

**RULES AND PROGRAMME FOR PEFC RUSSIA STANDARDS
SETTING, REVIEW AND APPROVAL**

PEFC RUSSIA Forest Certification System

**RULES AND PROGRAMME
FOR PEFC RUSSIA STANDARDS
SETTING, REVIEW AND APPROVAL**

1 Scope

The present document states rules for setting and approval of standards of NP “Centre for Development of Forest Certification” (NP “CDFC”, hereinafter referred to as PEFC RUSSIA), their review (through amendments, corrections and revision), and rules for revocation of existing PEFC Russia standards.

2 Normative references

This document contains references to the following documents:

1. PEFC Russia System Regulation, 2015.
2. GOST R 1.5 Standardization in the Russian Federation. National standards of the Russian Federation. Rules for structure, style, form and symbols.

Note - When using this document, it is advised to ensure that reference documents are effective with the help of public information system - the Internet. If reference document was replaced (changed), the replaced (changed) document shall be used as a reference when applying this standard. If the reference document was revoked without substitution, the provision referring to it shall only be used in part, which does not relate to this reference.

3 General provisions

Standards setting and revision is aimed to reach set goals in accordance with principles determined by PEFC RUSSIA system.

PEFC RUSSIA entrusts Working Group, acting on the basis of Regulations, with the preparation for this work.

Particular measures and terms of their realization shall be approved by PEFC RUSSIA.

To ensure publicity and transparency of this programme, it shall be published in mass media and public information system at PEFC RUSSIA (www.pefc.ru).

Standards shall be developed and approved in the following order:

- a organization of standard setting;
- b setting of the first version of the standard, its approbation and public consultations;
- c setting of the second version of the standard, its adoption by the Forum;
- d preparation of the third (final) version of the standard and its formal (scientific, legal, patent, terminological and metrological) assessment;
- e preparation of the standard for approval, standard approval, registration, publication and entry into force.

Requirements set in the standard shall ensure observance of Russian legislation and international obligations of Russia, be based on up to date achievements of science, technique and technology relating to the object and/or aspect of standardization and take into consideration conditions of use of goods, execution of work and rendering of services (provided that the standard covers them).

Requirements set in the standard shall not be in conflict with federal laws, technical regulations and other normative documents of the Russian Federation relevant to the object and/or aspect of standardization, as well as to provisions of standards, previously adopted and being effective in the Russian Federation as national standards.

Requirements set in the standard shall be in line the level of technical development and promote scientific and technical progress. With this purpose the standard's pilot testing, evaluation and assessment of its scientific and technological level shall be accomplished.

The standard shall be issued in accordance with the provisions of GOST R 1.5 (section 5) in electronic and digital form. It is recommended to apply this form for issue of all documents used in the process of standard setting.

The use of typewritten method for draft standard preparation is allowed only on request of stakeholders who do not have an opportunity to use public information system.

4. Rules for new standards setting and approval

4.1 Organization of a new standard setting

PEFC RUSSIA shall be the initiator of a new standard setting.

PEFC RUSSIA shall identify stakeholders relevant to the objectives and scope of the standard setting work.

PEFC RUSSIA shall identify disadvantaged and key stakeholders on the basis of constraint of their participation and proactively seek their participation and contribution in standard setting activities.

PEFC RUSSIA shall make a public announcement at its website (www.pefc.ru) and other relevant mass media of the start of the standard setting process and include an invitation for participation in a timely manner to afford stakeholders an opportunity for meaningful contributions. The announcement and invitation shall include:

- a) information about the objectives, scope and the steps of the standard setting process and standard setting schedule,
- (b) information on opportunities for stakeholders to participate in the process,
- (c) an invitation to comment on the scope and the standard-setting process, and
- (d) an invitation to stakeholders to nominate their representative(s) to the working group/committee. The invitation to disadvantaged and key stakeholders shall be made in a manner that ensures that the information reaches intended recipients
- (e) reference to publicly available standard-setting.

For setting of a new standard a Working Group shall be established which may include the representatives of different stakeholders and/or co-authors. In the process of standard setting Working Group shall act in accordance with the present document, Working Group Regulation and PEFC RUSSIA System Regulation.

PEFC RUSSIA may review the standard setting process based on comments received after publication of the announcement and adjust the composition of Working Group based on received nominations. The acceptance and refusal of nominations shall be justifiable in relation to the requirements for balanced representation of the working group/committee and resources available for standard setting.

PEFC RUSSIA shall organize public consultation on the enquiry draft and shall ensure that:

- (a) the beginning and the end of the public consultation is announced in a timely manner in suitable media,
- (b) the invitation of disadvantaged and key stakeholders shall be made by means ensuring that information reaches its recipient and is understandable,
- (c) the enquiry draft is publicly available and accessible,
- (d) public consultation lasts not less than 60 days,
- (e) all comments received are considered by the Working Group/committee in an objective manner,
- (f) a synopsis of received comments compiled from material issues including the results of their consideration is publicly available on PEFC RUSSIA website (www.pefc.ru).

PEFC RUSSIA shall keep records relating to the standards setting process and provide the evidence of compliance with the requirements of this document and PEFC RUSSIA own procedures.

The records shall be kept by PEFC RUSSIA for a minimum of five years and shall be available to stakeholders upon request.

4.2 Setting of the first version of a new standard, public consultations and approbation

The Working group develops the first version of the standard and explanatory notes to it.

The purpose of the first version of the standard is to determine the structure, basic provisions, general conditions and key requirements of the standard.

In the process of setting the first version of the standard the following shall be used or considered:

- a requirements of technical regulations existing or being developed in the Russian Federation;
- b results of research, development experimental-technological and project activities relating to the object and/or aspect of standardization;
- c international, regional standards, norms, rules, recommendations and other documents on international (regional) standardization, and regional technical regulations;
- d modern national standards and technical regulations of other countries;
- e other information about achievements of national and foreign science, techniques and technology;
- f proposals of the authorities, legal entities and individuals interested in the development of the standard.

If international, regional or foreign analogues are used as a basis for a new standard setting then relevant requirements shall be taken into consideration.

The requirements of existing standards shall not be duplicated in the standard. Relevant references shall be used instead.

The explanatory notes to the first version of the standard shall contain the following information:

- a grounds for standard setting with reference to the corresponding document and/or requestor/initiator of standard setting;
- b short description of the object of standardization;
- c description of prospective economic, social and/or other efficiency of standard setting (with substantiated decision on standard setting on the national level and/or grounds for assistance to comply with current technical regulation);
- d description of prospective economic, social and/or other efficiency of the standard;
- e information on draft standard conformity with federal laws, technical regulations and other normative acts of the Russian Federation, which contain requirements to the object and/or aspect of standardization;
- f information on draft standard conformity with the international (regional) standard and on the form of this standard application as the basis for the Russian Federation standard setting, and in case of deviation from international (regional) standard – grounds of such decision;
- g information about correlation of the draft standard with previously adopted national standards of the Russian Federation;
- h information about publication of the notification on draft standard development in the media and in the Internet at PEFC RUSSIA website (www.pefc.ru);
- i list of primary documents and other sources of information used in the process of standard setting;
- j information about the developer of the standard – Working Group, its address, telephone number and e-mail.

The explanatory note shall be signed by the Coordinator of the Working Group and by the author of the explanatory note.

Development of the first version of the Standard shall be finished when the notification about the developed draft standard is prepared and sent for approval to PEFC RUSSIA.

Working group shall ensure the access to the draft standard for all stakeholders. For this purpose, it may be published at PEFC RUSSIA website (www.pefc.ru).

If a stakeholder has no access to Internet, he/she/it can send the request to the Working group to provide/send him/her/it a copy of the standard.

Working group shall provide a copy of the standard to a stakeholder on request.

Interested authorities, legal entities and individuals consider the first version of the standard, prepare their comments on the first version of the standard and send them to the Working group within one month from the date of receipt of the project, if different term caused by the necessity to start the modification of the standard and/or conclusion of its public discussion is not set.

4.2.1 Summary of comments and proposals and their incorporation

The stakeholders shall send all comments and proposals aimed to improve the standard to the Working Group. All comments and proposals shall be clear and well-grounded. The summary shall contain suggested stakeholders' versions of the relevant clauses, sub-clauses, paragraphs, tables, annexes and pictures.

The Working Group prepares a summary of comments and proposals (Annex A) specifying the decision taken following the consideration of each of them (rejected, accepted, incorporated, etc.)

In case of disputes concerning the standard stakeholder may appeal to the Working Group, Appeals Commission or PEFC RUSSIA and ask to organize a meeting with the representatives of all stakeholders for elimination of these disputes.

The Working group shall keep all written comments of stakeholders up to the moment of standard approval and provide them to PEFC RUSSIA and to all interested parties on their request. This requirement also relates to comments and proposals sent in electronic format.

Comments and proposals that do not comply with the goal of standard setting as well as comments and proposals that require fundamental change of the standard shall be taken into account in the process of working out of amendments to the standard and its updating.

The summary is used for making amendments and preparation of a new version of the standard in accordance with the established procedures.

4.2.2 Development of the second version of a new standard. Forum. Public consultation.

The second version of the standard shall be developed on the basis of approbation of the first version of the standard, the results of Forum and public consultations.

The aim of the second version of the standard is to specify the standard requirements, evaluation of their applicability to the object of assessment, assessment of opportunities to meet the demands of stakeholders and interests of various social strata.

The approbation of the first version of the standard shall be organized by PEFC RUSSIA and carried out by the Working Group.

The approbation shall aim to determine the applicability and clarification of the requirements of the first version of the standard for the object of assessment.

The stakeholders may take part in the process of approbation by sending requests to the Working Group.

The Working group develops the second version of the standard taking into account written comments of stakeholders.

PEFC RUSSIA organizes, and Working Group carries out public consultation of the second version of the standard. For this purpose, a Forum shall be established/convened and stakeholders and main social strata (governmental, business, scientific, non-governmental environmental organizations, trade unions, association of small-numbered indigenous peoples, educational institutions) shall be invited to take part in the Forum. The balanced representation of interest categories shall be also ensured by inviting assistants and experts, mainly from underrepresented interest categories.

The Forum is a non-commercial voluntary body of stakeholders which is not a legal entity and acts on the basis of its Statutes and PEFC RUSSIA System Regulations.

The Forum ensures adoption and further development of the standard, as well as its rejection, revision and revocation on request of PEFC RUSSIA; provides the standard for public consultations; adopts amendments in text of the standard based on the summary of stakeholders' comments and proposals; approves final version of the standard; periodically reviews the standard on request of PEFC RUSSIA; it may also delegate the responsibility for preparation of relevant versions of the standard to the Working Group.

For the discussion of the second version of the standard forum may take the form of a

meeting/public meeting of the Working Group attended by stakeholders or their representatives. If the representatives may not participate in the discussion in person, this may be an online discussion over the Internet.

To organize a Forum (meeting), invitations for consultations on the second version of the standard shall be sent to its members and stakeholders specifying the form and the date of such meeting as well as a corresponding notification shall be published at PEFC RUSSIA website (www.pefc.ru).

When the discussion of the second version of the standard by the Forum is finished, the Working Group shall inform PEFC RUSSIA about it and announce an open public discussion of the standard and publish a corresponding notice at PEFC RUSSIA website (www.pefc.ru).

The period of public consultations may not be less than two months from the day of announcement of their beginning until publication of notification about their completion.

Note - Taking into account the time necessary for publication of the named notifications, the whole period of public consultations on the project of the standard from the date of publication of the notice about standard setting at PEFC RUSSIA website (www.pefc.ru) until the date of publication of a notice on completion of public consultations is, as a rule, not more than five months. Comments and proposals for the second version of the standard received after the expiry of this period may be regarded in the process of the third version of the standard preparation if they comply with the aim of this version. In all other cases, comments and proposals on the second version of the standard may be taken into account during the standard update.

Starting from the date of the notice about the completion of public consultations, the updated standard and the list of written comments of stakeholders shall be available for the stakeholders. For this purpose, the Working Group shall place the standard and the list of comments at PEFC RUSSIA website (www.pefc.ru) in the Internet.

In addition, the list of stakeholders' comments (received on paper or in electronic format) may be provided in the form of the summary of comments and proposals.

4.3 Preparation of the third (final) version of a new standard and its approval

The Working Group shall prepare the third (final) version of the standard following the results of public consultations.

The purpose of preparation of the third (final) version of the standard is editing, improvement of style, spelling, format, and standard assessment for compliance with the current law and international obligations of Russia for further approval by PEFC RUSSIA and submission to the national standardization body of the Russian Federation for registration.

The final version of the standard shall be presented to PEFC RUSSIA by the Working Group with the list of stakeholders' comments and proposals in the form of a summary and with explanatory notes supplemented by a short description of comments received from the stakeholders and information about the results of public consultations on the improved standard and information about publication of notice on completion of public consultations, including publication at PEFC RUSSIA website (www.pefc.ru) in the Internet.

Results of public consultations on the standard may be represented in the form of minutes of meeting (conference), where the relevant discussion took place. Information about the results of public consultations on the improved project of standard may be also reflected in the summary of comments and discussions, if results of this discussion relate to specific comments and suggestions, given in this summary.

The decision of Working Group to recommend the final version of standard for formal approval shall be taken on the basis of a consensus.

In order to reach a consensus the Working Group/Committee can use the following alternative ways to establish the 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 the case of a negative vote which represents sustained opposition to any important part of the concerned interests surrounding a substantive issue, this issue shall be resolved using the internal procedures specified in Working Group Regulation.

PEFC RUSSIA:

- a evaluates completeness of incorporation of comments and proposals to the standard by considering the relevant summary of comments and proposals, determining how complete they were incorporated and reasonableness of conclusions of the Working group made in the summary.
- b considers results of public consultations on the standard, including the minutes of the Forum (conference, meeting), where it was discussed.
- c if necessary, organizes due diligence of the standard and evaluation of conformity with the Russian legislation and international obligations of Russia.

If the standard is identical to an international (regional) standard or is a modification of the latter, the PEFC RUSSIA evaluates the reasonableness of this form of harmonization, if necessary, organizes the testing of applicability (if for some reason it has not been done earlier) and assessment of the standard, after this takes decision on the possibility of adoption of the standard as PEFC RUSSIA document.

PEFC RUSSIA may request the Working Group to provide original copies of comments to the standard.

If the standard assessment was positive, PEFC RUSSIA shall decide to approve the standard as PEFC RUSSIA document.

If any gaps have been identified during the standard assessment, PEFC RUSSIA may suggest that the Working Group shall eliminate them and improve the standard to make it appropriate for further approval as PEFC RUSSIA document.

Once the standard is approved as PEFC RUSSIA document, PEFC RUSSIA shall submit the standard to the national standardization body of the Russian Federation for registration.

If the result of consideration of the standard and accompanying documents is positive, the national standardization body of the Russian Federation approves the standard issuing a relative regulatory document.

The validity period of the standard shall not be limited (taking into account the compulsory revision every 5 years) except for the cases of necessity of its revocation, and for the requirements of the laws and other normative acts of the Russian Federation.

5 Rules for standard review

5.1 Organization of standard review

PEFC RUSSIA shall be the initiator of standard review.

The standard shall be reviewed in the following cases:

- a if its content contradicts with federal laws, other regulatory acts and international obligations of the Russian Federation, technical regulations, goals and principles of national standardization and, as a result, does not comply with modern economic, social and other needs of the country, including non-compliance with the level of science and technology;
- b if its content precludes from performance of newly concluded international agreement;
- c if its content contradicts with the provisions of a new standard of the Russian Federation being developed or a standard of the Russian Federation being reviewed (including interstate standard, being implemented as a standard) and if these standards are identical.

In the former case, in the process of standard review comprehensiveness of activities on standardization of correlated objects with respect to the terms of implementation of standards

covering them shall be ensured.

The effective standard may be updated by review or amendment, and, as an exceptional case, correction (of misprints, mistakes or other defects).

To update the standard, the stakeholders send corresponding proposals to PEFC RUSSIA which may also initiate the update of the standard. Proposals may be accompanied by documentation confirming reasonableness of this activity and text of the proposed amendment.

PEFC RUSSIA considers, analyzes and summarizes proposals on review of the standard, evaluates their urgency, chooses the way of update (amendments or revision) and identifies potential sources for financing this activity.

If no proposals on review of the standard have been received by PEFC RUSSIA for five years after its approval (adoption), PEFC RUSSIA shall organize assessment of the contents of this standard and ask the Working group to present suggestions, which help to evaluate the reasonableness of update or revocation of the standard.

The standard shall be assessed with the purpose to reveal the necessity of its review, which may be aimed at:

- a ensuring that the requirements of technical regulations being developed are met;
- b eliminating of conflicts with legislation of the Russian Federation, which is currently in force or is being developed;
- c bringing the standard in conformity with newly concluded international agreements;
- d harmonization of the standard on the international and regional level;
- e distribution of recommended practices, production (works or services) quality improvement according to the level of scientific, technical and technological development, to the needs of the population, economy and security of the country;
- f more effective achievement of purposes of national standardization;
- g elimination of conflicts and double regulations with newly developed, reviewed and amended national standards of the Russian Federation and interstate standards, which are currently in force in the Russian Federation as national standards;
- h exclusion of references to revoked standards or interstate standards, which have been revoked by the Russian Federation unilaterally.

In the meantime, the necessity of simultaneous review of other standards and documents of PEFC RUSSIA correlated with the reviewed standard shall be assessed.

Further preparation of amendments to the current standard or its review shall be in compliance with clauses **5.2**, **5.3** or **5.4**.

PEFC RUSSIA shall identify stakeholders relevant to the objectives and scope of the standard setting work.

PEFC RUSSIA shall identify disadvantaged and key stakeholders on the basis of constraint of their participation and proactively seek their participation and contribution in standard setting activities.

PEFC RUSSIA shall make a public announcement at its website (www.pefc.ru) and other relevant mass media of the start of the standard setting process and include an invitation for participation in a timely manner to afford stakeholders an opportunity for meaningful contributions. The announcement and invitation shall include:

- a) information about the objectives, scope and the steps of the standard setting process and standard setting schedule,
- (b) information on opportunities for stakeholders to participate in the process,
- (c) an invitation to comment on the scope and the standard-setting process, and
- (d) an invitation to stakeholders to nominate their representative(s) to the working group/committee. The invitation to disadvantaged and key stakeholders shall be made in a manner that ensures that the information reaches intended recipients
- (e) reference to publicly available standard-setting.

For setting of a new standard a Working Group shall be established which may include the representatives of different stakeholders and/or co-authors. In the process of standard setting

Working Group shall act in accordance with the present document, Working Group Regulation and PEFC RUSSIA System Regulation.

PEFC RUSSIA may review the standard setting process based on comments received after publication of the announcement and adjust the composition of Working Group based on received nominations. The acceptance and refusal of nominations shall be justifiable in relation to the requirements for balanced representation of the working group/committee and resources available for standard setting.

PEFC RUSSIA shall organize public consultation on the enquiry draft and shall ensure that:

- (g) the beginning and the end of the public consultation is announced in a timely manner in suitable media,
- (h) the invitation of disadvantaged and key stakeholders shall be made by means ensuring that information reaches its recipient and is understandable,
- (i) the enquiry draft is publicly available and accessible,
- (j) public consultation lasts not less than 60 days,
- (k) all comments received are considered by the Working Group/committee in an objective manner,
- (l) a synopsis of received comments compiled from material issues including the results of their consideration is publicly available on PEFC RUSSIA website (www.pefc.ru).

PEFC RUSSIA shall keep records relating to the standards setting process and provide the evidence of compliance with the requirements of this document and PEFC RUSSIA own procedures.

The records shall be kept by PEFC RUSSIA for a minimum of five years and shall be available to stakeholders upon request.

5.2 Development of amendments to the national standard

Amendments to the standard shall be developed, when its several provisions or their fragments need modification or exclusion provided that their proportion does not exceed 20% of the text of standard.

Amendments to the standard concerning wordings and/or references (in case of disputes between the standard's users over the application of normative references, the users are recommended to consult PEFC RUSSIA or Appeals Commission) do not require an independent document to be made. Such amendments in the form of replacement and/or exclusion of certain provisions shall be adopted according to clause 5.4.

The standard shall be amended if there is a reference to a revoked document in it:

Notes:

1. If the standard has not been amended with respect to normative references for some reason, standard users shall look for the standards replacing the revoked reference standards.

2. If the reference document has been revoked without any substitution or is no longer used as a national standard of the Russian Federation, user may decide not to apply the provision containing the reference.

If the standard has already been amended three times, the next amendment shall not be developed, and the standard shall be reviewed (according to 5.3). The review of the standard is also preferable if the size of the amendment exceeds 20% of the text of the standard or if a material change of the title or scope of the standard is needed.

The standard shall be amended, approved and registered in accordance with the rules set in section 4 and rules set in this subsection. The Working Group for preparation of amendments to the standard shall be composed mainly of standard authors.

The explanatory notes to the amended draft standard shall include the description of the amendment and substantiation of its feasibility and social and other appropriateness, as well as expected effect.

After the notification on preparation of amended draft standard, it undergoes public consultations. The period of public consultations of the amended draft standard shall be determined

depending on the nature of the amendment and specified in the notification. This period should be at least one month.

Note – The stakeholders shall receive corresponding information from the notification on preparation of amended draft standard.

The amendment to the standard shall become effective at least three months after its approval (adoption) taking into account the time required for proper administration.

The information about the approved amendment to the standard and the text of amendment shall be published in the mass media and at PEFC RUSSIA website (www.pefc.ru) in the Internet.

If required, the amended standard shall be published incorporating all previous and current amendments thereto.

The responsibility for timely and accurate introduction of amendment into standard copies held by standard users shall be laid on such standard users.

Only copies of the standard published with permit of PEFC RUSSIA shall be used in cases when current versions of PEFC RUSSIA standards are to be applied, for example, to verify compliance with standards, accreditation of certification body and test laboratories, conclusion of contracts and agreements, arbitral and court proceedings and other methods of resolving disputes between producers and customers, etc., and in libraries and scientific and technical information agencies.

5.3 Standard review

The standard shall be reviewed if a significant change in its contents, structure and/or title is required and if new and/or more modern requirements are to be set resulting in:

- a influence on comparability of assessment (tests, measurements, analysis, definitions) results obtained by application of a revised standard as compared to the previous standard.
- b absence of interchangeability with products manufactured before these requirements were introduced;
- c absence of compatibility with other products compatible with products manufactured under the standard before the introduction of new requirements.

The revision assumes that a new standard shall be developed to replace the old one. Standard setting, approval, registration and putting into effect shall comply with the procedure set in **section 4** for new standards setting. Working Group for preparation of amendments to the standard shall be composed mainly of standard authors.

Note - Standards/documents interrelated with the standard being revised shall be amended or revised, if required.

The explanatory note to the project of revised standard shall contain technical, economic, social and other grounds for the revision of the existing standard and a summary of revision as well as expected effect of the new standard.

The previous standard shall be revoked, and the amended standard (preface) shall specify which standard it replaces.

The information about the replacement of existing standard and approval of the new standard shall be published in mass media and at PEFC RUSSIA website (www.pefc.ru) in the Internet.

5.4 Standard correction

If it is necessary to correct the standard to eliminate mistyping, mistakes and inaccuracies made in the process of standard setting and publication, each user of the standard may suggest and send to PEFC RUSSIA his/her suggestions for standard correction.

PEFC RUSSIA shall consider this suggestion and, if it agrees, take a decision to correct the standard.

The text of correction shall be published in mass media, including PEFC RUSSIA website (www.pefc.ru) and taken into account in the process of new publication of the standard.

The responsibility for timely and accurate introduction of corrections into the copies of the

standard held by standard users shall be laid on these standard users.

6. Rules for standard revocation

The current standard shall be revoked in the following cases:

- a in case of adoption of a new standard that substitutes the effective one, in particular, in case of inclusion of provisions of current standard into the new one;
- b in case of adoption and implementation of a standard covering the same object and aspect of standardization in the Russian Federation;
- c if manufacture of products and rendering of services under this standard has come to an end;
- d in other cases, when the standard has lost its urgency because of change in the focus of national standardization activities in this field.

The stakeholders opinions as to the consequences of standard revocation shall be taken into account.

When a standard is revoked in cases stated in **a)** and **b)**, the consequences of revocation shall be assessed simultaneously with public consultations on draft standard to be adopted in substitution of the previous one.

The stakeholders may initiate revocation on the basis of provisions of **c)** and **d)**. To do this, they should send their motivated proposals on revocation of the standard to PEFC RUSSIA which may also make such proposal.

PEFC RUSSIA organizes open discussion of the standard revocation proposal (Working group, Forum, if necessary) and public consultations on this proposal through issuance of a relevant notice and its publication in the media and at PEFC RUSSIA website (www.pefc.ru) in the Internet. The period of public consultations on the standard revocation proposal shall be at least two months.

On completion of public consultations on the standard revocation proposal and its consequences, PEFC RUSSIA shall issue a regulatory document setting the date of revocation (which shall be prior to the effective date of the new standard for reasons listed in **a)**, **b)** and **d)** except in cases when the standard being revoked is required for completion of works (services) under previously concluded contracts; or, for the reasons listed in **c)**, up to the end of current year but not less than six months from the date of decision), and publish a corresponding message in the mass media and at PEFC RUSSIA website (www.pefc.ru) in the Internet.

After the publication of information about standard revocation, the distribution of revoked standard shall not be allowed. After the publication of this information, the new or revised or amended normative and technical documents shall not refer to this standard.

7 Retention period for standard setting, review and approval documentation

Stakeholders can get the information on standards setting, review and approval at website www.pefc.ru or on request sent to PEFC Russia.

Retention period for standard setting, review and approval documentation is 5 years.

8 Standards/normative documents revision

8.1 Standards/normative documents shall be revised and corrected at least once in five years. The procedure for standards/normative documents revision shall comply with the procedure specified in section 5.

8.2 Effective date and expiry date of standards/normative documents transition period shall be specified in the process of their revision.

8.3 Standard shall come into effect not later than one year from the date of its publication. It is necessary for the approval of revised standards/normative documents including corrections, distribution of information and training.

8.4 Transition period shall last not more than one year but for reasonable exceptional cases when standards/normative documents revision takes more time.

Annex A (recommended)

Form of summary of comments and proposals for the first version of the standard

SUMMARY OF COMMENTS AND PROPOSALS for the first version of the standard			
Name of standard			
Structural element of the standard	Name of organization or individual (letter number and date)	Comment, proposal	Author's conclusion (results of public consultations)
<p>Manager responsible for standard setting</p> <p>Position and name of organization _____ full name of the author of the standard signature</p>			
<p>The autor of the standard or compiler of comments summary</p> <p>Position _____ full name signature</p>			