

# Development Report

2017-09-20

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Revision of PEFC GD 1007:2012



**PEFC Council**  
World Trade Center 1, 10 Route de l'Aéroport  
CH-1215 Geneva, Switzerland  
Tel: +41 (0)22 799 45 40, Fax: +41 (0)22 799 45 50  
E-mail: [info@pefc.org](mailto:info@pefc.org), Web: [www.pefc.org](http://www.pefc.org)

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### Documents available on request:

PEFC GD 1007:201X WD1	(first working draft)
PEFC GD 1007:201X WD2	(second working draft)
PEFC GD 1007:201X WD3	(third working draft)
PEFC GD 1007:201X ED	(enquiry draft)
PEFC GD 1007:201X FD	(final draft)

## 1. Introduction

In November 2012 the PEFC Council Board of Directors (the Board) approved PEFC GD 1007:2012, replacing Annex 7 of the PEFC Technical Document.

The revision process of PEFC GD 1007:2012 started on 26 January 2016, based on the project paper "*Project Proposal - Revision of the PEFC Council's Endorsement Procedures*", which was adopted by 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 procedures for the assessment and endorsement of (revised) forest certification systems seeking PEFC endorsement and mutual recognition 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 GD 1007:201X 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 GD 1007:

**A working group (WG or WG6)** 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 and
- establishment and dissolution of the WG.

## **4. Revision process**

### **4.1 Summary of the revision process**

- Appendix 1 provides an overview of the revision process steps and timeline.
- Based on nominations received in February 2016, the Board established a WG in May 2016 (see Appendix 2).
- Between June 2016 and July 2017 the WG met five times: three times in person and two times 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 six draft versions: three working draft versions, one enquiry draft version, and two variants of the (same) final draft version.
- The Secretariat organised a PEFC members consultation on the enquiry draft version from 21 April 2017 to 21 May 2017. The invitation to comment was extended to the PEFC Registered Assessors and the Panel of Experts.
- The Secretariat conducted a webinar for PEFC members on the enquiry draft version. A link to a recording of the webinar was shared with the PEFC members.
- During the PEFC members consultation 8 respondents submitted a total of 46 comments. All comments were considered by the WG (see Appendix 3).
- The WG reached consensus on the final draft via email on 3 July 2017. The minutes of all WG meetings are included in Appendix 4.
- The main changes in the final draft as compared to PEFC GD 1007:2012 are explained in Appendix 5.

### **4.2 Details of the revision process**

#### **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 - May 2016)

- Stakeholder mapping was conducted for all WG's in the 2016-2017 revision process which identified over 7000 contacts.
- A mass mailing with an invitation to nominate for participation in 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 23 nominations for WG 6. Based on the selection criteria, 11 nominations were honoured.
- In the further work process, three WG members indicated they were unable to dedicate the required time to the WG. As a consequence, the final list of WG members counted 8 persons.
- The list with final WG members is included in Appendix 1.

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

- The first meeting, in-person on 1-2 June 2016, was used to gather WG members' expectations and identifying the areas for improving the current version.

The main areas for further development were; i) an assessment process for revised systems focussing on changes ii) the role of the Panel of Experts, iii) the timing of the international consultation (on application, or on draft report), iv) the alignment of the endorsement process with a system revision starting after five years, instead of finishing within the endorsement validity, and v) the exploration of an approach for endorsements without expiry date.

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

- The second meeting, in-person on 24-25 October 2016, covered the discussion of WD1.

Main discussion was on: i) adding a webinar to the public consultation to spark interest, ii) improving the decision making criteria for major/minor NC's, iii) more details on the content of the development report, iv) moving to endorsement without expiry, but subject to continuous monitoring and v) developing an approach to better control implementation of standards before they are PEFC endorsed.

Based on the discussions, the Secretariat developed the second working draft (WD2).

- The third meeting, in-person on 15-16 February 2017 covered the discussion of WD2.

Main discussion was on: i) WG consensus on "permanent" endorsement, ii) detailing of the milestones/conditions to maintain the endorsement, iii) developing a suspension process in case milestones are not met, iv) clarifying the difference between suspension and termination of endorsement.

Based on the discussion, the Secretariat developed the third working draft (WD3).

- The fourth meeting, conference call on 16 March 2017, covered the discussion of WD3.

Based on the discussion, the Secretariat developed the enquiry draft. WG agreement on the enquiry draft as developed by the Secretariat was achieved by email.

- On 21 April 2017 the Secretariat published the enquiry draft for a 30 days PEFC members consultation.

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

- The PEFC members consultation was announced to the PEFC Members by email on 21 April 2017. The PEFC Members, plus the PEFC Registered Assessors and the Panel of Experts were invited to submit comments through PEFC's online consultation tool by 21 May 2017.
- At the PEFC members meeting, on Thursday 27 April 2017, the Secretariat presented the major changes introduced in the enquiry draft.

- On 12 May 2017 the Secretariat organised a webinar for PEFC members to present the major changes introduced in the enquiry draft. A recording of the webinar was available online: <https://pefc.adobeconnect.com/pm4ibg0vn3xm/>
- During the public consultation 8 respondents submitted 46 comments (excluding 1 duplicate comment). The compilation of all comments, including the consideration and action taken by the WG, is included in Appendix 2.

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

- The fifth meeting, conference call on 12 June 2017, covered the consideration of the comments from the PEFC members 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.

Main discussion was on: i) including a timeline of a 'standard' assessment process to visualize how the different steps in the process relate in terms of timing, ii) simplifying wording on the recommendation and iii) better clarifying the suspension process.

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

- Based on the discussion, the Secretariat developed two options of the final draft, one version having an alternative order for chapter 6. WG consensus on the alternative option of the final draft as developed by the Secretariat was achieved by email by 3 July 2017.

Appendix 1: Timeline of the revision process of GD 1007.

		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	Members 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
Dovetail Partners	Kathryn Fernholz	Civil Society	United States of America
TJConsulting	Jaroslav Tymrak	Conformity Assessment Community	Luxembourg
The Procter & Gamble Company	Tonia Elrod	End Users - Customers & Consumers	United States of America
PEFC Germany	Dirk Teegelbeekers	PEFC National Governing Body Members	Germany
SFI	Gregor Macintosh	PEFC National Governing Body Members	Canada / United States of America
PEFC Portugal	Paula Salazar	PEFC National Governing Body Members	Portugal
PEFC France	Stéphane Marchesi	PEFC National Governing Body Members	France