

Development report from the revision of technical documents of the Czech forestry certification system (CFCS)

The goal of the periodic revision of national standards, which takes place once every five years, is the implementation of new scientific findings, conclusions of conferences of ministers on forest protection, international conventions related to forest management, requirements of national legislature, requirements of the PEFC Council and practical experience from previous certification processes.

The revision process of technical documents of the Czech forestry certification system (CDCS) was coordinated by an independent group of legal entities, PEFC Czech Republic (PEFC CR), which is the national controlling body of PEFC in the Czech Republic.

PEFC CR is a non-profit organization consisting of representatives of forest owners, the wood processing industry and other stakeholders and is independent of certification and accreditation bodies.

The revision process for technical documents TD CFCS began on 16 September 2015 on the assembly of the PEFC CR Council, where the contents and intent of the revision were discussed and approved. This consisted of the goals of the revision, basic principles of the revision, time schedule of individual parts of the revision processes, expected composition of the technical committee (TC), identification of disadvantaged and key stakeholders, the current requirements of the PEFC Council for the creation of standards, systemic requirements on revised documentation, requirements on transparency of the revision and requirements on information on the revision.

The subject matter of the revision consisted of the following CFCS technical documents:

CFCS 1001:2011 Czech forestry certification system – description

CFCS 1002:2011 Rules for certification of forestry management

CFCS 1003:2011 Criteria and indicators of sustainable forestry management

CFCS 1004:2011 Requirements on audits and accreditation of certification authorities carrying out certification of forests

During the revision of technical documents, procedures adhered to the normative document ND CFCS 01 Development and revision of CFCS documentation, in compliance with the international document PEFC ST 1001:2010 Standard settings and with the intent of the revision.

The process of creating, revising and approving documents took place in the individual phases depicted in Table 1.

Table 1. Phases, responsibilities and documents in the process of creating and approval of documents

| Project phase | | Responsibility | Document name | Date/period |
|--------------------------------------|--|--|-----------------------------------|---|
| Phase of creation of intent | Specification of intent | Secretariat | Intent of the document | 31 August 2015 |
| | Approval of intent | PEFC CR Council | | 16 September 2015 |
| Phase of preparation of the document | Public announcement | Secretariat | Preparatory proposal of documents | September - November 2015 |
| | Invitation of stakeholders | Secretariat / members of PEFC CR / member chambers | | September - November 2015 |
| | Identification of disadvantaged entities | Secretariat / member chambers / PEFC CR Council | | September - November 2015 |
| | Assembly of the technical committee | Secretariat / member chambers / PEFC CR Council | | September - November 2015 Approval of the working group 16 December 2015 |
| | Preparation of document proposal | Secretariat / technical committee / external experts | | September - November 2015 |
| Phase of creation of the document | Discussion of documents and consideration of remarks | Technical committee / person commissioned by the PEFC CR Council | Working proposal of documents | November 2015 to January 2016 |
| | Reaching a consensus | Technical committee | | 26 January 2016 |

| | | | | |
|-------------------|---|--|--|--------------------------------|
| Remarks phase | Internal consultation of PEFC CR members | Secretariat / technical committee / person commissioned by the PEFC CR Council | Proposal of documents for remarks | March 2016 |
| | Public consultations | Technical committee / person commissioned by the PEFC CR Council | | 2 February 2016 – 3 April 2016 |
| Approval phase | Consideration of remarks from public and internal consultations, achieving a consensus, approval of documents, creation of report | Technical committee / person commissioned by the PEFC CR Council | Final proposal of documents and preliminary reports from revisions | Did not take place |
| | Discussion of documents | PEFC CR Council | | 30 March 2016 |
| | Approval of documents | PEFC CR General Assembly | | 25 May 2016 |
| | Completion of report on approval of documents | Person commissioned by technical committee | Final report from revision | 25 May 2016 |
| Publication phase | Publication of documents | Secretariat | Final proposal of documents | 26 May 2016 |

Notification of beginning of revision of CFCS documentation and invitation of stakeholders

Information about the beginning of the revision process for CFCS documentation and the possibility of direct participation in the revision process was provided on/to:

- the PEFC CR website (www.pefc.cz) – detailed information including intent of the revision with a time schedule,
- the professional forestry magazine “Lesnická Práce” and the specialized web portal www.silvarium.cz,

- the PEFC online database for certified entities within TUH,
- the PEFC online database for certified entities within C-o-C,
- other entities via individual member chambers and members of PEFC CR.

Press releases included brief information about the goals and contents of the revision, submitted schedule, possibilities for nominating a representative in the technical committee and a reference to the PEFC CR website, where detailed information is available including a document adjusting the revision and the creation of standards and forms for sending remarks.

Identification of disadvantaged entities

Identification of disadvantaged entities was assigned to the PEFC CR Council during the discussion of the intent of the revision. Potentially disadvantaged entities which will participate in the revision of technical documents include notably non-profit forestry, environmental and educational organizations, minor forest owners and potentially other entities which are notified by PEFC regarding their disadvantaged status. To prevent potential disadvantage of certain stakeholders, PEFC CR has allocated sufficient financial resources from its budget for the technical committee (TC) and has offered members of the TC the coverage of all demonstrable costs incurred in relation to the revision. At the same time, all members of the TC were offered remuneration from PEFC CR and the payment of potential travel costs.

Assembly of the technical committee

The process of the revision of technical documents of CFCS was secured by the TC. Membership in the technical committee was open to representatives of any stakeholder, organization or individual who expressed interest. The composition of the TC was based on an even representation of interests so that none of the interests in the process of creation and approval of documents could dominate and at the same time ensuring that entities who will be most affected by the new standards are sufficiently represented. The composition of the TC was approved on the assembly of the PEFC CR Council of 16 December 2015. Membership in the TC was not refused to anyone. During the revision, PEFC CR received no remarks or complaints regarding the composition of the TC, and it was not necessary to make any changes to the TC. Membership in the TC was voluntary. Individual meetings of the TC could include guests who could provide proposals, remarks and questions related to the discussion points of CFCS. Information about meetings and discussed documents was provided by the PEFC CR secretariat.

Table 2. Composition of the technical committee

| Relevant sector | Interest of the sector Members |
|--------------------------------------|---|
| National controlling body of PEFC CR | Coordination and administrative matters related to the revision of CFCS documentation Ing. Stanislav Slanina, Ph.D. |
| A - Owners and forest managers | Improve the functionality and maximize positive societal effects of forestry while adhering to all principles of sustainable development. |

| | |
|---|---|
| | Ing. Tomáš Dohnanský – Lesy ČR, s.p. Ing. Vladislav Seidl – VLS, s.p. Ing. Petr Jelínek – SVOL Ing. Miroslav Pacovský – OLH and private owners |
| B - Business sector and industry | Sustainability of the business environment and balance of the offer of products from sustainable and controlled forest resources. Ing. Pavel Dubánek – SDP Ing. Miloš Lešíkar – ACPP Ing. Zdeněk Musil - ALDP Ing. Jitka Mahelová – ČAPLH |
| C - Political-administrative sector | Implementation of goals and procedures of the national forestry program, other public policies and scientific results in forestry management. Ing. Roman Dudík, Ph.D. – FLD ČZU Ing. Bohuslav Málek – ÚHÚL Ing. Jiří Bartoš - Regional office for the Vysočina region Ing. Norbert Buchta - Ministry of the Environment |
| D - Sector utilizing ecosystem services of LH | Continuity of provision of non-wood products and ecosystem services of the forest Ing. Petr Najman – ČLS Ing. Jan Vybíral – Biospheric reservation DM Miroslav Pecha ml. – Forestry park Křivoklátsko Ing. Karel Kříž - ČSOP |

The work of the TC was coordinated and administratively secured by the national secretary of PEFC CR, who did not have a vote. Aside from the national secretary of PEFC CR, 16 members accepted nominations for the TC, representing 4 relevant sectors.

Phases of the creation, remarks and approval of technical documents (Table 3.)

| | |
|--|---|
| 1st meeting of the technical committee 24 November 2015 | <ul style="list-style-type: none"> - members of the TC were familiarized with work procedures, and these were approved – the procedures are specified by the normative document ND CFCS 01 Development and revision of CFCS documentation - Members of the TC were familiarized with the intent of the revision of CFCS documentation |
|--|---|

| | |
|---|--|
| | <ul style="list-style-type: none"> - Members of the TC have approved the time schedule for the revision - Members of the TC were familiarized with all national and international documents related to the revision process and creation of documents - Members of the TC elected a leader of the TC, who will verify the correctness of decisions made by the TC and correctness of entries from meetings of the TC – Ing. Tomáš Dohnanský - On its first meeting, the TC decided that it will focus predominantly on the revision of technical document CFCS 1003:2011 Criteria and indicators of sustainable management – this revised document was termed TD CFCS 1003:20xx and its individual stages for discussion were recorded, numbered sequentially and sent to members of the TC sufficiently in advance - the processing of proposals for adjustments to TD CFCS 1003:20xx before the revision began was assigned to an external technical experts in the area of sustainable forest management, Ing. František Morávek - discussed and approved proposals for adjustments of the text of TD CFCS 1003:20xx within the first meeting of the TC are recorded in the document named TD CFCS 1003:20xx_WD |
| 2nd meeting of the technical committee 26 January 2015 | <ul style="list-style-type: none"> - discussion of proposals of technical documents adjusted by the technical expert Ing. Stanislav Slanina, PhD. (CFCS 1001:20xx, CFCS 1002:20xx, CFCS 1004:20xx), which were sent to individual members of the TC on 8 January 2016 - for discussed and approved texts of documents CFCS 1001:20xx, CFCS 1002:20xx and CFCS 1004:20xx, the abbreviation ED was added to their name - continuation of discussion of TD CFCS 1003:20xx_WD - discussed and approved adjustments of the text of TD CFCS 1003:20xx_WD within the second meeting of the TC are recorded in the document named TD CFCS 1003:20xx_ED - At the end of the meeting, the TC reached a consensus that the CFCS documents adjusted within the second meeting can be submitted for public consultation |
| Internal and public consultation 2 February 2016 to 3 April 2016 | <ul style="list-style-type: none"> - press release on availability of proposals of revised documents on the PEFC CR website (www.pefc.cz) - press release in the professional forestry magazine “Lesnická Práce” and the specialized web portal www.silvarium.cz - press release on the environmental website www.ekolist.cz - notification of public consultation to other entities through the members of the TC, member chambers of PEFC and individual PEFC CR members - press releases included information about the goals of public consultation, duration of the consultation and a link to the PEFC CR website which had the revised CFCS documents available for download as well as more detailed information and forms for sending comments |

| | |
|---|---|
| | <ul style="list-style-type: none"> - During the public and internal consultation, the TC did not receive any comment or suggestion for adjustment of the revised CFCS documentation - based on phone and email communication with TC chairman, it was not necessary to have another meeting of the TC to deal with any remarks/proposals for adjustments to CFCS documentation - The revised CFCS documentation was submitted to the PEFC CR General Assembly for approval in the same wording as it was submitted for public consultation |
| Discussion of revised documentation by the PEFC CR General Assembly | <ul style="list-style-type: none"> - The revised CFCS documents were discussed during the meeting of the PEFCR CR General Assembly on 30 March 2016 – without any comments and objections |
| Approval of revised documentation by the PEFC CR General Assembly | <ul style="list-style-type: none"> - The date of approval of the revised documentation will be entered after the meeting of the PEFC CR General Assembly - All CFCS standards were approved by General Assembly of PEFC Czech republic on 25.5.2016 (filled after GA meeting) |

Information about the revision and other relevant documents were gradually made available on www.pefc.cz. The revision process was documented and records from the revision process were kept at the PEFC CR secretariat. During the whole revision, the PEFC CR website had a form for the submission of comments, proposals for changes and addenda to the technical documents. A consensus was reached for all decisions during the revision. The revision was not subject to any comments, disputes or complaints.

Approved revised CFCS technical documents:

TD CFCS 1001:2016 Czech forestry certification system – description

TD CFCS 1002:2016 Rules for certification of forestry management

TD CFCS 1003:2016 Criteria and indicators of sustainable forest management

TD CFCS 1004:2016 Requirements on audits and accreditation of certification authorities carrying out certification of forest management

Normative CFCS documents:

ND CFCS 01 Development and revision of CFCS documentation

ND CFCS 02 Directive adjusting PEFC notification of certification authorities performing certification of forestry and consumer chains for forest products in the Czech Republic

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

ND CFCS 04 Issue of licenses for use of the PEFC logo

International documents adopted as part of CFCS:

TD CFCS 2001:2011 Rules for use of the PEFC logo in the Czech Republic (international document of the PEFC Council, Logo usage rules PEFC ST 2001:2008 v2)

TD CFCS 2002:2013 Consumer chain of forest products – requirements (international document of the PEFC Council for C-o-C, PEFC ST 2002:2013 v2)

TD CFCS 2003:2012 Requirements on certification authorities performing certification in compliance with the PEFC international standard for consumer chains (international document of the PEFC Council, PEFC ST 2003:2012 v2)

All revised technical and normative documents are publicly available at www.pefc.cz.

Table 1. Overview of revised and original technical documents of the Czech forestry certification system.

| Revised technical documents | Original technical documents |
|--|---|
| CFCS 1001:2016 Czech forestry certification system – description | TD CFCS 1001:2011 Czech forestry certification system – description |
| CFCS 1002:2016 Rules for certification of forest management | TD CFCS 1002:2011 Rules for certification of forest management |
| CFCS 1003:2016 Criteria and indicators of sustainable forest management | TD CFCS 1003:2011 Criteria and indicators of sustainable forest management |
| CFCS 1004:2016 Requirements on audits and accreditation of certification authorities performing certification of forest management | TD CFCS 1004:2011 Requirements on audits and accreditation of certification authorities carrying out certification of forest management |

Revised documents will enter into effect one year after the formal approval by the PEFC CR General Assembly. The transition period of CFCS revised documents is set to last one year from their effective date. For all certificates issued before the end of the transition period, all changes following from the revision must be implemented by the next supervisory/recertification audit.

In Prague, date: 2nd May 2016

Processed by:

Ing. Stanislav Slanina, Ph.D.

National Secretary PEFC CR