

INSTITUTO URUGUAYO DE NORMAS TECNICAS

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RULES for the SPECIALIZED COMMITTEE of SUSTAINABLE FORESTRY MANAGEMENT

0.- INTRODUCTION

0.1 General procedure

To prepare standards, UNIT must ensure balanced representation of consumers and producers considering also the opinion of sectors on equidistant position of each other in the number deemed necessary.

To this effect UNIT constitutes Specialized Committees (SC) whose membership shall be approved by the Council Board.

These Committees shall proceed to prepare a draft standard which must be approved by consensus criteria (absence of reasoned opposition).

The projects agreed by the Specialized Committee shall be subject to a Public Inquiry process among all affected interests to it. The results of this survey will be considered by the Specialized Committee prior to approval and editing of the final draft.

Once the results of the survey have been analyzed and agreed the final draft, it shall be approved by the members of the Select Committee on the criterion of consensus.

[Accordinging with **article 22** of the UNIT's statutes]

The project approved by the Specialized Committee will be submitted for consideration by the General Standards Committee which will review the proper compliance of the procedure and in particular the adequacy to the Guide of Drafting UNIT standards

[Accordinging with **articles 23 and 24** of the UNIT's statutes]

Once the project is approved by the General Standards Committee it shall be approved by the Director which enables its delivery to the approval by the Council Board.

The Council Board will consider the projects for the sole purpose of their acceptance or rejection. For acceptance it will require an absolute majority.

UNIT approved standard by the Council Board will proceed to publication and distribution

[Accordinging with **article 28** of the UNIT's statutes]

One year after approval by the Council Board the UNIT standards are subject to final ratification in the next General Assembly Meeting.

[Accordinging with **article 29** of the UNIT's statutes]

0.2 Publication of the standard

Once the UNIT standard is approved and with the acknowledgment of UNIT's Director it will be sent to the Department of Administration for printing and registration in the Documentation Centre.

The Documentation Centre will manage its catalog entry UNIT and the Department of Administration shall provide the Standard for public sale.

1.- SCOPE

This procedure establishes the general guidelines governing the establishment, organization, operation and dissolution of the Specialized Committee (SC) of Sustainable Forestry Management.

2.- SPECIALIZED COMMITTEES

2.1 Promoters

The Specialize Committees could be created by the initiative of:

a) The Board of Directors

as well as a initiative of:

- a) A UNIT member of the area of the Specialized Committee
- b) An Association or an independent organization of the corresponding activity
- c) Organizations from the Public Administration or from the Academic sector
- d) Consumers organizations

The existence of an equivalent Technical Committee in international organizations or regional standardization institutions shall be considered an argument for developing a new Specialized Committee.

2.2. Proposal for creating a Specialized Committee

2.2.1. The Specialized Committee promoters, different than the Board of Directors, will have to justify in writing their proposal for creating a Specialized Committee.

When UNIT requires it, the following information should be provided:

- a) A brief written report supporting the need.
- b) A proposal for integration the Specialized Committee according to point 4.1, when appropriate.
- c) A general working program for the Committee with a list of normative and regulatory background.
- d) Relationship of the corresponding working bodies of international and regional levels, if any, in case participation is required.
- e) Sources of financing.

2.3. Identification and field of activity

2.3.1. The SC will be identified by an indicative title associated with the major field of activity.

2.3.2. The title and the field of activity clearly define the competence of the SC so that there is no more than one SC in the same topic.

2.4 Period of action of the SC

The SC will stay in functions, according to article 34 of the UNIT Statute, until the Board of Directors approves the final draft standards it prepares.

Depending on changes in the standardized program under study, the SC working period may be extended.

3.- ORGANIZATION OF THE SPECIALIZED COMMITTEES

3.1. Integration:

3.1.1 The specialized committees will be integrated, as much as possible, in such a way that assures balance in the representation and decision making between different stakeholders relevant to the subject matter, and must also be integrated with members of equidistant position.

3.1.2 The following stakeholders will be invited to join the Specialized Committee:

Authorities

- Ministry of Agriculture and Fisheries –MGAP (through the Forestry Directorate and Directorate of Renewable Natural Resources)
- Ministry of Housing ,Spatial Planning and the Environment (through the National Environment Agency-DINAMA)
- Ministry of Labour and Social Security (through the Labour Department)

Producers

- Producers (Forest Producer Association (SPF) and individual companies)
- Harvesters (Forestry Contractors Association and individual companies)

Academy

- Faculty of Agriculture (Department of Forestry, Department of Soil and Water, Environmental Systems Unit)
- Polytechnic Education Bureau (ANEP)

Research Centers

- National Institute of Agricultural Research

Professional Associations

- Agricultural Engineers Association

Parties related / affected

- Rural Association of Uruguay,
- Inter-American Institute for Cooperation on Agriculture IICA
- PEFC Uruguay and certified companies

Workers

Interdisciplinary Assembly of Workers. National Confederation of Workers (PIT-CNT)

NGOs

National Association of NGOs (ANOG) and individual NGOs related

UNIT members with related activities

-other companies, organizations or individuals related / affected.

Potential members of the SC will receive invitations through their institutions (mail or e-mail) with a brief explanation about the scope and objectives, working schedule, etc. At the same time UNIT will publish in its website a more detailed program with an invitation for other institutions to participate.

The invitations will include the full list of institutions and organizations that are being called to join the SC

3.1.3 The initial composition of the SC is agreed with the Board of Directors at the moment it is created. The SC, in turn, may propose additional representatives, not yet considered, to integrate the Committee

The identification of the disadvantaged stakeholders will take place on two levels.

a) In consultation with representatives of governmental authorities with jurisdiction in the matter

The interests of the general population and in particular of the most vulnerable (or disadvantaged) sectors are of permanent concern and custody by the competent ministries. The SFM Specialized Committee maintains representatives from the National Environmental Agency (DINAMA), from the Forestry Department of the Ministry of Agriculture (MGAP) and from the Labour Department of the Ministry of Labour and Social Security (MTSS) to ensure that these interests are represented.

Similarly the identification of key sectors is done in consultation with national authorities responsible for implementing the national policies.

b) in consultation with the members already appointed in the Specialized Committee.

The Specialized Committee may propose the integration of other committee representatives that have not been invited in the first instance and in that sense the Specialized Committee will act proactively to identify and encourage the participation of disadvantaged groups of sectors. The Specialized Committee will promote that the representatives of the key sectors provide the necessary support to ensure that minority and disadvantaged sectors can participate in the process.

The Secretariat shall inform the Standardization Department of UNIT of any change in its composition.

3.1.4 The initial composition of the SC will be reviewed before a new working project, including periodic revision of an already existing standard. The review will include consideration of the balanced representation and invitation of potential members as outlined in 3.1.2 and 3.1.3.

Systematic identification of the stakeholders is performed each time the standard is revised

3.1.5 UNIT members may join the SC, previous request in writing, if they consider that are affected by the activities of the corresponding SC.

3.1.6 The SC may invite specialists that may be useful for their tasks, to participate as consultant members.

3.1.7 The incorporation of not UNIT members to the already established SC requires the agreement of the Committee (invitation is approved by a simple majority). Institutions that may be interested in participating must refer a written request to UNIT establishing the reasons of their request.

3.1.8 UNIT hierarchical members (President, Director and Standardization Manager or their delegated members) may attend the meetings of the SC when appropriate. They do not have vote (they have voice), and may inform the Board of Directors if they consider it necessary.

3.1.9 Under funded reasons the UNIT Board of Directors may appoint a person to attend certain meetings of the SC, with voice but without vote.

3.2 Members

3.2.1 It is expected that the Committee members participate actively in the scheduled work.

3.2.2 The SC members are required to maintain confidentiality of the data and information that could access to in performance of their duties.

3.2.3 Specialized Committee Members shall cease duties for:

- a) Changes in any of the conditions when were appointed;
- b) Resignation
- c) By resolution of the Board of Directors.

The SC may dispose the cessation of those members not participating actively in Committee's meetings for a period of 12 months, or their behaviour is inappropriate in relation to the activities of the SC. Against these agreements, the affected party can appeal to the Board of Directors.

3.2.4 Nature of the members:

Plain Members: Delegates formally appointed by the interested parties invited to participate in the activities of the SC. They have the right to give their opinion and vote.

Observers: Delegates that participate in those activities developed by the Committee (permanent or partial participation) but do not belong to the categories of entities invited to the SC. They are entitled to active participation (they have voice), but may not vote in any instance of the standard development process.

3.3 Technical Secretary (TS)

3.3.1. From the operational stand point, the Specialized Committee will be managed by a Technical Secretary (TS) appointed by UNIT.

3.3.2. The TS coordinates the SC and prepares the working draft documents to be analyzed by the delegates. He is responsible for having available all the material related to the subject matter for the interested parties.

3.3.3. The TS should always keep strict neutrality, acting as moderator in the discussion program and not affecting members of the SC with his opinions.

3.3.4. The TS will be responsible for maintaining all records approved by the SC during the standard development process and have them accessible for consultation by interested parties under request.

3.3.5. Under request the TS may propose technical solutions to problems that arise, and may address national and international consultations, undertake research and testing laboratory, etc, for such purposes, prior consultation with the Specialized Committee.

3.3.6. The Technical Secretary must prepare the annual planning of each SC and follow periodically.

4.- FUNCTIONING OF THE SPECIALIZED COMMITTEES

The start of the Committee's activities for the development or the revision of the technical standards will be communicated publicly.

The announcement will be made in the UNIT website or through other appropriate means. The announcement will include the starting date of the activities and a brief description of the objective and scope of the standards

4.1 Functions of the SC

The SC will develop, within the field of its activity, the following functions:

- a) propose its annual work schedule which is made publicly available;
- b) propose new normative documents and the confirmation, revision or cancellation (see Annex A) of the existing ones;
- c) propose and develop UNIT draft standards for public inquiry;
- d) develop UNIT standards for approval as national standard projects;
- e) adopt regional AMN standards as national standards as a result of being member of the Mercosur Standards Association;
- f) promote subcommittees and working groups, in accordance with sections 4.6 and 4.7.;
- g) participate in regional and international standardization in the field of its activity;
- h) nominate representatives to attend international meetings such as national delegations or experts in working groups which in turn must be members of an SC or one of its bodies of work;
- i) study international documents relating to its scope and propose appropriate actions;
- j) establish appropriate relations with other SC of particular interest;
- k) promote the application of standard rules and the development and dissemination of the standardized process within its field of activity;
- l) solve queries which are raised on technical issues related to the normalization of their sector;
- m) propose the adoption of the measures they consider necessary to improve the development of its activities;
- n) annual review of its membership by proposing, if necessary, appropriate amendments;
- o) other activities appointed by the Board of Directors

4.1 b Announcement of initiation of the development / revision of standards

The announcement of the start of the development or the revision of the technical standards for sustainable forest management will be done through the website of UNIT, or similar means, inviting the participation of parties who are interested. The announcement will include the date of commencement of activities, which will never be earlier than 30 days from such notification.

In addition to this general announcement, formal letters will be sent to identify potential members of the Specialized Committee through by mail or e-mail.

In the announcement of the beginning of the standardization process and in the invitation letters, an explanation of the scope and objectives, work program, etc. will be provided.

4.2 Convening of meetings

The SC will meet with frequency and reasonable time limits to comply efficiently with their tasks and in any case, once a year.

The SC meetings will be convened in writing or communicated electronically with at least 7 days in advance to schedule. Agenda should be attached.

4.3 Meetings of the SC

4.3.1 Paragraph 4.2. is the minimum requisite for a SC meeting be considered valid. The meeting shall be validly constituted (provided has been formally convened) at the time provided in the call, whatever the number of members present or represented.

4.3.2 Members may, with previous authorization of the TS, attend a meeting with a maximum of two experts in items related to the agenda (with voice but without vote).

4.4 Development of meetings

4.4.1 After open the meeting, the minutes of the previous meeting and the agenda have to be approved (see also 4.4.8), and then the debate contained in the agenda will start.

4.4.2 Issues not included in the agenda, or when they have not been subjected to members in advance to allow its study, may be discussed but shall not be subject of decision-making. However, these issues may be subject to a decision by correspondence.

4.4.3 Agreements of the SC shall preferably be taken by consensus.

"consensus: *general agreement, characterized by the absence of strong opposition to key issues by any important part of the concerned interests and by a process that considers views of all interested parties and the reconciliation of any divergent position.*"

NOTE - consensus does not necessarily imply unanimity

Within ISO, in case of doubt regarding consensus, the approval by a majority of two thirds of votes of the P¹ members of the Committee or Subcommittee members can be sufficient to ensure that the Committee's draft will be accepted for registration in the stage of consultation²; however it should be necessary to try to solve all negative votes."

¹ Members P- are the participating members of the technical committees

² This stage of consultation is the subsequent stage and corresponds to the UNIT Norms General Committee (NGC).

4.4.4 Already adopted agreement must not be discussed again, unless the majority of members present approve its revision.

4.4.5 In cases of adoption of the draft standard to be elevated to the Norms General Committee (NGC) or confirmation or cancellation of existing standards, as well as the formal vote on regional standards, it is advisable to get consensus.

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

- a. discussion and negotiation on the disputed issue within the working group in order to find a compromise;
- b. direct negotiation between the stakeholders submitting the objection (s) and stakeholders with different views on the disputed issue in order to find a compromise;
- c. dispute resolution process.

In case of doubt regarding the consensus, approval by a simple majority of full members of the Committee can be sufficient to ensure that the project be elevated to the NGC.

An entity may have several attendees at the meeting, but it has only one vote. The minutes shall record the nominal ratio of members which abstain or vote negatively on each vote.

All SC members have one vote which may delegate to another member. If a member delegates his vote to another member, it is required to credit it in writing. Each member of the SC may vote only by himself and by a single delegate.

Reasoned opposition by a member of the Committee representing a public authority with competence in the topic analyzed (x e.g. Ministry of Public Health) is considered directly a lack of agreement and the decision may not be put to the vote. In other cases where doubts persist, on whether consensus exists or not, a prior verification of the SC may be done. In such a case a simple majority of the votes will define if the topic will be decided or not by voting. This last vote will take place following the criterion of the approval by a simple majority of votes of the P members of the Committee.

4.4.7 All the agreements and approval of documents in the meetings shall be detailed in the minutes the TS shall write each meeting.

4.4.8 The approval of the minutes may be for any of the three following methods:

- At the end of the meeting itself.
- At the beginning of the next meeting to be convened.
- Through voting by correspondence, including electronic means.

4.4.9 The secretary keeps the records and minutes of the meeting generated during the process.

This information is available to all Committee members and by previous application, is also available to any other person or institution.

The records and the minutes of the meetings in electronic format are guarded by the Department of Standardization for a period of at least 5 years.

4.4.10 Any member of the SC may request, at any time, a point of order i.e. a question relating to compliance with the rules of procedure that follows. This motion shall take precedence over any other subject and must be resolved immediately.

4.4.11 Any procedural or substantive complaints that can not be resolved by the SC will be dealt by the Council Board following the UNIT's appeal and complaints procedure.

4.5 Electronic media

4.5.1 The duties of the SC, subcommittees and working groups can be done through electronic media.

4.5.2 To this end, the Secretariat shall forward the necessary documentation to the SC members inviting them to send their comments or their votes within a period specified by the Secretariat that will not exceed one month or less than 15 days. The secretariat will prepare a report containing all the comments received and prepare, if necessary, a new document.

4.5.3 The secretariat will decide, according to the comments received, whether further consideration of the successive documents can be done by mail or it is required a meeting.

4.5.4 Subsequent documents will continue being analyzed until a broad agreement between members of the SC is reached.

4.5.5 Obtaining broad agreement on a paper entitles Secretariat to draft a proposal. The proposal will be put to the vote by correspondence, as described in section 4.5.6, or in the course of the next meeting.

4.5.6 Agreements by correspondence, shall be adopted by simple majority of votes received, not counting abstentions.

4.6 Void

4.7 Subcommittees and working groups

The SC may constitute subcommittees (SCo) and working groups (WG), in order to prepare a part of the working program assigned to a SC or Subcommittee.

Every SCo or WG will be assigned a coordinator or a Secretary.

The functioning of the SCo and WG will be according to paragraphs 4.2 to 4.5.

4.8 Processing of the results of the work of the SCo and GT

4.8.1 Once the work of the SCo or WG is finished, the corresponding Coordinator or the Secretariat will forward the report to the SC as quickly as possible.

4.8.2 From the analysis of the report submitted by a SCo or a WG, one of the following actions can be derived:

- a) Report approval
- b) Introduction of changes in form or content to the prepared document, heard the position of the SCo or WG.
- c) Return the document to the SCo or WG to prepare a new draft with the suggestions of the SC.

The secretariat will inform the SCo or WG about the decisions of the SC

4.9 Coordination

The SC shall ensure that all aspects of any treated matters have been taken into account and that any interference or conflict with other SC has been avoided:

- a) Considering all possible SC interested and that may have some connection.
- c) Receiving all the reports concerning particular issue upon request to the UNIT Standardization Department.

d) To incorporate a representative of those SC interested in the activities of the Committee.

It is up to the Standardization Department any activity aimed at the achievement of the necessary coordination.

5.- PUBLIC CONSULTATION

Once the working draft (Enquiry draft) is approved in the SC, a Public Consultation has to be organized. Public consultation requires:

- a.- Be announced in newspapers and radio programs related to agricultural topics.
- b.- The draft will be available for consultation at UNIT and PEFC Uruguay websites.
- c.- Minimum time available: 60 days. [The start and end of the consultation period is indicated on the face of the project](#)
- d.- The access system for receiving comments and observations from public in general has to be understandable and easy to complete.
- e.- All comments received will be considered in an objective manner, complete records of them will be maintained and observations will be analyzed in order to define its inclusion on the enquiry draft.
- f.- A summary of the observations and corresponding decisions will be published in UNIT and PEFC Uruguay websites.

5b.-PILOT TESTING

[If it applies, a pilot testing of the new standards will take place and the results of these tests should be considered by the Specialized Committee.](#)

[Pilot tests are not required in the case of revision of a standard when experience can replace pilot testing](#)

6.- SUSPENSION, DISSOLUTION OR RESTRUCTURING OF THE SC

6.1 UNIT Board, based on recommendation of the Director, may agree on suspension, dissolution or restructuring of an SC when occurs, among others, any of the following circumstances:

- a) Diversion of its activities for the purposes identified for the SC.
- b) The SC does not meet in two years without justification.
- c) Systematic or serious breach of regulations and/or duly established operating procedures.
- d) Repeated and unjustified failure to comply with deadlines identified for completion of the scheduled.
- e) Repeated and unjustified failure to comply with of obligations in connection with international participation.
- f) When important reasons for reorganization are required.
- g) When necessary for implementing UNIT general policy.

7.- AVAILABILITY AND REVISIONS OF THIS PROCEDURE

[This procedure for the elaboration of the UNIT standards for Sustainable Forestry Management is freely available at UNIT's web page \(\[www.unit.org.uy\]\(http://www.unit.org.uy\)\).](#)

This procedure is an independent process on which comments may be submitted, in writing, at any time and by anyone. These comments will be analyzed during the revision periods of this procedure, which will be sought to match with the revision periods of the technical standards for sustainable forest management.

If comments, received at any time, are of great importance, then they will be treated as a claim and will apply the specific procedure (see Appendix B)

ANNEX A

MODIFICATION OR CANCELLATION OF UNIT STANDARDS

A.1 Observations

A.1.1 UNIT standards could be observed by entities or persons, including the technical staff of UNIT.

A.1.2 In such cases, the observations should be presented in writing, including the reasons for calling the revision of the standard, if that's the case.

A.1.3 The observations will be reviewed by the Director of UNIT and the Standardization Manager who should take position about their relevance within 45 days.

If the request for review is considered relevant, then the Committee, under whose responsibility is the standard, will be called for a meeting to be held in less than 60 days for considering the request.

A.1.4 The comments will be forwarded to the Specialized Committee under whose responsibility is the standard, which will meet to consider them. The observant of the standard could be invited to this meeting as a special guest.

A.1.5 At the meeting, called for the purpose of considering the observations, the Specialized Committee, will resolve, with the relevant fundamentals put in the minutes, for one of the following alternatives:

- a) the rejection of observations;
- b) the total revision of the standard;
- c) the partial revision of the standard.

A.1.6 For 4.1.5 b) , ie , when the SC decides that the standard should be completely revised , the procedure to follow is the same as it is for the study of a new standard.

A.1.7 If there is no active Specialized Committee that could consider the observations, then a new Specialized Committee should be established.

A.2 Amendments

For 4.15c), that is when the SC decides to make a partial revision of the standard, it shall be decided if the observations are technical or editorial.

A.2.1 To this end, the following definitions apply:

- a) Technical observations. Are those that involve modifications in the object or the scope of the standards, or in the requirements, or the inclusion or deletion of existing requirements, changes in inspection plans, major changes in the test methods, etc.
- b) Editorial observations. Are those involving minor changes in wording, or the addition

of indications which might facilitate the understanding of the standard, adding additional drawings or clarification of existing ones.

A.2.2 After considering the observations, the SC will indicate their classification, technical or editorial, based on the general principles of standardization and taking into account as indicated in 4.2.1.

A.2.3 If it is considered that the observations are editorial, this will be expressly established in the minutes of the meeting at which the consideration of them is complete.

A.2.4 The amendments will take effect with the approval of the minutes of the meeting, and consequently they will be made available to the public.

A.2.5 If it is considered that the observations are of technical characteristics, the text of the proposed amendment will be sent to public inquiry following the corresponding procedure.

A.2.6 The amendments approved according A.2.5 will be sent to the General Standards Committee CGN, accompanied by the related documentation, following the general procedure for adoption of standards.

A.2.7 Where there are reasons that justify haste, the SC could make technical modifications following the above procedure, but ignoring the public inquiry.

A.3 Errata

When is it necessary to introduce an Erratum in an existing standard and the corresponding Specialized Committee is active, the Erratum shall be recorded in the minutes of that committee.

If the Specialized Committee is non active, the introduction of the Errata will be endorsed by the Standardization Manager and the Director of UNIT

A.4 Cancellation UNIT standards

A.4.1 If there is an obvious need to cancel a UNIT standard, the Specialized Committee with specific competence on the matter will be consulted or, failing that, the sectors reportedly interested in the matter of the standard.

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A.4.2 If no contrary opinions were received from the consultation, the corresponding standard shall be canceled and the records of the whole process will be kept.

Once the standard has been canceled, this information will be put on the website of UNIT and in the UNIT 's Standards Catalogue.

A.4.3 If opinions are received, the cancellation is deferred until they can be considered by a Specialized Committee called for this purpose.

ANNEX B

CLAIM PROCEDURE

Transcription of DN/PI006 Rev.0

1 – OBJECT

This procedure aims to describe the systematic for the processing and resolution of complaints by the general public.

2 – REFERENCES

No

3 - DEFINITIONS AND ABBREVIATIONS

3.1 Claim: *Formal action presented to UNIT regarding dissatisfaction with respect to any operational aspect of the standardization process.*

3.2 CAC: *Committee on Quality Assurance*

3.3 GN: *Standardization. Manager*

4 – PROCEDURE

4.1 Receipt of complaints

Claims must be submitted in writing and addressed to the Director of UNIT, giving arguments about the reasons behind them.

Upon receipt of the claim Acknowledgement is given to the complainant.

4.2 Resolution of the claim

The Director is responsible for:

- Assess whether the claim takes place or not.*
- Investigate the cause of the claim.*
- Inform the CAC.*

The CAC is responsible for making a decision. If deemed necessary, it can submit the decision for its ratification by the Council Board.

The decision shall be communicated in writing to the person concerned.

As a result of the investigation, the Director in conjunction with the GN can initiate corrective or preventive actions.

5-AUTHORITY AND RESPONSIBILITY

The Director is responsible for reviewing this document and has the authority for approval.

The Director is responsible for the investigation and report, regarding claims submitted to UNIT with respect to the standardization process.

6 – RECORDS

For each claim, a bundle that includes the following documentation is open:

- the claim submitted by the interested*
- Summary of the assessment / investigation by the Director, that supported the decision*
- Reference to the number of corrective and / or preventative actions taken; if it corresponds;*

Records are kept by the Department at least six years . After that period the GN is responsible for their disposal.