

20.5.2015

Development and revision of CFCS documentation

PEFC Czech Republic

Bělohorská 274/9
169 00 Praha 6
Czech Republic
E-mail: info@pefc.cz
Web: www.pefc.cz

Copyright notice

© PEFC Czech Republic 2015

This document is copyright-protected by the PEFC Czech Republic. The document is freely available from the PEFC Czech Republic website or upon request.

No part of the document covered by the copyright may be changed or amended; reproduced or copied in any form or by any means for commercial purposes without the permission of the PEFC Czech Republic.

Document name: Development and revision of CFCS documentation

Document title: ND CFCS 01

Approved by: PEFC Czech Republic General Assembly

Date: 20.5.2015

Issue date: 21.5.2015

Application date: 21.5.2015

Introduction

Sustainable forest management is a holistic approach that takes into account ecological, social and economic criteria. Open, transparent and consensus-based participation of local and national stakeholders who are affected by forest management is an essential element in the development of a forest certification scheme and the definition of sustainable forest management.

PEFC Czech Republic is the PEFC national governing body in Czech Republic and incorporates representatives of forestry, wood processing industry and other stakeholder groups. PEFC Czech Republic is a standardizing body responsible for the development and maintenance of documentation of the Czech Forest Certification System.

This document cancels and replaces internal normative document ND CFCS 01 CFCS Technical documents development and approval procedures.

Contents

1 SCOPE..... 5

2 NORMATIVE REFERENCES..... 5

3 TERMS AND DEFINITIONS..... 5

4 RESPONSIBILITIES FOR STANDARD SETTING AND APPROVAL..... 6

5 STANDARD SETTING PROCESS..... 8

6 REVISION OF STANDARDS 12

7 APPEALS AND COMPLAINTS 12

8 RECORDS ON STANDARD SETTING 12

1 Scope

This document describes the requirements for PEFC Czech Republic in the development and revision of the Czech Forest Certification System (CFCS) documentation.

2 Normative references

The documents referenced below are indispensable for the application of this document. For both dated and undated references the latest edition of the referenced document (including any amendment) applies.

PEFC ST 1001:2010 *Standard Setting – Requirements*

ND CFCS 03 *PEFC CR procedures for the investigation and resolution of complaints and appeals*

ISO/IEC Guide 59:1994, *Code of good practice for standardization*

ISO/IEC Guide 2:1996, *Standardization and related activities – General vocabulary*

3 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO/IEC Guide 2:1996 apply in addition to the definitions set out in this section.

1.1 Consensus

General agreement characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interest and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.

Note: Consensus need not imply unanimity (ISO/IEC Guide 2)

3.3 Disadvantaged stakeholder

A stakeholder who might be financially or otherwise disadvantaged in participating in the standard-setting work.

3.4 Enquiry draft

Proposed document that is available for public consultation.

3.5 Final draft

A proposed document that is available for formal approval.

3.6 Key stakeholder

A stakeholder whose participation is critical to the results of the standard-setting work.

3.7 Normative document

A document that provides rules, guidelines or characteristics for activities or their results.

Note 1: The term “normative document” covers the technical and internal normative documents of the Czech Forest Certification System.

Note 2: “A document” is to be understood as any medium with information recorded on or in it.

3.8 Revision

Introduction of all necessary changes to the substance and presentation of a normative document.

Note: The results of the revision are presented by issuing a new edition of the normative document (ISO/IEC Guide 2).

3.9 Review

Activity of checking a normative document to determine whether it is to be reaffirmed, changed or withdrawn.

3.10 Stakeholder

A person, group or organization with an interest in the subject of the standardization.

Note: The nine major groups that have been defined by Agenda 21 of the United Nations Conference on Environment and Development (UNCED) in Rio de Janeiro in 1992 provides an example of stakeholders involved in/concerned by sustainable forest management: (i) business and industry, (ii) children and youth, (iii) forest owners, (iv) indigenous people, (v) local authorities, (vi) NGOs, (vii) scientific and technological community, (viii) women, and (ix) workers and trade unions.

3.11 Standard

A document, established by consensus and approved by a recognized body that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree or order in a given context.

Note: Standards should be based on the consolidated results of science, technology and experience, and aimed at the promotion of optimum benefits (ISO/IEC Guide 2).

3.12 Standardizing body

Body that has recognized activities in standardization (ISO Guide 2).

3.13 Working draft

Proposed document that is available generally for comments or voting within a technical committee.

4 Responsibilities for standard setting and approval

4.1 PEFC Czech Republic General Assembly

The PEFC Czech Republic (PEFC CR) General Assembly is the standardizing body, which shall be responsible for the formal approval of the documents. The composition and decision making of the PEFC CR General Assembly shall be defined in the PEFC CR statute.

4.2 PEFC Czech Republic Council

The PEFC Czech Republic Council's responsibilities within the standard setting process shall be:

- a) review of documents,
- b) approval of proposal of development or revision of documents,
- c) establishment of Technical Committee, acceptance or refusal of nominated representatives,
- d) authorization of the person responsible for elaboration of preparatory/working draft.

4.3 PEFC Czech Republic secretariat

The secretariat shall be responsible, *inter alia*, for the implementation of the document procedures and other rules relating to the standard development. For this purpose, the secretariat arranges all contacts between the Technical Committee, authorized person and the PEFC CR Council. In particular, the secretariat shall be responsible for:

- a) preparation of the proposal of standard development or revision,
- b) identification of relevant stakeholders,
- c) identification of disadvantaged and key stakeholder,
- d) public announcement of the start of the document development process and invitation to stakeholders,

- e) making standard setting procedures publicly available,
- g) communicating decision of the Council on accepted members of the Technical Committee and making their members contacts publicly available,
- h) administration of the Technical Committee activities unless the Technical Committee provides it itself,
- i) administration of members and public consultations,
- j) pilot testing,
- k) publication of the approved documentation,
- l) establishing contact point for enquires and complaints relating the standard setting activities, administration of complaints and appeals,
- m) record keeping relating to the standard setting process.

4.4 Technical Committee

Technical Committee shall be established by the PEFC CR Council on the basis of nominations received.

The Technical Committee composition shall provide for balanced representation and decision-making by stakeholder categories relevant to subject matter and scope of the standard where single concerned interest shall not dominate nor should be dominated in the process.

The Technical Committee shall include stakeholders with expertise relevant to the subject matter of the specific standard, those who are materially affected by the standard and those that can influence the implementation of the standard. The Technical Committee shall include representatives nominated by:

- a) PEFC CR members,
- b) PEFC CR Council,
- c) PEFC secretariat,
- d) other stakeholder groups.

The materially affected stakeholders shall represent a meaningful segment of the participants.

The members of the Technical Committees are accessible to the materially and directly affected stakeholders through the publicly available contact information on PEFC CR web page.

Technical Committee members vote for a committee chairman who leads the discussions and authorizes correctness and completeness of implementation of adopted decisions into documents. Administration of the Technical Committee activities is provided by the national secretary or by the person authorized by the PEFC CR Council.

Technical Committee is established on a temporary basis for the period of CFCS standard development or revision.

4.5 Person authorized by the PEFC Czech Republic Council

The person authorized by the Council is generally an expert in the respective field. His/her role is mainly to elaborate a preparatory/working draft of documents, supply it to the Technical Committee and to participate in the process of comments consideration. The Council can also nominate an external expert (physical person or legal entity) for this position that can either be or not to be a member of the Technical Committee. In case the authorized person is a Technical Committee member he/she can be voted for a position to chair the committee.

4.6 Arbitral Commission

The Arbitral Commission is a PEFC Czech Republic body defined by TD CFCS 1001:2016. It deals with any substantive and procedural complaints relating to the standardizing activities using the PEFC CR complaints and appeals resolution procedures approved by the PEFC CR. The procedures are publicly available on PEFC CR website.

5 Standard setting process

The process of development and revision of documentation is organized in the stages to which the following responsibilities and versions of standards are associated (tab. 1).

Tab. 1 Stages, responsibilities and standards in the process of documentation development and revision

Stage		Responsibility	Document version	Technical document	Internal normative document
Proposal stage	Review of documents	PEFC CR Council	Document proposal	X	X
	Proposal definition	Secretariat		X	
	Proposal approval	PEFC CR Council		X	
Preparatory stage	Public announcement	Secretariat	Preparatory draft	X	
	Invitation to stakeholders	Secretariat		X	
	Commenting and reviewing the standard setting process	Secretariat/PEFC CR Council		X	
	Technical Committee establishment	Secretariat/PEFC CR Council		X	
	Development of preparatory draft	Secretariat/Authorized person		X	X
Development stage	Submission and consideration of comments	Technical Committee/Authorized person	Working draft	X	
	Consensus building	Technical Committee/Authorized person		X	
Enquiry stage	PEFC CR members consultations and Public consultations	Secretariat/Technical Committee/Authorized person	Enquiry draft	X	X
	Pilot testing	Secretariat		X	
Approval stage	Development report	Technical Committee/Authorized person	Final draft	X	
	Document approval	PEFC CR General Assembly		X	X
Publication stage	Document publication	Secretariat	Technical/internal document	X	X

PEFC CR secretariat shall establish a contact point for enquires and complaints relating the standard setting activities. The contact point shall be available on PEFC CR website.

5.1 Proposal stage

PEFC CR Council shall review the standards and decide whether the standards will be reaffirmed, changed or withdrawn.

The proposal stage includes the formulation and approval of a proposal of the standard development or revision. The proposal shall be prepared by the secretariat on a request from

PEFC CR, PEFC Council or as the secretariat own initiative and shall be approved by the PEFC CR Council.

The proposal shall cover the following issues:

- a) scope and clear identification of the issue (development of a new standard, revision of an existing standard, etc.),
- b) identification of relevant stakeholders, including the disadvantaged and key stakeholders, and identification of constraints of their participation,
- c) requirements for representation of members and interested stakeholders in the Technical Committee and their balanced representation,
- d) proposal for an authorized person,
- e) description of the development stages and expected timetable,
- f) resources required for the development work and their sources.

Identification of relevant stakeholders, including the disadvantaged and key stakeholders shall be done using the mapping exercise, which includes determination of:

- a) relevant interest sectors,
- b) key issues for each relevant sector,
- c) key stakeholders in each sector,
- d) disadvantaged stakeholders and constraints of their participation.

5.2 Preparatory stage

5.2.1 Public announcement

The start of the process of documentation development and revision shall be announced on PEFC CR website and in suitable media as appropriate to afford stakeholders an opportunity for meaningful contributions. The announcement shall include:

- a) information about the objectives, scope and the steps of the standard-setting process and its timetable,
- b) information about opportunities for stakeholders to participate in the process,
- c) an invitation to stakeholders to nominate their representatives to the Technical Committee.
- d) an invitation to comment on the scope and the standard-setting process, and
- e) reference to publicly available standard-setting procedures available on PEFC CR website.

The secretariat shall proactively seek participation of the disadvantaged and key stakeholders. The invitation to disadvantaged and key stakeholders shall be made in understandable format and in a manner that ensures that the information reaches intended recipients.

PEFC CR secretariat shall make the standard-setting procedures publicly available on PEFC CR webpage and review it based on comments received from the public announcement.

5.2.2 Establishment of Technical Committee

The invitation to stakeholders to nominate their representatives to the Technical Committee is done as part of the announcement. The nominations are collected by the secretariat.

The PEFC CR Council shall be responsible for the acceptance or refusal of the nominations for establishing the Technical Committee or adjusting already existing Technical Committee based on the received nominations. The acceptance and refusal of nominations shall be justifiable in relation to the requirements for balanced representation of the Technical

Committee and resources available for the standard-setting. The secretariat shall inform the members of the Technical Committee of their acceptance.

5.2.3 Elaboration of preparatory draft of documentation

Either the secretariat or the person authorized by the Council shall prepare a preparatory draft of the relevant document which shall be supplied to and serve as a working draft for the Technical Committee.

5.3 Development stage

5.3.1 Submitting and consideration of comments

All members of the Technical Committee shall be provided with meaningful opportunities to contribute to the development or revision of the standard and submit comments to the working draft.

All proposed resolutions and changes to the working draft shall be recorded.

5.3.2 Consensus building

The decision of the Technical Committee to recommend the working draft for public consultations or final draft for formal approval shall be taken on the basis of a consensus. In order to reach a consensus the Technical Committee can utilize the following alternative processes to establish whether there is opposition:

- a) a face-to face meeting where there is a verbal yes/no vote, show of hands for a yes/no vote; a statement on consensus from the Chair where there are no dissenting voices or hands (votes); a formal balloting process, etc.,
- b) a telephone conference meeting where there is a verbal yes/no vote,
- c) an e-mail meeting where a request for agreement or objection is provided to members with the members providing a written response (a proxy for a vote), or
- d) combinations thereof.

In any case of a negative vote which represents sustained opposition of any important part of the concerned interests to a substantive issue, the issue shall be resolved using the following mechanisms:

- a) discussion and negotiation on the disputed issue within the Technical Committee in order to find a compromise,
- b) direct negotiation between the stakeholders submitting the objection and stakeholders with different view on the disputed issue in order to find a compromise,
- c) dispute resolution process.

The dispute resolution process shall be governed by the respective procedures approved by the PEFC Czech Republic.

5.4 Enquiry stage

5.4.1 PEFC Czech Republic members consultation

The enquiry draft shall be circulated to the PEFC CR members and all comments of the PEFC CR members shall be submitted using the form in Annex 1.

Received comments and views as well as preliminary proposals for their resolutions shall be

considered in an open and transparent way. These comments as well as changes resulting from the PEFC CR members consultation shall be communicated to the PEFC CR members through e-mail communication or other appropriate means.

5.4.2 Public consultation

The secretariat shall organize a public consultation on the enquiry draft.

The start and the end of the public consultation shall be announced in a timely manner on PEFC CR website and in suitable media.

The invitation of disadvantaged and key stakeholders shall be made in understandable format and in a manner that ensures that the information reaches intended recipients.

The public consultations shall be at least 60 days and the enquiry draft shall be made publicly available and accessible on the PEFC CR website and on request. All comments shall be submitted using the form in Annex 1.

The public consultation may also be supported by seminars, public or stakeholder's presentations or conferences aimed at encouraging the submission of comments on the enquiry draft.

The received comments together with the preliminary proposals for their resolutions shall be considered in an open and transparent way as set out in chapter 5.3.2. All proposed resolutions and changes to the enquiry draft shall be recorded.

A synopsis of received comments compiled from material issues, including the results of their consideration, shall be publicly available on PEFC CR website.

5.4.3 Pilot testing

The secretariat shall organize pilot testing of the new standards and the results of the pilot testing shall be considered by the Technical Committee.

In case of revision of a standard, the experiences from its usage substitute for pilot testing.

5.5 Approval stage

5.5.1 Development report

The final draft shall be presented for the formal approval together with a development report which provides the following evidence on the process compliance with this document's procedures:

- a) scope and clear identification of the issue,
- b) timetable of the development process,
- c) information on identification and seeking disadvantaged and key stakeholders and constraints of their participation,
- d) information on the announcement of the start of the development process and invitation to stakeholders supported by a list of invited stakeholders,
- e) establishment and composition of Technical Committee, including the list of nominated representatives of stakeholders,
- f) information on comments on the scope and the standard-setting process,
- h) information on public and PEFC CR members consultations and summary of submitted and considered comments and their resolution,
- i) results of pilot testing,

- j) reference to publicly available documentation and procedures,
- k) a proposal for the transition period.

Development report shall be publicly available on the PEFC CR website.

5.5.2 Formal approval

The final draft shall be submitted to the PEFC CR General Assembly for the formal approval. The approval shall be governed by the PEFC CR statute.

Where the final draft has not received a sufficient number of votes to be formally approved, the General Assembly shall decide to:

- a) return the document to the preparatory or development stage or
- b) cancel the procedure.

5.6 Publication stage

Within four weeks of the formal approval of the developed standard, the secretariat shall correct any errors in the formally approved standard, and distribute the document amongst its members and make it publicly available at the PEFC CR website.

6 Revision of standards

The standards shall be reviewed and revised at intervals that do not exceed a five-year period. The procedures for the revision of the standards shall follow those set out in chapter 5.

The revision shall define the application date and transition date of the revised standards. The application date shall not exceed a period of one year from the publication of the standard. This is needed for the endorsement of the revised standards, introducing the changes, information dissemination and training.

The transition date shall not exceed a period of one year except in justified exceptional circumstances where the implementation of the revised standards requires a longer period.

7 Appeals and complaints

Any substantive or procedural complaints or appeals shall be resolved using the PEFC CR complaints and appeals resolution procedures approved by the PEFC CR. The procedures are publicly available on PEFC CR website.

8 Records on standard setting

The following records shall be kept from the standard setting:

- a) Standard setting proposal
- b) Written documentation for the establishment of Technical Committee
- c) Minutes of the PEFC CR Council meetings and PEFC CR General Assembly
- d) Minutes of the Technical Committee meetings changes to the documentation
- e) Results of the consensus building and resolution of opposition
- f) Minutes of meetings with stakeholders
- g) Comments from public consultations
- h) Results of pilot testing

- i) Received appeals and complaints
- j) Decisions of the Arbitral Committee
- k) Results of the General Assembly and/or e-mail voting
- l) Development report
- m) All drafts of the standards and changes to the standards elaborated within the individual stages of standard setting process.

The records shall be kept for a minimum of five years and shall be available to interested parties upon request.

Annex 1: Comments, views and proposals

Date:	Document:
-------	-----------

1	2	3	4	5
Name/organisation/ committee member	Chapter/subchapter	Original wording	Observation/comment/proposal for changes	Justification of proposed action