Minutes

Present:
- Peter Latham (Chair)
- David Ford (1st Vice Chair)
- Riikka Joukio (2nd Vice Chair)
- Brian Kernohan
- Eduardo Rojas y Briales
- Kurt Ramskogler
- Nurudeen Iddrisu
- Lena Ek
- Dradjad Wibowo
- Gerald Pfiffinger
- Fatimah Mohammad
- Sara Khatib
- Peter Crook
- Suzette Weeding

Apologies:
- Kurt Ramskogler and Josien Tokoe (Thursday 07 October 2021 – Session 1)
- Gerald Pfiffinger and Josien Tokoe (Friday 08 October 2021 – Session 2)

In attendance:
- Ben Gunneberg (Secretary General)
- Michael Berger (Deputy General Secretary)
- Item 5.1 Gill Parker (Finance Manager)
- Item 6.3 Sara El Kadri (Chair of MCA) and Fabienne Sinclair (Head of Marketing)
1. **AGENDA**

**BOD/25/2021** Unanimously agreed:
- To approve the Agenda.

1.1 Declarations of potential conflicts of interest with agenda
- There was one (please see item 5.2.1.2 below).

1.2 Affiliations update
- Noted.

2. **MINUTES**

**BOD/26/2021** Unanimously agreed:
- To approve the minutes, as amended, of the last PEFC Board conference call held on Wednesday 14 July 2021.

3. **MATTERS ARISING**

3.1 Risk items to be considered
- Noted that these would be considered item by item.

3.2 Q2 Management Accounts, Board follow-up and Q2 Progress report
- Messrs Crook and Gunneberg reported on the Management accounts, as reviewed by the Management Account Committee.
- The Board noted the progress report.

3.3 Myanmar update
- Mr Gunneberg reported on developments in Myanmar

**BOD/27/2021** Unanimously agreed:
- To support the actions initiated by the PEFC Chair and Secretary General with respect to the suspension of the assessment of the Myanmar forest certification system.

4. **STRATEGIC ITEMS**

4.1 PEFC Strategy review process for 2022
- The Board spent time reviewing progress to date and the approach to be taken for reviewing and revising the strategy as outlined in paper 4.1. It was concluded that a traditional formalistic approach might not adequately reflect the rapidly changing external environment and more appropriate approaches should be considered including short and longer terms items and a rolling on the present strategy. This should be based on member feedback. In person meetings were felt to be an essential ingredient and it was more important to get it right than to do it by an artificial 2022 deadline. It was noted that the strategy was for the whole PEFC family and not just PEFC International, with shared responsibility.

4.2 Update on GESI development
- Board members welcomed the latest version of the charter presented and noted the importance of PEFC having and implementing such a document. There was broad support that the GESI charter be incorporated into the strategy review.
- It was noted that not all members had participated in its development and consultation and that the members meeting in Ireland would be key in getting more detailed discussion and feedback and in deciding how to progress the charter, including capacity building, tools, and guidance. Thereafter a general assembly postal ballot should be organised to adopt the charter.

**BOD/28/2021** Unanimously agreed:
- To approve the PEFC GESI (Gender Equality and Social Inclusion) Charter as presented for further consideration by members.

5. **OPERATIONAL ITEMS**

5.1 **FINANCE**

5.1.1 Final Audited Year End Account 2020

**BOD/29/2021** Unanimously agreed:
- To note the year-end accounts and recommend them for approval by members at the General Assembly.
5.1.2 Budget and Membership fees 2022

**BOD/30/2021** Unanimously agreed:
To propose to members at the 2021 General Assembly:
- The 2022 budget.
- To approve one-off expenditure of 335,000 CHF from the 2020 windfall and additional 60,000 CHF from reserves.
- To agree an increase in membership fees to include a 5% increase in Rate per Hectare, Rate per CoC and ISM Membership Fees with the proviso that there will be no further increase in membership fee rates in 2023.
- To agree a 5% increase in the current membership fee cap covering both 2022 and 2023.

5.1.3 Budget Adjustments Approval and Re-Allocation Procedures

**BOD/31/2021** Unanimously agreed:
- To approve the amended procedure for approval of Budget adjustments and re-allocation proposed by the PEFC Management Accounts Committee (MAC).

5.2 TECHNICAL

5.2.1.1 Congo Basin Regional Forest Certification

**BOD/32/2021** Unanimously agreed:
- To recommend the endorsement of the Pan African Forest Certification for the Congo Basin to the PEFC General Assembly in a postal ballot.

5.2.1.2 SFI

- It was noted that Brian Kernohan declared a potential conflict of interest and so did not vote.

**BOD/33/2021** Unanimously agreed:
- To recommend the endorsement of the SFI Small Scale Forest Management Module for Indigenous Peoples, Families and Communities to the PEFC General Assembly as a postal ballot.

5.3 MEMBERSHIP

5.3.1 INMETRO membership transfer to the “Pro-Forest Management Institute”

**BOD/34/2021** Unanimously agreed:
- To note the intention of InMetro to resign as PEFC NGB for Brazil and its support for the transfer of the Cerflor forest certification scheme management to Instituto Pró Manejo Florestal (IPMF) as of 1st April 2022.
- To recommend to the PEFC General Assembly via a postal ballot, the acceptance of the application of the Instituto Pró Manejo Florestal (IPMF) to become the new PEFC NGB for Brazil, transferring the current PEFC NGB membership in Brazil from InMetro, as of 1st April 2022, including the transfer of the management of the CERFLOR certification system between both organisations on the same date.
- To note that this recommendation is conditional on the reception of the official resignation letter from InMetro, expected by the end of 2021 and the revised official statutes of IPMF having been checked by PEFC Secretariat to ensure full compliance with PEFC requirements.

5.3.2 International Paper (resignation)

The Board noted the resignation letter from International Paper and that this will also be noted at the General Assembly.

5.4 Work Plan 2022

**BOD/35/2021** Unanimously agreed:
- To note and approve the work plan 2022 priorities.

5.5 Selection of the Nominations Committee

**BOD/36/2021** Unanimously agreed:
- To recommend Mrs Minnie Degawan as member of the Nominations Committee for a 3-year term (2021-2024), to the General Assembly.

5.6 PEFC 26th General Assembly Planning
BOD/37/2021 Unanimously agreed:
To note and approve the following General Assembly papers:
• GA Paper 1 - Agenda
• GA Paper 2 - Minutes of the 25th GA
• GA Paper 4.1 – Year-End accounts 2020
• GA Paper 4.2 - Budget and Membership fees 2022 as amended
• GA Paper 4.3 - Appointment of Auditor
• GA Paper 5.1 - Election of Chair and 5 Board Members

5.7 PEFC virtual week overview
• The Board noted the draft PEFC Week Overview.

6. COMMITTEE UPDATES (Verbal)
• The Chairman reported that he and the Secretary General had started deliberations on improvements to the PEFC committee structure to ensure better communications both ways between the committees and the Board and also amongst the committees and their task forces themselves. There were some effectively standing or permanent committees which should, if possible, always have a board member as a chair and these included the technical committees (SFM and CoC and Labelling); the Management accounts committee (MAC) and the Marketing Communications and Advocacy Working group. Then were also the GA committees such as the Board and the nominations committee and then there were task forces of either the board and the “permanent or standing committees”. In future there would be an expectation of the committees to provide a written summary report of actions taken (and or minutes) and written requests for decision or matters to be considered by the Board.

• With respect to continuity, as Brian Kernohan was completing a second three-year term this year, it would be helpful for PEFC to have Brian as a non-voting observer at the board, at least for another year.

BOD/38/2021 Unanimously agreed:
• that Brian Kernohan would remain in his capacity as Chair of the SFM Committee and be permitted to attend Board meetings as an observer with no voting rights for one extra year.

• Committee reports were then provided from the membership fee taskforce; the Management Accounts committee; the Marketing Communications and Advisory committee; the nominations committee; the chain of custody and labelling committee; the sustainable forest Management Committee and the Fundraising Working Group.

7. ANY OTHER BUSINESS
• There was none.

8. DATE OF NEXT MEETING
BOD/39/2021 Unanimously agreed:
• To approve the amended dates for the Board meeting of May 2022.

Signed:

Peter Latham, Chairman

Ben Gunneberg, Secretary General