

## Chapter 1. SPP System Nomenclature

#	TERM	DEFINITION
<b>SPP General Regulations</b>		
1	<b>Handicraft</b>	It is a product intended for utilitarian, personal or decorative, non-food, purposes, which has cultural or artistic value and is made using manual processes, aided by simple utensils and eventually by machinery to ease certain tasks. Products made using fully industrialized or automated processes are not considered handicrafts
2	<b>Artisan</b>	Person who individually or collectively produces handicrafts, is a member of a Small Producers' Organization and knows the different stages of the production process as well as the tools, supplies and raw materials used.
3	<b>Collective Trading Company owned by Small Producers' Organizations (C-SPO)</b>	Companies that are mostly owned by two or more Small Producers' Organizations Certified by the <i>Small Producers' Symbol</i> and that commercialize products certified under the Small Producers' Symbol to put them on the market.
4	<b>Dissents Committee (CI)</b>	Committee that is appointed by the Board of Directors of <i>SPP Global</i> to evaluate, or issue resolutions or decisions concerning nonconformities.
5	<b>Standards and Procedures Committee (CNP)</b>	<i>SPP Global</i> 's internal body responsible for reviewing and approving the Standards of the <i>Small Producers' Symbol</i> .
6	<b>SPP Final Buyer</b>	A company that purchases products certified under the Small Producers' Symbol to put them on the final consumer market under its name or brand and that meets the respective criteria of the <i>Small Producers' Symbol</i> Standards that apply to them.
7	<b>Board of Directors</b>	General governing body of <i>SPP Global</i> in charge of ratifying the Small Producers' Symbol Standards, as well as the procedures for the definition of standards and the Terms of Reference of the Standards Committee.
8	<b>Criteria</b>	Those criteria defined in the General Standard of the <i>Small Producers' Symbol</i> .
9	<b>Critical Criteria</b>	Criteria from this standard marked as critical are mandatory and will be evaluated in all cases, even when performing document-based evaluations. Failure to comply with these criteria will directly impact Certification and Registration results.
10	<b>Criteria for Continuous Improvement</b>	Compliance to these criteria will be evaluated within the framework of fulfillment possibilities considering particular contexts and will only be evaluated by means of evaluations that include a field visit. Unjustified failure to comply will impact Certification and Registration results.
11	<b>Minimum Criteria</b>	Minimum criteria are mandatory, although they will only be evaluated by means of evaluations that include a field evaluation. Failure to comply with these criteria will directly impact Certification and Registration results.
12	<b>Producer Group</b>	Grouping of SPP Small Producers' Organizations that participate in the definition of standards, prices and/or in production cost studies.
13	<b>Working Group</b>	Group of SPP Small Producers' Organizations, buyers and other stakeholders that participate in the definition of a standard, price or in any production cost study that is being carried out.
14	<b>Herb</b>	Plant that is cultivated because of its aromatic, healing, therapeutic or seasoning qualities and intended for consumption in a fresh, dried or processed form.
15	<b>SPP Incentive</b>	Monetary reward that is paid to Small Producers' Organizations as part of the SPP Final Price
16	<b>Main ingredient</b>	Substance that is directly related to the essential characteristics of the final product.
17	<b>Secondary Ingredient</b>	Substance not directly related to the essential characteristics of a final product, which is added to a finished product in order to make it suitable for final consumption.
18	<b>Intermediaries</b>	Commercial companies that buy and sell the products of the Small Producers' Symbol to put them in the final consumer market without using their own name or brand on them.
19	<b>Maquila companies (MAQ)</b>	Service providers that take part in the commercialization or packaging process of a product, without buying and/or selling it.

20	<b>Small Producers' Organization (SPO)</b>	A Small Producers' Organization that meets the criteria for Small Producers' Organizations established in the General Standard of the <i>Small Producers' Symbol</i> . Those trading companies that are part of the structure of a single Small Producers' Organization certified by the Small Producers' Symbol are considered part of that Small Producers' Organization.
21	<b>Small Buyers (PEQ)</b>	A company that purchases products certified under the Small Producers' Symbol to put them on the final consumer market under its name or brand and that meets the respective criteria of the Small Producers' Symbol Standards that apply to them. These are companies that buy small quantities of SPP product, that is, for a total amount of less than US \$ 100,000 or US \$ 150,000 total annually and have financial impediments to become an SPP Final Buyer on their own.
22	<b>SPP Base Price</b>	It is one that recognizes the direct costs of production in terms of the means of production used, the worthy reward of work to achieve a dignified life for the producer, as well as the costs of self-managed democratic organization with social and ecological responsibility.
23	<b>SPP Final Price</b>	It is the price paid to the Small Producers' Organization and is made up of the sum of the Minimum Sustainable Price plus any quality premiums that are determined for the product in question based on existing references or, failing that, based on negotiation between both parties.
24	<b>Main Products</b>	Those products that are characterized by involving three or more SPP Small Producers' Organizations (even if they only involve one or two SPP Final Buyers), or by involving three or more SPP Final Buyers (even if they only involve one or two SPP Small Producers' Organizations).
25	<b>Provisional Price</b>	Minimum Sustainable Price that is defined temporarily for a specific product, taking into account the criteria of the "Quick Procedure for Non-Main Products", and that is subject to modification according to the results of the study of production costs for the product in question.
26	<b>Non-Main Products</b>	Those products that are characterized by involving no more than two SPP small producers' organizations and no more than two SPP Final Buyers
27	<b>Organic Recognition</b>	It is the monetary reward for the work and the higher costs involved in organic production which must be paid to the Small Producers' Organization as part of the final price.
28	<b>Small Producers' Symbol</b>	SPP is an intercontinental network of ecological small-producer organizations. In partnership with committed companies and consumers and legitimized by independent certification, we fight for the recognition of our work and high-quality products, a dignified life, and a healthy planet for all.
29	<b>Sustainable Cost and Price System</b>	System that defines the policies, criteria, bodies and decision-making processes involved in determining production costs and setting prices for product purchase and sale, as well as policies for payments to members. This system includes a record of the different types of costs, as well as calculation of minimum sustainable price, SPP incentive and eventual organic recognition for each product.
<b>Regulations on Costs and Graphics</b>		
1	<b>Application Fee</b>	It covers all the expenses that SPP Global incurs to carry out the Eligibility Process for new applicants and corresponds to 150 dollars. This Application Fee is independent of the Annual Membership Fee and is only paid when you make your request for SPP Certification for the first time
2	<b>Annual Membership Fee</b>	This fee covers all SPP Global expenses related to the maintenance, development, quality control of the standards system, certification and registration, the dissemination and promotion of the Small Producers' Symbol and its market.
3	<b>Basic Fee</b>	It is a component of the Annual Membership Fee, which applies only to Small Producers' Organizations (SPO) and is determined taking into account the total number of producer-members that produce the products to be included in the certification of the SPO in question.
4	<b>User Fee</b>	This fee refers both to the use of the Small Producers' Symbol logo in any of its presentations, and to the use of the reference to certification under the Small Producers' Symbol. User Fee is calculated according to the amount of the certified products purchased and applies only to SPP Final Buyers
5	<b>Volume Fee</b>	It is a component of the Annual Membership Fee, which is applied only to Small Producers' Organizations (SPOs) and corresponds to 0.15% of the amount of SPP products sold by the SPO in the last annual cycle

6	<b>SPP Optional Qualifier</b>	Word or short phrase that qualifies or determines a characteristic, whether origin-related or conceptual, of a product sold under the Small Producers' Symbol and that is allowed in the List of Optional Complementary Criteria of SPP Global.
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## Chapter 2. Certification Nomenclature

#	TERM	DEFINITION
1	<b>Corrective Action</b>	An action taken in the event of Non-compliance with the Criteria of the General Standard of the <i>Small Producers' Symbol</i> .
2	<b>Evaluation Activities</b>	Evaluation techniques are used at different stages of the evaluation process, to collect information that denotes compliance or non-compliance with the standards
3	<b>Cancellation</b>	Total nullification of the validity of the SPP certificate or registration of an Organization or Company as a result of certain non-compliance with SPP's Regulatory Framework. The status obtained after a cancellation is the "Canceled" status.
4	<b>Certification</b>	Certification: Systematic and independent process through which <i>SPP Global</i> and the authorized Certification Entities evaluate and verify compliance with this General Standard by Small Producers' Organizations. The final responsibility for compliance with the standards is the responsibility of each of the Certified entities.
5	<b>Certification Entity Resolution Committee</b>	The person or persons responsible for the SPP resolution process or the Certification Entity recognized by SPP.
6	<b>Deactivation</b>	Temporary cancellation of the validity of a certificate or registration voluntarily requested by an organization or company. The status obtained is "Inactive"
7	<b>Evaluee</b>	The applicant who is the subject of an evaluation for Certification or Registration purposes.
8	<b>Evaluator</b>	The person assigned by <i>SPP Global</i> or the Certification Entity responsible for the Applicant's evaluation process.
9	<b>Evaluation</b>	Systematic, independent and documented process to obtain and evaluate evidence objectively in order to determine the degree of compliance with criteria.
10	<b>Annual Evaluation</b>	Evaluation scheduled annually, which is carried out in order to evaluate whether the conditions under which the Certification or Registration was granted are maintained.
11	<b>Field Evaluation</b>	It is an on-site evaluation to verify compliance with the Standard.
12	<b>Document-based Evaluation</b>	It involves evaluating in a documentary way the fulfillment of all applicable Critical Criteria from the General Standard by the Small Producers' Organization to be Certified/ Companies to be Registered. This task is to be performed by the Certification Entity.
13	<b>Complete On-Site Evaluation</b>	It consists of evaluating on site all the applicable criteria (critical, minimum and continuous improvement) from the General Standard by the Small Producers' Organizations/Companies to be certified/registered. This task is to be performed by the Certification Entity.
14	<b>Objective Evidence</b>	Records, statements of fact or any other information that is verifiable and reproducible.
15	<b>Risk factor</b>	Aspect that influences the probability that an applicant or already certified or registered entity fully complies or does not fully comply with the General Standard of the <i>Small Producers' Symbol</i> .
16	<b>Working Group (SPO Certification Process)</b>	Communities, areas or groups that, as part of the internal organizational structure of a first-level SPO, assemble people who individually and directly belong to that first-level SPO. These groups can be informal or have a legal entity, as long as this legal entity does not directly intervene in the membership to the first level SPO.
17	<b>Evaluation Findings</b>	Results of the evaluation of objective evidence, which proves Compliance or Non-compliance with criteria.
18	<b>Dissatisfied</b>	Person or entity that files a dissent
19	<b>Nonconformity</b>	Disagreement with respect to the operation or actions of any party or any stakeholder involved in the Small Producers' Symbol manifested personally, by telephone, email or in writing.
20	<b>Supply</b>	Various materials used in the process of making handicrafts without being a component of the crafts themselves. This excludes tools and machines.

21	<b>Raw material</b>	Material or materials that make up a product.
22	<b>Means of production</b>	The land, tools, machines, facilities, supplies, workforce and working capital that are used in the production process.
23	<b>Observation regarding Continuous Improvement Criteria</b>	An Observation made by the Certification Entity regarding compliance with Continuous Improvement criteria of the General Standard of the Small Producers' Symbol.
24	<b>Offer</b>	Proposal of costs and characteristics for a service.
25	<b>Certification Entities (OC)</b>	<i>SPP Global</i> or any other certification entity authorized by <i>SPP Global</i> to operate the Small Producers' Symbol Registration and Certification program. *
26	<b>Initial Procedure:</b>	Evaluation of both the Eligibility Period criteria (by <i>SPP Global</i> ) and the criteria for the Document-based Evaluation (by the Certification Entity).
27	<b>Registration</b>	Systematic and independent process through which <i>SPP Global</i> and authorized Certification Entities evaluate and verify compliance with this General Standard by Buyers, Collective trading company owned by small producers' organizations, Intermediaries and Maquila companies. The final responsibility for compliance with the regulations is the responsibility of the Registered entities.
28	<b>Internal Control System</b>	It includes the plan and all the coordinated methods and measures adopted in order to comply with the General Standard of the <i>Small Producers' Symbol</i>
29	<b>Applicant</b>	Those who have applied for the Certification or Registration of the <i>Small Producers' Symbol</i> .
30	<b>Suspension</b>	Temporary nullification of the validity of the certificate or registration of an organization or company as a result of certain non-compliance with the SPP Regulatory Framework. The status obtained is the "Suspended" status.
31	<b>Collective Production Unit</b>	The means of production occupied by a Small Producers' Organization that collectively owns a plantation.
32	<b>Production Unit</b>	The means of production occupied by a producer within the framework of this Standard.