

- Project Proposal -

Revision of the PEFC Council's requirements for

Chain of Custody Certification and Labelling

15th September 2015

1. Introduction

1.1 Chain of Custody

The PEFC Council's requirements for Chain of Custody (CoC) certification are defined in the PEFC International Standard PEFC ST 2002:2013, *Chain of Custody of Forest Based Products – Requirements*.

PEFC ST 2002:2013 defines the requirements that are to be met by organisations certified against this document.

PEFC ST 2002:2013 also serves as a benchmark for CoC standards of PEFC endorsed schemes with a scheme specific CoC standard.

PEFC ST 2002:2013 was originally approved by the PEFC General Assembly in November 2010 as PEFC ST 2002:2010 and replaced Annex 4 of the PEFC Technical Document.

PEFC ST 2002:2010 was revised in 2012/2013 with the sole focus of mirroring the requirements of the Timber Regulation of the European Union for Due Diligence Systems. PEFC ST 2002:2013 was approved as PEFC ST 2002:2013 by the PEFC General Assembly in May 2013.

1.2 Labelling

The PEFC Council's requirements for labelling are defined in the PEFC International Standard PEFC ST 2001:2008.

PEFC 2001:2008 defines the requirements for the use of the PEFC Logo and Labels on- and off-product. PEFC 2001:2008 is used for auditing of organisations certified against PEFC ST 2002:2013 and PEFC endorsed Forest Management or CoC standards.

PEFC ST 2001:2008 was approved by the PEFC General Assembly in 2008 and replaced Annex 5 of the PEFC Technical Documentation. PEFC ST 2001:2008 was revised in 2009/2010 and amended in November 2010.

1.3 Revision

PEFC GD 1003:2009, *PEFC Council Technical Documents Development Procedures – Requirements* requires that “the technical documentation shall be periodically reviewed at five years intervals and revised in a timely manner. The procedures for the review and revision of the technical documentation shall follow the stages outlined in chapter 5 [of PEFC GD 1003:2009].”

As to date nearly five years have passed since the last all-encompassing revision of the PEFC Council's CoC and labelling requirements, PEFC ST 2002:2013 and PEFC ST 2001:2008 shall be reviewed and revised in compliance with PEFC GD 1003:2009.

2. Scope and basic approach

2.1 CoC requirements

The revision of PEFC's CoC requirements shall focus on the review of the requirements and guidance outlined in PEFC ST 2002:2013 and PEFC GD 2001:2013, *Chain of Custody of Forest Based Products – Guidance for Use*.

2.2 Labelling requirements

The revision of PEFC's logo use and labelling requirements shall focus on the review of the requirements outlined in PEFC ST 2001:2008 and PEFC ST 2002:2013, where relevant. The revision shall be linked to the development of a PEFC trademark protection strategy.

2.3 Revision approach

The following shall be identified und considered in the revision process:

- existing and potential demands of PEFC's customers and stakeholders,
- PEFC's own experience and strategic orientation.

Despite an all-encompassing scope of the revision, the revision shall strive for consistency with the development of PEFC's CoC and labelling requirements since 2002. Where discussions on specific subject matters have taken place in previous revision processes, the decision of the previous revision process, including approval by the PEFC Board of Directors and the PEFC General Assembly, should be generally respected. Only where it can be demonstrated that situations have changed significantly since the last revision, e.g. in terms of market situation, production processes, legislative requirements etc., or that decisions of previous revisions had a more negative than positive impact, should discussions of previous revisions and decisions be re-opened.

In addition, the revision shall especially focus on the use of a correct, precise, unambiguous, concise and consistent language, in order to improve the implementation, applicability and auditability of the requirements, and to minimise the need for clarification and interpretation. The use of the document by non-native English speakers and the translation of the requirements shall also be considered.

Where gaps between existing requirements and expectations are identified, the revision of existing or development of new technical requirements shall be taken into consideration.

The revision work shall also consider the transition from old to revised requirements, including implementation by accreditation bodies, certification bodies and certified organisations, and by PEFC endorsed schemes with scheme specific CoC standards and its assessment.

3. Expected outcome

3.1 Chain of Custody

The revised documentation shall define the PEFC Council's requirements for Chain of Custody certification that are to be met by organisations certified against this document, and guidance for Chain of Custody certification.

The revised documentation shall also serve as a benchmark for CoC standards of PEFC endorsed schemes with a scheme specific CoC standard.

The revision may result in a revised issue of PEFC ST 2002 and PEFC GD 2001 and/or, depending on the findings during the review and revision work, in the development of new technical documents and/or document parts, in line with PEFC GD 1001:2008, *Structure of the PEFC Technical Documentation – General Requirements*.

3.2 Labelling

The revised documentation shall define the PEFC Council's requirements for the use of the PEFC Logo and Labels on- and off-product.

The revision may result in a revised issue of PEFC ST 2001 and/or, depending on the findings during the review and revision work, in the development of new technical documents and/or document parts, in line with PEFC GD 1001:2008, *Structure of the PEFC Technical Documentation – General Requirements*.

3.3 Transition requirements

Stipulations regarding the transition from old to revised requirements should be defined in a separate proposal.

4. Organisation

4.1 Project leader

The project will be lead and coordinated by the PEFC Council's Head of Technical Unit. The PEFC Council secretariat will provide organisational and support function.

4.2. Working Group

The revision work shall be conducted by the PEFC Chain of Custody and Labelling Working Group (CCL WG). The CCL WG was originally established in 2002. Major changes to the WG composition have taken place in 2008 and 2012. The PEFC Board of Directors (hereafter "the BoD") requests the PEFC Secretariat to review the member composition of current WG and to replace members and fill empty seats if deemed necessary. The secretariat shall also review the stakeholder representation of the CCL WG to date and amend it if deemed necessary.

The Secretariat shall strive to achieve a balanced representation of interested stakeholders within the WG, including geographical representation.

5. Development stages

The stages of the revision shall follow chapter 5 of PEFC GD 1003:2009, *PEFC Council Technical Documents Development Procedures – Requirements*.

Phase 1: Proposal stage

Purpose	Activities	Outputs
Definition of scope and basic parameters of the revision	<ul style="list-style-type: none">• Preparation of the project proposal• Submission of the Project Proposal to the BoD• Approval of the Project Proposal by the BoD	Project Proposal approved by the BoD

Phase 2: Preparatory stage

Purpose	Activities	Outputs
Preparation of the revision	<ul style="list-style-type: none">• Revision of WG composition• Public and member consultation on key issues• Analysis of consultation feedback• Development a first draft document as basis for discussion	Amended WG composition First working draft document

Phase 3: Working Group stage I

Purpose	Activities	Outputs
Finding consensus on a draft set of requirements	<ul style="list-style-type: none">• 1-3 WG meetings• Consensus building amongst the WG• Preparation of enquiry draft(s)	Enquiry draft(s)

Phase 4: Enquiry stage

Purpose	Activities	Outputs
To consult the standard setting with a broad range of stakeholders	<ul style="list-style-type: none"> • Direct stakeholder consultation • Public and member consultation • Processing comments 	Enquiry draft(s) Stakeholder feedback

Phase 5: Working Group stage II

Purpose	Activities	Outputs
Finding consensus on a final draft set of requirements	<ul style="list-style-type: none"> • 1-2 WG meetings to find consensus on the consideration of comments • Preparation of final draft(s) 	Final draft(s)

Phase 6: Approval stage

Purpose	Activities	Outputs
Approval of a revised set of requirements	<ul style="list-style-type: none"> • Submission of the final draft(s) to the BoD • Approval by the BoD • Approval by the PEFC General Assembly 	Approved document(s)

Phase 7: Publication stage

Purpose	Activities	Outputs
Publication of documents and information of stakeholders	<ul style="list-style-type: none"> • Publication of the document at the PEFC Council website • Informing PEFC members and stakeholders, especially accreditation bodies and certification bodies and about the new document and its implications, including transition requirements 	Published document(s)

Phase 8: Implementation stage

Purpose	Activities	Outputs

Implementing the transition from old to revised requirements	<ul style="list-style-type: none"> • Informing stakeholders and PEFC members about the new document and its implications (website, emails, newsletter, webinars) • Assessment of PEFC schemes for compliance with revised requirements • Evaluation of the implications of the revised requirements 	Clear guidance on the transition
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