

<i>Procedural Normative documents</i> Standard Setting Procedures	PEFC BG ST 1001:
---	-------------------------

Bulgarian forest certification scheme

Standard setting procedures



Council for Sustainable Forest Management and Certification in Bulgaria

CSFMCB /PEFC Bulgaria

132 blv. Kliment Ohridski, Sofia

Tel: +359 2 931 17 74, Fax: +359 2 986 67 81

E-mail: pefc.bg@gmail.com, Web: www.pefc.bg

Copyright Notice

© PEFC Bulgaria 2019

This document of PEFC Bulgaria is copyright-protected. The document is freely available from the PEFC Bulgaria website or upon request.

No part of the document covered by the copyright may be changed or amended. It must not be reproduced or copied in any form or by any means for commercial purposes without the permission of PEFC Bulgaria.

The only official version of the document is Bulgarian. In case of any doubt the English version is decisive.

Name of the Document: Bulgarian forest certification scheme – **Standard setting**

Title of the Document: **PEFC BG ST 1001:**

Approved by: Council for SFM and Certification in Bulgaria, **Date: 26.06.2019**

Published on: **26.06.2019**

Entry into force: **26.06.2019**

Contents

1. Scope	4
2. Normative references	4
3. Terms and definitions.....	4
4. Standard-setting principles.....	7
5. Standardising body.....	8
5.1. Standard-setting procedures.....	8
5.2. Documented information	8
5.3. Handling of complaints and appeals	9
6. Standard-setting process.....	10
6.1. Standard proposal	10
6.2. Preparatory stage	10
6.2.1. Public announcement of the process.....	10
6.2.2. Stakeholder identification	11
6.2.3. Establishment of the Forest Certification College (a Big Working group)	13
6.3. Development of the standard, consultation	15
6.4. Public consultation.....	16
6.5. Pilot testing	16
7. Approval and Publication	17
7.1. Formal approval of standards	17
7.2. Publication and availability of standards.....	17
8. Revision of standards	18
8.1. Periodic review of standards.....	18
8.1.1. General.....	18
8.2. Revision of standards	20
8.2.1. Normal revision	20
8.2.2. Editorial revision	20
8.2.3. Time-critical revision	20
8.2.4. Application and transition of revised standards.....	21
9. Endorsement and mutual recognition of national schemes and their revision.....	21
10. Records from the standard setting process and from next standard development / revisions and keeping them.....	21

1. Scope

This document describes PEFC Bulgaria's requirements for development, review and revision of standards for forest management.

2. Normative references

ISO Guides are normatively referenced in this standard. For dated references, only the cited edition applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO/IEC Guide 59: *Code of good practice for standardisation*

ISO/IEC Guide 2: *Standardisation and related activities – General vocabulary*

PEFC GD 1007: *Endorsement and Mutual Recognition of Certification Systems and their Revision*

3. Terms and definitions

For the purpose of this document, the concepts and definitions described in ISO/IEC Guide 2: 1996 are used for the definitions listed in this section.

3.1. Consensus

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

Note: The need to reach a consensus needs not imply unanimity (ISO/IEC Guide 2)

3.2. Working draft

Proposed document that is available generally for feedback or voting within a working group.

3.3. Editorial changes

Changes to a system that do not alter the technical content.

NOTE This can include clarifications, guidance and grammatical changes.

3.4. Enquiry draft

A proposed document that is available for public consultation.

3.5. Final draft

A proposed document that is available for formal approval.

3.6. Normative document

Document which describes rules, guidelines and characteristics of certain activities or their results.

Note 1: The term “normative document” is a generic term that covers such documents as standards, technical specifications, codes of practice and regulations.

Note 2: “A document” is to be understood as any medium with information recorded on or in it.

Note 3: The terms for different kinds of normative documents are defined considering the document and its content as a single entity (ISO/IEC Guide 2)

3.7. Publicly available

Generally accessible to the interested public in any form and without the need for a request.

NOTE 1 When information is available by request only, this is indicated explicitly in the document as available on request.

NOTE 2 Special consideration might be needed for disadvantaged stakeholders to ensure their access, e.g. providing hard copies to stakeholders identified as having no access to electronic media.

3.8. Revision

Process of presenting all necessary changes to their essence and presentation of the normative document.

Note: the results of the revision are presented by issuing a new edition of a certain normative document (ISO/IEC Guide 2).

3.9. Review

Activity which refers to the check of a normative document to determine if it needs to be reaffirmed, changed or withdrawn from use *(ISO/IEC Guide 2)*.

3.10. Stakeholder

A person, group, community or organisation with an interest in the subject of the standardisation.

3.11. Disadvantaged stakeholder

A stakeholder or Interested party which might be financially or otherwise disadvantaged by participating in the standard-setting process.

3.12. Key stakeholder

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

3.13. Affected stakeholder

A stakeholder who might be a user of the standard and therefore is subject to the requirements of the standard.

A stakeholder who might experience a direct change in living and/or working conditions caused by implementation of the standard, or a stakeholder who might be a user of the standard and therefore is subject to the requirements of the standard.

NOTE 1: Affected stakeholders include neighbouring communities, indigenous people, workers, etc. However, having an interest in the subject matter of the standard (e.g. NGOs, scientific community, and civil society) is not equal to being affected.

NOTE 2: A stakeholder who might be a user of the standard is likely to become a certified entity, e.g. a forest owner in the case of a forest management standard, or a wood processing enterprise in the case of a chain of custody standard.

Note 3: Affected stakeholder is likely to become a (future) certified entity, e.g. a forest owner in the case of a forest management standard, or a timber processing enterprise in the case of a chain of custody standard.

3.14. Materially affected stakeholder

A stakeholder who might be a user of the standard and therefore is subject to the requirements of the standard.

NOTE: A materially affected stakeholder is likely to become a (future) certified entity, e.g. a forest owner in the case of a forest management standard, or a timber processing enterprise in the case of a chain of custody standard.

3.15. Standard

A document, established by consensus and approved by a recognised body that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree or order in a given context.

Note: Standards should be based on the most recent results in science, technology and practice and should aim at promoting optimal benefit (ISO/IEC Guide 2).

3.16. Standardization body

Body which is authorized for activities in standardization (ISO/IEC Guide 2).

Note: A standardising 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. For Bulgaria standardising body is the Council for Sustainable Forest Management and Certification in Bulgaria (CSFMCB / PEFC Bulgaria), which is PEFC National Governing Body.

4. Standard-setting principles

The standard-setting process is governed by key principles:

- 1) *Stakeholder engagement* – an opportunity for meaningful participation in the process that is open to all stakeholders through participation in working groups and/or public consultations.
- 2) *Balanced representation* – no single stakeholder group shall dominate or be dominated in the process. While each party is free to decide on its participation, the standardising body makes an effort to ensure that all relevant stakeholder groups are represented.
- 3) *Consensus* – standards are approved by consensus. Any sustained opposition to specific issues shall be resolved by means of dialogue.
- 4) *Improvement* – periodic review of a standard seeks continual improvement and to ensure the standard continues to meet expectations of stakeholders.
- 5) *Transparency* – relevant documents are publicly available so interested parties can follow developments during and after the process.

Framework for Forest Certification

- 1) The standard setting procedure is based on PEFC BG documentation (Table №1) and ISO/IEC Guide 59:1994 and organised by PEFC Bulgaria. It is an open, transparent, multi-stakeholder based process and shall aim for consensus among all participants.
- 2) The process includes the mapping of stakeholders, the public announcement of the start of the standard setting process, an invitation of stakeholders to forming technical committees (working group) - **Forest Certification College /FCC/** , public consultations, formal approval by the PEFC BG and the publication of the standards.
- 3) The standards are subject to revisions every five years.
- 4) All standards are publicly available through the PEFC Bulgaria website.

5. Standardising body

5.1. Standard-setting procedures

5.1.1. PEFC Bulgaria shall have written procedures for standard-setting activities describing:

- (a) its legal status and organizational structure, including a body responsible for consensus-building (working group, refer to 6.4) and procedures for formal adoption of the standard (refer to 7.1),
- (b) procedures for keeping documented information,
- (c) procedures for balanced representation of stakeholders,
- (d) the standard-setting process,
- (e) the mechanism for reaching consensus, and
- (f) review and revision of standard(s)/normative document(s).

PEFC Bulgaria has its own prepared, discussed and approved by the General Assembly (27.01.2017) PROCEDURE P-01 *“Management of the activity for development and validation of technical documentation for PEFC certification scheme in Bulgaria”* (Annex 1, Available in Bulgarian language), with Time table. The document is of a *temporary nature* and is effective only in the phase of initial training, creation, consideration and adoption to the approval of the entire Bulgarian forest certification scheme by the Council of PEFC and endorsement from PEFC International GA.

5.1.2. The PEFC Bulgaria shall make its standard-setting procedures publicly available and shall review its standard-setting procedures regularly, including consideration of feedback from stakeholders.

5.2. Documented information

5.2.1. The PEFC Bulgaria shall keep documented information relevant to the standard-setting and review process. Evidence of compliance with the requirements of this document and the standardising body's own procedures includes:

- (a) Standard-setting procedures,
- (b) Stakeholder identification mapping,
- (c) Contacted and/or invited stakeholders,

- (d) Stakeholders involved in standard-setting activities including participants in each working group meeting,
 - (e) Feedback received and a synopsis of how feedback was addressed,
 - (f) All drafts and final versions of the standard,
 - (g) Outcomes from working group considerations,
 - (h) Evidence of consensus on the final version of the standard(s),
 - (i) Evidence relating to the review process, and
 - (j) Final approval by the standardizing body (General assembly of the PEFC Bulgaria)
- 5.2.2. Documented information shall be kept until completion of the next review or revision of the standard to which they refer. Otherwise information must be kept for a minimum of five years after publication of the standard.
- 5.2.3. Documented information shall be available to interested parties upon request.

5.3. Handling of complaints and appeals

- 5.3.1. PEFC Bulgaria shall establish procedure(s) for dealing with any substantial and/or process complaints relating to its standard-setting activities. It must make procedure(s) accessible to stakeholders. Upon receipt of a complaint, the standard-setting body shall:
- (a) acknowledge receipt of the complaint to the complainant,
 - (b) gather and verify all necessary information to validate the complaint, evaluate the subject matter of the complaint impartially and objectively, and make a decision regarding the complaint, and
 - (c) formally communicate the decision on the complaint to the complainant and describe the complaint-handling process.
- 5.3.2. PEFC Bulgaria shall establish at least one contact point for enquiries and complaints relating to its standard-setting activities. The contact point shall be easy to access and readily available.

6. Standard-setting process

6.1. Standard proposal

6.1.1. The specifics of the standard process for PEFC Bulgaria

The General Assembly of PEFC Bulgaria shall review the forest management standard. (This is developed and discussed in two stages - in 2011, when the procedure is not completed, and in 2017 when the whole procedure begins again. A baseline proposal is adopted and used in 2011, the version of the Pan-European Manual "Criteria and Indicators for Sustainable Forest Management", which was presented as a new standard proposal.)

The **proposals** stage includes formulation and approval of a proposed standard (the actual version) or its revision. The proposal is prepared by the Working group – *Forest certification college (FCC)* upon initiative from PEFC Bulgaria, or from its Management board, or from the Chairmen.

6.1.2. The proposal

For the creation of a new standard, PEFC Bulgaria shall develop **a proposal** which contains:

- a) the scope of the standard,
- b) justification of the need for the standard,
- c) a clear description of the intended outcomes,
- d) a risk assessment of potential negative impacts arising from implementing the standard, such as:
 - factors that could affect the achievement of the outcomes negatively,
 - unintended consequences of implementation,
 - actions to address the identified risks, and
- e) a description of the stages of standard development and their expected timetable.

6.1.3. For the revision of a standard the proposal shall cover at least (a) and (e) of clause 6.1.2

6.2. Preparatory stage

6.2.1. Public announcement of the process

The Management board (MB) of the PEFC-Bulgaria shall be responsible for initiation and rule of the establishment and revision of the standard every fifth year.

The initiation of the documentation development process or its revision shall be announced on the PEFC Bulgaria website and other appropriate media in order to enable the stakeholders to actively contribute to the process.

The announcement shall be made in a timely manner through suitable media, as appropriate, to give stakeholders an opportunity for meaningful contributions.

The announcement and Invitation shall contain:

- 1) information on the goals, scope and steps in the standards setting process and framework,
- 2) access to the standard proposal,
- 3) information on the opportunity for participation of the stakeholders in the process, (access to the standard proposal),
- 4) invitation to the stakeholders to nominate their representative in the WG,
- 5) invitation for submitting comments on the scope and process of setting standards with clear instruction on how to submit feedback on the scope and standard setting process, and [how to submit suggestions on the standard setup process](#),
- 6) clear instruction on how to submit feedback [on the scope and the process of setting standards](#)
- 7) link to the publicly available procedures for the standards setting process on the PEFC Bulgaria website.

NOTE 1: Timely means that (at the latest) four weeks prior to the first standard setting activity.

NOTE 2: Appropriate media means at least via the PEFC Bulgaria website and/or by E-mail letter to the stakeholders. Other media include press releases, news articles, features in the trade press, information sent to branch organizations, social media, digital media, and more.

- 8) An procedures for review of the standard setting process based on comments received from the public announcement is carried out and includes:
 - a. Study and evaluate all received proposals from the selected members of the Key working group (KWG) within the deadline published with the invitation.
 - b. Any proposals that contribute to improving the process of creating and correcting / editing the standards of Bulgarian certification system are accepted.
 - c. For proposals rejected by the KWG members, a motivated refusal is sent to their addressees.

6.2.2. Stakeholder identification

The PEFC Bulgaria shall identify stakeholders relevant to the objectives and scope of the standard-setting activities by means of a stakeholder identification mapping exercise. It shall

define which stakeholder groups are relevant and why. For each stakeholder group PEFC Bulgaria shall identify the likely key issues, key stakeholders, and which means of communication would be best to reach them.

- 1) All members and non-members defined in Article 11 and Art. 11a of the PEFC-Bulgaria Statutes, which have an interest in promoting forest certification in line with the PEFC requirements, should be able to participate in the Forestry Certification College - CAC (*Annex 2: List of Identified Stakeholders*). These are those, set out in Agenda 21 of the United Nations Conference on Environment and Development (UNCED) in Rio de Janeiro in 1992. At least nine main groups are involved in the mapping of stakeholders in Bulgaria: i) forest owners, ii) children and young people, iii) business and industry, iv) indigenous people (for Bulgaria such a population is missing and for the needs of certification, we replace this group with a group of disadvantaged people, v) local authorities, vi) non-governmental organizations, vii) the education, scientific and technology communities, (viii) women, and (ix) workers and trade unions. These groups of persons, according to the Statute of the PEFC Bulgaria, are divided into three main groups, namely:
 - I. **Forest owners;**
 - II. **Business and industry – Forestry, wood harvesting, woodworking and forest based industry;**
 - III. **Other - Organizations representing social-, environmental-, and cultural interests linked to sustainable forest management**, e.g. NGOs, trade- unions representing forestry and forest industries and their work-force; The official forest authorities; Local authorities, incl. The Bulgarian Association of Municipalities; National organizations connected to forests and hunting, recreation, outdoor life, sports, local folklore and the cultural history, National environmental organizations, The Education, scientific and technology communities, Group of disadvantaged people and others
- 2) A mapping of interested stakeholders (*Annex 3*) shall be made which identifies the relevant sectors and why they are relevant, probable key issues for each sector shall be identified, as well as by which means of communication these stakeholders are best reached. The mapping shall also identify whether any stakeholder is disfavoured. If such a stakeholder is identified, the Management Board of the PEFC Bulgaria shall take action to remove any obstacles to its participation and work proactively for its participation and contribution to the standard setting procedure. The list of interested stakeholders is periodically upgraded.
- 3) A general invitation to all Identified stakeholders shall be published on the web; www.pefc.bg and/or others. Secondly, all members of the PEFC Bulgaria, and also the identified stakeholders shall be invited by letter sended by e-mail. Invitation letters shall also be sent to stakeholders with special interests/competences for the standard setting procedure, including national NGOs and national organizations representing the

disadvantaged people. All invitations shall be sent out 1 month at least prior to the first meeting of the Forest Certification College (FCC), as a minimum.

- 4) Apart from the general and special invitations – and as a minimum 1 month prior to the set-up of the FCC - the day, time and place for the initial meeting of the FCC shall be announced on the web: www.pefc.bg and/or others.
- 5) In addition to the stakeholders defined above (I-III), experts (scientists and other experts) may be invited to the FCC in order to bring in needed expertise.
- 6) The first task for the FCC is to constitute and appoint a key working group, consisting of 9 individuals including a responsible /coordinator.

6.2.3. Establishment of the **Forest Certification College** (a Big Working group)

Described below are the main requirements, for the work of the Big Working Group - **Forest Certification College (FCC)**. They were adopted by members of FCC in their Constituent Assembly on 10.05.2017 - Annex 3 "Internal rule for FCC working" (available on Bulgarian).

- 1) PEFC Bulgaria establishes a Big Working Group - **Forest Certification College (FCC)** as a permanent or temporary working group based on the stated objectives and the nominations it receives. The acceptance of applications is justified in relation to the requirements for balanced representation of the working group, the suitability of the organization, the competence of the individual, the relevant experience of the individual and the available resources for the setting of standards (*Annex 2 consist Annex 2.1 - List of initially identified and persons invited to participate in the College and Annex 2.2 - List of Applicants and Approved as Members of the FCC*)
- 2) The FCC shall:
 - a. have balanced representation and decision-making by stakeholder categories, relevant to the subject matter and geographical scope of the standard, where no single concerned stakeholder group can dominate, nor be dominated in the process, and
 - b. include stakeholders with expertise relevant to the subject matter of the standard, those that are directly and materially affected by the standard, and those that can influence implementation of the standard. The directly and materially affected stakeholders shall be represented in an appropriate proportion among participants.

Note: The nine major stakeholder groups as defined by Agenda 21 need to be represented within or in addition to groups identified by stakeholder identification mapping.

- 3) In order to achieve balanced representation, the standardising body shall strive to have all identified stakeholder groups represented. PEFC Bulgaria shall set targets for the participation of key stakeholders and proactively seek their participation by using outreach such as (but not limited to) personal emails, phone calls, meeting invitations etc.

Note: When a stakeholder group is not represented and key stakeholders cannot be moved to participate, the PEFC Bulgaria may consider alternative options. For example, the environmental stakeholder group may be represented through scientific and/or environmental professionals.

- 4) Activities of the working group shall be organised in an open and transparent manner where:
 - a. working drafts shall be available to all members of the working group,
 - b. all members of the working group shall be given meaningful opportunities to contribute to the development or revision of the standard and to provide feedback on working drafts, and
 - c. feedback and views given by any member of the working group shall be considered in an open and transparent way where the outcome is recorded.
- 5) The decision of the working group to recommend the final draft for formal approval shall be taken on the basis of consensus. In order to determine whether there is any sustained opposition, the working group can utilise the following methods:
 - a. face-to face meeting(s) where there is a verbal yes/no vote, a show of hands for a yes/no vote; a statement on consensus from the Chair when there are no dissenting voices or hands (votes); a formal ballot, etc.,
 - b. telephone conference meeting(s) where there is a verbal yes/no vote,
 - c. e-mail request to the working group for agreement or objection where the members provide a formal (written) response (vote), or
 - d. combinations of these methods.
- 6) Where a vote is used in decision-making, the standard-setting procedures shall determine are determined by internal voting rules, and include decision-making thresholds that quantifies consensus. The threshold must be consistent with the consensus definition. However, a majority vote cannot override sustained opposition in order to achieve consensus. Each time, with the invitation to vote to the represented in the FCC interested parties, the Chairperson shall notify the members that the purpose of the vote is to reach consensus on the voted question or document. Each member has the right to express his / her objections and the reasons for this in a specially developed form, which is forwarded in advance to the set of documents.
- 7) When there is sustained opposition to a substantial issue, the issue shall be resolved using the following methods:
 - a. finding a compromise through discussion and negotiation on the disputed issue within the working group ,
 - b. finding a compromise through direct negotiation between the stakeholder(s) making the objection and other stakeholders with different views on the disputed issue,
 - c. additional round(s) of public consultation (if necessary) where further stakeholder input can help to achieve consensus on unresolved issues. The

standardising body determines the scope and duration of any additional public consultation.

- 8) When a substantial issue cannot be resolved and sustained opposition persists, the standardising body shall initiate dispute resolution in accordance with its procedures for impartial and objective action.

6.3. Development of the standard, consultation

- 1) Forest Certification College (FCC) activities shall be possible to follow at the web www.pefc.bg and others during the entire process.
- 2) FCC shall make the procedures for development of the standard publicly available via www.pefc.bg and others. This includes information on objective, scope, and the different stages of the standard setting procedure and its time plan. The FCC shall review the procedure for standard setting at regular intervals and then take any views from stakeholders into consideration.
- 3) FCC shall call the type of stakeholders listed above to launch a representative to take part in the **Key Working Groups (KWG)** described below. A stakeholder should not be represented by more than one person when members are appointed to the FCC. The size of the KWG should be restricted to 8-12 participants. Acceptance or rejection of nominations shall be motivated in relation to the requirements for a balanced representation in the FCC and available resources for development of the standard.
- 4) The KWG shall be responsible for elaborating and presenting to the FCC any proposals for revisions regarding the Forest management standards concerning any systems and routines for timber production & environment.
- 5) The KWG shall be responsible for elaborating and presenting to the FCC any proposals for revisions regarding the Social standard, concerning any systems and routines for social issues.
- 6) The work of the Key Working Group shall be organized in an open and transparent manner where:
 - a) working drafts shall be available to all members of the KWG,
 - b) all members of the KWG shall have the possibility to contribute to the working drafts in a meaningful way, and
 - c) comments and views from all members of the KWG shall be taken into consideration in an open and transparent manner, and decisions as well as proposed changes shall be documented.
- 7) The KWG shall initiate organization an open seminar to present and discuss the results from the public consultation on the internet as well as the second draft of the standard proposed to be adopted by the FCC.

- 8) The KWG shall organize a special hearing with the Forest, Environmental and Cultural heritage authorities towards the end of the standard setting process to evaluate the draft standard in relation to policies, laws and ordinances.
- 9) The Working draft standard shall clearly be announced and easily available on www.pefc.bg and others for reading, comments and evaluation during at least 60 days.
- 10) After this, a summary of substantial matters, including the result of their processing in the KWG, shall be made available at www.pefc.bg and others.

6.4. Public consultation

- 1) The Management Board of the PEFC Bulgaria shall organise public consultation on the approved by consensus from FCC draft of the announced document, and shall ensure that:

- a. the start and the end dates of public consultation are announced in a timely manner through suitable media,

Note: In a timely manner means (at the latest) the day before the start of public consultation.

- b. a direct invitation is sent to each stakeholder identified by stakeholder identification mapping (refer to 6.2.2) aiming for a balanced participation of stakeholder groups,
- c. invitations are sent to disadvantaged and key stakeholders by possible publicly available contact links,
- d. the enquiry draft is made publicly available,
- e. public consultation is for at least 60 days,
- f. all feedback are examined and considered by the KWG in an objective manner,
- g. All feedback on each material (suggestions, notes, comments), including the outcome of criticism of the standard, is summarized. The summary is made public (e.g. on a website) and sent to any interested party who gives feedback.

Note: For clarity the standardising body's synopsis may aggregate responses on material issues where there was similar feedback from different stakeholders. However, best practice would be to publish each piece of original feedback and the response, to allow each stakeholder to identify its own feedback.

- h. For new standards PEFC Bulgaria shall organize a second round of public consultation lasting at least 30 days.
- 2) The procedures for review of the standard setting process based on comments received from the public announcement is the same as that set out in 6.2.1.

6.5. Pilot testing

- 1) The Management Board shall organize pilot testing of the new standards application and the results of it should be reviewed by KWG and approved by FCC.
- 2) In the case that pilot testing is conducted simultaneously with the public consultation process, the results of the pilot testing, together with the results of the consultation shall be considered by the FCC in a new consensus approval procedure in the way already described above.
- 3) The practical tests shall be documented at www.pefc.bg and others and experiences gained shall be included in the final standard.

7. Approval and Publication

7.1. Formal approval of standards

When the Forest Certification College (FCC) has finished its work, it shall report back to the Management board (MB) of the PEFC Bulgaria.

The General Assembly of the PEFC Bulgaria is a standardization body responsible for the formal acceptance (approval) of certification and technical documents on a proposal from the MB. The composition and decisions made by the PEFC Bulgaria are in accordance with the Statute (PEFC BG STATUTE).

7.2. Publication and availability of standards

- 1) The formally approved standard / the normative documents shall be published in an appropriate way and be made publicly available at no cost within 14 days of approval, or as otherwise defined by the standardizing body.
- 2) The MB of the Bulgarian PEFC shall decide on application date and date for expiry of the transition period for revised standards/normative documents.
 - a) the time period from publication of the standard to application date shall not exceed one year. This is needed for approval of revised standards/normative documents, to introduce changes and for dissemination of information and training.
 - b) the transition period shall not exceed one year, except for cases where justified exceptional conditions requires a longer period for implementation of revised standards/normative documents.
- 3) Standard(s) shall include:

- a) identification and contact information for [PEFC Bulgaria](#),
 - b) official language of the standard,
 - c) a note that when there is inconsistency between versions, the English version of the standard as endorsed by the PEFC Council is the reference,
 - d) the approval date and the date of next periodic review
- 4) Hard copies shall be made available upon request at a price that covers no more than administrative costs (if any).
 - 5) Documentation describing the standard-setting process and its implementation shall be made publicly available.
 - 6) Make the development report (refer to PEFC GD 1007) publicly available.

8. Revision of standards

8.1. Periodic review of standards

8.1.1. General

The standard(s)/normative document(s) shall be reviewed at intervals that do not exceed a five-year period. The review shall be based on consideration of feedback received during the standard's implementation and a gap analysis. If necessary, a stakeholder consultation shall be organised to obtain further feedback and input.

8.1.2. Feedback mechanism

- 1) [PEFC Bulgaria](#) shall establish and maintain a permanent mechanism for collecting and recording feedback on a standard. This mechanism shall be accessible on the website of PEFC Bulgaria with clear directions for providing feedback.

NOTE: Feedback can be sent in various formats: comments, requests for clarification and/or interpretation, complaints, etc.

2) [Reviews should be considered as a starting point for the review process.](#)

- 3) All feedback received through all channels, including meetings, training courses, etc. shall be recorded and considered.

8.1.3. Gap analysis

- 1) At the start of a review, PEFC Bulgaria shall evaluate the standard against appropriate PEFC International standards, national laws and regulations, and other relevant standards to identify potential gaps in the standard.

- 2) PEFC Bulgaria shall consider the latest scientific knowledge, research and relevant emerging issues.

8.1.4. Stakeholder consultation

- 1) Where the feedback and the gap analysis do not identify a need to revise the standard, PEFC Bulgaria shall organise stakeholder consultation to determine whether stakeholders see a need for revising the standard. PEFC Bulgaria shall include the gap analysis in the stakeholder consultation.
- 2) At the start of a review, PEFC Bulgaria shall update the stakeholder identification mapping (refer to Annex-2).
- 3) PEFC Bulgaria shall organise:
 - (a) a public consultation period of at least 30 days (following the requirements of clause 6.4.) and/or,
 - (b) stakeholder meetings.
- 4) PEFC Bulgaria shall announce the review in a timely manner (refer to 6.4.1.a).

8.1.5. Decision-making

- 1) Based on the feedback received during the period of a standard's implementation, the outcome of the gap analysis and the consultations, PEFC Bulgaria shall decide whether to reaffirm the standard or whether a revision of the standard is necessary.
- 2) The decision shall be made at the highest decision-making level of PEFC Bulgaria
- 3) Where the decision is to reaffirm a standard, PEFC Bulgaria shall provide a justification for the decision and make the justification publicly available.
- 4) Where the decision is to revise the standard, PEFC Bulgaria shall specify the type of revision (normal or editorial revision).

8.2. Revision of standards

To revise a standard, PEFC Bulgaria develops a **proposal** that may include:

- a) the scope of the standard revision,
- b) justification of the need for the revision,
- c) a clear description of the intended outcomes,
- d) a risk assessment of potential negative impacts arising from implementing the revision, such as:
 - factors that could affect the achievement of the outcomes negatively,
 - unintended consequences of implementation,
 - actions to address the identified risks, and
- e) a description of the stages of revision development and their expected timetable.

Note: At minimum the proposal shall include the clauses a) and e).

8.2.1. Normal revision

Procedures for revision of standard(s)/normative document(s) shall conform to those stated in this standard.

A normal revision can occur at the periodic review, or between periodic reviews, but does not include editorial revisions and time-critical revisions.

8.2.2. Editorial revision

Editorial revisions can be made without triggering the normal revision process. PEFC Bulgaria shall approve the editorial changes formally and publish an amendment or a new edition of the standard.

8.2.3. Time-critical revision

- 1) A time-critical revision is a revision between two periodic reviews using a fast-track process.
- 2) A time-critical revision can be conducted only in the following situations:
 - (a) Change in national laws and regulations affecting compliance with PEFC International requirements
 - (b) Instruction by PEFC International to comply with specific or new PEFC requirements within a timescale that is too short for a normal revision.
- 3) The time-critical revision shall follow these steps:
 - a) PEFC Bulgaria shall draft the revised standard,

- b) PEFC Bulgaria may consult stakeholders, but it is not mandatory,
- c) The revised standard shall be approved formally at the highest appropriate decision-making level of PEFC Bulgaria,
- d) PEFC Bulgaria shall explain the justification for the urgent change(s) and make the justification publicly available.

8.2.4. Application and transition of revised standards

- 1) The MB of the PEFC Bulgaria shall decide on application date and date for expiry of the transition period for revised standards/normative documents (7.2.(2)).
- 2) An application date shall not be more than one year after the publication of the standard. This allows time for endorsement of the revised standard(s)/normative document(s), introduction of change(s), information dissemination and training.
- 3) The transition period shall not exceed one year. PEFC Bulgaria may determine a longer period when justified by exceptional circumstances.

9. Endorsement and mutual recognition of national schemes and their revision

- 1) Endorsement and mutual recognition of national or sub-national forest certification schemes and standards is based on PEFC GD 1007, which PEFC Bulgaria implements in the course of these procedures.
- 2) The endorsement and mutual recognition of national or sub-national forest certification schemes and standards relies on their independent assessment.
- 3) The assessment process is transparent and consultative.
- 4) Assessment results are public and the assessment reports are available to interested parties from the PEFC Council.
- 5) The PEFC Council minimum requirements for national or sub-national schemes are transparent and widely communicated.

10. Records from the standard setting process and from next standard development / revisions and keeping them

The processes for developing and adjusting the standard (standard setting process) and its review and keeping are as follows:

- (a) prior determination / revision of the proposal, identification of stakeholders, invitation with a list of invited stakeholders,
- (b) written documentation for the creation / invitation of the Forest Certification College – FCC ,
- (c) minutes of the meetings of the General Assembly of PEFC Bulgaria and of the FCC
- (d) minutes of the meetings of the FCC, including the comments and suggestions of its members and the public consultations, as well as changes to the documentation,
- (e) results of consensus building and resolution of objections (summary results of PEFC Bulgaria's e-mail voting)
- (f) minutes of stakeholder meetings, where applicable / when held
- (g) comments from the public consultation,
- (h) Pilot test results,
- (i) complaints and appeals,
- (j) decisions of the Arbitration Committee,
- (k) results of the General Assambly of PEFC Bulgaria (results of the voting on the aggregate result of electronic voting),
- (l) development reports,
- (m) all draft standards and changes in the standard developed within the different stages of the process of defining or revising standards.

Records shall be kept for a minimum of five years and shall be made available to interested parties upon request.

ANNEX 1 /a separately bound document

Version 2 / 27.04.2017
Amendment _01__/_2017__

PROCEDURE P-01

***Management of the activity of initial development
and validation of technical documentation for PEFC
certification scheme in Bulgaria***

(Available in Bulgarian language)

Annex 2.1 - List of initially identified and persons invited to participate in the Process

List of invited /potential/members of the CSFMCB /PEFC Bulgaria/ or the Forest Certification College /FCC/ for Bulgarian PEFC Scheme, 2017 (in Bold - Key Stakeholder)						
No	Наименование /организация, фирма, друго	Име на представляващия	Ф у н к ц и я	об.	E-mail	Забележка
I-st group Stakeholder: FOREST OWNERS						
1	Министерство на земеделието и храните	доц. Георги Костов, инж. Спас Тодоров, друг			GKostov@mzh.government.bg ; STodorov@mzh.government.bg , MDakova@mzh.government.bg	Покана + за член ЮЛ
2	Асоциация общински гори	инж. Тихомир Томанов, Инж. Валентин Карамфилов			tihtom@abv.bg; aogori@abv.bg ; aog@abv.bg	Покана + за член ЮЛ
3	Община Трън / Друга община - Самоков / Чавдар / Тетевен	Даниела Петкова, Тодор Исаев / Малинов / Симеонов			galen_dd@abv.bg; obchavdar@abv.bg ; c.simeonov@teteven.bg; oblesnichestvo_samokov@abv.bg	Покана + за член ЮЛ
4	Национално сдружение на недържавните собственици на гори "Горовладелец"	Стойчо Глухов, доц. Мартин Борисов, Янко Карамитев, друг			gpk_borika@mail.bg ; gorovladelets@abv.bg ; mborisow@abv.bg	Покана + за член ЮЛ
5	Представител/и - собств. Физич.лица и техни управители - 6 бр.	Йордан Терзийски, Представител - евент. от Сдруж. на Инженерите - Габрово: Г.Георги/ Боряна, Лиляна Райкова, Самаринов, Даниела Петкова			vadis_sam@abv.bg; lili_rajkova@abv.bg ; b_chileva@abv.bg ; samarinow_sb@mail.bg	Покана + за член ЮЛ
II-nd group Stakeholder - ECONOMIC INTERESTS: Forest management, Users of wood and non-timber products (logging and wood processing companies / I-nd and II-nd transformation - Industry , incl. pulp, paper, construction, etc.), traders and transporters etc.)						
1	Министерство на земеделието и храните - Държавни предприятия - стопанисващи гори - 6 броя	инж. Вержиния Хубчева, инж. Елена Величкова, Боян Бенов (СЗДП) Живко Алексиев (СИДП), друг			Hubcheva@mzh.government.bg EVelichkova@mzh.government.bg ; zh.aleksiev@dpshumen.bg; szdp.stopanisvane@abv.b	Покана + за член ЮЛ
2	БУЛПРОФОР - Браншово сдружение на практикуващите лесовъди и горски предприемачи в България, на индивидуални горски консултанти и дребните еднолични предприемачи в горите	инж. Антоний Стефанов			office@bulprofor.org	член -юл

3	Асоциация на горските фирми в България, представлява интереси на собственици на фирмите и на техните работници и служители	инж. Иван Пенков, Милена Пробойска			agfb@mail.bg ; proboiska@gmail.com	Покана + за член ЮЛ
4	Асоциация "Българска гора", представлява интереси както на собствениците на фирми, така и на техните работници и служители.	инж. Светослав Петров			sg.svetoslav@gmail.com ; bg_gora@abv.bg	Покана + за член ЮЛ
5	Браншова камара на дървообработващата и мебелна промишленост в България, представлява интереси на предприемачите - собствениците на дървопреработвателни и мебелни компании.	Росица Пешева, Ивайло Тодоров, инж. Георги Янушев, д-р инж. Калин Симеонов, Шейтански, друг			office@timberchamber.com ; palisandar@abv.bg ; office@ecotechproduct.com	Покана + за член ЮЛ
6	Браншова камара на целулозно-хартиената промишленост /неактивни	Представител			office@ppibg.com ; ppi@bgcatalog.com ;	Покана + за член ЮЛ
7	Асоциация на ползвателите на дървесина в България, представлява интересите на крупните индустриални предприятия	Красимир Дачев, инж. Иван Искров, друг			kdachev@mtgbg.com ; kdachev@svilosa.bg, mkolchev@svilosa.bg	Покана + за член ЮЛ
8	Други - фирми работещи в горите, заедно с работниците им, в т.ч.: "Абиес" ООД, "Господинов" ООД, "Нишава" КиТ, "Горпром-Инвест"ООД и др.	проф. Величко Гагов, инж.Г.Господинов, инж.Пламен Пиров/Калин Карамфилов, инж. Н.Колев			abies@abv.bg; kkaramfilov@abv.bg; milena_vacheva@abv.bg; gorprom_invest@abv.bg;	Покана + за член ЮЛ
III-rd group Stakeholder - OTHERS: State, science and education, trade unions, environmental NGOs, local and state authorities, women's, youth,d disadvantaged etc. organizations, institutions - SOCIAL AND ENVIRONMENTAL, YOUTH AND DISADVANTAGED						
1	Министерство на земеделието и храните / регулатор и администратор	доц. Георги Костов, друг представител			GKostov@mzh.government.bg ; MDakova@mzh.government.bg	Покана + за член Институция

2	Изпълнителна агенция по горите регулатор и контролен орган , 16 Регионални дирекции по горите, 11 Дирекции на Природните паркове, 2 Лесозащитни станции и 2 Семеконтролни станции	инж. Тони Кръстев, Ц.Ценов, К.Ташев, Г.Тинчев, Анна Петракиева, Елена Рафаилова, друг		tkrastev@iag.bg ; cenov@iag.bg ; tashev.k@gmail.com , iag@iag.bg , anpetrakieva@gmail.com , erafailova@yahoo.com	Покана + за член Институтция
3	Министерство на околната среда и водите, Национална служба за защита на природата, 3 Дирекции на национални паркове	инж. Мирослав Калугеров, инж. Митко Стоев, друг		m.kalugеров@moew.government.bg , dstoev@moew.government.bg ; pirin_np@abv.bg	да
4	Национално сдружение на общините в Р.България - членуват всички общини в България	Гинка Чавдарова - Изп.Директор, Елисавета Бързанова, друг		namrb@namrb.org ; erloisen@abv.bg	Покана
5	Лесотехнически университет, София	проф. Иван Илиев, доц. Нено Александров , доц. Момчил Панайотов, гл.ас.Тома Тончев, друг		rektor@itu.bg ; toma.tonchev@gmail.com	Покана + за член Институтция
6	Професионални гимназии по горско стопанство - 5 бр.: Велинград, Тетевен, Чепеларе, Берковица, Банско, други	Стефан Шулев, Зоя Матеева, Станка Насташова, други		pggs_vel@abv.bg ; nastashova@abv.bg ; stefan_shulev@abv.bg ; zoyam@abv.bg	Покана + за член Институтция
7	Институт за гората към БАН	проф. Христо Цаков, ст.н.с. д-р Груд Попов, д-р. Йонко Додев, проф. Сотир Глушков, д-р инж. Ивайло Величков, друг		forestin@bas.bg ; sotirglushkov@abv.bg	Покана + за член Институтция
8	Национална Федерация по земеделие и горско стопанство към ПОДКРЕПА	инж. Анелия Начева / друг		nfzgs@podkrepa.org	Покана + за член Институтция
9	Федерация по ГС и дървопрераб. промишленост към Независ.Синдикати	инж. Петър Абрашев, Атанас Атанасов		fsogsdp@abv.bg ; nasiu_nass@abv.bg	Покана + за член Институтция
10	Съюз на лесовъдите в България, представлява работещи служители в системата на горите държавни служби	доц. Иван Палигоров, Анна Петракиева		ipaligorov@abv.bg ; anpetrakieva@gmail.com ,	Покана + за член ЮЛ
11	Технологична платформа на Горския сектор	Красимир Дачев, инж. Йото Йотев		yottooo@gmail.com ; yyotov@ekoteknika.com	Покана + за член ЮЛ

12	Коалиция "За да остане природа в България, в т.ч. Нейни членове: WWF-DCP - Bulgaria, АПБ, Балкани, БФБ, БДЗП, други	Веселина Кавръкова, Нели Дончева, Тома Белев, Андрей Ковачев, Стефан Аврамов, Вероника Фердинандова, друг		office@wwfdcp.bg	Покана + за член ЮЛ
13	Асоциация на сертифициращите органи в България	Иван Савов, Мирослав Георгиев, друг		isavov@me.com ;	Покана + за член ЮЛ
14	Българска асоциация на производителите на билки и гъби (СБ и ЮБ)		info@babg.net	Покана + за член ЮЛ
15	Природата за хората и регионите (планински общини и хора в неравностойно положение)	Филип Цанов, други		priodata@mail.bg	Покана + за член ЮЛ
16	Фондация "НАТУРА - 21" (екологична и с участие на младежки и женски организации)	Павел Панов, други		natura21@abv.bg	Покана + за член ЮЛ
17	Съюз на Българските пчелари	Представител		неизвестен	Покана + за член ЮЛ
18	Български женски съюз	Представител		info@bgwu.org	Покана + за член ЮЛ
19	Национално сдружение "Младежки глас"	Представител		mladezhkiglas@gmail.com ;	Покана + за член ЮЛ
20	Ромска организация СНЦ „Асоциация Интегро“	Представител		info@integrobg.org	Покана + за член Институция

Note: The red color is the updates made in development process and for public consultation of the BG PEFC certification scheme

ANNEX - 2.2. - A list of interested persons filed an application and became members of the Forest Certification College

Forest Certification College

Full list of members endorsed by the GA of PEFC Bulgaria, updated 08.01.2019

№	Име и Фамилия	Институция	Mail	Mobile
FOREST OWNERS				
1	Елена Крижан - Величкова	МЗХГ	EVelichkova@mzh.government.bg	0885 284 440
2	Инж. Тихомир Томанов	Физ.лице / АОГ	tihtom@abv.bg	888152366
3	Стойчо Глухов – до официално опълномощаване на Янко Карамитев от ОС.	НЧНСГ „Горовладелец“	gorovladeletz@abv.bg	896643596 / 889200380
4	Инж. Даниела Петкова	Община Трън	galen_dd@abv.bg	885336215
Forest management, Users of wood and non-timber products (logging and wood processing companies / I-nd and II-nd), traders and carriers, consultants / ECONOMIC INTERESTS				
5	Проф. Васил Стипцов	Консултант	vstiptzov@gmail.com	887709722
6	Инж. Живко Алексиев	Североизточно държавно предприятие	zh.aleksiev@dpshtumen.bg	889233303
7	Инж. Антоний Стефанов	Браншово сдружение „БУЛПРОФОР“	office@bulprofor.org	888383654
8	Ивайло Тодоров	БКДМПБ	iv.todorov@timberchamber.com	879161420
9	Милена Иванова	Асоциация на горските фирми в Б-я	milena1@abv.bg ; proboiska@gmail.com	878346791
10	Инж. Светослав Петров	Асоциация „Българска гора“	sg.svetoslav@gmail.com	876437773
11	Инж. Калин Карамфилов	„Нишава Кит“ ООД	kkaramfilov@abv.bg	888284312
12	Инж. Атанас Кайков	СНЦ "Частен лесовъд", Смолян	taso78@abv.bg	885850814
13	Инж. Боян Бенов	Северозападно държавно предприятие	szdp.stopanisvane@abv.bg	887940870
OTHERS: state, science and education, trade unions, environmental ngos, local and state authorities, etc. organizations and institutions / interests - SOCIAL AND ENVIRONMENTAL, YOUTH AND DISADVANTAGED				
14	инж. кирил ташев	Изпълнителна агенция по горите	tashev.k@gmail.com	885841389
15	Инж. Елисавета Бързана	Нац. Сдружение на общините в Р.Б.	erloisen@abv.bg	886697616
16	Атанас Атанасов	Федерация по ГС и ДП към КНСГ	nasiu_nass@abv.bg	884416554
17	Гл.ас. Тома Тончев	Лесотехнически университет	toma.tonchev@gmail.com	888377022
18	Проф. Сотир Глушков	Институт за гората към БАН	sotirglushkov@abv.bg	896904145
19	Д-р инж. Анна Петракиева	Съюз на Лесовъдите в България	anpetrakieva@gmail.com	886834165
20	Инж. Павел Панов	Фондация „Натура“21	natura21@abv.bg	889711773
21	Инж. Йото Йотов /изключен	Технолог. платформа на ГС	yotoooo@gmail.com	885745653
22	Филип Цанов	Природата за хората и	filip.tsanov@prirodadata.org	888501074

		регионите		
23	Дсн Инж. Кирил Цанов	Консултант	leskonsult_k@abv.bg	889926442

The Chairman of PEFC Bulgaria and also of the FCC/ Координатор и секретар на - Колегиум за горска сертификация.

Key WG /Ключова Работна група по стандарта за горска сертификация, в т.ч. на Схемата с C&I for SFM / Координатор на групата – Калин Карамфилов

INTERNAL RULES
FOR ACTIVITIES OF THE
"FOREST CERTIFICATION COLLEGE"
TO THE
*"COUNCIL FOR SUSTAINABLE FOREST MANAGEMENT
AND CERTIFICATION IN BULGARIA"*

(Available in Bulgarian language)