

**Standard setting report**  
***Laporan Penyusunan Standar***

**2018-11-30**

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**Development of Annex 4 IFCC ST 1001 (Amendment 1)**  
***Penyusunan Lampiran 4 IFCC ST 1001 (Amandemen 1)***



**INDONESIAN FORESTRY CERTIFICATION COOPERATION**  
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## **1 Introduction**

In August 2017, the IFCC Sustainable Community Forest Management Certification - Requirements (Annex 4 IFCC ST 1001) was submitted to the PEFC Council, and had been assessed by FORM International. On 31<sup>st</sup> July 2018, PEFC Council (via Christian Kämmer) sent an email to IFCC Secretariat regarding final assessment report from FORM international which recommends PEFC not to endorse the Community Forestry Standard of the IFCC Scheme until the identified nonconformity have been sufficiently rectified by the IFCC and verified by the PEFC Council.

Based on the above assessment result, IFCC has amended the IFCC Sustainable Community Forest Management Certification - Requirements (Amendment 1 - Annex 4 IFCC ST 1001).

## **2 Scope of the standard setting process and this report**

This report is based on the requirement 6.3 of the IFCC standard setting procedures (IFCC PD 1001).

The scope of the standard setting activities is focused on amending the technical documentation (IFCC Sustainable Community Forest Management Certification – Requirements) in order to address the 19 points of minor non conformity as identified in FORM International's final assessment report.

The standard setting work is based on and governed by IFCC PD 1001, *Standard setting procedures* and shall be open, transparent, and consensus based.

## **3 Governance of the amendment process**

In accordance with IFCC PD 1001 the following organizational arrangements were applied for the amendment of the requirements:

### **3.1 IFCC General Assembly (the GA)**

The GA was responsible for the formal approval of the amendment (IFCC PD 1001).

### **3.2 IFCC Board of Directors (the BoD)**

The BoD fulfilled the following functions in the standard setting process:

- Recommendation of the final draft (FD) standards for formal approval by the GA.

### **3.3 Standardization Committee (the SC)**

The SC who worked on creating the amendment of the Annex 4 is the same SC who developed the Annex 4 IFCC ST 1001.

The SC reports to the BoD; and the BoD can dissolve the SC at any time.

### 3.4 Drafting Working Group (DWG)

The DWG is a group of experts that supported the SC in between the meetings by analyzing suggestions and comments of stakeholders within and outside the SC and by preparing draft documentation for the SC meetings.

### 3.5 IFCC Secretariat (the Secretariat)

The Secretariat was responsible for the implementation of the standard setting procedures (IFCC PD 1001). The Secretariat arranged all contacts between the SC, the DWG and the BoD. In particular, the Secretariat was responsible for:

- a) Providing secretarial and administration support to the SC and DWG;
- b) Administration of the public consultation;
- c) Publication of the approved documentation.

## 4 Description of the process

In early of August 2018, the IFCC formally started the development of the Amendment 1 - Annex 4 IFCC standard for Community Forest.

The process consisted of 4 stages as defined by IFCC PD 1001: technical committee stage, enquiry stage, formal approval stage and publication stage.

Standard setting stages		Responsibility
<b>SC stage,</b> August - Nov 2018	Consideration of comments	SC (supported by the DWG and the Secretariat)
	Consensus building	SC
<b>Enquiry stage,</b> Sept – Nov 2018	Public consultation	The Secretariat
<b>Approval stage,</b> Nov 2018	Standard setting report	The Secretariat
	Board of Directors recommendation / approval	BoD
	General Assembly approval	GA
<b>Publication stage</b> Nov 2018	Publication of the documentation	The Secretariat

### 4.1 Summary of the process

The SC has met 2 times in person<sup>[2.1-2.6]</sup>; members of the SC were always invited in advance. The meetings were recorded in the minutes from the meetings.

The DWG has met 2 times in person<sup>[3.1-3.5]</sup>. The minutes of the DWG meetings were recorded in minutes.

Enquiry draft of the document was sent for public consultation that was organized during September - November 2018<sup>[5.1-5.5]</sup>. All comments were analyzed and considered by the SC<sup>[1.1]</sup>.

The amendment process was not included a pilot testing as this process only address the 19 points of minor nonconformity as identified in the FORM International final report of IFCC standard for community forest.

The SC has reached consensus on the final draft and recommended them for a formal approval by the IFCC<sup>[2.3-2.6]</sup>.

## 4.2 Standard setting process

The detail of the standard setting process divided into 4 phases as presented below.

### Phase 1: Standardization Committee Stage (6<sup>th</sup> August - 22<sup>nd</sup> November 2018)

Purpose	Activities	Outputs
To build consensus on final drafts	The SC met two times and reached consensus on the content of Amendment 1 - Annex 4 IFCC ST 1001 documents. The SC was supported by the DWG.	Final draft

### Summary of the SC meetings

The SC started its work at its meeting held on **18<sup>th</sup> September 2018**<sup>[2.1-2.3]</sup>. The purpose of the meeting was (i) to receive the Draft of Amendment 1 - Annex 4 IFCC ST 1001 from DWG; (ii) to discuss the Draft of Amendment 1 - Annex 4 IFCC ST 1001. The SC agreed to send Amendment 1 - Annex 4 IFCC ST 1001 for two-months public consultation.

The second meeting held on **22<sup>nd</sup> November 2018**<sup>[2.4-2.6]</sup> discussed the Amendment 1 - Annex 4 IFCC ST 1001 and agreed (reached consensus) on the standard to be formally approved by IFCC Board of Director. At this meeting the SC also considered comments from the public consultation (September – November 2018).

### Management of the SC

The members of the SC received in advance of all meetings an invitation for the meetings<sup>[2.1,2.4]</sup>. All of the SC meetings were recorded in the minutes<sup>[2.3,2.6]</sup>. Comments and suggestions received from the SC members with regards to the IFCC standards were reported in the minutes of the meetings.

### Drafting Working Group (DWG)

The DWG has been set up to assist the SC with drafting the IFCC standards and procedure and to prepare new drafts for the SC meetings. The DWG met on 6<sup>th</sup> August and 7<sup>th</sup> September 2018<sup>[3.1-3.5]</sup>.

### Phase 2: Enquiry Stage (21<sup>st</sup> Sept – 20<sup>th</sup> November 2018)

Purpose	Activities	Outputs
To consult draft requirements with broad range of stakeholders	The public consultation in 21 Sept – 20 November 2018	Stakeholders comments

### Public Consultation

Amendment 1 - Annex 4 IFCC ST 1001 was presented for public consultation that took place from 21<sup>st</sup> September until 20<sup>th</sup> November 2018; The announcement of the public consultation was made at the IFCC website<sup>[5.1]</sup>, including the consulted standard and commenting form; The public consultation was communicated to stakeholders by a letter<sup>[5.4]</sup> and distributed to stakeholders by E-mail<sup>[5.2]</sup>. The public consultation was announced at the “rimbawan-interaktif” mailing list (media communication platform that covers forestry community: government, NGOs, industry, science) with more than 1300 members<sup>[5.3]</sup>.

During the public consultation, IFCC Secretariat has received comments<sup>[1.1]</sup>. The comments were considered by the SC at its meeting on 22<sup>nd</sup> November 2018<sup>[2.6]</sup>.

### Phase 3: Approval stage (November 2018)

Purpose	Activities	Outputs
To formally adopt the requirements	The BoD recommended the Amendment 1 - Annex 4 IFCC ST 1001 document for formal approval  The GA formally adopted the Amendment 1 - Annex 4 IFCC ST 1001 document	

### Board of Directors

On 22<sup>nd</sup> November 2018, the IFCC BoD approved and recommended to the IFCC GA to formally adopt the Amendment 1 - annex 4 IFCC ST 1001<sup>[4.1]</sup>.

### General Assembly

On 23<sup>rd</sup> - 29<sup>th</sup> November 2018, the IFCC BoD conducted a Postal Ballot which collect all votes from IFCC members to formally adopt the Amendment 1 - Annex 4 IFCC ST 1001<sup>[4.2]</sup>.

### Phase 4: Publication stage (November 2018)

Purpose	Activities	Outputs
To make the IFCC document publicly available	To publish the IFCC documentation	IFCC document published

### Publication of the IFCC standard and standard setting report

On 30<sup>th</sup> November 2018, the IFCC published the formally approved Amendment 1 - Annex 4 IFCC ST 1001 and the standard setting report at the IFCC website together with a press release<sup>[5.6 - 5.8]</sup>.

## 5 Evidence on consensus reached

### 5.1 Consensus building

Following the IFCC standard setting procedures (IFCC PD 1001), the primary body for reaching consensus on the standards of the scheme is the Standardization Committee (the SC).

#### The SC decision on the final drafts' approval

The SC meeting of 22<sup>nd</sup> November 2018<sup>[2.4-2.6]</sup> reached consensus on the final draft standards (Amendment 1 - Annex 4 IFCC ST 1001).

The meeting was attended by 29 members (out of 39 total members) of the SC and all of them voted in favor of the standards to be approved by the IFCC<sup>[2.6]</sup>.

The SC therefore reached consensus as defined by IFCC PD1001:

- More than 70 % of all members voted in favor;
- There was no sustained opposition presented by any member of the SC.

## **Annex 1: List of available documentation**

### **1. Lists of comments**

- (1.1) Public comments

### **2. Documentation relating to the SC**

- (2.1) E-mail invitation to SC meeting (18<sup>th</sup> September 2018)
- (2.2) Invitation letter to the SC meeting (18<sup>th</sup> September 2018)
- (2.3) Minutes of the SC meeting (18<sup>th</sup> September 2018)
- (2.4) E-mail invitation of the SC committee meeting (22<sup>nd</sup> November 2018)
- (2.5) Invitation letter to SC meeting (22<sup>nd</sup> November 2018)
- (2.6) Minutes of the SC meeting (22<sup>nd</sup> November 2018)

### **3. Documentation relating to the DGW**

- (3.1) E-mail / WhatsApp invitation to DWG meeting (6<sup>th</sup> August 2018)
- (3.2) Minutes of the DWG meeting (6<sup>th</sup> August 2018)
- (3.3) E-mail invitation to DWG meeting (7<sup>th</sup> September 2018)
- (3.4) Invitation letter to the DWG meeting (7<sup>th</sup> September 2018)
- (3.5) Minutes of the DWG meeting (7<sup>th</sup> September 2018)

### **4. Documentation relating to the IFCC BoD and the IFCC GA**

- (4.1) Minutes of the IFCC BoD meeting on 22<sup>nd</sup> November 2018
- (4.2) Minutes of the IFCC GA postal ballot on 23<sup>th</sup> - 29<sup>th</sup> November 2018

### **5. News, press-releases and communication**

- (5.1) Announcement of the public consultation at the IFCC website: <http://ifcc-ksk.org/standard/standards-development/632-pengantar-konsultasi-publik-ifcc-amandemen-cf.html>
- (5.2) Communication of the public consultation at the Rimbawan-interaktif
- (5.3) E-mail distribution of the public consultation to stakeholders (Sept 2018)
- (5.4) A letter to stakeholders (Sept 2018) with invitation to public consultation.
- (5.5) Publication of the comments from the public consultation at IFCC website: <http://ifcc-ksk.org/standard/standards-development/642-tambahan-komentar-amandemen-1-standar-cf-ifcc.html>
- (5.6) Press release on formal approval and publication of the IFCC scheme documentation
- (5.7) Publication of the IFCC scheme documentation at the IFCC website
- (5.8) Publication of the standard setting report at the IFCC website