



PEFC DK 008-1

Procedure for development and revision of the Danish PEFC certification scheme

7th of September, 2010, with amendments following the ratification of PEFC Council's new requirements the 26th of November 2010 (updated references)

1. Introduction

PEFC Council requires written procedures for development and revision of standards under the Danish PEFC certifications scheme according to "PEFC ST 1001:2010: Standard setting – requirements". The procedure shall at least fulfil PEFC Councils requirements described in "PEFC ST 1001:2010: Standard setting – requirements".

2. Scope

This document describes procedures for development and revision of standards under the Danish PEFC certification scheme. The procedures shall be followed for the revisions carried out every five year and in connection with development of new standards under the Danish scheme.

3. References

Annex 1 to PEFC Council's TD: Terms and definitions.
PEFC ST 1001:2010: Standard setting – requirements.

4. Responsibility for development and revision

PEFC Denmark is responsible for the development and revision of the Danish PEFC certification scheme. The board shall according to § 5.6 in the statutes of PEFC Denmark, approve the developed and revised standards by simple majority.

The Danish PEFC certification scheme shall undergo revision at least every fifth year. The board decides when to start the development and revision of the scheme. The board shall establish one or more working groups for the development or revision of the standards.

The process of the revision, that shall take place every 5 years, shall be initiated within 2 years before the previous 5-year term expires. This shall be done to ensure sufficient time for the revision and the international endorsement process.

The initiation of the revision and development of new standards shall be publicly announced in a suitable manner (though homepage, news letters etc.).

5. The appointment of the working group

All interested parties are invited to participate in the development and the 5 yearly revisions of the Danish PEFC certification system. It is not required that interested parties have to be members of PEFC Denmark.

The invited parties shall represent the different interests relating to sustainable forest management and can include e.g. forest owners, forest industry, forestry related companies, environmental organisations, trade unions, research, labour unions, contractors, social organisations, retailers and other relevant organisations at national or sub-national level.

The board of PEFC Denmark defines the groups of stakeholders before the establishment of the working groups. The composition of the group will depend on the areas and tasks to be handled by the group.

In the working groups a balanced representation of stakeholders from different interest categories shall be provided. The board of PEFC Denmark compiles the working groups based on nominations done by the invited stakeholders. Any approval or denial of request for participation in the working group shall be based and explained in concerns to a balanced representation of stakeholders in the working groups or the available resources for the work.

The board of PEFC Denmark appoints a chairman for each group. The chairman can be selected from outside the group of nominated candidates. The role of the chairman is to ensure the management of the process and ensure that the decision procedures described in section 6, are followed.

6. Decision procedures in the working group

The work in the working group shall be based on an open dialog and understanding and shall be organised with the objective of reaching consensus about the content of the standards.

Consensus needs not imply unanimity. According to PEFC Councils definition (annex 1) of consensus, consensus is characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.

No single interest can dominate the process, and no single organisation can veto.

When there is a sustained opposition to substantial issues by an important part of the concerned interests, the opposition must be motivated and the conflicting issues shall be resolved through:

- a) Discussion and negotiation internally in the working group, attempting to find a compromise.
- b) Direct negotiation between the stakeholder(s) providing the opposition and stakeholders with conflicting opinions about the issue of concern.
- c) The appeal mechanism described in section 10.

7. Consultation

The start of the standard setting process will be advertised on PEFC Denmark's web page.

Thoroughly prepared drafts for new or revised standards are sent out for formal national public consultation among relevant parties for at least 60 days. The incoming views of the interested parties outside the group are presented and discussed in the working group and relevant comments are incorporated. A summary of the received observations and the

consecutive processing of these in the working group shall, as a minimum requirement, be sent to the parties who contributed with the observations.

8. Pilot testing

New developed standards and new elements in revised standards shall be tested by a pilot study prior to submission of the scheme for the PEFC Council endorsement and mutual recognition.

9. Documentation

The following shall be observed to ensure transparency in the process:

- A report describing the revision process shall be made to document the fulfilment of the procedures,
- All working drafts and final documents relevant for the task of revision shall be available for all members of the working group,
- All working drafts and final documents endorsed by the board of PEFC Denmark shall be publicly available on the webpage of PEFC Denmark.

10. Appeal procedure

Procedural or substantive complaints in connection with the development or revision of the Danish PEFC certification scheme shall be sent to the board of PEFC Denmark. The complaint must be substantiated. The board shall appoint an impartial appeal committee with the necessary expertise to evaluate the complaint. Within one month after the appointment the appeal committee shall come up with a recommendation for a solution to the board of PEFC Denmark.