**PEFC Checklist - Standard Setting Procedures and Process (PEFC ST 1001:2017)**

**1 Scope**

This checklist covers the requirements for standard setting procedures and process as defined in the revised 2017 issue of PEFC ST 1001, *Standard Setting – Requirements*.

Any inconsistencies between this text and the original referred to document will be overruled by the content and wording of the technical document.

**2 Checklist**

PROCESS: Text highlighted in yellow indicates evidence of process.

| **PEFC benchmark requirement** | **Assess. basis\*** | **YES /NO** | **Reference to system documentation (including quotation of relevant text)** |
| --- | --- | --- | --- |
| **Standardising Body** | | | |
| 5.1.1 The standardising body shall have written procedures for standard-setting activities describing: | | | |
| (a) its legal status and organisational structure, including a body responsible for consensus-building (working group, refer to 6.4) and procedures for formal adoption of the standard (refer to 7.1), | Procedures | YES | Brazilian legal resolution: CONMETRO **Resolution n° 07/92**, of August 24th, 1992:  Establishes that SINMETRO will have ABNT as the only national forum for standard-setting. ABNT is also a founding member of ISO and follows the guides to good international practices.  **Resolution CONMETRO/No. 07/92:**  “Considering the convenience of decentralizing the activity of standard-setting in the productive industries and, as consequence, the need to homogenize the action and integrate the several entities that will act in the activity of standard-setting; decides:  1 – That the Standardization System of SINMETRO will have a sole standard-setting forum.  2 – To appoint the Brazilian Technical Standards Association – ABNT as National Forum for Standard-Setting.  3 – To delegate to the Entity Standard-Setting Forum – ABNT the execution of the credence of the Bodies of Sectorial Standardization – ONS.  5 - To assign to INMETRO, the task of supervising the service, In behalf of the bodies constituent of the Standard-Setting System, to the criteria and guidance documents of this Council, and also, in the governmental scope, the task of the body for the editing of Technical Regulations by the competent bodies, mainly in the areas of health care, security, environmental and consumer protection.”  **Annex of the Resolution CONMETRO/No. 07/92:**  “Article 1: ABNT has the mission of coordinate, guide and supervise the process of elaboration of Brazilian Standards, as well as elaborate and edit the referred Standards.  Article 3: ABNT shall accredit Bodies of Sectorial Standardization – ONS, according to criteria, procedures and regulations approved by CONMETRO and do the respective follow up.  Article 6: ABNT shall take care so that the elaboration of the Brazilian Standards made in ONS, or in ABNT, involves volunteer participation and has as principle the general agreement.  Article 7: ABNT commits to serve the interests of the Brazilian Society in the elaboration or review works of the Brazilian Standards.”  **ABNT statute**  Chapter 1:  Article 1: The Brazilian National Standards Organization (ABNT), a nonprofit organization founded on September 28, 1940, considered a public utility by Law 4150 of November 21, 1962, with indetermined validity (…) is guided by this statute and ha the following objectives:   1. Draft Brazilian technical standards as a National Forum for Standard-Setting and other technical documents; 2. Represent Brazil in subregional, regional, and international forums on technical standard-setting, encouraging participation by Brazilian society; (…)   **Process:**  **(Evidence: IN 1\_ABNT\_ISO documentation Folder:**  **1\_ABNT Statute V2018 Folder)**  **ABNT – Code – PI/DT 00.00.07 – Study Commission – operation**  4 Basic directives  4.1 The Study Commission (SC) is responsible for drafting and revising ABNT Technical Documents in the form of statues, and for the process of providing positions on subjects related to its participation in regional and international standard-setting work.  4.2 Drafting any ABNT Technical Document shall conform to PI/DT 00.00.02, with its purpose appearing in the Sectorial Standardization Program (PNS) and recorded in the Standardization Project Management system (GEP) as a New Work Item (NIT).  …  6.2 SC Coordinator  The SC Coordinator is responsible for:  …  g) obtaining consensus in the process of drafting ABNT Technical Documents  **ABNT – Code – PI/DT 00.00.02 – ABNT technical document – Development and review and revision**  7.5 Approved Draft Standard  7.5.2.1 Draft Standards with recommendations shall be considered approved after review via National Consultation (see 7.4).  7.5.2.2 After review via national consultations, ABNT/DT/GPR shall receive the documentation pertinent to the Approved Draft Standard and verify that: a) the Tabulation Sheet is correctly filled out; b) the results of the analysis of the Tabulation Sheet contains the changes accepted by the SC.  7.5.2.3 ABNT/DT/GPR shall forward the following documentation pertaining to the Approved Draft Standard to ABNT/DT/GEA for publication:  a) cover letter (see C.2.2).  b) Minutes and attendance list from the Special Meeting for National Consultation Review.  c) Report from the National Consultation.  d) Completed and justified Tabulation Sheet.  e) Results of the review of the Tabulation Sheet, if applicable.  8 Approval and publication  8.1 When requested, ABNT/DT/GEA shall alter an Approved Draft Standard, adapting the layout of the standard, and publish it as an ABNT Technical Document, updating the ABNT database, which is used by the various ABNT systems.  8.2 ABNT Technical Documents are valid immediately after publication. |
| (b) procedures for keeping documented information, | Procedures | YES | **ABNT – Code – PI/DT 00.00.07 – Study Commission – operation**  4 Basic directives  4.8 The process of drafting and revising ABNT Technical Documents shall be transparent and open to participation by stakeholders who may contribute to the topic at hand. The SC shall maintain all information about this process in ABNT LiveLink.  Note: ABNT LiveLink is a SharePoint with specific login and password accessed by members only. |
| (c) procedures for balanced representation of stakeholders, | Procedures | YES | ABNT – Code - PI/DT 00.00.11 - **Study Commission- Identification of stakeholders**  1. Scope  1.1 This Internal Technical Directorship Procedure (PI/DT) establishes guidelines to identify and define stakeholders to participate in the drafting of ABNT Technical Documents, and ABNT Study Commissions (CE).  1.2 This PI/DT should be used by the Brazilian Commissions (ABNT/CB), Special Study Commissions (ABNT/CEE), and Sectorial Standardization Bodies (ABNT/ONS).  4. Identifying Stakeholders  4.1 Stakeholders vary according to the scope of the ABNT Technical Document to be drafted by the SC and should be identified in the proposition of each New Work Item (NIT).  4.2 To identify the Stakeholders in the composition of a SC or ABNT/CEE to develop an ABNT Technical Document, the Secretary of ABNT/CB or ABNT/ONS and the Planning & Projects Department (ABNT/DT/GPP) should conduct a study of potential Stakeholders within the scope of the document that will be developed.  4.3 For the study to identify the main parties that may be interested in or affected by the scope of the ABNT Technical Document, the following information shall be obtained:  a) what is the interest and what is the motivation of this interest.  B) what is expected of the ABNT Technical Document.  c) how the ABNT Technical Document may affect them, positively or negatively.  d) how the ABNT Technical Document can contribute to their experience and knowledge.  e) what is the authority and degree of interference in the topics that are the subject of the ABNT Technical Document.  5. Defining Interested Parties (Stakeholders)  5.1 The Secretary of ABNT/CB or ABNT/ONS and the ABNT/DT/GPP shall define the technically interested parties and those with legitimate interests in the scope of the ABNT Technical Document. 5.2  Sections 5.2.1 to 5.2.4 present potential Interested Parties (Stakeholders) according to the subject to be standardized. Technical organizations that provide services to other Stakeholders should be considered suppliers of raw materials. Consulting companies should be considered to represent another Interested Party among the others presented.  5.2.1 For products:  a) producing company and its associates.  b) company providing raw materials and its associates.  c) intermediate and final consumer, including its associations and the Public Prosecutor. d) regulatory or regulating organization/accrediting organization.  e) conformity assessment body.  f) technical organizations such as laboratories, research institutes, and academia.  5.2.2 For services:  a) service provider and its associates.  b) producing company (that makes the product associated with the service) and its associates.  c) staff training/education company and its associates.  d) intermediate and final consumer, including its associations and the Public Prosecutor. and regulatory or regulating organization/accrediting organization.  f) conformity assessment body.  g) technical organizations such as research institutes and academia.  5.2.3 For management systems:  a) company where the system will be implemented.  b) company implementing the system.  c) regulatory or regulating organization/accrediting organization.  d) conformity assessment body.  e) technical organizations such as research institutes and academia.  **ABNT – Code – PI/DT 00.00.07 – Study Commission – operation**  4.9 Stakeholders shall be classified according to PI/DT 00.00.11, considering balanced representation between parties that may be disadvantaged, considering difficulties in their participation and contribution to the process of drafting the ABNT Technical Document.  6.2 SC Coordinator  The SC Coordinator is responsible for:  a) appointing the SC Secretary.  b) formally representing the SC.  …  d) seeking balance in the Stakeholders represented in the deliberations of the SC, ensuring that all Stakeholders are formally invited.  ***…***  g) obtain consensus in the process of drafting ABNT Technical Documents.  **ABNT – Code – PI/DT 00.00.02 – ABNT Technical document – Development and review and revision**  6.1.4 The Base Text shall be drafted using the International Standards (..)  ABNT uses as reference the Guidance for ISO National Standards Bodies – Engaging stakeholders and building consensus.  ***Guidance for ISO national standards bodies (Evidence: 2\_ISO\_Guidance for ISO NSB):***  *Engaging stakeholders and building consensus. Section 3:*  *“3.1P1 For new ISO projects, the proposer of the initiative should indicate the range of organizations/stakeholder groups supporting the initiative, as well as those that, according to their interests and identified needs should as a minimum be involved in its development in order to facilitate the arrangements of national consensus building.*  *3.1P3 ISO NSBs should be committed to informing and seeking input from a broad range of relevant national stakeholders on any new ISO projects when they are proposed.*  *3.1P4 All relevant national stakeholders should be given equal access to information and equal opportunity to provide input.*  *3.1P7 ISO NSBs should seek input that represents organizational perspectives (e.g., companies, organizations, trade associations, government agencies, consumer interest groups, etc.) and/or the perspective of individual experts.”*  Process:  (Evidence: IN 1\_ABNT\_ISO documentation Folder -  2\_ ISO\_Guidance for ISO NSB Folder) |
| (d) the standard-setting process, | Procedures | YES | **ABNT – Code – PI/DT 00.00.02 – ABNT Technical document – Development and review and revision:**  Item 1 Scope  1.1 This Internal Technical Directorship Procedure (PI/DT) establishes the requirements applicable to drafting ABNT Technical Documents, and covers all stages.  Item 4 Drafting ABNT Technical Documents  4.1 Drafting ABNT Technical Documents encompasses all of the following stages:  a) New Work Item (see Section 5).  b) Base Text (see 6.1)  c) Approved Base Text (see 6.2).  d) Draft Standard (see 7.2). e) National Consultation (see 7.3).  f) Approved Draft Standard (see 7.5).  g) Approval and Publication (see Section 8).  4.2 ABNT Technical Documents shall be drafted in SC meetings, according to PI/DT 00.00.07, and shall be recorded in Meeting Minutes.  5 New Work Item  5.1 The need to develop a New Work Item (NIT) shall be confirmed by the Secretary of the ABNT/CB, ABNT/CEE, or ABNT/ONS.  …  5.4 After review and validation, ABNT/DT/GPP shall publicize the NIT electronically for public knowledge.  …  6.1 Drafting the Base Text  6.1.1 The SC shall start work on drafting the Base Text after the NIT public dissemination period.  …  6.1.3 The Base Text shall be drafted and analyzed in the SC Meetings in accordance with PI/DT 00.00.07.  6.1.4 The Base Text shall be drafted using International Standards, if these exist. If the SC decides to draft an ABNT Technical Document that is not an equivalent adaptation of an International Standard, the SC shall present its technical justifications to the ABNT/DT, after review by the Superintendent of the relevant ABNT/CB, ABNT/CEE, or ABNT/ONS.  6.2 Approval of the Base Text  6.2.1 The SC shall approve the Base Text in a meeting and deliberate on forwarding it to the Secretary of the ABNT/CB, ABNT/CEE, or ABNT/ONS for National Consultation.  6.2.2 The information about approval of the Base Text and its forwarding shall be recorded in Meeting Minutes, according to PI/DT 00.00.08.  …  6.2.6 The original documents from the process shall be forwarded to ABNT/DT/GPR within 180 consecutive days, starting from the work kickoff meeting, in printed and electronic form, for submission to National Consultation. Missing or illegible documents or other problems shall result in immediate return of the same to ABNT/CB, ABNT/CEE, or ABNT/ONS.  6.2.7 If more time is required than the period stated in 6.2.6 to forward the Approved Base Text, the Secretary of ABNT/CB, ABNT/CEE, or ABNT/ONS may request an extension for another 180 days to comprise a maximum of 360 days, and shall present technical justification to ABNT/DT/GPR.  6.2.8 If the Approved Base Text is not forwarded to ABNT/DT/GPR by the end of the deadline, according to 6.2.7, the document shall be automatically rejected.  ….  7.3 Submission for National Consultation  7.3.1 All Draft Standards, including Drafts to Adopt International Standards, Draft Standard Revisions, and Draft Amendments, shall be subjected to National Consultation for public evaluation.  7.3.2 When a Draft Standard is provided for National Consultation, a notification shall be sent automatically to the e-mail addresses registered on the National Consultation site.  7.3.3 The deadline for National Consultation on Draft Standards is 60 days, except for Drafts to Adopt International Standards, Draft Amendments, 2nd (or later) Draft Standards, and emergency cases defined by the Technical Director (ABNT/DT), such as citations in Technical Regulations, for example, when the period can be reduced to 30 days.  7.3.4 The SC that wrote the draft may request the deadline for National Consultation to be extended to a maximum of 90 days, if the justification is approved by ABNT/DT/GPR.  7.3.5 After the deadline for National Consultation, the Secretary of ABNT/CB, ABNT/CEE, or ABNT/ONS shall obtain the respective reports on the National Consultation site.  7.4 Review of National Consultation  7.4.1 Review of National Consultation consists of evaluating the results of the consultation during the period that the Draft Standard was publicly available, and may or may not require a Special Meeting according to 7.4.2 or 7.4.3  7.4.2 The Secretary of ABNT/CB, ABNT/CEE, or ABNT/ONS may arrange a Special Meeting for National Consultation Review, according to PI/DT 00.00.07, when:  a) the Draft Standard receives negative comments, with attached technical objections.  b) the Draft Standard receives positive comments, with observations related to form but that are technical in nature.  7.4.5 When National Consultation Review is complete, a maximum of 90 days shall be allotted for the Secretary of ABNT/CB, ABNT/CEE, or ABNT/ONS to forward the Draft Standard to ABNT/DT/GPR for measures required for approval and publication as an ABNT Technical Document, with the relevant documentation described in 7.5.1.2 and 7.5.2.3. If the documentation is not sent within this period, the Draft Standard may be subjected to a new National Consultation.  7.4.6 The Tabulation Sheet shall present the results from analyzing the suggestions. All the alterations required in the Approved Draft Standard (from the suggestions that were "accepted" or "partially accepted") should be included in the Review Results in the Tabulation Sheet (see C.4).  7.4.7 The SC shall develop a 2nd (or later) Draft Standard when technical modifications are necessary in the Draft Standard under review due to the technical suggestions from the National Consultation or relevant developments in the interim such as new legislation, modifications to the International Standard on the subject, and proven technological aspects. 7.4.8 Once drafted, the 2nd (or later) Draft Standard shall circulate again for National Consultation. |
| (e) the mechanism for reaching consensus, and | Procedures | Yes | **In ABNT code PI/DT 00.00.01 Terminology:**  2.17 Consensus  general agreement, characterized by the lack of opposition founded on significant aspects by any significant part of the interests involved, through a process that attempts to consider the positions of all stakeholders/interested parties and reconcile conflicting opinions  NOTE consensus does not necessarily imply unanimity.  [ABNT ISO/IEC GUIDE 2]  **ABNT – Code – PI/DT 00.00.07 – Study Commission – operation**  7.3 Operation  7.3.1 The Coordinator shall hold the meeting, with support from the Secretary, with the following responsibilities:  …  f) present the meeting agenda for review and approval by participants.  g) read and obtain approval for the Minutes and respective records of the previous meeting.  h) acknowledge and record incoming correspondence and alerts.  i) present the scheduled subjects for deliberation, starting with outstanding issues.  j) define subjects for the agenda and confirm the details of the next meeting defined on the agenda.  7.4 Deliberations  7.4.1 SC deliberations shall be made by consensus, without voting.  7.4.2 For review of the recommendations presented in the National Consultation, the contents of 7.4.1 shall also apply. If final deliberation on the presented comments is required, it is up to the members who participated in at least 30% of the meetings held on the ABNT Technical Document.  7.4.3 The quorum for deliberation of a SC shall be at least five members.  7.4.4 The topics approved by the SC may no longer be a subject for discussion, unless the SC deems it necessary, based on technical justification. |
| (f) review and revision of standard(s)/normative document(s). | Procedures |  | **ABNT – Code – PI/DT 00.00.02 – ABNT Technical document – Development and review and revision:**  10 Revision of ABNT Technical Documents  10.1 Revision of an ABNT Technical Document should be done to:  a) comply with legal requirements.  b) meet the needs of technological updating.  c) be compatible with an International Standard.  NOTE: only when no International Standard exists, the SC may utilize a regional or foreign standard, and should present the technical justifications to ABNT/DT, after review by the Superintendent of the ABNT/CB, ABNT/EEC, or ABNT/ONS.  10.2 Any interested party/stakeholder may request ABNT to review an ABNT Technical Document, provided that this request is technically justified, and the authoring SC shall judge and decide whether to: A) issue a Draft Amendment with the modifications deemed necessary, or b) revise the ABNT Technical Document.  NOTE the interested party/stakeholder must be informed of the decision by the Secretary of ABNT/CB, ABNT/CEE, or ABNT/ONS.  10.2.1 Amendments  10.2.1.1 Amendments are issued to alter part of an ABNT Technical Document as a consequence of a relevant fact that occurred after its publication, and that does not justify complete review according to the authoring SC.  10.2.1.2 The request for an Amendment should be registered with the Secretary of the ABNT/CB, ABNT/CEE, or ABNT/ONS, and the numbering should be sequential according to the year of the Amendment.  …  10.2.2 Review of ABNT Technical Document If the SC decides to develop a Draft Revision, it shall prepare the Base Text for Revision, following the standard-setting process described in Sections 5 to 8. |
| 5.1.2 The standardising body shall make its standard-setting procedures publicly available and shall review its standard-setting procedures regularly. The review shall consider feedback from stakeholders. | Procedures | YES | The standard-setting procedures are available on the ABNT site – Normalization section (normalização) - library (biblioteca) : http://conexaodt.abntdigital.com.br/ . Screenshot:    ABNT conducts national consultations through its website and email with registered stakeholders, free of charge.  **Site (evidence of process):** [**https://www.abntonline.com.br/consultanacional/**](https://www.abntonline.com.br/consultanacional/)  **Site disclaimer: WELCOME to ABNT's NATIONAL CONSULTATION** This service allows you to access, view, print, and send suggestions about ABNT and Mercosur Draft Standards entirely online. To the left you will find the list of Technical Committees, with the number of Drafts available for consultation in parentheses. [**Register**](https://www.abntonline.com.br/consultanacional/cadastro.aspx) for free. For further information contact us by e-mail at: [**consultanacional@abnt.org.br**](mailto:consultanacional@abnt.org.br).  **ABNT – Code – PI/DT 00.00.02 – ABNT Technical document – Development and review and revision:**  **ADDITIONAL COMMENTS**  ABNT procedures are based on the ISO Directives, which are used in the standard-setting work and receives regularly inputs from stakeholders through the National Standardization Bodies (NSB).  Process:  The standard-setting procedures are available on the ABNT site – Normalization section (normalização) - library (biblioteca) : http://conexaodt.abntdigital.com.br/  **Site (evidence of process):** [**https://www.abntonline.com.br/consultanacional/**](https://www.abntonline.com.br/consultanacional/)  Note: The standard-setting rules applicable to the SFM standards belong to ABNT and they are scattered along with several internal documents.For the purpose of compliance with this annex, PEFC Brazil included in this the standard-setting checklist the exact excerpt of the documents that are necessary as evidence of compliance with PEFC standards-setting requirements. These excerpts are fully translated into English. We’ve made this decision both due to the costs of translation, but also to make the understanding easier for the evaluators. |
| Process |
| 5.2.1 The standardising body shall keep documented information relevant to the standard-setting and review process. Evidence of compliance with the requirements of this standard and the standardising body’s own procedures includes: | | | |
| (a) Standard-setting procedures, | Procedures | YES | **ABNT – Code PI/DT 00.00.02 ABNT Technical document – Development and review and review** establishes the documentation relevant to the Draft that shall be forwarded and archived by ABNT.  Each stage of the standard-setting procedure shall consider the development and production of documents, in accordance with the procedure in PI/DT 00.00.02:  4 Drafting ABNT Technical Documents  4.1 Drafting ABNT Technical Document includes the following steps:  a) New Work Item (see Section 5);  b) Base Text (see 6.1)  c) Approved Base Text (see 6.2).  d) Draft Standard (see 7.2).  e) National Consultation (see 7.3);  f) Approved Draft Standard (see 7.5); g) Approval and Publication (see Section 8).  4.2 ABNT Technical Documents shall be drafted in SC meetings, according to PI/DT 00.00.07, and shall be recorded in Meeting Minutes, according to PI/DT 00.00.08.  4.3 The documents relevant to the process of drafting ABNT Technical Documents (according to 6.2.4) shall be available in ABNT LiveLink.  Process:  The documents are stored in the ABNT library: <http://conexaodt.abntdigital.com.br/>.  Records of all steps in the standard-setting process are in [LiveLink](https://isolutions.iso.org/ecom/livelink?func=ll&objId=-449497&objAction=browse&sort=name&viewType=1), with login and password required.  When they undergo National Consultation:[**https://www.abntonline.com.br/consultanacional/**](https://www.abntonline.com.br/consultanacional/) |
| Process |
| (b) Stakeholder identification mapping, | Procedures | YES | **ABNT – Code PI/DT 00.00.11 Study Commission- Identification of stakeholders** sets out guidelines for identifying and defining stakeholders for participation in drafting ABNT Technical Documents.  4. Identifying Stakeholders  4.1 Stakeholders vary according to the scope of the ABNT Technical Document to be drafted by the SC and should be identified in the proposition of each New Work Item (NIT).  4.2 To identify the Stakeholders in the composition of a SC or ABNT/CEE to develop an ABNT Technical Document, the Secretary of ABNT/CB or ABNT/ONS and the Planning & Projects Department (ABNT/DT/GPP) should conduct a study of potential Stakeholders within the scope of the document that will be developed.  4.3 For the study to identify the main parties that may be interested in or affected by the scope of the ABNT Technical Document, the following information shall be obtained:  a) what is the interest and what is the motivation of this interest.  B) what is expected of the ABNT Technical Document.  c) how the ABNT Technical Document may affect them, positively or negatively.  d) how the ABNT Technical Document can contribute to their experience and knowledge.  e) what is the authority and degree of interference in the topics that are the subject of the ABNT Technical Document.  Process: The current process refers to a revision of the ABNT NBR 15789 and ABNT NBR 14789 standards .  IN: 2\_Revision process Folder: 1.Stakeholder mapping |
| Process |
| (c) Contacted and/or invited stakeholders, | Procedures | YES | **ABNT – Code – PI/DT 00.00.07 – Study Commission – operation**  6 Responsibilities  6.1 Secretary of ABNT/CB or ABNT/ONS  A The Secretary of ABNT/CB or ABNT/ONS is responsible for:  ...  d) sending the invitation to all identified stakeholders at least 10 working days in advance, with a copy to ABNT/DT.  e) contacting stakeholders to answer any questions they may have  The New Work Items (NIT) of the SC are sent by ABNT to the stakeholders registered in its database, who are invited to participate (see PI/DT 00.00.02, item 5.4):  5 New Work Item  5.4 After review and validation, ABNT/DT/GPP shall publicize the NIT electronically for public knowledge.  IN: 2\_Revision process Folder: 1.Stakeholder mapping |
| Process |
| (d) Stakeholders involved in standard-setting activities including participants in each working group meeting, | Procedures | YES | **ABNT – Code – PI/DT 00.00.07 – Study Commission – operation**  6 Responsibilities  6.1 Secretary of ABNT/CB or ABNT/ONS  A The Secretary of ABNT/CB or ABNT/ONS is responsible for:  ...  h) making the following documents available in ABNT LiveLink and keeping them on file for at least five years:  ⎯ invitations sent to the identified stakeholders.  ⎯ lists of parties invited to the meetings.  ⎯ SC work program.  ⎯ meeting minutes.  ⎯ attendance lists.  ⎯ representation letters. (..)  The Working Group is normally composed of the members of the Study Commission, and this composition should be recorded in the minutes according to PI/DT 00.00.07, items 5.9 and 5.10:  5.9 In drafting an ABNT Technical Document, SC members must be representatives with legitimate interest in the subject matter at hand and have technical knowledge in the scope of the ABNT Technical Document to be drafted.  5.10 As determined by its members, the SC Coordinator may set up working groups (WGs) to draft basic texts, studies, and other contributions deemed indispensable for drafting ABNT Technical Documents, and for this purpose shall: a) clearly define the tasks of the WG and the time limit to complete the work to be carried out.  b) appoint the members to comprise the WG who can contribute to the work at hand.  c) select a rapporteur from the members of the WG.  Minutes (with attendance description) and attendance list of meetings can be found in: 2\_revision process Folder –  2\_Minutes and attendance list. |
| Process |
| (e) Feedback received and a synopsis of how feedback was addressed, | Procedures | YES | There are two stages of contribution while the text is being prepared by the Study Commission, which is made available to the members prior to the meeting to analyze and submit comments, and during the National Consultation process, when the SC-approved Draft is made available for review and public contributions.  PI/DT 00.00.07, item 4.8 establishes:  4.8 The process of drafting and revising ABNT Technical Documents shall be transparent and open to participation by stakeholders who may contribute to the topic at hand. The SC shall maintain all information about this process in ABNT LiveLink.    **PI/DT 00.00.02 ABNT Technical document – Development and review and revision**, item 7.4 addresses review of the results of the National Consultation by the Commission.  Item 7.4.6 states that:  7.4.6 The Tabulation Sheet shall present the results from analyzing the suggestions. All the alterations required in the Approved Draft Standard (from the suggestions that were "accepted" or "partially accepted") should be included in the Review Results in the Tabulation Sheet (see C.4).  Process:  IN2\_revision process Folder –  3\_Review of Feedback |
| Process |
| (f) All drafts and final versions of the standard, | Procedures | YES | PI/DT 00.00.07, item 4.8 establishes:  4.8 The process of drafting and revising ABNT Technical Documents shall be transparent and open to participation by stakeholders who may contribute to the topic at hand. The SC shall maintain all information about this process in ABNT LiveLink.  ...  6 Responsibilities  6.1 Secretary of ABNT/CB or ABNT/ONS  A The Secretary of ABNT/CB or ABNT/ONS is responsible for:  ...  h) making the following documents available in ABNT LiveLink and keeping them on file for at least five years:  …  ⎯ Base Texts and Drafts.  ⎯ other documents related to the process.  Process:  IN2\_revision process Folder –  4\_Draft version of standards |
| Process |
| (g) Outcomes from working group considerations, | Procedures | YES | For the WG, all its proposals are presented and discussed at the plenary meetings of the Study Commission (**ABNT – Code** PI/DT 00.00.07, Item 5.10):  5.10 As determined by its members, the SC Coordinator may set up working groups (WGs) to draft basic texts, studies, and other contributions deemed indispensable for drafting ABNT Technical Documents, and for this purpose shall:  a) clearly define the tasks of the WG and the time limit to complete the work to be carried out.  b) appoint the members to comprise the WG who can contribute to the work at hand.  c) select a rapporteur from the members of the WG.  The minutes of the Study Commission meetings shall be made available in the ABNT LiveLink (**ABNT – Code** PI/DT 00.00.00.08, item 4.2):  4.2 The minutes shall be formatted and filled in according to Section 6 and made available in ABNT LiveLink in the SC folder within 15 business days of the meeting.  Process:  Minutes (with attendance description) and attendance list of meetings can be found in: 2\_revision process Folder –  2\_Minutes and attendance list. |
| Process |
| (h) Evidence of consensus on the final version of the standard(s), | Procedures | YES | **ABNT – Code** PI/DT 00.00.07, item 4.8 establishes:  7.4 Deliberations  7.4.1 SC deliberations shall be made by consensus, without voting.  7.4.2 For review of the recommendations presented in the National Consultation, the contents of 7.4.1 shall also apply. If final deliberation on the presented comments is required, it is up to the members who participated in at least 30% of the meetings held on the ABNT Technical Document.  7.4.3 The quorum for deliberation of a SC shall be at least five members. 7.4.4 The topics approved by the SC may no longer be a subject for discussion, unless the SC deems it necessary, based on technical justification.  Responsibility for reaching consensus in the process of drafting the document:  **ABNT – Code** PI/DT 00.00.07, item 6.2:  6.2 SC Coordinator  The SC Coordinator is responsible for:  …  g) obtaining consensus in the process of drafting ABNT Technical Documents  Process:  The Draft Revisions in question (ABNT 14789 and 15789) circulated for National Consultation from Nov/17/2020 to Jan/18/2021.  Evidence IN:  2\_revision process Folder –  4\_Review projects Folder  During the National Consultation, Draft Revision ABNT NBR 14789 received 20 recommendations, 14 of which were approved without restrictions, 4 approved with observations related to form, and 2 denied due to technical objections.  Evidence IN:  2\_revision process Folder –  3\_Review of Feedback folder  Annex D -- Report\_CN\_PABNTNBR14789 folder: Complete file  Draft Revision ABNT NBR 15789 received 24 recommendations, 19 of which were approved without restrictions, 4 approved with observations related to form, and 1 denied due to technical objections  Evidence IN:  2\_Revision process folder:  3\_Review of Feedback folder  Annex E -- Relatório\_CN\_PABNTNBR15789 folder: totalizacao file  The special meeting of ABNT/CEE-103 to analyze the results of the National Consultation on the Draft Revisions for ABNT NBR 14789 and ABNT NBR 15789 was held on Feb/26/2021, with 27 members participating. All the comments received were analyzed and the deliberations/alterations were agreed upon via consensus by the Commission.  Evidence IN:  2\_Revision process folder:  3\_Review of Feedback folder  Annex F -- Ata\_Especial\_2021-02-26 |
| Process |
| (i) Evidence relating to the review process, and | Procedures | YES | **ABNT – Code** PI/DT 00.00.00.02, item 10 defines that any stakeholder may request a review of a technical document to meet legal requirements, technological updating needs, and to be compatible with International Standards:  10.2 Any stakeholder/interested party may ask ABNT to review an ABNT Technical Document, provided that it is technically justified, and the authoring SC shall judge and decide:  a) to issue a Draft Amendment with the modifications it deems necessary; or  b) to revise the ABNT Technical Document.  NOTE the interested party/stakeholder must be informed of the decision by the Secretary of ABNT/CB, ABNT/CEE, or ABNT/ONS.  …  4.3 The documents relevant to the process of drafting ABNT Technical Documents (according to 6.2.4) shall be available in ABNT LiveLink.  In addition, technical documents undergo systematic review every five years.  Process:  [ABNT LiveLink](https://login.iso.org/idp/SSO.saml2?SAMLRequest=fVJbT8IwFP4rS99ZtyJb0rAlCA+SoBA3ffCFdNsRGrt29nSo/95dUPGFt5Oc73a+do6iVg1ftO6oH+G9BXTeZ6008mGRkNZqbgRK5FrUgNyVPFvcbzjzA95Y40xpFPEWiGCdNHppNLY12AzsSZbw9LhJyNG5BjmlEo1qexD63egbe6BQmpoqeQIl9RvNjrIojAJ39BEN7X0Y3W2znHirLpjUomf/CSpzkPpXS1YNzbKt3wdnxFuvErKPpwBBGMWxEGIWVFFUlCFjRXQzq8Q0juIOhtjCWqMT2iWEBYxNgtkkDHMW8GnEg+CFeLvznbdSV1IfrpdSjCDkd3m+m4zpn8HikLwDkHTeJ+SDsb0o+7qs+GmYpD3sfDQXTaNkOfQyqeC1f5Jqr7HYa1fO6YXR6Nrwh055vdqZjvXlLZQyH0sLwkFCQkLTkfL/P6Tf&RelayState=https://isolutions.iso.org/ecom/livelink?func=ll&objId=-449497&objAction=browse&sort=name&viewType=1&SigAlg=http://www.w3.org/2000/09/xmldsig%23rsa-sha1&Signature=RVQxZKZkIKhbQ1M8t9tqUmPbl2Mmqoci0xTU/h0LXghGkmVIpi4VrBXbwwaJNjt69U4Jh11rtENiUk6j5zs7ee0Q9J38/nUJEwCFd28zxwiEytS8y+xUgobU6Mn9cVhSXaWCp/SPLgEUrn4s171+KgFsT9Jt9suwwT+XpA+rZVk=) system  Site for National Consultation [: https://www.abntonline.com.br/consultanacional/](https://www.abntonline.com.br/consultanacional/) |
| Process |
| (j) Final approval by the standardising body. | Procedures | YES | After the National Consultation period, the SC receives the contributions and analyses, defining whether the Draft will be forwarded for publication or whether a 2nd Draft will be necessary (see **ABNT – Code** PI 00.00.002, Annex B Workflow).  **ABNT – Code** PI 00.00.002:  7.5.2 Draft Standard for publication with National Consultation Review Meeting  7.5.2.1 Draft standards with recommendations shall be considered approved after review via National Consultation (see 7.4).  7.5.2.2 After analyzing the National Consultation, ABNT/DT/GPR shall receive the documentation relevant to the Approved Draft Standard and verify that:  a) the Tabulation Sheet is correctly filled out.  b) the result of the analysis of the Tabulation Sheet contains the amendments accepted by the SC.  7.5.2.3 ABNT/DT/GPR shall send ABNT/DT/GEA the following documentation relevant to the Approved Draft Standard for publication:  a) cover letter (see C.2.2).  b) Minutes and attendance list from the Special Meeting for National Consultation Review. c) Report of National Consultation  d) Completed and justified Tabulation Sheet.  e) Results of the analysis of the Tabulation Sheet, if applicable.  After analyzing the National Consultation, ABNT/DT/GPR shall receive the documentation relevant to the Approved Draft Standard and verify all documentation related to the process (see ABNT – Code PI/DT 00.00.00.02, 7.5.2.2).  Process:  The special meeting of ABNT/CEE-103 to analyze the results of the National Consultation on the Draft Revisions for ABNT NBR 14789 and ABNT NBR 15789 was held on Feb/26/2021, with 27 members participating. All the comments received were analyzed and the deliberations/alterations were agreed upon via consensus by the Commission.  Evidence IN:  2\_Revision process folder:  3\_Review of Feedback folder  Annex F -- Ata\_Especial\_2021-02-26  After the review, the Committee approved the ABNT NBR 14789 and ABNT NBR 15789 Draft Revisions for approval and publication as Brazilian standards, since they determined that no technical changes were made in the aforementioned Draft Revisions, only improvements to the texts that made them clearer and less subject to misinterpretation. ABNT NBR 14789:2021 and ABNT NBR 15789:2021 were published on Mar/29/2021. |
| Process |
| 5.2.2 Documented information shall be kept until completion of the next review or revision of the standard to which they refer. Otherwise the documented information must be kept for a minimum of five years after publication of the standard. | Procedures | YES | **ABNT – Code** PI/DT 00.00.07:  6 Responsibilities 6.1 Secretary of ABNT/CB or ABNT/ONS The Secretary of ABNT/CB or ABNT/ONS is responsible for:  ..  h) making the following documents available in ABNT LiveLink and keeping them on file for at least five years:  …  ⎯ Base Texts and Drafts.  ⎯ other documents related to the process.  Additional information:  ABNT is a Brazilian regulatory body and its norms are created at national level, so that they can be used by more than one scheme. For this reason, the document itself does not contain the dates of the forthcoming reviews. And therefore, the following have been made available on the PEFC Brazil website:  All ABNT documents are on its site, which can be viewed for free.  Process:  ABNT website: <https://www.abntcatalogo.com.br/>  PEFC Brazil: www.pefcbr.org |
| Process |
| 5.2.3 Documented information shall be available to interested parties upon request. | Procedures | YES | **ABNT – Code** PI 00.00.002:  8 Approval and publication 8.1 When requested, ABNT/DT/GEA shall alter an Approved Draft Standard, adapting the layout of the standard, and publish it as an ABNT Technical Document, updating the ABNT database, which is used by the various ABNT systems.  The standards are available for purchase and/or free viewing on the ABNT website: <https://www.abntcatalogo.com.br/>  Procedures available, by registration, at http://abntdigital.com.br/conexaodt/index.php/normalizacao/ |
| Process |
| 5.3.1 The standardising body shall establish procedure(s) for dealing with any substantial and process complaints and appeals relating to its standard-setting activities. It must make procedure(s) accessible to stakeholders. Upon receipt of a complaint or appeal, the standardising body shall: | | | |
| (a) acknowledge receipt of the complaint or appeal to the complainant, | Procedures | YES | Address, phone numbers and form for submission are available on the ABNT website: http://www.abnt.org.br/atendimento  Complaint channel: <http://www.abnt.org.br/institucional/canal-de-denuncia>  Disclaimer on site: If you wish to make a complaint, or report an act or irregularity, the following channels are available: For reporting:  Fill out an electronic form [, click here](https://forms.office.com/Pages/ResponsePage.aspx?id=DPt7J-jb30KMUr6pm5FwUH4jLic6kftKod0HliDlN_tURDlRSlhMVTVQRERXWE1DTjFQSlpXMktDNS4u), where you can describe the act or irregularity committed in total secrecy and anonymity;  Email[: condutaeetica@abnt.org.br](mailto:condutaeetica@abnt.org.br), this type of complaint is not anonymous.  By telephone at (11) 3017-3682, Monday to Friday, from 9am to 5pm.  In addition, ABNT statutes establish a Technical Council, body comprised of the superintendents of the Brazilian committees, in order to guide and monitor the technical standard-setting activities contained within these statutes and functions established in the General Rules of Procedure, with a mandate for members of 3 (three) years… (art. 30).  Article 31 the Technical Council is responsible for:  ….  c) examining and adjudicating controversies related to the scope of the Brazilian Commissions and between the latter and the sectorial standardization bodies.  …  f) to issuing opinions on the creation, extinction, denomination, and scope of action of Brazilian commitees and sectorial standardization bodies.  PEFC Brazil has the procedure SG 04.01 Procedures for addressing disputes and complaints.  Evidence:  **Process:**  **(Evidence: IN 1\_ABNT\_ISO documentation Folder:**  **1\_ABNT Statute V2018 Folder)**  ABNT website for all kind of comments: <http://www.abnt.org.br/atendimento>  No complaints have been received |
| Process |
| (b) gather and verify all necessary information to validate the complaint or appeal, evaluate the subject matter of the complaint or appeal impartially and objectively, and make a decision regarding the complaint or appeal, | Procedures | YES | PEFC Brazil has the procedure SG 04.01 Procedures for addressing disputes and complaints.  Process:  No complaints have been received. |
| Process |
| (c) formally communicate the decision on the complaint or appeal to the complainant and describe the handling process. | Procedures | YES | PEFC Brazil has the procedure SG 04.01 Procedures for addressing disputes and complaints.  Process:  No complaints have been received. |
| Process |
| 5.3.2 The standardising body shall establish at least one contact point for enquiries, complaints and appeals relating to its standard-setting activities. The contact point shall be easy to access and readily available. | Procedures | YES | **ABNT – Code** PI/DT 00.00.07:  The SC Coordinator is responsible for:  …  k) receiving the documentation sent to the SC, such as suggestions, questions, and comments;  in addition, address, phone numbers and form for submission are available on the ABNT website: http://www.abnt.org.br/atendimento  Complaint channel: <http://www.abnt.org.br/institucional/canal-de-denuncia>  The Board of Directors is responsible for receiving complaints at PEFC Brazil: SG 04.01 Procedures for addressing disputes and complaints.  No complaints have been received. |
| Process |
| **Standard-setting process** | | | |
| 6.1.1 For the creation of a new standard, the standardising body shall develop a proposal including: | | | |
| (a) the scope of the standard, | Procedures | YES | Combined response for letters (a)-(e):  When a demand is received, it is analyzed by the Planning and Project Management Department (ABNT/GPP), where the requesting party is asked for information such as:  - theme and scope;  - justification:  - a list of texts that will be drawn up, whether the subject is regulated, and related documents from other organizations; and  - list of stakeholders/interested parties in the topic.  The ABNT/GPP risk analysis is intended to verify the feasibility of drafting and implementing the Standard, and ensuring that it will not have negative impacts on the sector.  To register a New Work Item (NIT), the following data must be entered: title, scope, Study Commission where it will be drafted, information about the document (whether it is a revision, new, adoption, etc.), and the deadline for starting work. The NIT is disclosed by ABNT to stakeholders/interested parties registered in its database.  **ABNT – code PI/DT 00.00.02, item 5.4 states:**  5.4 After review and validation, ABNT/DT/GPP shall publicize the NIT electronically for public knowledge.  ...  10.2.2 Review of ABNT Technical Document If the SC decides to develop a Draft Revision, it shall prepare the Base Text for Revision, following the drafting process described in Sections 5 to 8.  Evidence IN:  2\_revision process Folder –  4\_Review projects Folder  Process:  The Special Commission on Forest Management Studies (ABNT/CEE-103) had its first meeting in 2019 on January 31, with 19 members present, and created the Planted Forests and Native Forests Working Groups (WG) to revise ABNT NBR 14789:2012 (*Manejo florestal sustentável - Princípios, critérios e indicadores para plantações florestais*) [Sustainable forest management - Principles, criteria, and indicators for native forests] and ABNT NBR 15789:2013 (*Manejo florestal sustentável - Princípios, critérios e indicadores para florestas nativas*) [Sustainable forest management - Principles, criteria, and indicators for native forests] in order to align them with the new guidance in PEFC ST 1003:2018 (Sustainable Forest Management – Requirements).  Evidence IN:  2\_revision process Folder –  2\_Minutes and attendance list folder  Annex A - Minutes 1ª meeting\_2019-01-31 folder  Minutes of the 1st meeting Reunião\_2019\_01\_31 file  These groups held several meetings between 2019 and 2020, led by Érica Araújo Bortolazzo Fonseca and Sandra Susi A. Silva (rapporteurs) to carry out this work. In the 5th meeting of 2020 for ABNT/CEE-103, which was held on November 6, 2020 with 23 members participating (see Annex B), the drafts of the Revision Projects for ABNT NBR 14789 and ABNT NBR 15789 developed by the WGs were presented and approved for National Consultation for 60 days.  Evidence IN:  2\_revision process Folder –  2\_Minutes and attendance list folder  Annex B -- Ata 5ª Reunião\_2020-11-06 folder |
| Process |
| (b) a justification of the need for the standard, | Procedures | YES |
| Process |
| (c) a clear description of the intended outcomes | Procedures | YES |
| Process |
| (d) a risk assessment of potential negative impacts arising from implementing the standard, such as  • factors that could affect the achievement of the outcomes negatively,  • unintended consequences of implementation,  • actions to address the identified risks, and  (e) a description of the stages of standard development and their expected timetable.  NOTE Guidance for development of a proposal and justification is given in ISO Directives, Part 1, Annex C and Annex SL (Appendix 1). | Procedures | YES |
| Process |
| 6.1.2 For the revision of a standard the proposal shall cover at least (a) and (e) of clause 6.1.1. | Procedures | YES | **ABNT – code PI/DT 00.00.02**  10.2.2 Review of ABNT Technical Document If the SC decides to develop a Draft Revision, it shall prepare the Base Text for Revision, following the drafting process described in Sections 5 to 8.  Evidence IN:  2\_revision process Folder –  4\_Review projects Folder  Process:  The Special Commission on Forest Management Studies (ABNT/CEE-103) had its first meeting in 2019 on January 31, with 19 members present, and created the Planted Forests and Native Forests Working Groups (WG) to revise ABNT NBR 14789:2012 (*Manejo florestal sustentável - Princípios, critérios e indicadores para plantações florestais*) [Sustainable forest management - Principles, criteria, and indicators for native forests] and ABNT NBR 15789:2013 (*Manejo florestal sustentável - Princípios, critérios e indicadores para florestas nativas*) [Sustainable forest management - Principles, criteria, and indicators for native forests] in order to align them with the new guidance in PEFC ST 1003:2018 (Sustainable Forest Management – Requirements).  Evidence IN:  2\_revision process Folder –  2\_Minutes and attendance list folder  Annex A - Minutes 1ª meeting\_2019-01-31 folder  Minutes of the 1st meeting\_2019\_01\_31 file  These groups held several meetings between 2019 and 2020, led by Érica Araújo Bortolazzo Fonseca and Sandra Susi A. Silva (rapporteurs) to carry out this work. In the 5th meeting of 2020 for ABNT/CEE-103, which was held on November 6, 2020 with 23 members participating (see Annex B), the drafts of the Revision Projects for ABNT NBR 14789 and ABNT NBR 15789 developed by the WGs were presented and approved for National Consultation for 60 days.  Evidence IN:  2\_revision process Folder –  2\_Minutes and attendance list folder  Annex B -- Minutes of the 5th Meeting\_2020-11-06 folder  Minutes of the 5th Meeting\_2020\_11\_06 file |
| Process |
| 6.2.1 The standardising body shall identify stakeholders relevant to the objectives and scope of the standard-setting activities by means of a stakeholder identification mapping exercise. It shall define which stakeholder groups are relevant to the subject matter and why. For each stakeholder group the standardising body shall identify the likely key issues, key stakeholders, and which means of communication would be best to reach them. | Procedures | YES | ABNT – code- **PI/DT 00.00.11 – Study Commission- Identification of stakeholders**  4. Identifying Stakeholders  4.1 Stakeholders vary according to the scope of the ABNT Technical Document to be drafted by the SC and should be identified in the proposition of each New Work Item (NIT).  4.2 To identify the Stakeholders in the composition of a SC or ABNT/CEE to develop an ABNT Technical Document, the Secretary of ABNT/CB or ABNT/ONS and the Planning & Projects Department (ABNT/DT/GPP) should conduct a study of potential Stakeholders within the scope of the document that will be developed.  4.3 For the study to identify the main parties that may be interested in or affected by the scope of the ABNT Technical Document, the following information shall be obtained:  a) what is the interest and what is the motivation of this interest.  B) what is expected of the ABNT Technical Document.  c) how the ABNT Technical Document may affect them, positively or negatively.  d) how the ABNT Technical Document can contribute to their experience and knowledge.  e) what is the authority and degree of interference in the topic that is the subject of the ABNT Technical Document.  5. Defining Stakeholders  5.1 The Secretary of ABNT/CB or ABNT/ONS and the ABNT/DT/GPP shall define the technically interested parties and those with legitimate interests in the scope of the ABNT Technical Document.  5.2 Sections 5.2.1 to 5.2.4 present potential Interested Parties (Stakeholders) according to the subject to be standardized. Technical organizations that provide services to other Stakeholders should be considered suppliers of raw materials. Consulting companies should be considered to represent another Interested Party among the others presented.  5.2.1 For products:  a) the producing company and its associations;  b) company supplying raw materials and its associations;  c) intermediate and final consumer, including its associations and the Public Prosecutor;  d) regulatory or regulating organization/accrediting organization  e) conformity assessment body.  f) technical organizations such as laboratories, research institutes, and academia.  5.2.2 For services:  a) service provider and its associates.  b) producing company (that makes the product associated with the service) and its associates.  c) staff training/education company and its associates.  d) intermediate and final consumer, including its associations and the Public Prosecutor;  e) regulatory or regulating organization/accrediting organization  f) conformity assessment body. g) technical organizations such as research institutes, and academia.  5.2.3 For management systems:  a) company where the system will be implemented.  b) company implementing the system.  c) regulatory or regulating organization/accrediting organization.  d) conformity assessment body.  e) technical organizations such as research institutes and academia.  Process: The current process refers to a revision of the ABNT NBR 15789 and ABNT NBR 14789 standards.  IN: 2\_Revision process Folder: 1.Stakeholder mapping |
| Process |
| 6.2.2 Identification of stakeholder groups shall be based on nine major stakeholder groups as defined by Agenda 21 of the *United Nations Conference on Environment and Development* (UNCED) in Rio de Janeiro in 1992. At least the following groups shall be included in the stakeholder mapping:  • forest owners,  • business and industry,  • indigenous people,  • non-government organisations,  • scientific and technological community,  • workers and trade unions.  Other groups shall be added if relevant to the scope of standard-setting activities.  NOTE The full list of nine major stakeholder groups defined by Agenda 21 of the *United Nations Conference on Environment and Development* consists of: (i) business and industry, (ii) children and youth, (iii) forest owners, (iv) indigenous peoples, (v) local authorities, (vi) non-government organisations, (vii) scientific and technological community, (viii) women, and (ix) workers and trade unions. | Procedures | YES | The process of drafting and revising ABNT Technical Documents shall be transparent and open to participation by stakeholders who may contribute to the topic at hand. Stakeholders shall be classified according to PI/DT 00.00.11, which contains examples of classification, but depending on the scope of the document, the Commission may supplement this classification and consider balanced representation between parties that may be disadvantaged, considering difficulties in their participation and contribution to the process of drafting the ABNT Technical Documents.  **ABNT - PI/DT 00.00.07 Items 4.8 4.9**  4.8 The process of drafting and revising ABNT Technical Documents shall be transparent and open to participation by stakeholders who may contribute to the topic at hand. The SC shall maintain all information about this process in ABNT LiveLink.  4.9 Stakeholders shall be classified according to PI/DT 00.00.11, considering balanced representation between parties that may be disadvantaged, considering difficulties in their participation and contribution to the process of drafting the ABNT Technical Document.  Process: The current process refers to a revision of the ABNT NBR 15789 and ABNT NBR 14789 standards .  IN: 2\_Revision process Folder: 1.Stakeholder mapping |
| Process |
| 6.2.3 The standardising body shall identify disadvantaged stakeholders and key stakeholders and address any constraints to their participation in standard-setting activities.  NOTE A stakeholder can be both a disadvantaged and a key stakeholder at the same time. | Procedures | YES | **ABNT - PI/DT 00.00.07 Items 4.8 4.9**  4.8 The process of drafting and revising ABNT Technical Documents shall be transparent and open to participation by stakeholders who may contribute to the topic at hand. The SC shall maintain all information about this process in ABNT LiveLink.  4.9 Stakeholders shall be classified according to PI/DT 00.00.11, considering balanced representation between parties that may be disadvantaged, considering difficulties in their participation and contribution to the process of drafting the ABNT Technical Document.  Process:  IN: 2\_Revision process Folder:  1.Stakeholder mapping  No constraints were identified for the participation of all stakeholders |
| Process |
| 6.3.1 The standardising body shall make a public announcement of the start of the standard-setting process and include an invitation to stakeholders to participate in the process. The announcement shall be made in a timely manner through suitable media, as appropriate, to give stakeholders an opportunity for meaningful contributions.  NOTE 1 *In a timely manner* means (at the latest) four weeks before the first standard-setting activity is scheduled to occur.    NOTE 2 *Through suitable media* means at least through the standardising body’s website and by email and/or letter to identified stakeholders. Other media includes press releases, news articles, features in trade-press, information sent to branch organisations, social media, digital media, etc. | Procedures |  | **ABNT – code PI/DT 00.00.02 -**  5 New Work Item  5.1 The need to develop a New Work Item (NIT) shall be confirmed by the Secretary of the ABNT/CB, ABNT/CEE, or ABNT/ONS.  5.2 The Secretary of ABNT/CB, ABNT/CEE or ABNT/ONS shall verify that the NIT to be developed is included in its Program for Sectorial Standardization (PNS). If not, it should be included and then referred for review by the Planning and Project Management Department (ABNT/DT/GPP).  5.3 If ABNT/DT/GPP requests clarification, the Secretary of ABNT/CB, ABNT/CEE, or ABNT/ONS shall make the necessary adjustments, adapting the NIT for a new review.  5.4 After review and validation, ABNT/DT/GPP shall publicize the NIT electronically for public knowledge.  Process:  Evidence IN:  2\_revision process Folder –  2\_Minutes and attendance list folder  At the 5th meeting on 2020-11-06, the revision of the standards was announced.  Annex B -- Minutes of the 5th Meeting\_2020-11-06 folder  Annex A – invited stakeholders (convidados) file  Minutes of the 5th Meeting\_2020\_11-06 file |
| Process |
| 6.3.1 The announcement and invitation shall include: | | | |
| (a) overview of the standard-setting process, | Procedures | YES | When a demand is received, it is analyzed by the Planning and Project Management Department (ABNT/GPP), where the requesting party is asked for information such as:  - theme and scope;  - justification:  - a list of texts that will be drawn up, whether the subject is regulated, and related documents from other organizations; and  - list of stakeholders/interested parties in the topic.  The ABNT/GPP risk analysis is intended to verify the feasibility of drafting and implementing the Standard, and ensuring that it will not have negative impacts on the sector.  To register a New Work Item (NIT), the following data must be entered: title, scope, Study Commission where it will be drafted, information about the document (whether it is a revision, new, adoption, etc.), and the deadline for starting work. The NIT is disclosed by ABNT to stakeholders/interested parties registered in its database.  **ABNT – code PI/DT 00.00.02 -**  5 New Work Item  5.1 The need to develop a New Work Item (NIT) shall be confirmed by the Secretary of the ABNT/CB, ABNT/CEE, or ABNT/ONS.  5.2 The Secretary of ABNT/CB, ABNT/CEE or ABNT/ONS shall verify that the NIT to be developed is included in its Program for Sectorial Standardization (PNS). If not, it should be included and then referred for review by the Planning and Project Management Department (ABNT/DT/GPP).  5.3 If ABNT/DT/GPP requests clarification, the Secretary of ABNT/CB, ABNT/CEE, or ABNT/ONS shall make the necessary adjustments, adapting the NIT for a new review.  5.4 After review and validation, ABNT/DT/GPP shall publicize the NIT electronically for public knowledge.  …  7.3 Submission for National Consultation  7.3.1 All Draft Standards, including Drafts to Adopt International Standards, Draft Standard Revisions, and Draft Amendments, shall be subjected to National Consultation for public evaluation.  7.3.2 When a Draft Standard is provided for National Consultation, a notification should be sent automatically to the email addresses registered on the National Consultation site.  7.3.3 The deadline for National Consultation on Draft Standards is 60 days, except for Drafts to Adopt International Standards, Draft Amendments, 2nd (or later) Draft Standards, and emergency cases defined by the Technical Director (ABNT/DT), such as citations in Technical Regulations, for example, when the period can be reduced to 30 days.  7.3.4 The SC that wrote the draft may request the deadline for National Consultation to be extended to a maximum of 90 days, if the justification is approved by ABNT/DT/GPR.  7.3.5 After the deadline for National Consultation, the Secretary of ABNT/CB, ABNT/CEE, or ABNT/ONS shall obtain the respective reports on the National Consultation site.  Process:  ABNT presents the entire standard-setting process on its website: https://www.abntonline.com.br/consultanacional/  Evidence IN:  2\_revision process Folder –  4\_Review projects Folder  Process:  The Special Commission on Forest Management Studies (ABNT/CEE-103) had its first meeting in 2019 on January 31, with 19 members present, and created the Planted Forests and Native Forests Working Groups (WG) to revise ABNT NBR 14789:2012 (*Manejo florestal sustentável - Princípios, critérios e indicadores para plantações florestais*) [Sustainable forest management - Principles, criteria, and indicators for native forests] and ABNT NBR 15789:2013 (*Manejo florestal sustentável - Princípios, critérios e indicadores para florestas nativas*) [Sustainable forest management - Principles, criteria, and indicators for native forests] in order to align them with the new guidance in PEFC ST 1003:2018 (Sustainable Forest Management – Requirements).  Evidence IN:  2\_revision process Folder –  2\_Minutes and attendance list folder  Annex A - Minutes 1st meeting\_2019-01-31 folder  Minutes of the 1st meeting Reunião\_2019\_01\_31 file  These groups held several meetings between 2019 and 2020, led by Érica Araújo Bortolazzo Fonseca and Sandra Susi A. Silva (rapporteurs) to carry out this work. In the 5th meeting of 2020 for ABNT/CEE-103, which was held on November 6, 2020 with 23 members participating (see Annex B), the drafts of the Revision Projects for ABNT NBR 14789 and ABNT NBR 15789 developed by the WGs were presented and approved for National Consultation for 60 days.  Evidence IN:  2\_revision process Folder –  2\_Minutes and attendance list folder  Annex B -- Minutes of the 5th Meeting\_2020-11-06 folder:  Annex A- invited stakeholders (convidados) file  ATA 5ª Meeting\_2020\_11-06 file (minutes)  Report from Zoom\_06-11-2020 (participants) file |
| Process |
| (b) access to the proposal for the standard (refer to 6.1), | Procedures | YES |
| Process |
| (c) information about opportunities for stakeholders to participate in the process, | Procedures | YES |
| Process |
| (d) requests to stakeholders to nominate their representative(s) or themselves to the working group (refer to 6.4). The request to disadvantaged stakeholders and key stakeholders shall be made in a manner that ensures that the information reaches intended recipients and in a format that is easy to understand, | Procedures | YES |
| Process |
| (e) explicit invitation and clear instruction on how to submit feedback on the scope and standard-setting process, and | Procedures | YES |
| Process |
| (f) access to the standard-setting procedures. | Procedures | YES |
| Process |
| 6.3.2 The standardising body shall review the standard-setting process based on feedback received in response to the public announcement. | Procedures | YES | ABNT – code- **ABNT – code PI/DT 00.00.02:**  7 National Consultation  7.4 Review of National Consultation  7.4.1 Review of National Consultation consists of evaluating the results of the consultation during the period that the Draft Standard was publicly available, and may or may not require a Special Meeting according to 7.4.2 or 7.4.3.  7.4.2 The Secretary of ABNT/CB, ABNT/CEE, or ABNT/ONS may arrange a Special Meeting for Review of National Consultation, according to PI/DT 00.00.07, when:  a) the Draft Standard receives negative comments, with attached technical objections.  b) the Draft Standard receives positive comments, with observations related to form but that are technical in nature.  7.4.5 When Review of National Consultation is complete, a maximum of 90 days shall be allotted for the Secretary of ABNT/CB, ABNT/CEE, or ABNT/ONS to forward the Draft Standard to ABNT/DT/GPR for measures required for approval and publication as an ABNT Technical Document, with the relevant documentation described in 7.5.1.2 and 7.5.2.3. If the documentation is not sent within this period, the Draft Standard may be subjected to a new National Consultation.  7.4.6 The Tabulation Sheet shall present the results from analyzing the suggestions. All the alterations required in the Approved Draft Standard (from the suggestions that were "accepted" or "partially accepted") should be included in the Review Results in the Tabulation Sheet (see C.4)  …  B.2 Review of the National Consultation B.2.1 Review of the National Consultation consists assessing the recommendations received during the period in which the Draft Standard was made publicly available for the National Consultation, during a Special Meeting.  Process:  These Draft Revisions (ABNT 14789 and 15789) were circulated in a National Consultation from Nov/17/2020 to Jan/18/2021.  Evidence IN:  2\_revision process Folder –  4\_Review projects Folder  During the National Consultation, Draft Revision ABNT NBR 14789 received 20 recommendations, 14 of which were approved without restrictions, 4 approved with observations related to form, and 2 denied due to technical objections.  Evidence IN:  2\_revision process Folder –  3\_ Review of Feedback folder  Annex D -- Report\_CN\_PABNTNBR14789 folder: Complete file  Draft Revision ABNT NBR 15789 received 24 recommendations, 19 of which were approved without restrictions, 4 approved with observations related to form, and 1 denied due to technical objections  Evidence IN:  2\_Revision process folder:  3\_ Review of Feedback folder  Annex E -- Relatório\_CN\_PABNTNBR15789 folder: totalizacao file  The special meeting of ABNT/CEE-103 to analyze the results of the National Consultation on the Draft Revisions for ABNT NBR 14789 and ABNT NBR 15789 was held on Feb/26/2021, with 27 members participating. All the comments received were analyzed and the deliberations/alterations were agreed upon via consensus by the Commission.  Evidence IN:  2\_Revision process folder:  3\_ Review of Feedback folder  Annex F -- Ata\_Especial\_2021-02-26 folder and files |
| Process |
| 6.4.1 The standardising body shall establish a permanent or temporary working group or adjust the composition of an already existing working group based on nominations it received. Acceptance and refusal of nominations shall be justified in relation to the requirements for balanced representation of the working group, considerations of an appropriate gender balance, relevance of the organisation, an individual’s competence, an individual’s relevant experience and resources available for standard-setting. | Procedures | YES | The process of drafting and revising ABNT Technical Documents shall be transparent and open to participation by stakeholders who may contribute to the topic at hand. Stakeholders shall be classified according to PI/DT 00.00.11, considering balanced representation between parties that may be disadvantaged, considering difficulties in their participation and contribution to the process of drafting the ABNT Technical Document (see PI/DT 00.00.07 items 4.8 and 4.9).  ABNT – code PI/DT 00.00.07 item 6.1 d) and e) states that the Technical Analyst of ABNT/DT shall be responsible for sending the invitation to all identified stakeholders at least 10 working days in advance and contacting the stakeholders to answer any questions they may have.  When a technical objection is presented, the Standard-Setting Process Department (ABNT/GPR) assists the Study Commission in reaching consensus, trying to take into account the positions of stakeholders and reconcile conflicting opinions. If there is no consensus between the parties, the process of drafting the Technical Document shall be suspended until agreement is reached.  ABNT- code- PI\_DT\_00.00.02 :  5.10 As determined by its members, the SC Coordinator may set up working groups (WGs) to draft basic texts, studies, and other contributions deemed indispensable for drafting ABNT Technical Documents, and for this purpose shall: a) clearly define the tasks of the WG and the time limit to complete the work to be carried out;  b) appoint the members to comprise the WG who can contribute to the work at hand;  c) select a rapporteur from the members of the WG.  Process:  The Special Commission on Forest Management Studies (ABNT/CEE-103) had its first meeting in 2019 on January 31, with 19 members present, and created the Planted Forests and Native Forests Working Groups (WG) to revise ABNT NBR 14789:2012 (*Manejo florestal sustentável - Princípios, critérios e indicadores para plantações florestais*) [Sustainable forest management - Principles, criteria, and indicators for native forests] and ABNT NBR 15789:2013 (*Manejo florestal sustentável - Princípios, critérios e indicadores para florestas nativas*) [Sustainable forest management - Principles, criteria, and indicators for native forests] in order to align them with the new guidance in PEFC ST 1003:2018 (Sustainable Forest Management – Requirements).  Evidence IN:  2\_revision process Folder –  2\_Minutes and attendance list folder  Annex A - Minutes 1st meeting\_2019-01-31 folder  Minutes of the 1st meeting Reunião\_2019\_01\_31 file  These groups held several meetings between 2019 and 2020, led by Érica Araújo Bortolazzo Fonseca and Sandra Susi A. Silva (rapporteurs) to carry out this work. In the 5th meeting of 2020 for ABNT/CEE-103, which was held on November 6, 2020 with 23 members participating (see Annex B), the drafts of the Revision Projects for ABNT NBR 14789 and ABNT NBR 15789 developed by the WGs were presented and approved for National Consultation for 60 days.  Evidence IN:  2\_revision process Folder –  2\_Minutes and attendance list folder  Annex B -- Minutes of the 5th Meeting\_2020-11-06 folder |
| Process |
| 6.4.2 The working group shall: | | | |
| (a) have balanced representation and decision-making by stakeholder categories, relevant to the subject matter and geographical scope of the standard, where no single concerned stakeholder group can dominate, nor be dominated in the process, and | Procedures | YES | The procedure for identifying stakeholders described in ABNT – Code - PI/DT 00.00.11 - **Study Commission- Identification of stakeholders** section 5 (5.1 – 5.2.3) describes how to identify stakeholders to compose WGs.  Note: The description of the procedure is cited in this document in 5.1.1c)  ABNT code PI/DT 00.00.07 **states**:  4 Basic directives  4.1 The Study Commission (SC) is responsible for drafting and revising ABNT Technical Documents in the form of statues, and for the process of providing positions on subjects related to its participation in regional and international standard-setting work.  **….**  5.10 As determined by its members, the SC Coordinator may set up working groups (WGs) to draft basic texts, studies, and other contributions deemed indispensable for drafting ABNT Technical Documents, and for this purpose shall: a) clearly define the tasks of the WG and the time limit to complete the work to be carried out;  b) appoint the members to comprise the WG who can contribute to the work at hand;  c) select a rapporteur from the members of the WG.  5.11 The WG shall note that:  a) it does not have deliberative powers;  b) it may receive collaboration from experts other than SC members, provided that this is reported to the Coordinator;  c) it shall be terminated with the completion of its work.  **..**  6.2 SC Coordinator  The SC Coordinator is responsible for:  d) seeking balance in the Stakeholders represented in the deliberations of the SC, ensuring that all Stakeholders are formally invited.  e) coordinating meetings;  …  m) forwarding to the Secretary of the ABNT/CB or ABNT/ONS, after consensus, its position on issues arising from SC participation in the work on Regional and International Standardization;  n) selecting a rapporteur from the members of the WG.  Process:  The Special Commission on Forest Management Studies (ABNT/CEE-103) had its first meeting in 2019 on January 31, with 19 members present, and created the Planted Forests and Native Forests Working Groups (WG) to revise ABNT NBR 14789:2012 (*Manejo florestal sustentável - Princípios, critérios e indicadores para plantações florestais*) [Sustainable forest management - Principles, criteria, and indicators for native forests] and ABNT NBR 15789:2013 (*Manejo florestal sustentável - Princípios, critérios e indicadores para florestas nativas*) [Sustainable forest management - Principles, criteria, and indicators for native forests] in order to align them with the new guidance in PEFC ST 1003:2018 (Sustainable Forest Management – Requirements).  Evidence IN:  2\_revision process Folder –  2\_Minutes and attendance list folder  Annex A - Minutes 1st meeting\_2019-01-31 folder  Minutes of the 1st meeting Reunião\_2019\_01\_31 file  These groups held several meetings between 2019 and 2020, led by Érica Araújo Bortolazzo Fonseca and Sandra Susi A. Silva (rapporteurs) to carry out this work. In the 5th meeting of 2020 for ABNT/CEE-103, which was held on November 6, 2020 with 23 members participating (see Annex B), the drafts of the Revision Projects for ABNT NBR 14789 and ABNT NBR 15789 developed by the WGs were presented and approved for National Consultation for 60 days.  Evidence IN:  2\_revision process Folder –  2\_Minutes and attendance list folder  Annex B -- Minutes of the 5th Meeting\_2020-11-06 folder |
| Process |
| (b) include stakeholders with expertise relevant to the subject matter of the standard, those that affected by the standard, and those that can influence implementation of the standard. The affected stakeholders shall be represented in an appropriate proportion among participants. | Procedures | YES |
| Process |
| 6.4.3 In order to achieve balanced representation, the standardising body shall strive to have all identified stakeholder groups (refer to 6.2) represented. The standardising body shall set targets for the participation of key stakeholders and proactively seek their participation by using outreach 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 standardising body may consider alternative options. | Procedures | YES | The process of drafting and revising ABNT Technical Documents shall be transparent and open to participation by stakeholders who may contribute to the topic at hand. Stakeholders shall be classified according to PI/DT 00.00.11, considering balanced representation between parties that may be disadvantaged, considering difficulties in their participation and contribution to the process of drafting the ABNT Technical Document (see PI/DT 00.00.07 items 4.8 and 4.9).  PI/DT 00.00.07 item 6.1 d) and e) establishes that the ABNT/DT Technical Review is responsible for:  sending the invitation to all identified stakeholders at least 10 working days in advance, and contacting stakeholders to answer any questions they may have.  When a technical objection is presented, the Standard-Setting Process Department (ABNT/GPR) assists the Study Commission in reaching consensus, trying to take into account the positions of stakeholders and reconcile conflicting opinions. If there is no consensus between the parties, the process of drafting the Technical Document shall be suspended until agreement is reached.  Process:  The Special Commission on Forest Management Studies (ABNT/CEE-103) had its first meeting in 2019 on January 31, with 19 members present, and created the Planted Forests and Native Forests Working Groups (WG) to revise ABNT NBR 14789:2012 (*Manejo florestal sustentável - Princípios, critérios e indicadores para plantações florestais*) [Sustainable forest management - Principles, criteria, and indicators for native forests] and ABNT NBR 15789:2013 (*Manejo florestal sustentável - Princípios, critérios e indicadores para florestas nativas*) [Sustainable forest management - Principles, criteria, and indicators for native forests] in order to align them with the new guidance in PEFC ST 1003:2018 (Sustainable Forest Management – Requirements).  Evidence IN:  2\_revision process Folder –  2\_Minutes and attendance list folder  Annex A - Minutes 1st meeting\_2019-01-31 folder  Minutes of the 1st meeting Reunião\_2019\_01\_31 file  These groups held several meetings between 2019 and 2020, led by Érica Araújo Bortolazzo Fonseca and Sandra Susi A. Silva (rapporteurs) to carry out this work. In the 5th meeting of 2020 for ABNT/CEE-103, which was held on November 6, 2020 with 23 members participating (see Annex B), the drafts of the Revision Projects for ABNT NBR 14789 and ABNT NBR 15789 developed by the WGs were presented and approved for National Consultation for 60 days.  Evidence IN:  2\_revision process Folder –  2\_Minutes and attendance list folder  Annex B -- Minutes of the 5th Meeting\_2020-11-06 folder |
| Process |
| 6.4.4 Activities of the working group shall be organised in an open and transparent manner where: | | | |
| (a) working drafts shall be available to all members of the working group, | Procedures | YES | All working documents are available in ABNT LiveLink for all WG members.  This is common practice, based on ISO good practice.  **ABNT – Code – PI/DT 00.00.07 – Study Commission – operation**  4 Basic directives  4.8 The process of drafting and revising ABNT Technical Documents shall be transparent and open to participation by stakeholders who may contribute to the topic at hand. The SC shall maintain all information about this process in ABNT LiveLink.  Note: ABNT LiveLink is a SharePoint with specific login and password accessed by members only. |
| Process |
| (b) all members of the working group shall be given meaningful opportunities to contribute to the development or revision of the standard and to provide feedback on working drafts, and | Procedures | YES | 5.10 As determined by its members, the SC Coordinator may set up working groups (WGs) to draft basic texts, studies, and other contributions deemed indispensable for drafting ABNT Technical Documents, and for this purpose shall: a) clearly define the tasks of the WG and the time limit to complete the work to be carried out;  b) appoint the members to comprise the WG who can contribute to the work at hand;  c) select a rapporteur from the members of the WG.  5.11 The WG shall note that:  a) it does not have deliberative powers;  b) it may receive collaboration from experts other than SC members, provided that this is reported to the Coordinator;  c) it shall be terminated with the completion of its work.  Process:  The Special Commission on Forest Management Studies (ABNT/CEE-103) had its first meeting in 2019 on January 31, with 19 members present, and created the Planted Forests and Native Forests Working Groups (WG) to revise ABNT NBR 14789:2012 (*Manejo florestal sustentável - Princípios, critérios e indicadores para plantações florestais*) [Sustainable forest management - Principles, criteria, and indicators for native forests] and ABNT NBR 15789:2013 (*Manejo florestal sustentável - Princípios, critérios e indicadores para florestas nativas*) [Sustainable forest management - Principles, criteria, and indicators for native forests] in order to align them with the new guidance in PEFC ST 1003:2018 (Sustainable Forest Management – Requirements).  Evidence IN:  2\_revision process Folder –  2\_Minutes and attendance list folder  Annex A - Minutes 1st meeting\_2019-01-31 folder  Minutes of the 1st meeting Reunião\_2019\_01\_31 file  These groups held several meetings between 2019 and 2020, led by Érica Araújo Bortolazzo Fonseca and Sandra Susi A. Silva (rapporteurs) to carry out this work. In the 5th meeting of 2020 for ABNT/CEE-103, which was held on November 6, 2020 with 23 members participating (see Annex B), the drafts of the Revision Projects for ABNT NBR 14789 and ABNT NBR 15789 developed by the WGs were presented and approved for National Consultation for 60 days.  Evidence IN:  2\_revision process Folder –  2\_Minutes and attendance list folder  Annex B -- Minutes of the 5th Meeting\_2020-11-06 folder |
| Process |
| (c) feedback and views given by any member of the working group shall be considered in an open and transparent way where the outcome of these considerations is recorded. | Procedures | YES | ABNT – code PI\_DT\_00.00.07 states:  4.8 The process of drafting and revising ABNT Technical Documents shall be transparent and open to participation by stakeholders who may contribute to the topic at hand. The SC shall maintain all information about this process in ABNT LiveLink  Providing feedback on the commentary received is a mandatory practice based on ISO best practices.  …  Coordinator's responsibilities:  6.2 SC Coordinator  The SC Coordinator is responsible for:  d) seeking balance in the Stakeholders represented in the deliberations of the SC, ensuring that all Stakeholders are formally invited.  e) coordinating meetings;  …  m) forwarding to the Secretary of the ABNT/CB or ABNT/ONS, after consensus, its position on issues arising from SC participation in the work on Regional and International Standardization; n) appointing a rapporteur and the members of the WG.  l) examining this documentation or proposing the SC analyze it;  m) forwarding to the Secretary of the ABNT/CB or ABNT/ONS, after consensus, its position on issues arising from SC participation in the work on Regional and International Standardization;  Evidence IN:  2\_revision process Folder  3\_ Review of Feedback folder  Tabulation files include the analyses of the feedback received at each of the main meetings.  The results were presented and discussed at the following meetings.  Evidence IN:  2\_revision process Folder  2\_Minutes and attendance list folder  Atas (minutes) files |
| Process |
| 6.4.5 The decision of the working group to recommend the final draft for formal approval shall be taken on the basis of consensus. In order to determine whether there is any sustained opposition, the working group can utilise the following methods: | | | |
| (a) face-to face meeting(s) where there is a verbal yes/no vote, a show of hands for a yes/no vote; a statement on consensus from the Chair when there are no dissenting voices or hands (votes); a formal ballot, etc., | Procedures | YES | ABNT – code PI\_DT\_00.00.07 states:  7 Meetings  For SC meetings to run smoothly, the procedures described in 7.1 to 7.4 should be followed and, in the case of the Special Meeting to Install or Reactivate SC or National Consultation Review, Annex B should be followed  …  7.3 Operation  7.3.1 The Coordinator shall hold the meeting, with support from the Secretary, with the following responsibilities:  a) receive participants;  b) receive a letter of representation from a legal entity, according to 4.10;  c) open the meeting;  d) request those present to sign the attendance list, with legible name, signature, email address, contact telephone, and company name (if applicable);  e) encourage participants to introduce themselves, if relevant;  f) present the meeting agenda for review and approval by participants.  g) read and obtain approval for the Minutes and respective records of the previous meeting.  h) acknowledge and record incoming correspondence and alerts.  i) present the scheduled subjects for deliberation, starting with outstanding issues.  j) define subjects for the agenda and confirm the details of the next meeting defined on the agenda.  k) to report on work, communications, etc.  …  7.3.3 For remote meetings with focal point access, the SC Coordinator shall appoint a person responsible for each meeting place in advance and conduct the work in such a way that allows participation by the various members. Each meeting place shall have an attendance list which shall be sent to the Secretary of ABNT/CB or ABNT/ONS to draft the list of who was present at the meeting.  7.4 Deliberations  7.4.1 SC deliberations shall be made by consensus, without voting.  7.4.2 For review of the recommendations presented in the National Consultation, the contents of 7.4.1 shall also apply. If final deliberation on the presented comments is required, it is up to the members who participated in at least 30% of the meetings held on the ABNT Technical Document.  7.4.3 The quorum for deliberation of a SC shall be at least five members. 7.4.4 The topics approved by the SC may no longer be a subject for discussion, unless the SC deems it necessary, based on technical justification.  As already reported, the documents in review are all available in ABNT LiveLink.  Note: ABNT LiveLink is a SharePoint with specific login and password accessed by members only.  Evidence IN:  2\_revision process Folder  3\_ Review of Feedback folder  Tabulation files include the analyses of the feedback received at each of the main meetings.  The results were learned and discussed at the following meetings.  Evidence IN:  2\_revision process Folder  2\_Minutes and attendance list folder  Atas (minutes) files |
| Process |
| (b) telephone conference meeting(s) where there is a verbal yes/no vote, | Procedures | YES |
| Process |
| (c) email request to the working group for agreement or objection where the members provide a formal (written) response (vote), | Procedures | YES |
| Process |
| (d) combinations of these methods. | Procedures | YES |
| Process |
| 6.4.6 Where a vote is used in decision-making, the standard-setting procedures shall determine and include decision-making thresholds that quantifies consensus. The threshold must be consistent with the consensus definition (refer to 3.1). However, a majority vote cannot override sustained opposition in order to achieve consensus. | Procedures | NO | ABNT – code PI\_DT\_00.00.07 states:  7.4 Deliberations  7.4.1 SC deliberations shall be made by consensus, without voting.  7.4.2 For review of the recommendations presented in the National Consultation, the contents of 7.4.1 shall also apply. If final deliberation on the presented comments is required, it is up to the members who participated in at least 30% of the meetings held on the ABNT Technical Document.  7.4.3 The quorum for deliberation of a SC shall be at least five members. 7.4.4 The topics approved by the SC may no longer be a subject for discussion, unless the SC deems it necessary, based on technical  The decision-making process occurred without further complications.  Process:  The special meeting of ABNT/CEE-103 to analyze the results of the National Consultation on the Draft Revisions for ABNT NBR 14789 and ABNT NBR 15789 was held on Feb/26/2021, with 27 members participating. All the comments received were analyzed and the deliberations/alterations were agreed upon via consensus by the Commission.  Evidence IN:  2\_Revision process folder:  3\_ Review of Feedback folder  Annex F -- Ata\_Especial\_2021-02-26 |
| Process |
| 6.4.7 When there is sustained opposition to a substantial issue, the issue shall be resolved using the following methods: | | | |
| (a) finding a compromise through discussion and negotiation on the disputed issue within the working group, | Procedures | YES | If the Draft Standard receives technical comments or objections during the National Consultation that result in technical changes to the Draft, it shall again be made available in National Consultation (PI/DT 00.00.02, 7.4).  The ABNT/DT Technical Analyst shall forward the invitation to the Special Meeting to analyze the recommendations received during the National Consultation to SC members and to everyone who submitted recommendations on the Draft Standard during the National Consultation (see PI/DT 00.00.07, B.2.3).  In the Study Commission, Stakeholders shall be classified according to PI/DT 00.00.11, considering balanced representation between parties that may be disadvantaged, considering difficulties in their participation and contribution to the process of drafting the ABNT Technical Document (see PI/DT 00.00.07 item 4.9).  Process:  During the process there were no conflicts in the decisions, therefore all decisions were taken unanimously after consideration and exchange |
| Process |
| (b) finding a compromise through direct negotiation between the stakeholder(s) making the objection and other stakeholders with different views on the disputed issue, | Procedures | YES |
| Process |
| (c) additional round(s) of public consultation (if necessary) where further stakeholder input can help to achieve consensus on unresolved issues. The standardising body determines the scope and duration of any additional public consultation. | Procedures | YES |
| Process |
| 6.4.8 When a substantial issue cannot be resolved and sustained opposition persists, the standardising body shall initiate dispute resolution in accordance with its procedures for impartial and objective action. | Procedures | YES | The process of drafting and revising ABNT Technical Documents shall be transparent and open to participation by stakeholders who may contribute to the topic at hand. Stakeholders shall be classified according to PI/DT 00.00.11, considering balanced representation between parties that may be disadvantaged, considering difficulties in their participation and contribution to the process of drafting the ABNT Technical Document (see PI/DT 00.00.07 items 4.8 and 4.9).  ABNT- PI/DT 00.00.07 item 6.1 d) and e) states that the Technical Analyst of ABNT/DT shall be responsible for sending the invitation to all identified stakeholders at least 10 working days in advance and contacting the stakeholders for any questions.  When a technical objection is presented, the Standard-Setting Process Department (ABNT/GPR) assists the Study Commission in reaching consensus, trying to take into account the positions of stakeholders and reconcile conflicting opinions. If there is no consensus between the parties, the process of drafting the Technical Document shall be suspended until agreement is reached.  During the process there were no conflicts in the decisions, therefore all decisions were taken unanimously after consideration and exchange. |
| Process |
| 6.5.1 The standardising body shall organise public consultation on the enquiry draft and shall ensure that: | | | |
| (a) the start and the end dates of public consultation are announced in a timely manner through suitable media,  NOTE *In a timely manner* means (at the latest) the day before the start of public consultation. | Procedures | YES | The National Consultations are announced on the ABNT website [: https://www.abntonline.com.br/consultanacional/](https://www.abntonline.com.br/consultanacional/)  ABNT – Code - PI/DT 00.00.00.11 - **Study Commission- Identification of stakeholders**, as described in this document, defines the requirements for transparent mapping, defining, and inviting stakeholders.  **ABNT Code PI/DT 00.00.07** states:  4.9 Stakeholders shall be classified according to PI/DT 00.00.11, considering balanced representation between parties that may be disadvantaged, considering difficulties in their participation and contribution to the process of drafting the ABNT Technical Document.  **ABNT code PI/DT 00.00.02** states:  7.3 Submission for National Consultation  7.3.1 All Draft Standards, including Drafts to Adopt International Standards, Draft Standard Revisions, and Draft Amendments, shall be subjected to National Consultation for public evaluation.  7.3.2 When a Draft Standard is provided for National Consultation, a notification should be sent automatically to the email addresses registered on the National Consultation site.  7.3.3 The deadline for National Consultation on Draft Standards is 60 days…  7.3.4 The SC that wrote the draft may request the deadline for National Consultation to be extended to a maximum of 90 days, if the justification is approved by ABNT/DT/GPR.  7.3.5 After the deadline for National Consultation, the Secretary of ABNT/CB, ABNT/CEE, or ABNT/ONS shall obtain the respective reports on the National Consultation  7.4 Review of National Consultation 7  7.4.1 Review of National Consultation consists of evaluating the results of the consultation during the period that the Draft Standard was publicly available.  7.4.2 The Secretary of ABNT/CB, ABNT/CEE, or ABNT/ONS shall arrange the Special Meeting on National Consultation Review, according to PI/DT 00.00.07, when: A) the Draft Standard receives recommendations, with technical objections attached; b) the Draft Standard receives approval recommendations with observations related to form but that are technical in nature.  …  7.4.5 When Review of National Consultation is complete, a maximum of 90 days shall be allotted for the Secretary of ABNT/CB, ABNT/CEE, or ABNT/ONS to forward the Draft Standard to ABNT/DT/GPR for measures required for approval and publication as an ABNT Technical Document, with the relevant documentation described in 7.5.1.2 and 7.5.2.3. If the documentation is not sent within this period, the Draft Standard may be subjected to a new National Consultation.  7.4.6 The Tabulation Sheet shall present the results from analyzing the suggestions. All the alterations required in the Approved Draft Standard (from the suggestions that were "accepted" or "partially accepted") should be included in the Analysis Results in the Tabulation Sheet (see C.4).  ….  7.5.1.2 ABNT/DT/GPR shall forward to ABNT/DT/GEA the documentation relevant to the Approved Draft Standard for publication, as follows: A) National Consultation Report; b) Tabulation Sheet, if applicable, verifying that it has been filled out correctly; c) Result of the review of the Tabulation Sheet, containing the editorial changes accepted, if applicable.  If the Draft Standard receives technical comments or objections during the National Consultation that result in technical changes to the Draft, it shall again be made available in National Consultation (PI/DT 00.00.02, 7.4).  Process:  IN Revision Process Folder:  1\_Stakeholder mapping for invited stakeholders  IN Revision process folder:  2\_Minutes and attendance list folder  Minutes of meetings  IN Revision process folder:  3\_ Review of feedback folder  Tabulation (record of feedback received and forwarded) files |
| Process |
| (b) a direct invitation to comment on the enquiry draft is sent to each stakeholder identified by stakeholder identification mapping (refer to 6.2) aiming for a balanced participation of stakeholder groups, | Procedures | YES |
| Process |
| (c) invitations are sent to disadvantaged and key stakeholders by methods that ensure they reach recipients and are easy to understand, | Procedures | YES |
| Process |
| (d) the enquiry draft is made publicly available, | Procedures | YES |
| Process |
| (e) public consultation is for at least 60 days, | Procedures | YES |
| Process |
| (f) all feedback is considered by the working group in an objective manner, and | Procedures | YES |
| Process |
| (g) a synopsis of feedback is compiled for each material issue, including the outcome of considering the issue. The synopsis is made publicly available (e.g. on a website) and is sent to each stakeholder/party that gave feedback.  NOTE For clarity the standardising body’s synopsis may aggregate responses on material issues where there was similar feedback from different stakeholders. However, best practice would be to publish each piece of original feedback and the response, to allow each stakeholder to identify its own feedback. | Procedures | YES |
| Process |
| 6.5.2 For new standards the standardising body shall organise a second round of public consultation lasting at least 30 days. | Procedures | YES | **ABNT code PI/DT 00.00.02** states:  7.3.4 The SC that wrote the draft may request the deadline for National Consultation to be extended to a maximum of 90 days, if the justification is approved by ABNT/DT/GPR.  ...  7.4.7 The SC shall develop a 2nd (or later) Draft Standard when technical modifications are necessary in the Draft Standard under review due to the technical suggestions from the National Consultation or relevant developments in the interim such as new legislation, modifications to the International Standard on the subject, and proven technological aspects. 7.4.8 Once drafted, the 2nd (or later) Draft Standard shall circulate again for National Consultation  Process: Revision of Standards 14789 and 15789 has not been linked to new standards, and the comments received during the National Consultation were addressed appropriately, with no major conflicts or objections. For this reason, a second public consultation was deemed unnecessary. |
| Process |
| 6.6 The standardising body shall organise pilot testing of new standard(s) to assess the clarity, auditability and feasibility of the requirements. The working group shall consider the outcome of pilot testing.  NOTE Pilot testing is not required for revision of an existing standard when experience from its usage can substitute for pilot testing. | Procedures | YES | If necessary, ABNT organizes pilot testing, in accordance with the determination of the Study Commission.  Process: Revised standard. Pilot testing does not apply. |
| Process |
| **Approval and Publication** | | | |
| 7.1 The standardising body shall approve the standard(s)/normative document(s) formally when there is evidence of consensus among the working group. | Procedures | YES | **ABNT code PI/DT 00.00.07** states:  7.4 Deliberations  7.4.1 SC deliberations shall be made by consensus, without voting.  7.4.2 For review of the recommendations presented in the National Consultation, the contents of 7.4.1 shall also apply. If final deliberation on the presented comments is required, it is up to the members who participated in at least 30% of the meetings held on the ABNT Technical Document.  7.4.3 The quorum for deliberation of a SC shall be at least five members. 7.4.4 The topics approved by the SC may no longer be a subject for discussion, unless the SC deems it necessary, based on technical justification.  Process:  The special meeting of ABNT/CEE-103 to analyze the results of the National Consultation on the Draft Revisions for ABNT NBR 14789 and ABNT NBR 15789 was held on Feb/26/2021, with 27 members participating. All the comments received were analyzed and the deliberations/alterations were agreed upon via consensus by the Commission. After the review, the Committee approved the ABNT NBR 14789 and ABNT NBR 15789 Draft Revisions for approval and publication as Brazilian standards, since they determined that no technical changes were made in the aforementioned Draft Revisions, only improvements to the texts that made them clearer and less subject to misinterpretation. ABNT NBR 14789:2021 and ABNT NBR 15789:2021 were published on Mar/29/2021.  Evidence IN:  2\_Revision process folder:  3\_ Review of Feedback folder  Annex F -- Ata\_Especial\_2021-02-26 |
| Process |
| 7.2.1 The formally approved standard(s)/normative document(s) shall be published and made publicly available at no cost within 14 days of approval, or as otherwise defined by the standardising body. | Procedures | YES | The ABNT Technical Document is available within 10 days of approval, and the amount charged refers to the administrative costs of the standard-setting process. In addition, the Technical Regulation is available free of charge.  ABNT CODE PI/DT 00.00.02 TECHNICAL DOCUMENT ABNT – DRAFTING AND REVIEW  8 Approval and publication  8.1 When requested, ABNT/DT/GEA shall alter an Approved Draft Standard, adapting the layout of the standard, and publish it as an ABNT Technical Document, updating the ABNT database, which is used by the various ABNT systems.  8.2 ABNT Technical Documents are valid immediately after publication.  Documents available in the ABNT database: https://www.abntcatalogo.com.br/ |
| Process |
| 7.2.2 Standard(s) shall include: | | | |
| (a) identification and contact information for the standardising body, | Procedures | YES | The ABNT documents are entirely standardized, with the ABNT logo on the cover, and contact data with ABNT's address, telephone, and email on the back cover; the official documents are in Portuguese.  Process:  3\_Approved standards folder  Approved standards: ABNT site: https://www.abntcatalogo.com.br/ |
| Process |
| (b) official language of the standard, | Procedures | YES |
| Process |
| (c) a note that when there is inconsistency between versions, the English version of the standard as endorsed by the PEFC Council is the reference. | Procedures | YES | Since ABNT is the standard-setting body for national standards in Brazil and its standards can be used by more than one scheme, this information is not included in the document and is available on the PEFC Brazil website:  Process: PEFC Brazil: [www.pefcbr.org](http://www.pefcbr.org) |
| Process |
| (d) The approval date and the date of next periodic review  NOTE The date of next periodic review may be within a shorter period than five years based on (for example) stakeholder expectations or other foreseen developments. | Procedures | YES | Since ABNT is the standard-setting body for national standards in Brazil and its standards can be used by more than one scheme, this information is not included in the document, and the relevant dates for the documents are available on the PEFC Brazil website:  Process: PEFC Brazil: [www.pefcbr.org](http://www.pefcbr.org) |
| Process |
| 7.2.3 Printed copies shall be made available upon request at a price that covers no more than administrative costs (if any) | Procedures | YES | The ABNT Technical Document is available within 10 days of approval, and the amount charged refers to the administrative costs of the standardization process. In addition, the Technical Regulation is available free of charge.  Process:  Approved standards: ABNT site: https://www.abntcatalogo.com.br/ |
| Process |
| 7.2.4 The standardising body shall make the development report (refer to PEFC GD 1007) publicly available | Procedures | YES | The report will be made available on the PEFC Brazil site.  Process: PEFC Brazil: [www.pefcbr.org](http://www.pefcbr.org) |
| Process |
| **Periodic review of standards** | | | |
| 8.1 The standard(s)/normative document(s) shall be reviewed at intervals that do not exceed a five-year period. The review shall be based on consideration of feedback received during the standard’s implementation and a gap analysis. If necessary, a stakeholder consultation shall be organised to obtain further feedback and input. | Procedures | YES | Following the international principles of ISO which are followed by ABNT, the ABNT Technical Documents undergo systematic review every five years so their content remains up to date. Reasons for the review may include public demand or upon request from the international standard.  During this process the Study Commission is consulted, and when a draft is proposed the public is consulted via the National Consultation website. The ABNT/GPP risk analysis is done during this process to verify the feasibility of drafting and implementing the Standard, and ensuring that it will not have negative impacts on the sector.  When the Study Commission decides to review the ABNT Technical Document, this process shall follow the provisions of **PI/DT 00.00.02, item 10**  10 Revision of ABNT Technical Documents.  10.1 Revision of an ABNT Technical Document should be done to:  (..)  c) be compatible with an International Standard.  10.2 Any stakeholder/interested party may ask ABNT to review an ABNT Technical Document, provided that it is technically justified, and the authoring SC shall judge and decide:  a) to issue a Draft Amendment with the modifications it deems necessary; or  b) to revise the ABNT Technical Document.  NOTE the interested party/stakeholder must be informed of the decision by the Secretary of ABNT/CB, ABNT/CEE, or ABNT/ONS.  Process: the review of standards 14789 and 15789 observed the five-year period. |
| Process |
| 8.2.1 The standardising body shall establish and maintain a permanent mechanism for collecting and recording feedback on a standard. This mechanism shall be accessible on the website of the standardising body and/or PEFC National Governing Body with clear directions for providing feedback.  NOTE Feedback can be sent in various formats: comments, requests for clarification and/or interpretation, complaints, etc. | Procedures | YES | 10.2 Any stakeholder/interested party may ask ABNT to review an ABNT Technical Document, provided that it is technically justified, and the authoring SC shall judge and decide:  a) to issue a Draft Amendment with the modifications it deems necessary; or  b) to revise the ABNT Technical Document.  The ABNT website has permanent communication channels open to the public:  Address, phone numbers and form for submission are available on the ABNT website: <http://www.abnt.org.br/atendimento>  All working groups have login and access to ABNT LiveLink, an internal SharePoint.  The cover of ABNT's normative documents feature its various contacts.  Complaint channel: <http://www.abnt.org.br/institucional/canal-de-denuncia>  The channels for PEFC Brazil are defined on its website, and it can also receive them via email or other means: www.pefcbr.org  Process: the review and revision of standards 14789 and 15789 observed the five-year period. |
| Process |
| 8.2.2 All feedback received through all channels, including meetings, training courses, etc. shall be recorded and considered. | Procedures | YES |
| Process |
| 8.3.1 At the start of a review, the standardising body shall evaluate the standard against appropriate PEFC International Standards, national laws and regulations, and other relevant standards to identify potential gaps in the standard. | Procedures | YES | In ABNT Code **PI/DT 00.00.02**, item 10:  10 Revision of ABNT Technical Documents.  10.1 Revision of an ABNT Technical Document should be done to:  a) comply with legal requirements.  b) meet the needs of technological updating.  c) be compatible with an International Standard.  Provide evidence of the revision project, which cites the PEFC International Standard.  Process: review project of both standards 14789 and 15789 confirm that the Project revision is based on the PEFC SR 1003:2018.  Evidence IN:  2\_Revision process folder  4\_Review projects folder  First page of both files. |
| Process |
| 8.3.2 The standardising body shall consider the latest scientific knowledge, research and relevant emerging issues. | Procedures | YES | **ABNT code IP\_DT\_00.00.11:**  5. Defining Stakeholders  5.2.1 For products  …  f) technical organizations such as laboratories, research institutes, and  5.2.2 For services:  …  g) technical organizations such as research institutes, and academia.  Process: the list of stakeholders considered actors from the scientific community, including EMBRAPA, which is the most widely recognized governmental organization linked to forest-related topics in Brazil, and IPT – the Institute for Technological Research. Names: Sergio Ahrens, Evaldo Munoz Braz, Sergio Brazolin (Embrapa and IPT)  Evidence IN:  2\_Revision process folder  1\_Stakeholder mapping folder  Excel list |
| Process |
| 8.4.1 Where the feedback and the gap analysis do not identify a need to revise the standard, the standardising body shall organise stakeholder consultation to determine whether stakeholders see a need for revising the standard. The standardising body shall include the gap analysis in the stakeholder consultation. | Procedures | YES | The ABNT/GPP risk analysis is intended to verify the feasibility of drafting and implementing the Standard, and ensuring that it will not have negative impacts on the sector.  To register a New Work Item (NIT), the following data must be entered: title, scope, Study Commission where it will be drafted, information about the document (whether it is a revision, new, adoption, etc.), and the deadline for starting work. The NIT is disclosed by ABNT to stakeholders/interested parties registered in its database. (**PI\_DT\_00.00.02)**  Process: both standards were revised over the five-year period. |
| Process |
| 8.4.2 At the start of a review, the standardising body shall update the stakeholder identification mapping (refer to clause 6.2). | Procedures | YES | **ABNT code IP\_DT\_00.00.11:**  4. Identifying Stakeholders  4.1 Stakeholders vary according to the scope of the ABNT Technical Document to be drafted by the SC and should be identified in the proposition of each New Work Item (NIT).  4.2 To identify the Stakeholders in the composition of a SC or ABNT/CEE to develop an ABNT Technical Document, the Secretary of ABNT/CB or ABNT/ONS and the Planning & Projects Department (ABNT/DT/GPP) should conduct a study of potential Stakeholders within the scope of the document that will be developed.  4.3 For the study to identify the main parties that may be interested in or affected by the scope of the ABNT Technical Document, the following information shall be obtained:  a) what is the interest and what is the motivation of this interest.  b) what is expected of the ABNT Technical Document.  c) how the ABNT Technical Document may affect them, positively or negatively.  d) how the ABNT Technical Document can contribute to their experience and knowledge.  e) what is the authority and degree of interference in the topics that are the subject of the ABNT Technical Document.  Process: IN: 2\_Revision process Folder: 1.Stakeholder mapping |
| Process |
| 8.4.3 The standardising body shall organise: | | | |
| (a) a public consultation period of at least 30 days (following the requirements of clause 6.5.1) and/or, | Procedures | YES | **ABNT code PI\_DT\_00.00.02:**  7.3 Submission for National Consultation  7.3.1 All Draft Standards, including Drafts to Adopt International Standards, Draft Standard Revisions, and Draft Amendments, shall be subjected to National Consultation for public evaluation.  7.3.2 When a Draft Standard is provided for National Consultation, a notification shall be sent automatically to the email addresses registered on the National Consultation site.  7.3.3 The deadline for National Consultation on Draft Standards is 60 days, except for Drafts to Adopt International Standards, Draft Amendments, 2nd (or later) Draft Standards, and emergency cases defined by the Technical Director (ABNT/DT), such as citations in Technical Regulations, for example, when the period can be reduced to 30 days.  7.3.4 The SC that wrote the draft may request the deadline for National Consultation to be extended to a maximum of 90 days, if the justification is approved by ABNT/DT/GPR.  7.3.5 After the deadline for National Consultation, the Secretary of ABNT/CB, ABNT/CEE, or ABNT/ONS shall obtain the respective reports on the National Consultation site. 7.4 Review of National Consultation  7.4.1 Review of National Consultation consists of evaluating the results of the consultation during the period that the Draft Standard was publicly available, and may or may not require a Special Meeting according to 7.4.2 or 7.4.3.  7.4.2 The Secretary of ABNT/CB, ABNT/CEE, or ABNT/ONS may arrange a Special Meeting for Review of National Consultation, according to PI/DT 00.00.07, when:  a) the Draft Standard receives negative comments, with attached technical objections.  b) the Draft Standard receives positive comments, with observations related to form but that are technical in nature  As previously described, the working group, attached to the Study Commission, defines its working plan and has regular meetings for discussion, study, and review of the consultations and feedback received. Such feedback during the National Consultation process is systematized by ABNT and made available in the ABNT LiveLink SharePoint. The Study Commission manages and controls the review process and the coordinator is responsible for receiving communications and forwarding them for review.  Process:  The Special Committee on Forest Management Studies (ABNT/CEE-103) had its first meeting in 2019 on January 31, with 19 members present, and created the Planted Forests and Native Forests Working Groups (WG) to revise ABNT NBR 14789:2012 (*Manejo florestal sustentável - Princípios, critérios e indicadores para plantações florestais*) [Sustainable forest management - Principles, criteria, and indicators for native forests] and ABNT NBR 15789:2013 (*Manejo florestal sustentável - Princípios, critérios e indicadores para florestas nativas*) [Sustainable forest management - Principles, criteria, and indicators for native forests] in order to align them with the new guidance in PEFC ST 1003:2018 (Sustainable Forest Management – Requirements).  Evidence IN:  2\_revision process Folder –  2\_Minutes and attendance list folder  Annex A - Minutes 1st meeting\_2019-01-31 folder  Minutes of the 1st Meeting\_2019\_01\_31 file  These groups held several meetings between 2019 and 2020, led by Érica Araújo Bortolazzo Fonseca and Sandra Susi A. Silva (rapporteurs) to carry out this work. In the 5th meeting of 2020 for ABNT/CEE-103, which was held on November 6, 2020 with 23 members participating (see Annex B), the drafts of the Revision Projects for ABNT NBR 14789 and ABNT NBR 15789 developed by the WGs were presented and approved for National Consultation for 60 days.  Evidence IN:  2\_revision process Folder –  2\_Minutes and attendance list folder  Annex B -- Ata 5ª Reunião\_2020-11-06 folder |
| Process |
| (b) stakeholder meetings. | Procedures | YES |
| Process |
| 8.4.4 The standardising body shall announce the review in a timely manner (refer to 6.3). | Procedures | YES |
| Process |
| 8.5.1 Based on the feedback received during the period of a standard’s implementation, the outcome of the gap analysis and the consultations, the standardising body shall decide whether to reaffirm the standard or whether a revision of the standard is necessary. | Procedures | YES |
| Process |
| 8.5.2 The decision shall be made at the highest decision-making level of the standardising body | Procedures | YES | The working group is advisory and the Study Commission deliberates, according to **ABNT Code PI\_DT\_00.00.002 :**  7.4 Deliberations  7.4.1 SC deliberations shall be made by consensus, without voting.  7.4.2 For review of the recommendations presented in the National Consultation, the contents of 7.4.1 shall also apply. If final deliberation on the presented comments is required, it is up to the members who participated in at least 30% of the meetings held on the ABNT Technical Document.  7.4.3 The quorum for deliberation of a SC shall be at least five members. 7.4.4 The topics approved by the SC may no longer be a subject for discussion, unless the SC deems it necessary, based on technical justification.  Process: Minutes (with attendance description) and attendance list of meetings can be found in: 2\_revision process Folder –  2\_Minutes and attendance list. |
| Process |
| 8.5.3 Where the decision is to reaffirm a standard, the standardising body shall provide a justification for the decision and make the justification publicly available. | Procedures | YES | 5 New Work Item  5.1 The need to develop a New Work Item (NIT) shall be confirmed by the Secretary of the ABNT/CB, ABNT/CEE, or ABNT/ONS.  5.2 The Secretary of ABNT/CB, ABNT/CEE or ABNT/ONS shall verify that the NIT to be developed is included in its Program for Sectorial Standardization (PNS). If not, it should be included and then referred for review by the Planning and Project Management Department (ABNT/DT/GPP).  5.3 If ABNT/DT/GPP requests clarification, the Secretary of ABNT/CB, ABNT/CEE, or ABNT/ONS shall make the necessary adjustments, adapting the NIT for a new review.  5.4 After review and validation, ABNT/DT/GPP shall publicize the NIT electronically for public knowledge.  5.5 in case of non-validation by ABNT/DT/GPP, the NIT should be discontinued.  6.1.1 The SC shall start work on drafting the Base Text after the NIT public dissemination period..  6.1.3 The Base Text shall be drafted and analyzed in the SC Meetings in accordance with PI/DT 00.00.07.  Process: The two standards followed the review period within 5 years and the project describes the type of review.  Minutes 1st meeting 31-01-2019:  3.4 Revision of the standards for managing planted forests (ABNT NBR 14789) and native forests (ABNT NBR 15789). Since the PEFC management standard was revised (PEFC ST 1003), two working groups (WG) were created to revise ABNT NBR 15789:2013 and ABNT NBR 14789:2012 to align them with the new PEFC regulations.  Evidence IN:  2\_Revision process folder  2\_Minutes and attendance list  Annex A - Minutes 1st meeting\_2019-01-31  Minutes 1st meeting\_2019-01-31 |
| Process |
| 8.5.4 Where the decision is to revise the standard, the standardising body shall specify the type of revision (normal or editorial revision). | Procedures | YES |
| Process |
| **Revision of standards** | | | |
| 9.1 Procedures for revision of standard(s)/normative document(s) shall conform to those stated in section 6.  A normal revision can occur at the periodic review, or between periodic reviews, but does not include editorial revisions and time-critical revisions. | Procedures | YES | Combined answer for all of section 9 (9.1-9.4)  In accordance with PI/DT 00.00.00.02, item 10, any stakeholder may request a review of a technical document to meet legal requirements, technological updating needs, and to be compatible with International Standards. A Draft Revision or a Draft Amendment may be prepared (to change part of the ABNT Technical Document).  According to PI/DT 00.00.02, item 9, when spelling, typographical, editorial, or grammatical errors are found in a published ABNT Technical Document, Errata can be issued, identifying the corrections to be made.  The current process is a normal 5-year review and editorial revisions do not apply. |
| Process |
| 9.2 Editorial revisions can be made without triggering the normal revision process. The standardising body shall approve the editorial changes formally and publish an amendment or a new edition of the standard. | Procedures | YES |
| Process |
| 9.3.1 A time-critical revision is a revision between two periodic reviews using a fast-track process. | Procedures | YES | Mechanisms that may initiate a review process:  According to PI/DT 00.00.02, item 9, when spelling, typographical, editorial, or grammatical errors are found in a published ABNT Technical Document, Errata can be issued, identifying the corrections to be made.  Errata can also be issued. (PI\_DT\_00.00.02 10.2.1.1 Amendments are issued to alter part of an ABNT Technical Document as a consequence of a relevant fact that occurred after its publication, and that does not justify complete review according to the authoring SC.)  Does not apply to the current revision. |
| Process |
| 9.3.2 A time-critical revision can be conducted only in the following situations: | | | |
| (a) Change in national laws and regulations affecting compliance with PEFC International requirements | Procedures | YES | ABNT code PI\_DT\_00.00.02:  10 Revision of ABNT Technical Documents  10.1 Revision of an ABNT Technical Document should be done to:  a) comply with legal requirements.  b) meet the needs of technological updating.  c) be compatible with an International Standard.  Does not apply to the current revision. |
| Process |
| (b) Instruction by PEFC International to comply with specific or new PEFC requirements within a timescale that is too short for a normal revision. | Procedures | YES |
| Process |
| 9.3.3 The time-critical revision shall follow these steps: | | | |
| (a) The standardising body shall draft the revised standard, | Procedures | YES | The justifications are disclosed on ABNT's own website, after the entire review process.  ABNT code PI\_DT\_00.00.02:  10 Revision of ABNT Technical Documents  10.1 Revision of an ABNT Technical Document should be done to:  a) comply with legal requirements.  b) meet the needs of technological updating.  c) be compatible with an International Standard.  Does not apply to the current revision. |
| Process |
| (b) The standardising body may consult stakeholders, but it is not mandatory, | Procedures | YES |
| Process |
| (c) The revised standard shall be approved formally at the highest appropriate decision-making level of the standardising body, | Procedures | YES |
| Process |
| (d) The standardising body shall explain the justification for the urgent change(s) and make the justification publicly available. | Procedures |  |  |
| Process |
| 9.4.1 A revision shall define the application date and transition period of the revised standard(s)/normative document(s). | Procedures | YES | ABNT makes all the standards available in its catalog<https://www.abntcatalogo.com.br/>, where current standards, their dates, and revised versions can be viewed and downloaded.  The transition period is defined in the PEFC Brazil procedure: SG 02.01 Requirements for CB auditing forest management and chain of custody:  11. Transition Period  a) If there are any revisions or significant changes to the standard upon which certification was issued, PEFC Brazil shall establish a new deadline for compliance with the new requirements.  b) This transition period shall not exceed one year except in justified and exceptional circumstances, in which case implementation of the new version of the standard requires a longer period. |
| Process |
| 9.4.2 An application date shall not be more than one year after the publication of the standard. This allows time for endorsement of the revised standard(s)/normative document(s), introduction of change(s), information dissemination and training. | Procedures | YES |
| Process |
| 9.4.3 The transition period shall not exceed one year. The standardising body may determine a longer period when justified by exceptional circumstances. | Procedures | YES |
| Process |

**3 Application documentation**

The application for the endorsement and mutual recognition as defined in PEFC GD 1007 shall include information which enables the assessment of the applicant system’s compliance with the PEFC Council requirements.

The application documentation should identify and make reference to other detailed documentation such as minutes, internal procedures and rules, reports, etc. which do not need to create a part of the application documentation.

**Asses. basis**\* The standard setting is assessed against the PEFC Council requirements in two stages: (i) compliance of written standard setting procedures (“Procedures”) and (ii) compliance of the standard setting process itself (“Process”).

For “Procedures” the applicant should refer to the part(s) of its standard setting procedures related to the respective PEFC requirement. For “Process” the applicant should either refer to the report/records of the standard setting process forming a part of the submitted application documents, or describe how the PEFC requirement was fulfilled during the standard setting process.