

Development Report

2019-09-14

Revision of PEFC ST 2003:2012



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Documents available on request:

- Minutes of WG meetings
- WG comments on Working Drafts
- Comments from Public Consultation
- Draft standards (Working Drafts 0,1, Enquiry Draft, Final Draft)
- Document highlighting changes between PEFC ST 2003:2010 and PEFC ST 2003:201X FD

1. Introduction

The PEFC ST 2003:2018, Requirements for Certification Bodies operating Certification against the PEFC International Chain of Custody Standard was approved by the PEFC General Assembly (PEFC GA) on the 2nd of July, 2012, as international standard.

A second edition of the standard was issued in 2014 considering the need for editorial adaptations. The main adaptations result from the replacement of ISO/IEC Guide 65 by ISO/IEC 17065. ISO/IEC 17065 delivered the new structure for the standard without changing of any of the PEFC specific requirements contained in the original version.

The revision process started on January 2019, based on the project paper "*Project Proposal - Revision of the PEFC Council's requirements for Certification Bodies conducting certification against the PEFC International Chain of Custody Standard*", which was adopted by the PEFC Council Board of Directors (the Board) on 8 October 2015. The Working Group agreed on a final draft (FD) on the 8th of August 2019.

2. Scope of the revision process and this report

The scope of the revision work covered the revision of the requirements for certification bodies providing chain of custody certification against the PEFC International Chain of Custody Standard (PEFC ST 2002), as set out in the project proposal.

The revision process followed the requirements of PEFC GD 1003:2009, *PEFC Council technical documents development procedures*.

This report provides the evidence of compliance with PEFC GD 1003:2009 for the development of the final draft of PEFC ST 2003:201X and is based on PEFC GD 1003:2009 chapter 5.6.1.

3. Governance of the revision process

The following organisational arrangements applied for the revision of PEFC ST 2003:2012:

A working group (WG or WG5) was established in March 2019 to lead the revision with the aim of obtaining consensus amongst a balanced representation of stakeholders from the following sectors:

- a) Certified PEFC scheme users: forest owners and managers; forest based industry (processing and trade)
- b) Uncertified PEFC scheme users: PEFC scheme assessors; certification bodies; accreditation bodies; consultants
- c) Customers and consumers: retailer organizations; consumer organizations; institutional consumers of forest based products, including governments
- d) Civil society: science, environmental, social and other interest groups
- e) PEFC National Governing Body members

The list of the current WG members as of the date of this report is included in Appendix 1.

The PEFC Council Secretariat (the Secretariat) manages the revision process by:

- preparing and organising the WG meetings,
- preparing agenda of the meetings and associated documentation, including records of the meetings and decisions,
- performing analytical work,
- organising the member consultation, and
- regular communication on the progress of the work.

The Board fulfills the following functions in the process:

- approval of the project proposal,
- establishment and dissolution of the WG, and
- recommendation for approval of the final draft to the GA.

4. Revision process

4.1 Summary

- Appendix 2 provides an overview of the revision process timeline.
- Based on nominations received in February 2019, the WG5 was established in March 2019. Appendix 1 provides the composition of the working group.
- Between March 2019 and August 2019 the WG met three times in person.
- The WG developed four draft documents versions: two working drafts, one enquiry draft, and one final draft.
- The Secretariat organised a public consultation on the enquiry draft version from 23 May 2018 to 21 July 2019.
- During the public consultation 18 respondents submitted a total of 151 comments. All comments were considered by the WG.
- The WG reached consensus on the final draft the 8th of August 2018. Minutes of all WG meetings can be provided under request.
- The Secretariat submitted a final draft version of PEFC ST 2003:201X to the Board for its meeting on 3th of October 2019, for consideration of recommendation of approval to the GA on November 2019.
- A document explaining the main changes in the final draft as compared to PEFC ST 2003:2012 can be provided under request.

4.2 The process in detail

Proposal stage (September 2015 - October 2015)

- The Secretariat prepared a project proposal, describing scope, basic approach and organisation of the revision process.
- The project proposal was approved by the Board on 8 October 2015.

Preparatory stage (January 2016 - February 2019)

- A stakeholder mapping was conducted for all WG's in the 2016-2017 standard revision process which identified over 7000 contacts.
- A mass mailing with an invitation to nominate participants for the WG was sent to the identified stakeholders on 18 January 2019 together with an article published on the PEFC website: <https://standards.pefc.org/latest-news/call-for-nominations-certification-body-requirements>
- 13 nominations were honoured to participate in the WG among those nominations received by the Secretariat.
- The list with final WG members is included in Appendix 1.

Working group stage 1 – Enquiry draft (March 2019 – May 2019)

- The WG met twice in WG stage 1:
 - 1) 20-21 March 2019, Geneva, Switzerland
 - 2) 15-16 May 2019, Geneva, Switzerland
- The WG developed two working draft (WD) versions before it found consensus on an enquiry draft version of PEFC ST 2003:201x.
- At its second meeting the WG find consensus on an enquiry draft version of the PEFC ST 2003:201X for public consultation

Enquiry stage (May 2019 – July 2019)

- The enquiry draft version of PEFC ST 2003:201X was published for public consultation from the 23rd of May to the 21st of July 2019. The public consultation was announced on the [PEFC website](#) and through the PEFC Newsletter. Stakeholders were invited to participate in the public consultation by email.
- On the 6th of June and the 4th of July the Secretariat held webinars to present the major changes introduced in the enquiry draft.
- During the public consultation, 18 respondents submitted a total of 151 comments.

Working group stage 2 – Final draft (August 2019)

- At its third meeting on 7th and 8th of July 2018 in Geneva, Switzerland, the WG considered all comments received in the public consultation and found consensus on a final draft version of PEFC ST 2003:201x.

Appendix 1: Timeline of the revision process of ST 2003

		2015	2019				
		IV	I	II	III	IV	
Proposal stage	Project proposal development	█					
	Approval by BoD	█					
Preparatory stage	Public announcement		█				
	Call for WG nominations		█				
WG stage	Working group establishment		█				
	Working group meetings		█	█			
Enquiry stage	Public and members consultation			█	█		
	Direct consultation with stakeholders			█	█		
WG stage	Processing/consideration of comments				█	█	
	WG meeting – consensus on a final draft				█		
Approval stage	Board meeting						█
	General Assembly						█
Publication stage	Document publication						█

Appendix 2: Working group composition

First Name	Last Name	Organisation	Stakeholder Group	Country
Susana	Brígido	2bforest lda.	Certified PEFC scheme users	Portugal
Veit	Heigenhauser	Austropapier	Certified PEFC scheme users	Austria
Muhammad Diendy	Meuthady	Asia Pulp & Paper (PT. Indah Kiat Pulp and Paper)	Certified PEFC scheme users	Indonesia
Andrey	Ryzhkov	PEFC Russia	PEFC National Governing Body Members	Russia
Natalia	Ryzhkova	PEFC Russia (translator)	PEFC National Governing Body Members	Russia
Gregor	Macintosh	SFI Inc. (PEFC US)	PEFC National Governing Body Members	Canada, United States
Sachin	Raj Jan	Network for Certification and Conservation of Forests	PEFC National Governing Body Members	India

First Name	Last Name	Organisation	Stakeholder Group	Country
Marisa	Novo	Aenor Internacional, S.A.U.	Uncertified scheme users	Europe
Ashlyn	Priest	Control Union Certifications	Uncertified scheme users	United Kingdom
Sylvain	Tahir	Qualisud	Uncertified scheme users	Western Europe
Paul	Wooding	ANSI (American National Standards Institute)	Uncertified scheme users	Canada
Rob	Shaw	Soil Association	Uncertified scheme users	United Kingdom
Manilay	Thiphalansy	The Center of People and Forests " RECOFTC"	Civil society	Lao People'S Democratic Republic
Coen	van der Veer	Building and Wood Workers' International	Civil society	Europe