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	PROCEDURE FOR ESTABLISHING A TECHNICAL COMMITTEE FOR CERTFOR STANDARDS		
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1. INTRODUCTION

The process of development and/or revision of the Chilean Sustainable Forest Management Certification System's (CERTFOR) standards require a set of stages and actions to be followed in order to ensure that the normative documents created are the result of a consensus, in which the stakeholders were able to give their opinions and comments, and these were properly considered.

For this purpose, it is imperative that a Technical Committee be established, whose members have knowledge and experience in matters related to forest activity, and represent the different interests and visions related to forest certification in Chile, in an objective and balanced manner.

2. OBJECTIVE

Provide guidelines in order to establish a temporary Technical Committee responsible for the development and/or revision of CERTFOR standards, and rules for its performance.

3. SCOPE

This document includes the requirements that CertforChile shall fulfil as the CERTFOR Standardizing Body, in order to establish a temporary Technical Committee responsible for development and/or revision of its standards.

This document was issued 6 January 2014 and is available for all interested parties. It will be updated by the National Secretariat of CertforChile when necessary.

4. NORMATIVE REFERENCES

The following reference documents are essential for the implementation of procedures described in this document. For all documents –with or without a date– the latest edition is applicable, including any amendment:

- DN-01-02: Procedure for the Development and Revision of CERTFOR Standards.
- PS-02-20: Stakeholder Mapping Procedure.
- ISO/IEC Guide 2: 1996, Standardization and Related Activities – General Vocabulary.
- PEFC ST 1001:2010: Standard Setting – Requirements.

5. TERMS AND DEFINITIONS

5.1. Consensus

General agreement characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interest and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.

Note: Consensus need not imply unanimity (ISO/IEC Guide 2).

5.2. Disadvantaged Stakeholder

A stakeholder who might be financially or otherwise disadvantaged for participation in the standard-setting process.

5.3. Enquiry Draft

Proposed document that is available for public consultation.

5.4. Final Draft

A proposed document that is available for formal approval.

5.5. Initial Draft

A document prepared by the National Secretariat of CertforChile to initiate the process of development and/or revision of CERTFOR standards by the Technical Committee.

5.6. Key Stakeholder

A stakeholder whose participation is critical to the results of the standard-setting process.

5.7. Stakeholder

A person, group or organization with an interest in the subject of standardization.

Note: The nine major groups that have been defined by Agenda 21 of the United Nations Conference on Environment and Development (UNCED) in Rio de Janeiro in 1992 provides an example of stakeholders involved in/concerned by sustainable forest management: (i) business and industry, (ii) children and youth, (iii) forest owners, (iv) indigenous people, (v) local authorities, (vi) NGOs, (vii) scientific and technological community, (viii) women, and (ix) workers and trade unions.

5.8. Standardization Body

Body that has recognized activities in standardization (ISO Guide 2).

Note: A standardizing body for a forest management scheme/standard is a body which is responsible for the development and maintenance of standards for the forest certification scheme. The standardizing body can be a PEFC national governing body or the standardizing body can be separate from the governance of the forest certification scheme.

5.9. Working Draft

Proposed document that is available generally for comments or voting within a working group/committee.

6. PROCEDURES

6.1. Decision to Initiate the Standards Development and/or Revision Process

CertforChile's Superior Council shall decide on the development and/or revision of CERTFOR standards on the basis of requirements established by PEFC Council.

6.2. General Regulations for Establishment of the Technical Committee

CertforChile shall establish a temporary Technical Committee responsible for the development and/or revision of CERTFOR standards.

The Technical Committee shall:

- a) Be accessible to stakeholders that are materially and directly affected by the standardization process.
- b) Have a balanced representation of the different stakeholder categories relevant to the subject matter and geographical scope of the standards.
- c) Implement a decision-making process guaranteeing that particular interests do not dominate to the detriment of others in the standardization process.
- d) Include stakeholders with expertise relevant to the subject matter of the standard, those that are materially affected by the standard, and those that can influence implementation of the standard. The stakeholders materially-affected by the standard shall represent a significant segment of the committee members.

6.3. Stakeholders Mapping

CertforChile shall identify the key stakeholders for the objectives of the development and/or revision of CERTFOR standards. This identification will be implemented by

means of a stakeholder mapping methodology (reference document: PS-02-20: Stakeholder Mapping Procedure).

Key and disadvantaged stakeholders will be identified by determining restrictions for their participation and different ways to give them access to all stages of the development and/or revision of standards.

6.4. Invitation to Stakeholders and Selection of the Technical Committee

At the beginning of the development and/or revision process of CERTFOR standards, CertforChile shall make a public call to all stakeholders to nominate their representative(s) to the Technical Committee, which will be comprised of 10 members who represent a variety of interests in regard to the standards.

This call shall be made sufficiently in advance in order to facilitate the stakeholders' nomination of their representatives. The deadline for the reception of nominations shall be within six weeks.

The invitation to key and disadvantaged stakeholders shall be made in a manner that ensures that information reaches intended recipients in an understandable form.

The selection of Technical Committee members shall be based on the nominations received. CertforChile's Superior Council shall accept or reject the nominations, and shall justify its decisions in relation to the requirements for balanced representation on the Technical Committee, also regarding the categories of the stakeholders and their geographical representation and social condition. Their decisions shall also consider resources available for the development and/or revision of standards.

A balanced representation is understood as the participation of at least one representative from each interest group identified through the results of the stakeholder mapping (reference document: PS-02-20: Stakeholder Mapping Procedure).

A two weeks deadline shall be assigned for reviewing the applications, and the results of the process will be published at CertforChile's website (www.certfor.org).

Once the Technical Committee is established, all members are required to sign an agreement letter corresponding to the reference terms of the process (see appendix),

including the scope of the activities to be performed and the regulations used to achieve consensus.

6.5. Voluntary Participation

Participation in the development and/or revision of standards is voluntary and is not limited in any aspect.

6.6. Preparation of an Enquiry Draft by the Technical Committee

The tasks of the Technical Committee shall be organized in an open and transparent manner, ensuring that:

- a) Working drafts shall be available to all members of the Technical Committee, which shall initiate its task based on an Initial Draft prepared by CertforChile's National Secretariat, based on an analysis of relevant issues present in other selected international standards.
- b) All members of the Technical Committee shall have meaningful opportunities to contribute to the development and/or revision of the standards and to submit comments on the working drafts. For this purpose, the Technical Committee tasks shall be permanently coordinated by CertforChile's National Secretariat, which shall also manage logistics and planning of all meetings.
- c) Comments and views submitted by any member of the Technical Committee shall be considered in an open and transparent manner, and their resolution and proposed changes shall be recorded. CertforChile's National Secretariat shall keep minutes of all meetings and these shall be available to support the discussion and decision-making process.
- d) A preliminary Enquiry Draft is subjected to pilot testing, if applicable, and with later improvements made available for public consultation.
- e) The Technical Committee shall appoint a president for the period of time needed for the development and/or revision of standards. The president shall be the link between CertforChile's Superior Council and the Technical Committee.

6.7. Preparation of a Final Draft by the Technical Committee

At the end of the period of public consultation and, if applicable, pilot testing, the Technical Committee shall meet in order to incorporate comments and prepare the Final Draft to be approved by CertforChile's Superior Council. The activities include:

- a) Analysis of the observations received through public consultation.
- b) Preparation of the Final Draft.
- c) Presentation of the Final Draft to the Superior Council.

6.8. Building a Consensus

The decision of the Technical Committee to recommend both the Enquiry Draft as well as the Final Draft of a standard to be approved by CertforChile's Superior Council shall be made by a minimum majority of 70% given a minimum quorum of four-fifths. In order to reach a consensus, the Technical Committee can use the following alternatives to establish whether there is 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 president of the committee 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).
- 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, the issue shall be resolved using the following mechanism(s):

- e) Discussion and negotiation on the disputed issue within the Technical Committee in order to reach a compromise.

f) Direct negotiation between the stakeholder(s) submitting the objection and the stakeholder(s) with different views on the disputed issue in order to reach a compromise.

g) Dispute resolution procedures: when the Technical Committee cannot reach an agreement in some issues, the creation of a specific working group will be done to collect more information in order to make a good decision.

7. COORDINATION WITH CERTFORCHILE'S SUPERIOR COUNCIL

The President of the Technical Committee shall inform CertforChile's Superior Council about the progress of development and/or revision of CERTFOR standards.

The Superior Council shall meet whenever it is necessary to approve a document related to the standardization process, especially the Enquiry Draft and Final Draft of a CERTFOR standard. In these meetings, the Superior Council may make observations to the documents presented by the Technical Committee.

The Technical Committee shall consider observations made by the Superior Council and apply their own mechanisms for building consensus in order to modify the documents if necessary.

The decision of approval by CertforChile's Superior Council shall be made by a minimum majority of 70% given a minimum quorum of two-thirds.

APPENDIX

Reference Terms for Technical Committee Members

The Technical Committee's objective is to develop and/or revise CERTFOR standards, which shall be subjected to public consultation and later approved by CertforChile's Superior Council.

The reference terms that define the performance of the Technical Committee members in the standardization process are presented below.

1. Counterpart

CertforChile's Superior Council is the organism in charge of supervising the work carried out by the Technical Committee. The National Secretariat of CertforChile is the administrative and technical counterpart of the Technical Committee for the development of the activities covered by these reference terms.

The National Secretary of CertforChile shall be the representative and official counterpart of the Superior Council.

2. Responsibilities

In order to achieve the objectives proposed in this document, Technical Committee members must attend approximately 20 working meetings with an estimated duration of 4 hours each, which will be held over a 10-month period. During these meetings, these members shall make technical contributions to CERTFOR standards. The meetings shall take place at the CertforChile office, located at Bucarest 046, Providencia, Santiago. However, some meetings may take place in other Chilean cities.

The Technical Committee members shall not be allowed to send a replacement to the meetings and their absences must be justified in writing at least one day in advance and sent to CertforChile's National Secretariat.

3. Commitment

Technical Committee members commit themselves to respect the rules for building consensus as defined in this document.

4. Financing

CertforChile will finance transportation and accommodation expenses for the Technical Committee members that may result from attending meetings. An allowance of CLP 150,000 per person shall be allotted per meeting upon request from members requiring financial assistance.