeting to review progress, allowing Members 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.

2.5 Database Access

Full Members are given three levels of access:

- Super User
- Extended User
- Normal User

Entry Level Members only have Normal User access.

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

Normal Users do not have access to the forest source information – they view the technical specifications and grades of paper and can access the compare paper and download functions.

Extended Users have access to limited forest source information in addition to the normal user functions. They can create favourite paper lists, which provide users with automatic updates when a paper is updated by the Secretariat.

Super Users have full access and are able to request the addition of new papers, liaise with the PREPS secretariat and create favourite papers lists.

Forest source information is not visible to all users and data that has the potential to be commercially sensitive is hidden from users. The different level of access keeps the information secure. Information such as supplier names and certificate numbers are not visible to users.

Members with access to any level of forest source information are asked to respect the confidentiality and those who have Super User access are asked to make sure the information is not used inappropriately.

Full Members can have up to two (2) Super Users and up to ten (10) Extended Users. The number of Normal users is unlimited. If and when people who have had Super user access leave an organisation or otherwise change jobs so that access is not appropriate, passwords are changed to ensure unauthorised access does not take place.

Entry Level Members have a limited number of Normal Users.

The Secretariat reviews who has been accessing the database and how often every quarter. All passwords are changed every six months – see section 6.1 for more details.

3.0 Meetings

3.1 Quarterly Forum

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

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

Full members meet at the quarterly PREPS Forum meetings. They are responsible for decisions on policy and strategy and for holding the Secretariat to account. Full Members are expected to attend at least two Forum Meetings a year.

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

For our overseas members we use teleconference facilities and webinar software to enable them to participate in the forum meetings.

3.2 Annual Seminar

The group also organises a day-long annual seminar where speakers are invited to present on a wide range of issues relevant to the publishers. Speakers at past seminars have included FSC, PEFC, Greenpeace, WWF, UPM Kymmene, Chatham House, The Water Footprint Network, and Stora Enso.

4.0 Paper and mill information

4.1 Grading of Papers

Papers are awarded a grading of 1, 3 or 5 stars based on a system known as the PREPS Grading System². 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
<p>★★★★★ Recycled, FSC or 100% PEFC certified</p>	<p>Awarded if:</p> <ul style="list-style-type: none"> the paper is certified and labelled FSC 100%, FSC Mix or FSC Recycled; OR the paper content is 100% recycled;³ OR the paper is entirely made of a combination of recycled, FSC and PEFC certified material; OR 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.
<p>★★★ Known and Responsible</p>	<p>Awarded if:</p> <ul style="list-style-type: none"> 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 Ecoregion⁴ (see Appendix III); OR all high risk material is verified by either FSC or PEFC but the paper is not certified. OR there is a PEFC certified paper with material originating from low risk uncertified sources. <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"> certified as meeting the FSC Controlled Wood standard (FSC-STD-30-010); AND/OR certified by a recognised forest certification scheme.⁵
<p>★ Unknown or unwanted material</p>	<p>Awarded if:</p> <ul style="list-style-type: none"> any portion of the paper is known to, or suspected to, come from a high risk source; OR any of the material is from an unknown source. <p>Material from a controversial source, which is not certified under an acceptable forest certification scheme, would also be considered high risk.</p>

² Please see history in section 1.2 to read about the evolution of the PREPS grading system from the Egmont Grading system.

³ 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.

⁴ WWF's Ecoregions

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

4.2 Grading of 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"> the forest source is certified by an FSC or PEFC⁶ Forest Management licence OR the forest source is made up of 100% recycled material⁷
★★★ Known and Responsible	Awarded if: <ul style="list-style-type: none"> 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 Ecoregion⁸ (see Appendix III).
★ Unknown or unwanted material	Awarded if: <ul style="list-style-type: none"> any portion of the paper is known to, or suspected to, come from a high risk source; OR any of the material is from an unknown source. Unwanted material is material from a controversial source which is not certified under an acceptable forest certification scheme.

Controversial Sources - Definitions

The Acona country forest risk assessment tool (see Appendix III) 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 this list, including the website <http://www.illegal-logging.info/> run by Chatham House.
- The Secretariat updates this list periodically and the latest list can be found in Appendix III of this document.

High Conservation Value Forests (HCVF):

- We use FSC's definition of a HCVF⁹: 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.

⁶ Accepted schemes are: FSC and PEFC (PEFC includes endorsed schemes such as AFS, SFI, CSA, MTCC, Cerflor, and Certfor).

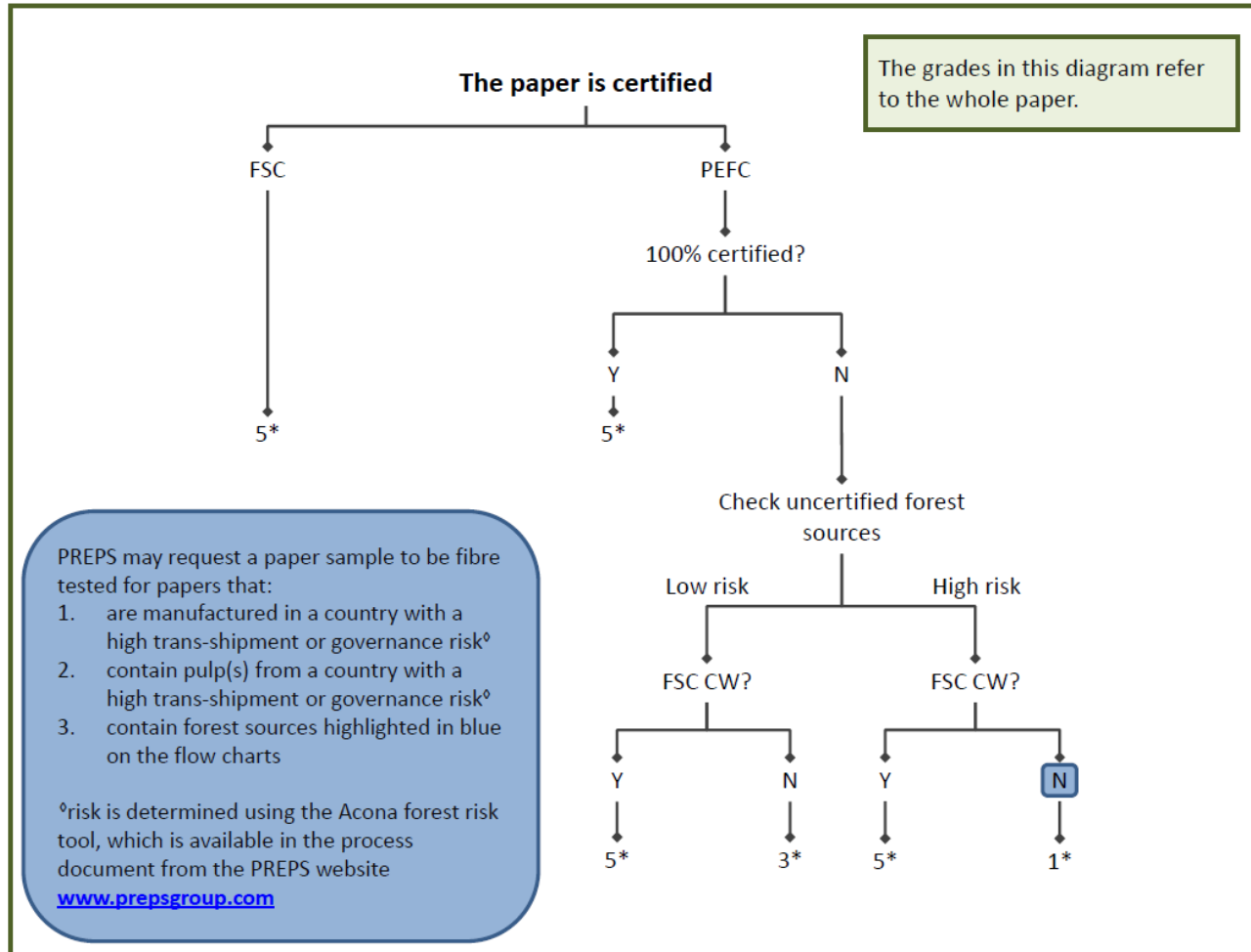
⁷ By *recycled* fibre we mean fibre that has been recovered from post consumer waste (including domestic, distribution, retail, industrial and demolition waste). Fibre from pre-consumer waste, that is secondary and subsequent manufacturing, is treated as virgin fibre.

⁸ WWF terrestrial forest Ecoregions

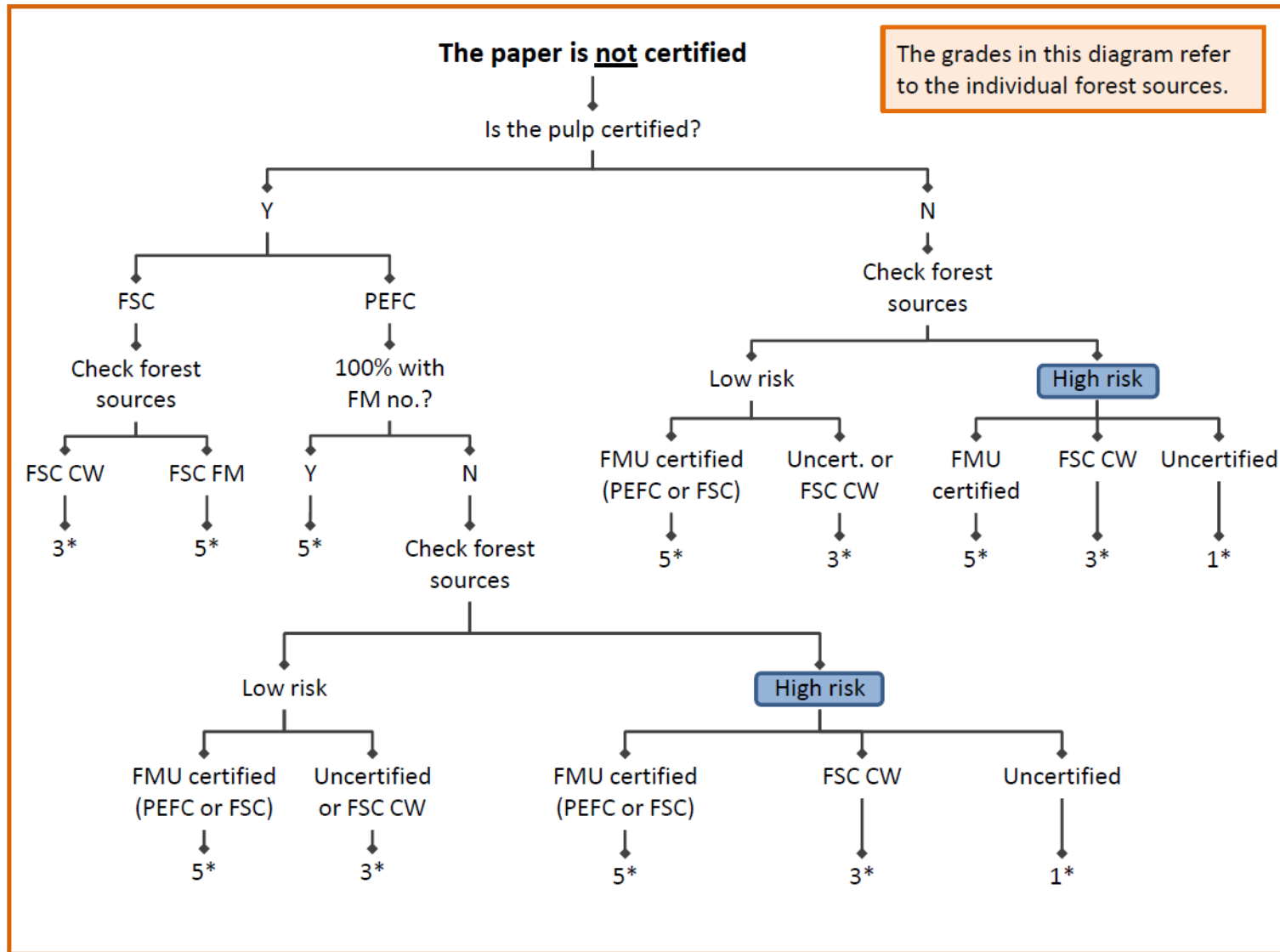
⁹ FSC & High Conservation Value Forests, September 2005 http://www.fsc.org/keepout/en/content_areas/45/2/files/fs_hcvf_web.pdf

4.3 Grading flow diagram

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



The Acona Country Forest Risk Assessment Tool can also be found in Appendix III.



4.4 Submission Procedure

The procedure and timelines for adding and grading papers are outlined here:

1. Members request a paper to be 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. The Secretariat 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 stores brand name synonyms
3. The paper is added to the database by the Secretariat within 48 hours of the request
4. The Secretariat can then use the supplied contact details to either directly establish contact with a mill or to contact a mill via a printer. The Secretariat will 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 Secretariat will call for a new contact from the PREPS members. Within this month the Secretariat will continue to chase the mill by using a maximum of 3 phone calls and 3 emails
7. If a new contact is supplied by the members the dialogue from the Secretariat will start 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 this second month then the paper will be graded as 1* unknown

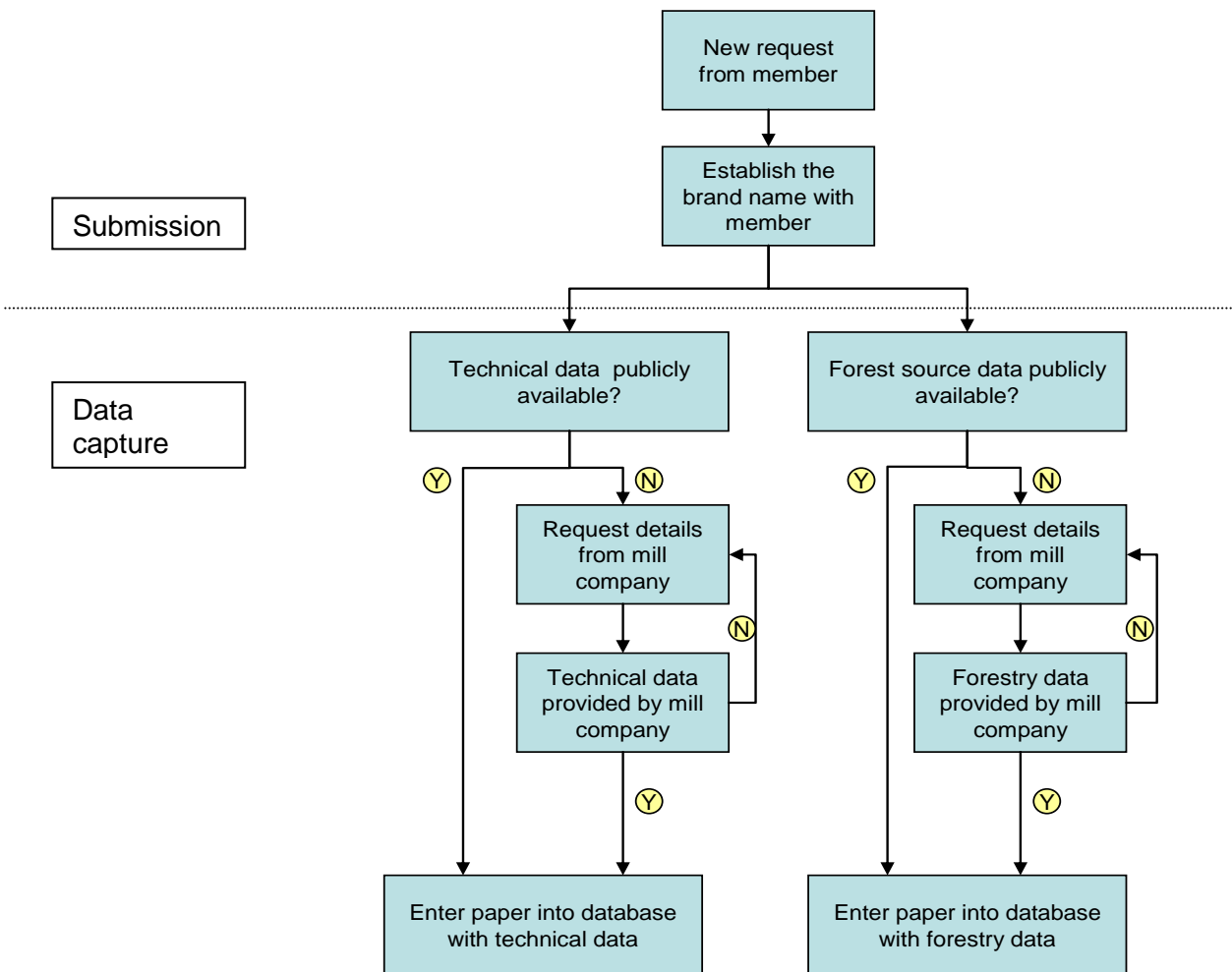
4.4.1 Active Papers

In September, at the beginning of each PREPS year, the Secretariat asks each member to refresh their favourite paper lists. This is a list of papers that each publisher is 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 the Secretariat and allow them to focus their efforts on papers that matter most to the members.

New papers requested by members and added by the Secretariat 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 and grading procedure for new papers.



4.5 Forest Source Data Capture

Once the brand name and mill company have been identified, the Secretariat 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 grade (star rating).

If technical specifications are not readily available, the Secretariat 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). In most cases publicly available data are not sufficient to allow grading of the paper.

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

If there is no response the Secretariat will chase the contact for one month before informing the publisher members that no progress has been made. The publishers will then have an opportunity to supply an alternative mill contact for the Secretariat 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 forest source information is added to the database when sufficient data has been received. 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 Secretariat. 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 Members and covers:

- the PREPS process
- the application of the PREPS Grading System
 - this includes interrogation of a sample of graded papers (including the correspondence between PREPS and the mill company related to the paper, the associated documents, and how PREPS then graded the paper based on this information).

Specific recommendations made by the independent forestry expert have been implemented by the Secretariat. 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 an Acona member of staff not involved in the original grading of the paper. Once complete and successfully reviewed, the papers will have their 'Not Audited' tag removed.

The Secretariat will engage with mills to update the forest sources of Active papers every 12 months.

4.6 Data checking

The PREPS Secretariat 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 rigor, 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 (see Appendix III for detail on the Acona Country Forest Risk Assessment Tool). Papers are sampled from mills that are located in countries with a high trans-shipment risk. The results of the analysis are compared with the information that has been provided to us by the mill to check that they are consistent.¹⁰

The Secretariat will contact mills to discuss the results where appropriate.

4.7 Beyond Forest Sources

In addition to grading papers PREPS is now asking mills to disclose data on their CO₂ emissions and water consumption.

The aim is to provide members 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 CO₂ 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 members.

Further information can be found in the respective process documents for both Carbon and Water which is available in the download section of the PREPS website.

¹⁰ In some cases the test results identify 'traces' of certain species which are not considered to have been intentionally used in the production of the paper. According to Tappi T401, the testing methodology used by the testing houses, the presence in the paper

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 Secretariat.

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 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 and tomcat.apache.org/ for more information.

6.0 Security

6.1 Members

The Secretariat changes the passwords on all user accounts every 6 months.

Emails are sent to all users stating that the passwords will be changing on a specific date and at a specific time.

At the specified time on the specified date, the Secretariat changes the passwords as notified.

Users cannot change their own passwords.

There is a file containing usernames and passwords on the Acona server in the PREPS folder.

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 Acona administration users can view this pulp supplier data.

6.3 Acona Data

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

Access to this folder is not restricted.

All data on the server is backed up to tape on a nightly basis. There is a daily, weekly and monthly cycle of tape use which ensures that historical data can be recovered up to three months back in time.

The restore process is tested regularly by the IT support company, Help4IT.

Periodically the data are hard copied to DVD to provide permanent storage.

6.4 Email Data

The Acona email is hosted on secure servers operated by Telecomputing a/s in Stavanger, Norway. The data is backed up regularly to secure locations.

See www.telecomputing.no for more information.

6.5 ESCROW

The Secretariat has set up an ESCROW agreement with National Computing Centre (NCC) to ensure that a viable copy of the database will be available to Members in the event that the current database becomes permanently unavailable.

Appendices

I **PREPS:** Terms of Reference

- 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.
- Membership of PREPS is restricted to companies in publishing. Paper merchants and printers are not eligible to join. Publishers with print capabilities should limit access to their publishing arm.
- There are two levels of membership: Full Members and Entry Level Members.
- It is a membership-based initiative with annual fees funding a third party Secretariat. Acona Partners LLP acts as Secretariat to the group, organising meetings, collating information, managing the PREPS database and building relationships with stakeholders such as mill groups and NGOs.
- Activity is focused around the PREPS database which:
 - is available to Members over the internet via a password protected website;
 - holds details of papers used by Members - each will be rated according to the PREPS Grading System;
 - holds contact details of related mills and paper companies;
 - is centrally managed by Acona 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 Forum meetings open to all Full Members, the purpose of which is to review progress and share information, allowing all Members to meet, share experiences and receive presentations from interested parties.

- The Full Members are responsible for decisions on policy and strategy and for holding the Secretariat to account.
- Any changes to the existing PREPS Process will need to be discussed among the PREPS Full Membership and voted upon. Discussions should take place at the 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 member has an objection to the outcome of the vote they can raise this with the Full Members 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 Members 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.
- Membership is not dependent on any minimum standards being met.
- The terms of reference are agreed by the Steering Group and are subject to change.

Membership Fees

- At the date of the latest version of this document membership fees for the PREPS year 2011/12 (Sep '11 – Aug '12) are £4,326 + VAT for Full Membership and £2,163 + VAT for entry level membership.

Full Member:

- At the date of the latest version of this document membership fees for the year 2011/12 are £4,326 + VAT. The PREPS year begins on 1st September. The membership fee is pro-rated for the year so Members joining in the year 2011/12 will pay the following membership fee:
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Entry Level Member:

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 - iii. £1,082 for those joining in the 3rd quarter
 - iv. £541 for those joining in the 4th quarter

- These annual membership fees are based on a costed workplan, and any surplus funds remaining at the end of the year will be returned to the Members.

- Membership fees allow for the involvement in PREPS of two Primary Representatives from the member company.

- The Primary Representatives should be able to fully represent the interests of the Member they are representing.

- The Primary Representatives are able to log on to the PREPS database as a 'Super User', giving him/her access to full details of every paper held on the database.

- The Primary Representative can share access to the database within the Member company allowing colleagues to log on as 'Extended Users' or 'Normal Users'. This restricts users from seeing some of the detailed forestry data considered to be more commercially sensitive.

- 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 both pay for one membership.

Revised: September 2011

II New Members sign up

This note summarises the terms of reference for new Full Membership Level Members joining PREPS - a collaborative approach to responsible paper sourcing within the publishing industry. Any publisher wishing to join PREPS should sign this form and return it to the Secretariat.

Membership levels

There are two types of membership: Full Member and Entry Level Member.

Full Members 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 Forum Meetings
- Equal voting rights at the PREPS Forum meetings where the policy and direction of PREPS is decided.
- Attendance at the annual PREPS Seminar

Entry Level Members received the following:

- Limited number of Normal User Accounts
- Attendance at the annual PREPS Seminar

Features

The PREPS database which:

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

There are also Quarterly Forum meetings for all Full Member organisations and an annual PREPS Seminar for all member organisations.

Conditions for Membership

PREPS is a membership-based initiative with annual fees funding a third party Secretariat. In order to protect the integrity of PREPS, the relationships and trust developed between Members, Acona and the Paper Mills, and the information to which Members have access, a set of **Conditions for Membership** have been agreed.

Conditions for Membership

The Member agrees not to disclose outside the PREPS membership or Secretariat data available on the PREPS database, information discussed at Forum Meetings and information discussed with Acona, 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 CO₂ 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 Member must not disclose information until discussed with and advised by Acona, either orally or in writing.

Any breach of these conditions will be raised with all PREPS members and Acona, a consensus of whom will decide an appropriate course of action, which may result in termination of membership without return of membership fees.

In turn, subject to permission received orally or in writing from the disclosing party, **Acona agrees** not to disclose information received from a Member:

- to other Members
- into the public domain.

Approach

PREPS is a membership-based initiative with annual fees funding a third party Secretariat. Acona acts as Secretariat to the group, organising meetings, collating information, managing the PREPS database and building relationships with external stakeholders.

Fees

Full Member:

At the date of the latest version of this document membership fees for the year 2010/11 are £4,326 + VAT. The PREPS year begins on 1st September. The membership fee is pro-rated for the year so Members joining in the year 2011/12 will pay the following membership fee:

- i. £4,326 for those joining in the 1st quarter
- ii. £3,245 for those joining in the 2nd quarter
- iii. £2,163 for those joining in the 3rd quarter
- iv. £1,082 for those joining in the 4th quarter

Entry Level Member:

At the date of the latest version of this document membership fees for the year 2011/12 are £2,163 + VAT. The membership fee is pro-rated for the year so Members joining in the year 2011/12 will pay the following membership fee:

- i. £2,163 for those joining in the 1st quarter
- ii. £1,623 for those joining in the 2nd quarter
- iii. £1,082 for those joining in the 3rd quarter
- iv. £541 for those joining in the 4th quarter

These annual membership fees are based on a costed workplan, and any surplus funds remaining at the end of the year will be returned to the Members. The PREPS year begins in September.

Sign up

If you wish to participate in the group and agree to the Conditions of Membership as described above, please sign below.

Membership Level (pls tick as appropriate: Full Member Entry Level Member

Company:

Address:

Name:

Signed:

Position:

Tel:

E-mail:

III The Acona Country Forest Risk Assessment Tool

Background

This tool has been developed to assess risks associated with the sourcing of timber from countries. By risk we mean the likelihood of:

- the timber coming from forests that have been illegally harvested;
- timber coming from forests that have a high conservation value;
- timber coming from plantations that have been recently converted from natural forests;

We also want to be able to identify countries that are likely to be importers of timber from high risk countries (i.e. countries where one or more of the above issues are likely to occur).

There are, of course, other risks associated with the forest products supply chain – such as land rights or labour standards – however they are beyond the scope of this assessment.

The tool we have developed is by no means perfect but it does enable us to be more objective in our assessment of risks in forest product supply chains. This objectivity rests on the fact that we are using robust, well respected, international indicators within the tool. These indicators are all up-dated annually keeping the tool current and relevant.

This tool is meant to assist Acona's staff in assessing risk within global forest product supply chains. It is not a replacement for detailed knowledge on these issues, which the company has developed, and continues to develop through research, engagement, and project experience.

We have consulted various experts during the development of this tool and their input and support, for which we are grateful, has proved invaluable.

Outline of the tool

The tool has three separate stages:

1. Country risk assessment
2. Specific Eco-Region assessment
3. Importing country risk assessment

- **Country risk assessment:**

Firstly, we want to assess the risk of illegal logging, conversion, and the rate of forest loss occurring within a particular country. We combine two different indicators to do this:

- We started by looking at the overall change in forest cover within a country to assess the rate of deforestation. We use the UN's FAO State of the World's Forests¹¹ to assess this.
 - Initially we had hoped to use the UN FAO's measure of change in Primary forest cover as this would enable us to see the underlying fall in natural forests. However, these statistics are not comprehensive enough to include at present. If the coverage of these indicators improves we will re-introduce them in subsequent years – we have left them in the current tool but given them a weighting of zero.
 - We have used the total Area Change in Forest Cover indicator from the FAO report.
- We also wanted to look at the issue of governance within a country. If the rule of law within a country is considered to be enforced then we would expect this to extend to the protection and control of forests.
 - There are several measures of governance we could have used (e.g. World Bank's Worldwide Governance Indicators¹², Freedom House's Freedom in the World Report data¹³). In the end we decided to use Transparency International's Corruption Perception Index¹⁴.
- Each of the indicators is then converted into a score of 1-10, where 1 is the best. We then multiply each indicator by a given weighting and add them all together to give an overall risk score. We then categorise the results as either HIGH or LOW risk depending on the score.

- **Specific eco-regions risk assessment:**

- Although a country may turn out to have a low risk under the Country Risk Assessment process, we recognise that there may be forest areas within that country which are considered to have conservation value.

Canada, for example, is a country that has been assessed to be LOW RISK as they scored well in the CPI index and there was no change in forest cover. However, we know that there are forest areas – such as the Canadian Boreal forests – which are of a high conservation value.

¹¹ UN FAO State of the World's Forests 2007 - <http://www.fao.org/docrep/009/a0773e/a0773e00.HTM>

¹² World Bank, *Worldwide Governance Indicators*- <http://info.worldbank.org/governance/wgi/index.asp>

¹³ Freedom House, *Freedom In The world Report* - <http://www.freedomhouse.org/template.cfm?page=15>

¹⁴ Transparency International, *Corruption Perception Index* - http://www.transparency.org/policy_research/surveys_indices/cpi

- We have used the WWF list of Terrestrial Eco-Regions¹⁵ to highlight specific areas of interest that include forests.

- **Importing country risk assessment:**

- The final part of the tool looks at whether a country imports a significant amount of wood from those countries listed as HIGH RISK in the initial Country Risk Assessment. If it is, and if the country has been assessed as having poor governance, then we may find that the country is importing illegally harvested timber from those HIGH RISK countries.
 - We again use the UN's FAO State of the World's Forests to collect import data of industrial round wood from the high risk countries coming out of the initial Country Risk Assessment.
 - And we've again used Transparency International's Corruption Perception Index as a measure of governance within a country.

The two indices are then combined to show us where a country is a significant importer of timber from high risk countries and, at the same time, has weak governance.

¹⁵ WWF Eco-Regions - http://www.panda.org/about_our_earth/ecoregions/about/

Detail of each stage of the tool

1. Country risk assessment:

Inputs: Raw data taken from sources listed on page 3:

- TI CPI: Transparency International's Corruption Perception Index
- FAO: UN Food & Agriculture Organisation statistics

Calculations:

- Converts the inputs to scores of 1 to 10, with 10 being the worst.
- The top row is the weighting that is then assigned to each calculated score to give the *Raw Risk Rating* result.

Raw Risk Rating: Gives the combined weighted score of the converted indices. A score of 5.4 or above is a HIGH RISK rating (shown in red).

Forest Area: We have only included countries with a forest area above 1 000 000 hectares (taken from FAO Statistics).

	FOREST AREA ('000 ha)	INPUTS			CALCULATIONS			Raw Risk Ratings	Corrected Ratings (RED=HIGH)	Eco Region(s)?	Transparency Risk?
		TI CPI	FAO Change In Forest Cover, '00 to '05	FAO Change In Primary Forest Cover	TI CPI	FAO Change In Forest Cover	FAO Change In Primary Forest Cover				
		0.6	0.40	0.0	100%						
Argentina	2277	3.0	6.20%		8	1	0	5.2	5.20	YES	YES
Angola	59104	2.0	-1.04%		9	2	0	6.2	6.20	YES	NO
Argentina	33021	3.0	-2.22%		8	3	0	6.0	6.00	YES	NO
Australia	163678	9.0	-0.59%	0.00%	2	2	1	2.0	2.00	YES	NO
Austria	3862	8.0	0.63%		3	1	0	2.2	2.20	YES	NO
Belarus	7894	2.0	0.59%	0.00%	9	1	1	5.8	5.80	NO	YES
Belize	1653	0.0	0.00%	0.00%	0	1	1	0.4	1.00	NO	NO
Benin	2351	3.0	-12.11%		8	10	0	8.8	8.80	YES	NO
Rhutan	3195	5.0	1.72%	0.00%	6	1	1	4.0	4.00	YES	NO

A comment on weightings:

- We spent a long time looking at the weightings and seeing their effects on the end raw risk rating. In the end we decided that the most important factor was the TI/CPI as this gave us a measure of how well any local laws would be enforced; therefore, we gave it a score weighting of 60% (0.6)
- The remaining 40% of the weighting was given to the FAO figures of a country's change in forest cover. The change in primary forest cover index is not currently being used as the data has poor coverage.

A comment on the HIGH RISK cut-off score:

- We chose the cut-off score of 5.4 above which all countries would be treated as high risk in this stage of the assessment. 5.4 was chosen because it best reflected our current understanding of which countries are high risk in terms of illegal or destructive forestry practices. This seemed to be the best way to first calibrate a sensible cut-off point for this new tool.

2. Specific eco-regions risk assessment:

Ecoregions? This column simply shows if a forest Ecoregion falls within a country's borders.

WWF Ecoregions: The relevant WWF Ecoregion is specified here. A full list of Ecoregions can be found on WWF's website:
http://www.panda.org/about_our_earth/ecoregions/ecoregion_list/

COUNTRY	Eco Region(s)?	WWF Forest Ecoregions
Algeria	YES	<u>European-Mediterranean</u> <u>Montane Mixed Forests</u>
Angola	NO	<u>Mediterranean Forests</u> <u>Woodland & Scrub</u>
Argentina	NO	
Australia	YES	<u>Eastern Australia Temperate Forests</u> <u>Lord Howe-Norfolk Islands Forests</u> <u>Queensland Tropical Forests</u> <u>Southern Australia Mallee and Woodlands</u> <u>Southwestern Australia Forests and Scrub</u> <u>Tasmanian Temperate Rain Forests</u>
Austria	YES	<u>European-Mediterranean</u> <u>Montane Mixed Forests</u>
Belarus	NO	
Belize	NO	

3. Importing country risk assessment:

Total Timber from High Risk Countries: This is the total imports from the high risk countries (right hand columns).

TI CPI: This is the converted score used in the Country Risk Assessment (1-10, 10 being the worst) of Transparency International's Corruption Perception Index.

Exports from 'high risk countries': List of high risk countries (as identified in the *Country Risk Assessment* – stage 1) and their exports of industrial roundwood (m³/year) to the countries listed in the left hand column. Data is taken from FAO State of the Forest report.

Imports to:	Total Timber from High Risk Countries	TI CPI	Transshipment Risk	Exports from 'high risk countries' (as identified in the Country Risk Assessment) (FAO Stats 2006):											
				Algeria	Angola	Argentina	Belarus	Benin	Bolivia	Bosnia He	Brazil	Cambodia	Cameroon	Chad	
China	31296001	7	YES			7415				199		0			66357
Finland	12918050	2	NO				64					0			
Japan	6451125	4	NO			0						2			435
India	2227966	8	YES									570			3832
Sweden	2187781	2	NO				56741					1879			
Turkey	2178110	6	YES									0			2422
Korea, South	1988905	5	YES									0			520
Estonia	1525894	4	NO												
Latvia	1050752	6	YES												
Germany	697413	3	NO									1149			5809
Poland	413963	6	YES									0			
France	371662	4	NO			0	45202					104			3121

Transshipment Risk: Countries are believed to pose a trans-shipment risk if:

- Over 2000m³ of wood per year is imported from high risk countries AND
- The country has a TI CPI score of 5 or above.

Results of the tool

COUNTRY	FOREST AREA (000 ha)	Corrected Risk ratings (RED=HIGH)	Eco Region(s)?	Transshipment Risk?	COUNTRY	FOREST AREA (000 ha)	Corrected Risk ratings (RED=HIGH)	Eco Region(s)?	Transshipment Risk?
Afghanistan	1350	5.80	YES	NO	Guatemala	3657	8.00	YES	NO
Albania	776	5.60	YES	NO	Guinea	6544	7.00	YES	YES
Algeria	1492	6.40	YES	NO	Guinea-Bissau	2022	6.60	NO	NO
Angola	58480	6.20	YES	NO	Guyana	15205	5.80	YES	NO
Argentina	29400	6.80	YES	NO	Haiti	101	7.40	YES	NO
Armenia	262	8.00	YES	YES	Honduras	5192	8.80	YES	NO
Australia	149300	2.80	YES	NO	Hong Kong		3.00	NO	NO
Austria	3887	2.20	YES	NO	Hungary	2029	4.00	NO	YES
Azerbaijan	936	5.80	YES	YES	Iceland	30	2.20	NO	NO
Bahamas	515	2.80	NO	NO	India	68434	5.20	YES	YES
Bahrain		6.00	NO	NO	Indonesia	94432	6.80	YES	NO
Bangladesh	1442	5.60	YES	NO	Iran	11075	5.20	YES	YES
Barbados	8	2.20	NO	NO	Iraq	825	5.80	YES	NO
Belarus	8630	5.80	NO	YES	Ireland	739	2.20	NO	NO
Belgium	678	2.80	NO	NO	Israel	154	3.80	YES	YES
Belize	1393	4.00	NO	NO	Italy	9149	4.60	YES	YES
Benin	4561	7.20	YES	YES	Jamaica	337	5.60	YES	NO
Bhutan	3249	3.40	YES	NO	Japan	24979	2.20	YES	NO
Bolivia	57196	6.40	YES	YES	Jordan	98	4.60	YES	NO
Bosnia and Herzegovina	2185	5.20	YES	NO	Kazakhstan	3309	5.60	YES	YES
Botswana	11351	5.40	YES	YES	Kenya	3467	6.60	YES	YES
Brazil	519522	5.40	YES	YES	Kiribati	12	5.20	NO	NO
Brunei	380	4.80	YES	NO	Korea, North	5666	10.00	NO	YES
Bulgaria	3927	5.20	YES	YES	Korea, South	6222	4.40	NO	YES
Burkina Faso	5649	7.20	NO	NO	Kosovo		8.00	NO	YES
Burundi	172	7.80	YES	NO	Kuwait	6	4.00	NO	NO
Cambodia	10094	8.20	YES	YES	Kyrgyzstan	954	5.80	YES	YES
Cameroon	19916	7.80	YES	NO	Laos	15751	6.60	YES	NO
Canada	310134	1.60	YES	NO	Latvia	3354	4.60	NO	YES
Cape Verde	85	3.40	NO	NO	Lebanon	137	5.80	YES	NO
Central African Republic	22605	6.20	YES	YES	Lesotho	44	4.60	YES	NO
Chad	11525	7.00	NO	NO	Liberia	4329	6.40	YES	YES
Chile	16231	2.80	YES	NO	Libya	217	5.80	YES	NO
China	206861	4.60	YES	YES	Lithuania	2160	4.00	NO	YES
Colombia	60499	5.60	YES	NO	Luxembourg	87	1.60	NO	NO
Comoros	3	9.40	NO	YES	Macau		6.00	NO	YES
Congo	22411	6.20	YES	YES	Macedonia	998	4.60	YES	NO
Congo, Democratic Republic	154135	9.00	YES	YES	Madagascar	12553	6.00	YES	NO
Costa Rica	2605	4.00	YES	NO	Malawi	3237	7.20	YES	NO
Cote D'Ivoire	10403	5.80	YES	NO	Malaysia	20456	5.40	YES	YES
Croatia	1920	4.60	YES	NO	Maldives	1	5.80	NO	YES
Cuba	2870	4.60	YES	YES	Mali	12490	6.40	NO	YES
Cyprus	173	3.40	YES	YES	Malta		5.00	YES	NO
Czech Republic	2657	4.60	YES	YES	Mauritania	242	9.40	NO	NO
Denmark	544	1.60	NO	NO	Mauritius	35	4.00	YES	NO
Djibouti	6	5.20	NO	NO	Mexico	64802	5.60	YES	NO
Dominica	45	4.80	NO	NO	Moldova	386	5.20	NO	YES
Dominican Republic	1972	5.20	YES	YES	Mongolia	10898	6.80	YES	YES
Ecuador	9865	8.80	YES	NO	Montenegro		7.00	NO	YES
Egypt	70	5.20	YES	NO	Morocco	5131	5.20	YES	NO
El Salvador	287	8.00	YES	NO	Mozambique	39022	6.40	YES	NO
Equatorial Guinea	1626	7.40	YES	NO	Myanmar	31773	8.40	YES	YES
Eritrea	1532	6.20	NO	YES	Namibia	7290	6.60	YES	YES
Estonia	2217	4.20	NO	YES	Nepal	3636	5.80	YES	NO
Ethiopia	12296	7.20	NO	NO	Netherlands	365	1.60	NO	NO
Fiji Islands	1014	1.00	YES	NO	New Zealand	8269	2.00	YES	NO
Finland	22157	1.60	YES	NO	Nicaragua	3114	8.80	YES	YES
France	15954	2.80	YES	NO	Niger	1204	7.20	NO	YES
French Guiana	8082	1.00	YES	NO	Nigeria	9041	9.40	YES	NO
Gabon	22000	5.20	YES	NO	Norway	10065	1.60	YES	NO
Gambia	480	4.60	NO	NO	Oman	2	4.00	YES	NO
Georgia	2742	4.60	YES	YES	Pakistan	1687	9.40	YES	YES
Germany	11076	2.20	YES	NO	Panama	3251	6.00	YES	NO
Ghana	4940	8.20	YES	YES	Papua New Guinea	28726	6.60	YES	NO
Greece	3903	5.20	YES	YES	Paraguay	17582	7.80	YES	YES

COUNTRY	FOREST AREA (000 ha)	Corrected Risk ratings (RED=HIGH)	Eco Region(s)?	Transition Risk?	COUNTRY	FOREST AREA (000 ha)	Corrected Risk ratings (RED=HIGH)	Eco Region(s)?	Transition Risk?
Peru	67992	5.60	YES	NO	Swaziland	563	5.20	YES	NO
Philippines	7665	5.20	YES	YES	Sweden	28203	1.60	YES	NO
Poland	9337	4.00	YES	YES	Switzerland	1240	1.60	NO	NO
Portugal	3456	3.40	YES	YES	Syria	491	5.20	YES	NO
Puerto Rico	552	3.40	YES	NO	Taiwan	206861	3.40	YES	YES
Qatar		4.00	NO	NO	Tajikistan	410	5.80	YES	YES
Romania	6573	4.60	YES	YES	Tanzania	33428	7.60	YES	NO
Russia	809090	5.80	YES	YES	Thailand	18972	5.20	YES	YES
Rwanda	435	4.00	YES	NO	Timor-Leste	742	8.60	NO	YES
Saint Lucia	47	2.80	NO	NO	Togo	287	9.40	YES	NO
Saint Vincent and the Grenadines	27	3.40	NO	NO	Tonga	9	5.20	YES	NO
Samoa	171	4.60	YES	NO	Trinidad and Tobago	226	6.00	YES	YES
Sao Tome and Principe	27	5.20	YES	NO	Tunisia	1006	4.60	YES	NO
Saudi Arabia	977	4.60	YES	NO	Turkey	11334	4.60	YES	YES
Senegal	8473	6.00	NO	NO	Turkmenistan	4127	5.80	YES	NO
Serbia	2713	5.20	NO	NO	Uganda	2988	9.40	YES	NO
Seychelles	41	4.00	YES	NO	Ukraine	9705	5.80	YES	YES
Sierra Leone	2726	7.00	YES	NO	United Arab Emirates	317	2.80	YES	NO
Singapore	2	1.60	YES	NO	United Kingdom	2881	2.20	NO	NO
Slovakia	1933	4.60	YES	YES	United States of America	304022	2.80	YES	NO
Slovenia	1253	3.40	YES	YES	Uruguay	1744	2.80	NO	NO
Solomon Islands	2213	5.60	YES	NO	Uzbekistan	3276	6.20	YES	YES
Somalia	6747	8.40	YES	YES	Vanuatu	440	4.60	YES	NO
South Africa	9241	4.60	YES	YES	Venezuela	46275	7.00	YES	NO
Spain	18173	3.40	YES	YES	Vietnam	13797	5.20	YES	YES
Sri Lanka	1860	6.80	YES	NO	Yemen	549	5.80	YES	YES
Sudan	69949	5.80	NO	NO	Zambia	49468	6.00	YES	NO
Suriname	14758	5.20	YES	NO	Zimbabwe	15624	9.40	YES	NO

Use of the tool by external parties

This tool is the property of Acona. However, we are happy to share not only the results of this tool but also the workings of this tool, with other parties.

If you would like to reproduce any of the contents of this guidance document, including the results of the tool on the previous page, then please do so but include a reference to Acona as the source of this information.

If you would like a copy of the full Excel based tool, which includes all source data sets and calculations, then please get in touch with us at:

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