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Terms of Reference of the Task Force on Trees outside Forests under the PEFC Sustainable Forest Management Working Group



PEFC Council

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Document name: Terms of Reference of the Task Force on Trees outside Forests under the PEFC Sustainable Forest Management Working Group

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1 Establishment

The Task Force on Trees outside Forests (TF-ToF) was established by PEFC Board of Directors under the PEFC Sustainable Forest Management Working Group (SFM-WG), based on PEFC GD 1003:2009, *PEFC Council Technical Documents Development Procedures*.

The TF-ToF is established as a temporary Task Force for one year, with the possibility of continuation, if the PEFC Board of Directors, the PEFC Council Secretariat or the SFM-WG requires.

2 Normative basis

The work of the TF-ToF is based on and follows:

PEFC GD 1003:2009, *PEFC Council Technical Documents Development Procedures* (<http://www.pefc.org/standards/technical-documentation/pefc-guides-2010/460-pefc-gd-10032009-pefc-council-technical-documents-development-procedures-requirements>).

3 Scope

The scope of the TF-ToF's work is to monitor and analyse the implementation and interpretation of PEFC's benchmark standards for Trees outside Forests management certification, PEFC ST 1003, *Sustainable Forest Management – Requirements Annex 2*.

The TF-ToF is advisory to the PEFC Board of Directors..

4 TF members roles and responsibilities

4.1 TF leader

The PEFC Secretary General is allowed to appoint, on behalf of the PEFC Council, a TF leader.

The TF leader can be a staff from the PEFC Secretariat, or a TF member.

The TF leader is responsible for the implementation of the TF mandate, coordinate the work of the TF, organise and prepare meetings (logistics and agenda), writing minutes, ensure communication flow within the task force (e.g. e-mails, Podio, TF mailing list, etc.) and between the task force and the PEFC Secretariat, and report to the SFM Working Group and the PEFC Board of Directors.

4.2 Members

As per PEFC GD 1003, the Task Force comprises a restricted number of experts individually appointed by the Chair of the SFM Working Group and the PEFC Council Secretariat on behalf of the PEFC Board of Directors based on nominations submitted by the PEFC members, SFM Working Group members, PEFC Board of Directors and the PEFC Council Secretariat.

The Secretary General can revoke the appointment of TF-ToF members at any time, e.g. if the Secretariat has the view that a TF-ToF member is not actively participating in the TF-ToF.

Seats in the TF-ToF can be appointed to individuals as well as to organisations. The decision whether the membership status is with an individual or an organisation is made by the Secretary General, who can change this decision at any time. If not specified otherwise, members are holding a seat as individual. Members shall inform the PEFC Secretariat about any change of their professional/organisational status.

Members can apply to the Secretariat for the designation of a second, representing the member at WG meetings on the member's behalf. To ensure a balanced representation of stakeholders and to avoid that the discussion is dominated by a few parties, member and seconds should not participate in a TF-ToF meeting at the same time, unless approved by the Secretariat in advance.

In addition to appointed TF-ToF members, the Secretariat may provide PEFC members with the opportunity to participate in TF-ToF meetings as observers without voting rights and invite TOF related stakeholders to share their expertise with the TF.

TF Members shall have proved expertise on the scope of the TF and shall seek for the progress of the PEFC Council and the system in general.

The role of the TF members is to bring their experience and knowledge in the area, attend TF meetings and actively engage and contribute on the discussions, read any documents provided by the TF leader and provide comments, as/if requested in preparation of the meeting. They can also raise issues to be discussed during the meetings to the TF leader, at least, fifteen days before the meeting (see also 6. Working Style).

4.3 PEFC Secretariat representative

When the TF leader or the TF organiser is not a person from the PEFC Secretariat, a person from the Secretariat shall follow up the work of the TF and ensure that the TF work is done according to the PEFC Council principles, status, mission and vision, and according to the scope that the TF was constituted to accomplish.

5 Stakeholder groups

To ensure a balanced representation of stakeholder interests the TF-ToF consists of the following stakeholder groups, with the advisory amount of seats indicated for each group in brackets:

- a) Certified PEFC scheme users (e.g. forest owners and managers, forest based industry (processing and trade)), (max. 3)
- b) Uncertified PEFC scheme users (e.g. PEFC scheme assessors, certification bodies, accreditation bodies, consultants), (max. 3)
- c) Customers and consumers (e.g. retailer organisations, consumer organisations, institutional consumers of forest based products, including governments, etc.), (max. 3)
- d) Civil society (e.g. science, environmental, social and other interest groups), (max. 3)
- e) PEFC National Governing Body members. (max. 3)

In addition a balanced representation of gender and geographical location is aimed for.

Stakeholder groups and number of seats can be amended by the Secretary General.

6 Working style

The TF-ToF congregates in meetings convened by the Secretariat, or the TF-ToF Leader. Meetings can take place in person or via telephone/web conferencing facilities or a combination thereof.

The agenda of an upcoming meeting and related papers should be distributed to the TF-ToF about seven days before the meeting.

Members can submit comments, requests for discussions, documents etc. with the request to be considered at the meeting, to the Secretariat up to fifteen days before the meeting.

PEFC's intranet (Podio) will be the main communication platform. It will be used for the provision of documents and organisational information. WG members need to ensure that they have access to the system.

As the WG's work is following the PEFC Council Technical Documents Development Procedures outlined in PEFC GD 1003:2009, the consensus building requirements defined in this document apply.

7 Confidentiality

PEFC members can be informed by the Secretariat about the discussions in the TF-ToF and the outcome of TF-ToF meetings at any time.

Naturally TF-ToF members can communicate with their own stakeholders on topics arising within the TF-ToF, but they are not expected to do so in an inappropriately public manner, such as on websites, in newsletters, etc. Any information which was requested to be kept as confidential by any of the TF-ToF members or the Secretariat needs to be kept confidential.

In addition, the following antitrust policy of PEFC applies for all meetings of the TF-ToF:

It is the policy of the PEFC Council and its members to comply with laws and regulations applicable to their activities.

The PEFC Council respects antitrust laws that prohibit fixing prices, allocating geographic markets, unfair or deceptive practices, setting profit levels; boycotts, and most other anticompetitive actions. The PEFC Council will neither permit nor condone anti-competitive behaviour, whether wilful or inadvertent, in connection with any PEFC Council meeting or activity.

Conversations involving discussion of matters that may violate applicable laws and regulations should always be avoided, even in private settings, and cannot be tolerated in connection with any PEFC Council meeting or activity. Persons engaging in possible violations of PEFC Council policy during meetings or activities will be required to cease such activities, and if necessary, are subject to ejection by the Chair of the SFM-WG or the PEFC Council's Secretary General or its representative in a WG meeting.

Questions concerning antitrust or other laws or regulations connected to PEFC Council activities should be referred immediately to the PEFC Council's Secretary General.

8 Costs

Expenses incurred due to a TF-ToF member's work within the TF-ToF, especially for travelling, accommodation, phone bills, meals and working time will not be reimbursed by PEFC, unless otherwise agreed with the Secretary General in writing.