

# Development Report

2017-10-16

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Revision of PEFC ST 1001:2010



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Document available on request:

- PEFC ST 1001:201X WD1 (first working draft)
- PEFC ST 1001:201X WD2 (second working draft)
- PEFC ST 1001:201X ED (enquiry draft)
- PEFC ST 1001:201X FD (final draft)

## 1. Introduction

In November 2010 the PEFC General Assembly (the GA) approved PEFC ST 1001:2010, *Standard setting – requirements*, as international standard, replacing Annex 2 of the PEFC Technical Document.

The revision process started on 26 January 2016, based on the project paper “*Project Proposal - Revision of the PEFC Council’s requirements for standard setting*”, which was adopted by the PEFC Council Board of Directors (the Board) on 8 October 2015.

## 2. Scope of the revision process and this report

The scope of the revision work covered the revision of the requirements for the standard development activities of PEFC National Governing Bodies (NGB) seeking PEFC endorsement and mutual recognition of their system 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 1001:201X 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 1001:

**A working group (WG or WG3)** was established in early 2016 to lead the revision with the aim of obtaining consensus amongst a balanced representation of stakeholders from the following sectors:

- a) Civil society
- b) Conformity assessment community
- c) End users – customers and consumers
- d) Materially affected certifiable stakeholders
- e) PEFC 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)** was managing 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 PEFC Council Board of Directors** fulfilled 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 PEFC Council General Assembly.

## **4. Revision process**

### **4.1 Summary**

- Appendix 1 provides an overview of the revision process timeline.
- Based on nominations received in February 2016, the Board established WG3 in April 2016. Appendix 2 provides the composition of the working group.
- Between April 2016 and July 2017 the WG met three times: two times in person and one time via conference call. Two rounds of WG consultation to confirm final edits in the enquiry draft and final draft were organised by email.
- The WG developed four draft versions: two working draft versions, one enquiry draft version, and one final draft version.
- The Secretariat organised a public consultation on the enquiry draft version from 27 March 2017 to 29 May 2017.
- The Secretariat conducted two stakeholder webinars on the changes introduced in the enquiry draft version. A link to a recording of the webinar was published on the PEFC website.
- During the PEFC members consultation 21 respondents submitted a total of 124 comments. All comments were considered by the WG. The comments are included in Appendix 3.
- The WG reached consensus on the final draft via email on 10 July 2017. Minutes of all WG meetings are included in Appendix 4.
- The PEFC Board, on 6 October 2017, agreed on the recommendation for approval of the final draft to the PEFC General Assembly.
- The main changes in the final draft as compared to PEFC ST 1001:2010 are explained in Appendix 5.

### **4.2 The process in detail**

#### **Proposal stage** (September 2015 - October 2015)

- The PEFC Council 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 - April 2016)

- 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 various WG's was sent to the identified stakeholders on 26 January 2016 together with an article published on the PEFC website: <https://pefc.org/standards-revision/new/2103-making-the-best-even-better-pefc-revises-core-standards>
- The Secretariat received 31 nominations for WG3. Based on the selection criteria, 11 nominations were honoured.
- In the further work process, two WG members indicated they were unable to dedicate the required time to the WG. As a consequence, the final list of WG members counted 9 persons.
- The list with final WG members is included in Appendix 2.

### **Working group stage – Enquiry draft (April 2016 – March 2017)**

- The first meeting, in-person on 14 and 15 April 2016, was used to gather WG members' expectations and identifying the areas for improving the current version.

The WG discussed the alignment of the standard with the ISEAL standard setting code especially in the areas of:

- Standard's proposal/terms of reference
- Additional public consultations
- Balanced representation

Two subgroups further worked on developing language for the first working draft and developing more specific requirements for the periodic review.

Based on the discussions and work, the Secretariat developed the first working draft (WD1).

- The second meeting, in-person on 19 and 20 October 2016, covered the discussion of WD1.

Main discussion was on:

- Grouping of the definitions for stakeholders,
- Better clarify the flow of consensus building and solving sustained opposition,
- Editorial improvements

Based on the discussions, the Secretariat developed the second working draft (WD2). The WG performed a thorough editorial review on the standard and the resulting document was the enquiry draft (ED). The enquiry draft was finalized in February 2017, but the WG decided to postpone the public consultation so it could be run in parallel with the PEFC members consultation on the revised PEFC GD 1007.

### **Enquiry stage (March 2017 – May 2017)**

- The public consultation was announced on 27 March April 2017. An announcement was published on the PEFC website and sent through the PEFC

Newsletter. On 13 April 2017 the announcement was sent by mass mailing to all stakeholders identified in the stakeholder mapping.

- On 11 and 12 May 2017 the Secretariat organised webinar to present the major changes introduced in the enquiry draft. The webinars were announced on the PEFC Website and Newsletter on 10 May 2017. A recording of the webinar was made available online: <https://pefc.adobeconnect.com/psd7ru11e5yv/>
- During the public consultation 21 respondents submitted 124 comments (excluding one test comment, one double entry and one empty (“,”) comment). The compilation of all comments, including their consideration and action taken by the WG, is included in Appendix 3.

### **Working group stage – Final draft (May 2017 – July 2017)**

- The third meeting, a conference call on 13 and 19 June 2017, covered the consideration of the comments from the public consultation.

The secretariat prepared a proposal how to address the comments indicating where further discussion by the working group was desired. The WG focussed on these comments first.

The main discussion was on: i) reviewing the definitions for the different types of ‘affected’ stakeholders, and ii) addressing gender balance by requiring the consideration of gender balance when establishing the working group.

The WG agreed on all proposed responses and actions to address the comments.

- Based on the discussion, the Secretariat developed the final draft and sent it to the WG members for their confirmation. The Secretariat received no substantial comments from the WG and could determine that consensus was achieved on 10 July 2017.

**Appendix 1: Timeline of the revision process of ST 1001**

		2015	2016				2017		
		IV	I	II	III	IV	I	II	III
Proposal stage	Project proposal development	█							
	Approval by BoD	█							
Preparatory stage	Announcement with members		█						
	Call for WG nominations		█						
WG stage	Working group establishment			█					
	Internal analysis on customers' expectations			█					
	Development of first working draft			█					
	Working group meetings			█		█			
	Consideration of WG members comments				█	█	█		
Enquiry stage	Public consultation						█	█	
WG stage	Processing and consideration of comments							█	█
	WG meeting – consensus on a final draft								█

## Appendix 2: Working group composition

Organization	Name	Stakeholder Group	Country
NGO Platform	Eglantine Goux-Cottin	Civil Society	France
International Alliance of Indigenous and Tribal Peoples of the Tropical Forests	Estebancio Castro Diaz	Civil Society	Panama
Australian Forestry Standard	Suzanne Little	Conformity Assessment Community	Australia
The Procter & Gamble Company	Manuel Ceja	End Users - Customers & Consumers	United States of America
Metsähallitus	Antti Otsamo	Materially Affected Certifiable Stakeholder	Finland
Asia Pulp & Paper Group (APP)	Rolf Jensen	Materially Affected Certifiable Stakeholder	Indonesia
CertforChile	André Laroze	PEFC National Governing Body Members	Chile
SFI Inc.	Gregor Macintosh	PEFC National Governing Body Members	United States of America / Canada
PEFC France	Stéphane Marchesi	PEFC National Governing Body Members	France