

PEFC Chain of Custody Pool of Experts Programme

Guidelines for the development of trainings provided by the
Pool of Experts



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1. Introduction

The PEFC International Chain of Custody Pool of Experts programme is a voluntary continuous programme that enables experienced technical chain of custody experts to become part of the PEFC Pool of Experts.

Participation in the Pool allows the expert to be in continuous coordination with chain of custody technical experts from other PEFC National Governing Bodies (NGBs), as well as benefit from the feedback collected at international level, and the tools and training materials developed by PEFC International. Additionally, experts from the Pool are allowed to conduct PEFC chain of custody trainings recognised by PEFC International.

This document provides guidance and minimum requirements for the technical experts providing chain of custody training to auditors, reviewers and certification decision makers, as part of the Pool of Experts programme.

This document may be revised in the future in order to be further developed, once feedback on its implementation is gathered.

2. Programme coordinator

The training programme is coordinated by the PEFC International Technical Unit.

3. Programme objectives

- Raising the bar for PEFC chain of custody training programmes.
- Ensuring auditors, reviewers and certification decision makers receive quality training and perform quality PEFC chain of custody audits.
- Ensuring continuous communication between PEFC International and the technical experts.
- Having clear and concrete guidelines to develop the Pool of Experts programme.

4. Programme target audience

Chain of custody technical experts from the PEFC NGBs.

5. Qualification requirements to participate in the Pool of Experts programme (based on PEFC ST 2003:2020)

5.1 Working Experience

- Minimum of 3 years full-time working experience at the Technical Unit equivalent within an NGB; responsible for the maintenance of the PEFC ST 2001, 2002 and 2003; responding to chain of custody technical questions; or equivalent experience that can prove chain of custody expertise.

- May be reduced to a minimum of 2 years if the participant has full-time working experience at the Technical Unit in the NGB and has completed a tertiary education appropriate and relevant to forest and or tree based and related industries.

5.2 Competences

- Advanced knowledge of the PEFC standards: PEFC ST 2001, 2002 and 2003, in the 2020 versions and in their previous versions.
- Before participating in the pool of experts training successfully passed the online knowledge test for the 2013 version of the Chain of Custody standard and having witnessed two chain of custody audits.

6. Conditions

6.1 Maintenance of participation in the Pool of Experts programme

- Successfully passed the online knowledge test for the 2020 version of the PEFC Chain of Custody standard (at least 80% of responses correct).
- Attending any programme-related webinars organized by PEFC International and providing feedback.
- Observing two audits within two years and providing PEFC International with a report.
- Being active and providing continuous feedback to the programme coordinator.
- Plan trainings according to the **PEFC Pool of Experts Training Guidelines**.

7. Guidelines for the development of training by technical experts from the Pool of Experts

7.1 Training personnel

7.1.2 Training provider

An expert from the PEFC Pool of Experts programme.

7.1.1 Training organizer

A training organizer can be:

- a) An expert from the Pool of Experts programme organising the training on behalf of her/his NGB.
- b) An NGB without an expert from the Pool of Experts programme.

7.1.3 Training by an NGB without training provider

When the training organiser is an NGB without an expert from the Pool of Experts:

- PEFC International will provide the NGB with an expert from the Pool.

- Organization and coordination of the training (such as dates, travel, accommodation) is to be arranged between the expert and the NGB organizing the training.
- The NGB is responsible for coordinating and paying for the expert's travel logistics, such as accommodation (minimum 3-star hotel or equivalent), travel and food.
- Additionally, the training organiser shall pay to the expert 500 CHF per training day.

7.2 Training participants

Auditors, reviewers or certification decision makers operating PEFC chain of custody certification.

7.3 Training process

7.3.1 Training planning

7.3.1.1 Definition of the scope

The training organizer and expert shall define the scope of the training, including:

- Target participants (whether qualified or not yet qualified auditors, reviewers and certification decision makers).
- Type of training according to qualification and knowledge (initial or refresher training).
- Language (all the participants must have an advanced level of the language in which the training will be conducted).

7.3.1.2 Training agenda

The training organizer and expert shall develop an agenda for each training. The agenda shall be provided to the participants in advance. A template of the agenda will be provided by PEFC International.

7.3.1.3 Training venue and equipment

The training organizer shall ensure that the participants have:

- Access to the standards and any related information in advance.
- A suitable venue and training equipment (maximum 25 participants per session).

7.3.1.4 Training advertisement

As a minimum, the training will be advertised on the NGB website and on the PEFC International website one month in advance.

7.3.2 Training duration

7.3.2.1 Initial training

Minimum duration: 16 hours

7.3.2.2 Refresher training

Minimum duration: 8 hours

7.3.3 Training materials

- Training materials are provided in English by PEFC International.
- The training organizer shall share the case studies and the chain of custody standards with the participants for them to study prior to the training.

7.3.4 Information flow

The training shall have mechanisms to ensure a continuous communication flow between the expert, training participants and PEFC International takes place, during and after the training, including:

- Evaluation of the training by the participants.
- Mechanisms for the participants to receive feedback on the PEFC standards and to give feedback on the standards.
- PEFC contact (PEFC International and NGB).

7.3.5 Participation

- The training organizer shall keep proof of evidence of participation for each participant.
- Attendance of the full training is required to obtain the recognition.

7.3.6 Evaluation

- At the end of the training, a survey shall be provided to the participants to evaluate the training and give feedback on a voluntarily basis.
- The survey can be provided either directly at the end of the training, or online afterwards.
- The survey responses must be anonymous.
- PEFC International will provide a template for the survey.

7.3.7 Data protection

When collecting data from the participants, the training organisers shall ensure it is done in compliance with GDPR, the Suisse Federal Act on data protection, and any other nationally-relevant data protection laws.

7.4 Coordination with PEFC International

The training organizer or the expert must:

- Inform PEFC International at least six weeks in advance of any training scheduled (using the PEFC International training proposal template).
- Provide PEFC International with a report within two weeks of the training taking place (using the PEFC International report template).
- Provide PEFC International with the feedback received during the training, including the results of the survey.

- Provide training participants with tools to provide feedback on the standards and communicate the feedback to PEFC International.

7.5 Training certificates

- Training certificates are issued by PEFC International. Experts do not issue the certificates themselves.
- In order to obtain the certificate, participants shall successfully pass the knowledge test (80%) on the PEFC online training platform after receiving training.

7.5.1 Online knowledge test

- PEFC International will provide the participants with access to the test within two weeks of receiving the training report from the training organiser.
- Participants will have three weeks to take the test.
- Within two weeks of passing the test, the participants will be provided, by email, with the digital training certificate.

8. Training programme fees

8.1 Fees

- There is no fee for experts to participate in the Pool of Experts programme.
- The participants fee for the training provided by the experts is determined by the training organiser.
- Additionally, PEFC International shall charge a fee of 100 CHF per participant/trainee to the training organiser for any training organised.

8.2 Invoices and payment

- Invoices will be emailed to the NGB within two weeks of PEFC receiving the training report.
- The invoices shall contain the amount to be paid, payable in Swiss Franc (CHF), and the payment deadline is 21 days from the date of the invoice.
- Reminders will be sent monthly by email; a second reminder may incur penalty costs.
- No certificates will be issued by PEFC International prior to the receipt of fees.

8.2 Refund policy

No refunds will be permitted except in exceptional circumstances.

Appendix 1: NGB Training Proposal Form

Name of training organizer(s) and address(es)

	Name and complete address of the NGB, or NGBs, in charge of organising the training:
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Training duration and dates

	Time and date of the training: Please include the start and end times of the training.
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Scope of the training

	Describe the target audience, e.g. are they auditors, reviewers or certification decision makers? <div></div> Select the type of training <input type="checkbox"/> Initial Training (Minimum 16 hours) <input type="checkbox"/> Refresher Training (Minimum 8 hours) <input type="checkbox"/> Both (*On condition that the participants of the initial training and refresher training are trained separately) Training language: <div></div>
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Training participation requirements

	List the minimum participation requirements: For auditors, reviewers and certification decision makers, please refer to PEFC ST 2003:2020 p.11
	Details of the training fee to be charged: Please include the fee payment deadline
	Registration deadline:

Training Provider

	Do you have a training expert? <input type="checkbox"/> Yes (If yes, please give the name and address of the expert providing the training) <input type="checkbox"/> No (If no, PEFC International will contact you and provide you with a training expert) <div></div>
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Venue and address of the of the training

	<p>Provide the name and address of the training venue: <i>If the training is online, please give details of the training platform.</i></p> <p>How many participants do you expect to attend the training at the designated venue or the online training platform? (give an estimated value)</p>
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Contact person

	<p>Name and address of the contact person at the NGB:</p>
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Training registration link

	<p>Provide the training registration link: <i>If no link, provide the name and email of the person to contact for registration.</i></p>
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Training agenda

	<p>Please describe the agenda of your training: <i>If you have a training agenda ready, please attach it together with this form (templates are available on Podio).</i></p>
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Declaration

I declare that, the information provided above is true. (Please sign the document below)

Name	Title	Date

X

Training Organiser /Training Organisers

Appendix 2: NGB Training Report Form

Name and address of NGB

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Name, address, email and phone number of NGB training organizer

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Name(s) and email(s) of trainer(s)

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Please give the number of auditors, reviewers and certification decision makers to take the knowledge test:

		Initial training (not yet qualified)
	Auditors	
	Reviewers	
	CDMs	
Please attach the list of participants with their full correct names and email addresses here		

Training duration & dates

	Please give the training dates and timings:
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Summary of feedback collected from the training participants

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Summary of feedback collected from the training expert(s)

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Summary of feedback collected from the training participants on the PEFC standards, if any

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For the purposes of invoicing, please give the details below

	Name of organisation that the invoice is to be addressed to: Address: Contact Name: Email Address: Ref or Tax Number (if required):
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Declaration of Consent

The declaration of consent must be completed, signed and sent back to PEFC International

With your signature you confirm the following:

- The information provided in the training report is complete and true to the best of your knowledge.
- You understand that PEFC will maintain a register of trained auditors, reviewers and certification decision makers for the purpose of ensuring the integrity of PEFC. The information may be made available to accreditation bodies, certified companies or PEFC stakeholders upon request. You will inform training participants accordingly, on respect of data protection legislation.
- You understand that PEFC International will charge 100 CHF per participant/trainee taking the knowledge test and receiving a PEFC recognized certificate.

(Please sign the document below)

Name	Title	Date

X

NGB Training Organizer