

GENERAL PROCEDURE CERFOAR – PEFC ARGENTINA

Standard settings procedure of the Sustainable Forest Management standards of the Argentine Forest Certification System.

Contenido

1. Object	2
2. Scope	2
3. Normative references	3
4. Terms and definitions	3
4.1 Enquiry draft.....	3
4.2 Final draft	3
4.3 Working draft.....	3
4.4 Editorial changes.....	4
4.5 Consensus	4
4.6 Publicly available.....	4
4.7 Normative document.....	4
4.8 Review	4
4.9 Standard.....	4
4.10 Standardizing body	4
4.11 Stakeholder	4
4.12 Affected stakeholder	5
4.13 Key stakeholder	5
4.14 Disadvantaged stakeholder	5
4.15 Revision	5
5. SFM Standards development and revision principles	5
6. Executive Secretariat of CERFOAR – PEFC Argentina activities.....	5
6.1 Development and revision of standards	5
6.2 Documented information.....	6
6.3 Handling of complaints and appeals	7
7. CERFOAR PEFC – Argentina SFM standards development process.....	7
7.1 Standard proposal.....	7
7.2 Stakeholder Mapping	7
7.3 Public Announcement of the SFM Standards Development Process	8
7.4 SFM standard setting working group requirements	8
7.5 Public consultation	10
7.6 Pilot test	10

8. Approval and publication	10
8.2 Publication and availability of standards	11
9. Periodic review of standards	11
9.1 Generalities	11
9.2 Feedback mechanism	11
9.3 Gap analysis	11
9.4 Stakeholder Consultation	11
9.5 Decision making.....	12
10. Revision of the standard.....	12
10.1 Normal revision	12
10.2 Editorial revision.....	12
10.3 Time-critical revision	12
10.4 Application and transition of the revised standard	13

1. Object

This procedure defines the specific requirements of CERFOAR – PEFC Argentina, in addition to those established by the *RULES OF STANDARDS SETTING AND OF THE FUNCTIONING OF THEIR TECHNICAL FORUM (IRAM REN - 1999)* and by any other complementary document established by the Argentine Institute of Standardization and Certification (IRAM), which shall be met by the CERFOAR – PEFC Argentina Executive Secretariat in the development and revision process of the IRAM standards of the 39800 Series of Sustainable Forest Management, the basis of the Argentine Forest Certification System (CERFOAR – PEFC Argentina).

NOTE 1: The IRAM standards of the 39800 Series of Sustainable Forest Management, basis of the Argentine Forest Certification System (CERFOAR – PEFC Argentina) are IRAM 39801 and IRAM 39805

NOTE 2: The IRAM REN establishes the general procedures for the constitution of the technical forum involved in the study of standards, their form of integration, functional dependency and operating guidelines. It also establishes the basic principles for the development of studies of standards, revision or annulment, and the mechanisms for the adoption of regional and international standards.

NOTE 3: IRAM has a quality management system that includes the standardization process within its scope. This quality management system is certified in accordance with the ISO 9001:2015 standard <https://www.aenor.com/certificacion/certificado/?codigo=21763>

NOTE 4: In this procedure, we refer to the standards study forum as the standards setting working group (SS-WG).

2. Scope

This General Procedure has been approved by the CERFOAR - PEFC Argentina Association Board of Directors and is applicable to the Sustainable Forest Management (SFM) standards development and revision process in the scope of the Argentine Forest Certification System, it is found at available to the public and is reviewed periodically, taking into account the considerations and comments received from interested parties.

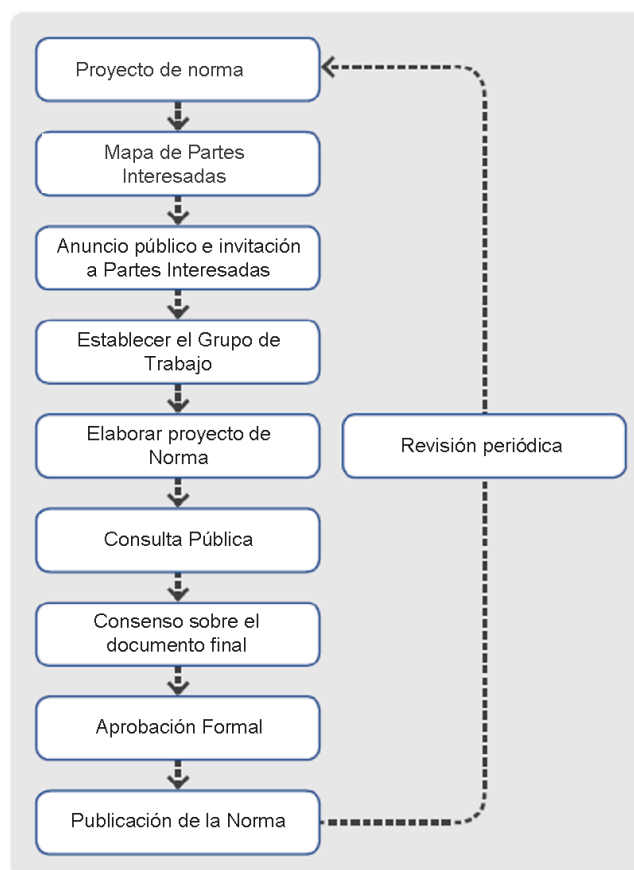


Figure 1. Overview of the FM standard setting process

3. Normative references

The REN, the ISO guides and the PEFC standard are normatively referenced in this CERFOAR – PEFC Argentina General Procedure. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

- IRAM - Reglamento de estudio de normas y del funcionamiento de sus organismos técnicos (REN), diciembre 1999.
- ISO/IEC Guide 59. Code of good practice for standardization.
- ISO/IEC Guide 2. Standardization and related activities – General vocabulary.
- PEFC GD 1007. Endorsement and Mutual Recognition of Certification Systems and their Revision.
- PEFC ST 1001:2017. Standard-setting – Requirements.

4. Terms and definitions

4.1 Enquiry draft

A proposed document that is available for public consultation.

4.2 Final draft

A proposed document that is available for formal approval.

4.3 Working draft

Proposed document that is available generally for feedback or voting within a working group.

4.4 Editorial changes

Changes to a system that do not alter the technical content.

NOTE: This can include clarifications, guidance and grammatical changes.

4.5 Consensus

General agreement characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.

NOTE 1: Consensus need not imply unanimity

NOTE 2: adopted definition of ISO/IEC Guide 2:2004 Standardization and related activities — General vocabulary.

4.6 Publicly available

Generally accessible to the interested public in any form and without the need for a request.

NOTE 1: When information is available by request only, this is indicated explicitly in the document as available on request.

NOTE 2: Special consideration might be needed for disadvantaged stakeholders to ensure their access, e.g. providing hard copies to stakeholders identified as having no access to electronic media

NOTE 3: adopted definition of PEFC ST 1001:2017.

4.7 Normative document

A document that provides rules, guidelines or characteristics for activities or their results.

NOTE 1: The term “normative document” is a generic term that covers such documents as standards, technical specifications, codes of practice and regulations.

NOTE 2: “A document” is to be understood as any medium with information recorded on or in it.

NOTE 3: The terms for different kinds of normative documents are defined considering the document and its content as a single entity (ISO/IEC Guide 2).

NOTE 4: adopted definition of ISO/IEC Guide 2.

4.8 Review

Activity of checking a normative document to determine whether it is to be reaffirmed, changed or withdrawn.

NOTE: adopted definition of ISO/IEC Guide 2 (9.4 review)

4.9 Standard

A document, established by consensus and approved by a recognized body that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree or order in a given context.

NOTE: Standards should be based on the consolidated results of science, technology and experience, and aimed at the promotion of optimum benefits (ISO/IEC Guide 2).

4.10 Standardizing body

Body that has recognized activities in standardization (ISO Guide 2).

NOTE 1: A standardizing body for a forest management system/standard is a body which is responsible for the development and maintenance of standards for the forest certification system. The standardizing body can be a PEFC National Governing Body or the standardizing body can be separate from the governance of the forest certification system.

NOTE 2: adopted definition of ISO/IEC Guide 2

4.11 Stakeholder

A person, group, community or organization with an interest in the subject of the standard.

NOTE: adopted definition of PEFC ST 1001:2017.

4.12 Affected stakeholder

A stakeholder who might experience a direct change in living and/or working conditions caused by implementation of the standard, or a stakeholder who might be a user of the standard and therefore is subject to the requirements of the standard.

NOTE 1: Affected stakeholders include neighbouring communities, indigenous people, workers, etc. However, having an interest in the subject matter of the standard (e.g. NGOs, scientific community, and civil society) is not equal to being affected.

NOTE 2: A stakeholder who might be a user of the standard is likely to become a certified entity, e.g. a forest owner in the case of a forest management standard, or a wood processing enterprise in the case of a chain of custody standard.

NOTE 3: adopted definition of PEFC ST 1001:2017.

4.13 Key stakeholder

A stakeholder whose participation is critical to the outcome of the standard-setting process.

NOTE: adopted definition of PEFC ST 1001:2017.

4.14 Disadvantaged stakeholder

A stakeholder who might be financially or otherwise disadvantaged by participating in the standard-setting process.

NOTE: adopted definition of PEFC ST 1001:2017.

4.15 Revision

Introduction of all necessary changes to the substance and presentation of a normative document.

NOTE 1: The results of the revision are presented by issuing a new edition of the normative document (ISO/IEC Guide 2).

NOTE 2: adopted definition of ISO/IEC Guide 2.

5. SFM Standards development and revision principles

5.1 The process of development and revision the SFM standards of the Argentine Forest Certification System is developed as established in the REN and in any other complementary document established by IRAM and the CERFOAR - PEFC Argentina Association. The CERFOAR - PEFC Argentina Executive Secretariat shall verify that this process is governed by the following fundamental principles of normalization:

I. Stakeholder Inclusion: facilitate the participation of all interested parties through their incorporation in standards settings working groups and public consultations.

II. Balanced representation: no interest group should dominate or be dominated in the process. While each party is free to decide on their participation, the CERFOAR – PEFC Argentina Executive Secretariat will ensure that all relevant stakeholder groups are represented and consider an appropriate gender balance.

III. Consensus: standards are approved by consensus. Any sustained opposition to specific issues is resolved through dialogue whenever possible.

IV. Improvement: The periodic review of the standards seeks continuous improvement and to ensure that the standard continues to meet the expectations of the interested parties.

V. Transparency: the relevant documents are publicly available so that interested parties can follow the development of the review during and after the process.

6. Executive Secretariat of CERFOAR – PEFC Argentina activities

6.1 Development and revision of standards

6.1.1 The CERFOAR – PEFC Executive Secretariat shall coordinate the development and revision of SFM standards with the Argentine Institute for Standardization IRAM, in accordance with this PG 08 procedure, with the REN and any other complementary document established by the IRAM, including the formation of WG for the study of CERFOAR - PEFC Argentina SFM standards, responsible for the creation of consensus (see 7.4)

NOTE: The Argentine Institute for Standardization IRAM is recognized as the National Standardization Body by successive national laws, and in 1994 it was ratified in its role by Decree PEN No. 1474/94, which confers the power of the sole development body of technical standards of voluntary application, within the framework of the National System of Standards, Quality and Certification.

IRAM is a non-profit civil association, founded in 1935 by representatives of the various sectors of the economy, the government, and scientific and technical institutions. It is the entity responsible for the preparation and issuance of standards, for keeping a permanently updated record of them; to contribute to its diffusion and to implement the procedures that promote the full participation of all the interests and sectors involved in the standardization processes.

IRAM represents Argentina before the regional standardization organizations: MERCOSUR Standardization Association - AMN and the Pan American Technical Standards Commission - COPANT, and before the international organizations ISO and International Electrotechnical Commission - IEC, in the latter case in conjunction with the Association Electrotechnics Argentina - AEA. The IRAM coordinates the national technical committees that analyze the documents under study, channels the national proposals, establishes Argentina's position before these organizations and is present in the leadership of several of the international technical committees.

6.1.2 The CERFOAR - PEFC Argentina Executive Secretariat shall make available to the public this General Procedure PG 08 for the development and revision of the SFM standards of CERFOAR - PEFC Argentina.

6.1.3 The CERFOAR - PEFC Argentina Executive Secretariat, in coordination with the IRAM Standardization Directorate, shall periodically review this General Procedure PG 08 and this review shall consider the comments of the stakeholders.

6.2 Documented information

6.2.1 The CERFOAR - PEFC Argentina Executive Secretariat, in coordination with the IRAM Standardization Directorate, shall maintain the relevant documented information on the standards development and revision processes, including:

- a) General procedure for the development and revision of the SFM standards of CERFOAR – PEFC Argentina (PG08);
- b) Stakeholder identification map;
- c) Stakeholders contacted and/or invited;
- d) Stakeholders involved in the development and revision activities of SFM standards of CERFOAR – PEFC Argentina, including attendance at each meeting of the SS-WG;
- e) Comments received and a summary of how they were addressed;
- f) All drafts and final versions of the standard;
- g) The result of the considerations of the SS-WG;
- h) Evidence of consensus on the final version of the standard;
- i) Evidence related to the revision process, and
- j) Final approval by IRAM and adoption by the CERFOAR - PEFC Argentina Board of Directors.

6.2.2 The CERFOAR - PEFC Argentina Executive Secretariat, in coordination with the IRAM Standardization Directorate, shall maintain the documented information on the development and revision of the CERFOAR - PEFC Argentina SFM standards and other records, until the completion of the next review or revision of the standard. All documented information shall be kept for a minimum of five years from the date of publication of the standard.

6.2.3 Documented information may be obtained upon request to the office of the Executive Secretariat of CERFOAR – PEFC Argentina.

6.3 Handling of complaints and appeals

6.3.1 The CERFOAR - PEFC Argentina Executive Secretariat, in coordination with the IRAM Standardization Directorate, shall deal with complaints related to the content of the standard or the procedures related to the development and revision of CERFOAR - PEFC Argentina GFS standards, as well as appeals, through a Committee made up of a chairman and two members. The Executive Secretariat CERFOAR - PEFC Argentina, in coordination with the IRAM Standardization Directorate, shall designate an independent president and each of the parties to a complaint or appeal will designate a member of the Committee to handle that specific case.

6.3.2 The person or entity that makes the complaint or appeal shall submit a written request to resolve a complaint or appeal addressed to the CERFOAR - PEFC Argentina Executive Secretariat, who will respond to queries related to the handling of disputes or complaints and will deliver the information to the appointed chairman of the Committee, who will promptly address the issue with the remaining two members appointed to make up the Committee. The contact information for the CERFOAR – PEFC Argentina Executive Secretariat can be found on the CERFOAR – PEFC Argentina website.

6.3.2 Upon receipt of a complaint or appeal, the CERFOAR - PEFC Argentina Executive Secretariat shall:

- a) Acknowledge receipt of the complaint/appeal to the sender;
- b) Gather and verify all the information necessary to validate the complaint or appeal (background and evidence);
- d) Convene the independent Committee, if applicable, to deal with the complaint or appeal, evaluate the matter rigorously, impartially and objectively and make a decision on the complaint or appeal, and
- c) Formally communicate the decision on the complaint or appeal to the submitter of the complaint or appeal and describe the handling process.

6.3.3 Queries related to the establishment of standards and complaints and appeals will be answered by the Executive Director of CERFOAR – PEFC Argentina, whose contact information can be found on the website www.pefc.org.ar

7. CERFOAR PEFC – Argentina SFM standards development process

7.1 Standard proposal

7.1.1 For the creation of a new standard for the Argentine Forest Certification System, the CERFOAR - PEFC Argentina Executive Secretariat shall draft and submit to the IRAM Standardization Directorate a proposal that includes the following:

- a) The scope of the standard;
- b) Justification of the need for the standard;
- c) The description of the expected results;
- d) A risk assessment of the possible negative impacts of implementing the standard; and
- e) The description of the stages of development of the standard and the planned schedule.

7.1.2 A proposal for revision of the standard must include, at a minimum, the information mentioned in points 7.1.1. (a) and 7.1.1. (e).

7.2 Stakeholder Mapping

7.2.1 The CERFOAR - PEFC Argentina Executive Secretariat shall identify the stakeholders relevant to the objectives and scope of the standards development activity. The Executive Secretariat shall determine the relevant stakeholders for the issue and will present the arguments used. In turn, the Executive Secretariat shall identify the probable participation problems of each stakeholder group, the key and disadvantaged stakeholders and the most effective means of communication to reach them.

7.2.2 The identification of relevant stakeholders shall be based on the nine major stakeholder groups, as defined in Agenda 21 of the United Nations Conference on Environment and Development (UNCED), Rio de Janeiro in 1992, and the following groups should be included as a minimum within the stakeholder map:

- women,
- indigenous people,
- non-governmental organizations,
- government organizations,
- forest owners and forest producers,
- business and industry,
- scientific and technological community,
- workers and trade unions.

7.2.3 The CERFOAR - PEFC Argentina Executive Secretariat shall identify disadvantaged stakeholders and key stakeholders, and will address any limitations to their participation in standard setting activities.

NOTE: A stakeholder can be both a disadvantaged party and a key stakeholder at the same time.

7.3 Public Announcement of the SFM Standards Development Process

7.3.1 The CERFOAR - PEFC Argentina Executive Secretariat, in coordination with the IRAM Standardization Directorate, shall make a public announcement of the beginning of the process of developing the IRAM SFM standards, including an invitation to stakeholders to participate in this process. Announcement shall be made in a timely manner through appropriate means, as appropriate, to give stakeholders the opportunity to make meaningful contributions.

7.3.2 The announcement and invitation shall include:

- a) information on the objectives, scope and stages of the standardization process and its schedule,
- b) information on the proposed standard,
- c) information on opportunities for participation,
- d) the invitation to stakeholders to nominate their representatives to form part of the SFM SS-WG. The request of disadvantaged stakeholders and key stakeholders will be done in a way that ensures the information reaches the intended recipients and in a format that is easy to understand,
- e) invitation to comment on the scope and process of standardization,
- f) reference to the public provision of the Standardization Procedure.

7.3.3 The standardization process shall be reviewed based on the comments received after its public announcement, and may lead to the modification of this General Procedure PG 08.

7.4 SFM standard setting working group requirements

7.4.1 The CERFOAR - PEFC Argentina Executive Secretariat, in coordination with the IRAM Standardization Directorate, shall organize a SFM standard setting working group (SFM SS-WG) based on the nominations received. The acceptance and rejection of the nominations will be justified in relation to the requirements established for a balanced representation of the interest groups within the SS-WG, the considerations of an appropriate gender balance, the relevance of the organization, the competence of an individual, the relevant experience of an individual and the resources available for the development of SFM standards.

7.4.2 The CERFOAR - PEFC Argentina Executive Secretariat, in coordination with the IRAM Standardization Directorate, shall verify that the established SS-WG:

- a) has balanced representation and decision-making by stakeholder categories, relevant to the issue and geographic scope of the standard, where no single stakeholder group in question can dominate, or be dominated in the process, and

b) include interested parties with expertise relevant to the subject matter of the standard, those who are affected by the standard, and those who can influence the implementation of the standard. Affected stakeholders shall be represented in an appropriate proportion among the participants.

7.4.3 The CERFOAR - PEFC Argentina Executive Secretariat shall implement actions to have in the SS-WG representatives of all the groups of interested parties identified with the objective of achieving a balanced representation. The Executive Secretariat, for each process of development and/or revision of its standards, shall establish objectives for the participation of key stakeholders and shall proactively seek their participation through disclosure, such as (but not limited to) personal emails, phone calls, meeting invitations, etc..

Note: When a stakeholder group is not represented and key stakeholders cannot be encouraged to participate, the standards body may consider alternative options.

7.4.4 The CERFOAR - PEFC Argentina Executive Secretariat shall verify that the activities of the SS-WG are carried out in an open and transparent manner and in such a way that:

- a) working drafts are available to all members of the working group,
- b) all members of the SS-WG have meaningful opportunities to contribute to the development and/or revision of the standard and to provide comments on the working drafts, and
- c) feedback and opinions given by any member of the working group are considered in an open and transparent manner and the outcome of these considerations is recorded.

7.4.5 The CERFOAR - PEFC Argentina Executive Secretariat shall verify that the working group's decision to recommend the final draft for formal approval is taken on the basis of consensus, trying to avoid voting. All the decisions of the working group and the way in which they were adopted must be recorded in the corresponding minutes. To determine whether there is consensus or sustained and well-founded opposition, the working group may use the following methods:

- a) face-to-face meetings where there is a verbal agreement yes/no, a show of hands for a yes/no agreement; a statement from the SS-WG Coordinator on consensus when there are no dissenting voices or hands (votes); a formal note, etc.
- b) conference call meetings or on another virtual platform where there is a verbal yes/no agreement,
- c) email request to the working group for agreement or objection where members provide a formal (written) response, or
- d) combinations of these methods, as approved by the working group.

In case of doubt about the consensus, the agreement by a simple majority of the members of the SS-WG may be considered sufficient for the final draft to be submitted to the General Standards Council of the IRAM for its subsequent formal approval by the IRAM, and this will be recorded as the decision made by the SS-WG.

7.4.6 When a vote is used in decision-making, the decision adopted by the SS-WG will be the motion based on and supported by the majority of the regular members present at the corresponding meeting.

However, a majority vote cannot override sustained and well-founded opposition to consensus.

For a decision to be considered based on consensus, any differences of opinion must have been resolved by the means presented in 7.4.5 and 7.4.7 and, where appropriate, applying the practices described in 7.4.8.

7.4.7 When there is sustained and well-founded opposition to a substantial issue, the CERFOAR - PEFC Argentina Executive Secretariat shall resolve the problem using the following methods:

- a) discussion and negotiation on the issue in dispute within the working group,
- b) find a compromise through direct negotiation between the interested parties that formulate the objection and other interested parties with different points of view on the subject in dispute,

where the compromise reached implies the agreement with the informed decisions adopted by the majority of the members of the working group, without reaching the vote

c) additional round(s) of public consultation (if necessary and agreed by the members of the SS-WG) where further input from stakeholders can help achieve consensus on unresolved issues. The CERFOAR - PEFC Argentina Executive Secretariat, in coordination with the IRAM Standardization Directorate, shall determine the scope and duration of any additional public consultation.

7.4.8 When a substantial issue cannot be resolved and a sustained and well-founded opposition persists, the CERFOAR - PEFC Argentina Executive Secretariat, in coordination with the IRAM Standardization Directorate, will initiate the resolution of the dispute by convening a panel of impartial specialists to evaluate the issue in dispute and prepare a report that duly supports its conclusions, citing bibliography, national and foreign background, test results, etc. The composition of the technical panel shall be agreed upon by the members of the SS-WG.

7.5 Public consultation

7.5.1 The Executive Secretariat CERFOAR - PEFC Argentina, in coordination with the IRAM Standardization Directorate, shall implement the public discussion of the enquiry draft of the SFM IRAM standards in such a way that:

- a) the start and end dates of the public consultation are announced in a timely manner through appropriate means,
- b) a direct invitation to comment on the exposure draft is sent to each stakeholder identified by stakeholder mapping with the aim of ensuring balanced participation of stakeholder groups,
- c) invitations are sent to identified disadvantaged and key stakeholders using methods that ensure they reach the recipients and are easy to understand,
- d) the consultation draft is made available to the public,
- e) the duration of the public consultation is at least 60 days,
- f) all comments are considered by the SS-WG in an objective and adequate manner, and
- g) a synopsis of the comments or observations is made and recorded for each topic, including the conclusions on the evaluation of the comments. The synopsis is made publicly available and sent to each stakeholder/party that gave feedback.

Note: For clarity, the synopsis may add responses on topics where there were similar comments from different stakeholders.

7.5.2 Para las nuevas normas, la Secretaría Ejecutiva CERFOAR - PEFC Argentina, en coordinación con la Dirección de Normalización del IRAM, debe implementar además de la consulta pública descrita en 7.5.1, una segunda ronda de consulta pública con una duración mínima de 30 días.

7.6 Pilot test

7.6.1 The CERFOAR - PEFC Argentina Executive Secretariat, in coordination with the IRAM Standardization Directorate, shall organize pilot tests for the new standards in order to assess the clarity, auditability and feasibility of the requirements.

NOTE: Pilot testing is not required for the revision of an existing standard when experience with its use can substitute for pilot testing.

7.6.2 The SS-WG shall consider the result of the pilot test.

8. Approval and publication

8.1 Formal approval of standards

The IRAM Standardization Directorate shall formally approve the SFM standard when there is evidence of consensus among the SS-WG. Then these standards are formally adopted by the CERFOAR – PEFC Argentina Board of Directors as standards of the Argentine Forest Certification System.

8.2 Publication and availability of standards

8.2.1 The IRAM shall publish the standard and make it available to the public for free consultation at its Documentation Center within 14 days after its formal approval.

NOTE: The IRAM has a Documentation Center dependent on the Standardization Directorate where the public can consult the normative documents free of charge. More information can be obtained from the IRAM Documentation Center at <https://iram.org.ar/centro-de-documentacion/> or via email: documentacion@iram.org.ar.

8.2.2 The sustainable forest management IRAM standards adopted by CERFOAR – PEFC Argentina as standards for the Argentine Forest Certification System, in their version translated into English within the framework of the mutual recognition agreement between PEFC International and CERFOAR – PEFC Argentina, shall include:

- a) the identification and contact information of the standardization body, IRAM;
- b) official language of the standard,
- c) an informative note that where there is inconsistency between versions, the English version of the standard approved by the PEFC Council is the reference;
- d) the date of approval and the date of the next periodic review;

Note: The date of the next periodic evaluation may be within a period shorter than five years depending on (for example) stakeholder expectations or other anticipated developments.

8.2.3 The Executive Secretariat CERFOAR – PEFC Argentina shall facilitate the acquisition of the sustainable forest management standards of the Argentine Forest Certification System at a price that does not cover more than the administrative costs at the request of disadvantaged stakeholders.

8.2.4 The CERFOAR – PEFC Argentina Executive Secretariat shall make available to the public a report on the development or revision process of development/revision of the IRAM standards for sustainable forest management adopted by CERFOAR – PEFC Argentina as standards for the Argentine Forest Certification System.

9. Periodic review of standards

9.1 Generalities

9.1.1 Generalities.

9.2 Feedback mechanism

9.2.1 The Executive Secretariat CERFOAR - PEFC Argentina shall establish and maintain a permanent mechanism to collect and record comments on standards. This mechanism will be accessible on the CERFOAR – PEFC Argentina website with clear instructions for providing feedback.

Note: Feedback can be submitted in various formats: comments, requests for clarification and/or interpretation, complaints, etc.

9.2.2 The CERFOAR - PEFC Argentina Executive Secretariat shall record and consider all comments received through all channels, including meetings, training courses, etc.

9.3 Gap analysis

9.3.1 At the beginning of a periodic review, the CERFOAR - PEFC Argentina Executive Secretariat, shall evaluate the standard with respect to PEFC international standards, appropriate national laws and regulations and other relevant standards to identify possible gaps in the standard.

9.3.2 The CERFOAR - PEFC Argentina Executive Secretariat shall consider the latest scientific knowledge, research and relevant emerging issues.

9.4 Stakeholder Consultation

9.4.1 When the feedback and gap analysis do not identify the need to review the standard, the CERFOAR - PEFC Argentina Executive Secretariat, in coordination with the IRAM Standardization Directorate, shall organize a consultation with the interested parties to determine if the stakeholders see the need to review the standard. The Executive Secretariat will include the results of the gap analysis in the consultation with the interested parties.

9.4.2 At the start of an review, the CERFOAR - PEFC Argentina Executive Secretariat shall update the stakeholder identification mapping (see clause 7.2).

9.4.3 The CERFOAR - PEFC Argentina Executive Secretariat, in coordination with the IRAM Standardization Directorate, shall organize:

a) a public consultation period of at least 30 days (following the requirements of clause 6.5.1) and/or,

b) meetings with interested parties.

9.4.4 The CERFOAR - PEFC Argentina Executive Secretariat, in coordination with the IRAM Standardization Directorate, shall announce the review in a timely manner (see clause 7.3).

9.5 Decision making

9.5.1 Based on the comments during the implementation period of the standard, the result of the gap analysis and the public consultation, the CERFOAR - PEFC Argentina Executive Secretariat, in coordination with the IRAM Standardization Directorate, shall make the decision to reaffirm or revise the standard.

8.5.2 The formal decision shall be made by the IRAM Standardization Directorate and endorsed by the CERFOAR– PEFC Argentina Board of Directors.

8.5.3 When the standard shall be reaffirmed, the CERFOAR - PEFC Argentina Executive Secretariat, in coordination with the IRAM Standardization Directorate, shall provide a justification for the decision and make it available to the public.

8.5.4 When the standard is going to be revised, the CERFOAR - PEFC Argentina Executive Secretariat, in coordination with the IRAM Standardization Directorate, shall specify the type of revision (normal or editorial revision).

10. Revision of the standard

10.1 Normal revision

10.1.1 The CERFOAR - PEFC Argentina Executive Secretariat shall verify that the procedures to review the standard comply with those established in chapter 7 of this PG 08.

A normal revision can occur at periodic evaluation or between periodic evaluations.

Editorial revision and time critical reviews will not be considered normal revisions.

10.2 Editorial revision

10.2.1 Editorial revision can be made without triggering the normal revision process. The IRAM Standardization Directorate shall formally approve the editorial changes and will publish an amendment or a new edition of the standard. This amendment or this new standard shall be endorsed by the CERFOAR – PEFC Argentina Board of Directors.

10.3 Time-critical revision

10.3.1 A time-critical revision is a revision between two periodic reviews using a fast-track process.

10.3. 2 The CERFOAR – PEFC Argentina Executive Secretariat, in coordination with the IRAM Standardization Directorate, shall verify that a time critical revision shall only be carried out in the following situations:

a) a change in national legislation or other regulations affecting compliance with PEFC International requirements;

b) an instruction from PEFC International to meet specific or new PEFC requirements within too short a time frame for normal review;

10.3.3 The CERFOAR – PEFC Argentina Executive Secretariat, in coordination with the IRAM Standardization Directorate, shall verify that a time critical revision complies with the following steps:

- a) the CERFOAR – PEFC Argentina Executive Secretariat will draft a revised standard,
- b) consult stakeholders if appropriate, although this is not mandatory,
- c) the revised standard shall be formally approved by the IRAM Standardization Directorate and then it shall be adopted by the CERFOAR – PEFC Argentina Board of Directors as a standard of the Argentine Forest Certification System;
- d) The Executive Secretariat CERFOAR – PEFC Argentina will explain the justification for the urgent changes and will make this justification public.

10.4 Application and transition of the revised standard

10.4.1 The CERFOAR – PEFC Argentina Executive Secretariat shall define the date of application and the transition period of the revised standard.

10.4.2 The date of application must not be later than one year after the publication of the standard.

10.4.3 The transition period must not exceed one year. The Executive Secretariat CERFOAR – PEFC Argentina may determine a longer period when justified by exceptional circumstances.