

Minutes

Present:

- Peter Latham (Chair)
- David Ford (1st Vice Chair)
- Geneviève Chua (2nd Vice Chair)
- Brian Kernohan
- Eduardo Rojas y Briales
- Josien Tokoe
- Kurt Ramskogler
- Nurudeen Iddrisu
- Peter Crook
- Riikka Joukio
- Dradjad Wibowo
- Hervé LeBouler
- Gerald Pfiffinger

Apologies:

Session 1

- Nurudeen Iddrisu
- Hervé LeBouler
- Gerald Pfiffinger

Session 2

- Suzette Weeding
- Eduardo Rojas y Briales
- Kurt Ramskogler
- Hervé LeBouler

Session 3

- Hervé LeBouler
- Josien Tokoe

In attendance:

- Ben Gunneberg (Secretary General)
- Michael Berger (Deputy General Secretary)
- Gill Parker (Finance Manager) Session 3 (Finance)
- Fabienne Sinclair (Marketing) (MCA) Session 3

1. AGENDA

1.1 Declarations of potential conflicts of interest with agenda

- There were none

BOD/25/2020 Unanimously agreed:

- To approve the Agenda

1.2 Affiliations update

BOD/26/2020 Unanimously agreed:

- To approve the Board Affiliation as amended

2. MINUTES

BOD/27/2020 Unanimously agreed:

- To approve the minutes of the last Board meeting held 14 July 2020 via video conference call.

3. MATTERS ARISING

3.1 Board Follow up (Q2 Progress report and Q2 Management Accounts)

- The Board noted the Q2 progress reports provided by the staff and Q2 Management Accounts.

3.2 Risk items to be considered

- The Chairman reported that the both the Risk Register and Board Charter had been updated and had been provided to Board members for their feedback. The former had been updated with respect to Covid and a few other risks and the latter with respect to the planned publication of the Board charter on the website early next year. Both documents would both be considered in detail by the Board in its April Meeting 2021.

BOD/28/2020 Unanimously agreed:

- To note the follow-up from last Board meeting and the Q2 Secretariat progress report and Q2 Management Accounts in background papers

4. STRATEGIC DISCUSSION

4.1 Board retreat considerations - Moving forward discussion

BOD/29/2020 Unanimously agreed:

- To support the summary of the context of the recent Board decision to significantly expand the PEFC's development activities to source sustainable external funding to meet PEFC's strategic objectives as outlined in Paper 4.1.

5. OPERATIONAL ITEMS

5.1 Workplan 2021

Michael Berger walked members through the rationale behind the new workplan and how new processes had been and would continually be worked on to improve implementation and monitoring

BOD/30/2020 Unanimously agreed:

- To note and approve the work plan 2021 priorities.
- To note the presentation of major work plan items.

5.2 Selection of the Nomination Committee

BOD/31/2020 Unanimously agreed:

- To recommend Esa Härmälä as member of the Nominations Committee for a three year term (2020-2023), to the General Assembly.

6. MEMBERSHIP

6.1 ISM application - UPM-Kymmene Corporation

BOD/32/2020 Unanimously agreed:

- To recommend to the General Assembly (GA) the approval of UPM Kymmene Corporation's application for PEFC International Stakeholder membership .

6.2 Turkey NGB Membership

BOD/33/2020 Unanimously agreed:

- To recommend to the General Assembly to approve the application of the Association for Sustainable Forest Management, Forest Products and Services Certification for PEFC NGB membership in Turkey but not a reduction in membership fee.

6.3 Bosnia NGB Membership

BOD/34/2020 Unanimously agreed:

- To recommend to the General Assembly to approve the application of the Association of Private Forest Owners "Naša Šuma" for PEFC NGB membership in Bosnia and Herzegovina
- To recommend with a 50% reduction in their membership fee 2021.

7. FINANCE

7.1 Final Audited 2019 Year-End accounts.

BOD/35/2020 Unanimously agreed:

- To recommend the audited year-end accounts for 2019 to the members for approval at the 2020 General Assembly.

7.2 Budget 2021 (including membership fees)

BOD/36/2020 Unanimously agreed:

- To agree the 2021 budget for approval by members at 2020 General Assembly.
- To agree a membership fee cap per system of 376,208 CHF for the membership year 2021 for approval by members at General Assembly.

8. COMMITTEE UPDATES

8.1 Management Accounts Committee (Gen)

- Ms Genevieve Chua (chair of the MAC) presented the Q2 accounts and staff were on hand to answer questions .

8.2 Marketing Communications and Advocacy Committee (Riikka) –

- Ms Riikka Joukio (chair of the MCA) walked Board members through a presentation of the MCA work to date including a survey and the results of a consultancy study and answered questions

8.3 Financing PEFC WG

- The chairman reported that only 40% of the chain of custody holders reported had submitted their annual turnover figures. Of that over 20% had either incorrectly submitted company turnover or submitted the bands they use. This meant that there was not sufficient raw

data yet to allow adequate modelling bands and expected income to help phase out the subscription fee. The NGBs that had not submitted the turnover data had already been contacted by the Chairman and the secretariat was in touch with those whose data was incorrect.

- The Board discussed the matter and was concerned at the delay in resolving the membership fee issues. The timescale set in the Board mandate had expired in October 2018. Given the importance of this issue to the Board and the members, it was decided that the Working Group should be disbanded and the Board should prioritize this work and communicate this to the members.
- A road map would be developed and considered by the Board at its next meeting

BOD/37/2020 Unanimously agreed:

- To agree disband the “Financing Working Group”, communicate this to members, and to consider a roadmap to resolving membership fee issues at its next meeting.

9. PEFC 25TH GENERAL ASSEMBLY 2020 PLANNING

9.1 25th General Assembly preparation and papers

- Agenda
- Minutes of the last GA
- Year-End accounts
- Budget and Membership fees 2021
- Appointment of Auditor
- Election of Vice Chair and 5 Board Member

BOD/38/2020 Unanimously agreed:

- To note and approve the papers for the 25th General Assembly.

9.2 PEFC virtual week overview

- The Board noted the overview

10. TECHNICAL

10.1 Update on actions concerning PEFC standards taken in response to COVID verbal update

- Dr Michael Berger reported that there had been no changes to the advice to date and feedback to the emergency procedures had been positive. The SFM and CoC working groups were assessing how auditing procedures might evolve post Covid and there were still some potential challenges with respect to new endorsements of SFM standards which might need special actions depending on how long the pandemic continued.

10.2 PEFC Integrity programme verbal update

- It was noted that the study for this was planned for the new year, but that training feedback from members, certification bodies and accreditation bodies was helping with the implementation of improved integrity in the interim.

10.3 Thailand National Chain of Custody Standards

BOD/39/2020 Unanimously agreed:

- To recommend the endorsement of the TFCS Chain of custody standard (TIS 2861) to the General Assembly by postal ballot.

10.4 Endorsement of the Vietnamese scheme

BOD/40/2020 Unanimously agreed:

- To recommend the endorsement of the VFCS to the General Assembly by postal ballot, on the condition that four minor non-conformities are resolved by the Vietnam Forest certification Office and verified as such by the PEFC Secretariat within six months of endorsement.

Signed:

Peter Latham, Chairman

Ben Gunneberg, Secretary General

10.5 PEFC Information and Registration System

- It was noted that CASPIO had started work on development of the new PEFC Information and Registration system and that it was expected that members would migrate to the new system and receive appropriate training by January 2021

11. ANY OTHER BUSINESS

- It was noted that due to the current ongoing Covid 19 situation, that the members meeting on 5th -7th May 2021 should be held as a virtual E-meeting.

12. DATE OF NEXT MEETING

- Monday 9 November - ONLINE