

## 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

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
<b>Standardising Body</b>			
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		<b>Document 001</b>  <b>“8.1.1 PEFC Sweden economic association</b>  PEFC Sweden is an economic association which organization is described in Figure 6. PEFC Sweden is, in accordance with its statutes, responsible for the development and operation of the certification scheme. To that end, the Board has adopted a standard setting procedure, including review of the Swedish PEFC-system (Appendix D). ....  “
(b) procedures for keeping documented information,	Procedures		<b>Document 001 Appendix D</b>  <b>“6. Documentation</b>  The Forum meetings shall be documented and published on the web <a href="http://www.pefc.se">www.pefc.se</a> . Received comments during the standard setting process - before

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			<p>and after the draft is presented - shall be documented. Received letters and verbal comments by phone or live shall be summarized. All comments shall be presented to the Forum, discussed, and taken into consideration. When such proposals improve the criteria or indicators, they shall be included in the standard. All received comments shall be documented.</p> <p>All documentation shall be kept until after the next-coming revision of the standard. “</p>
(c) procedures for balanced representation of stakeholders,	Procedures		<p><b>Document 001 Appendix D</b></p> <p><b>“4.5 Balanced representation and decision-making procedures</b></p> <p>The standard revision and formation of working groups and Forum shall strive for balance regarding gender and organization. No interest shall dominate or be dominated in the Forum.---”</p> <p><i>Also 4.1 Stakeholder mapping and 4.6 adjustment Covid-pandemic</i></p>
(d) the standard-setting process,	Procedures		<p><b>Document 001 Appendix D</b></p>
(e) the mechanism for reaching consensus, and	Procedures		<p><b>Document 001 Appendix D</b></p> <p><b>“4.5 Balanced representation and decision-making procedures</b></p> <p>The standard revision and formation of working groups and Forum shall strive for balance regarding gender and organization. No interest shall dominate or be</p>

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
			<p>dominated in the Forum.</p> <p>The stakeholders of the Forum shall reach consensus on the decision to recommend the final proposal for formal approval. To reach consensus, the Forum may use the following alternative procedures to find out whether there are any differences of opinion:</p> <ul style="list-style-type: none"> <li>• discussions and negotiations</li> <li>• a face-to-face meeting with verbal yes/no voting, show of hands for yes/no voting; a statement on consensus from the chairperson where no dissenting opinions are announced (verbally or by show of hands); a formal closed voting procedure, etc.</li> <li>• a meeting via telephone conference with verbal yes/no voting,</li> <li>• a meeting via e-mail where request for agreement or objection are addressed to the members and where members provide a written response (instead of voting), or</li> <li>• combinations of these.</li> </ul> <p>If consensus cannot be reached among all individual Forum participants, the stakeholder organizations shall be grouped in the following three categories and appoint one spokes-person per organization: ---"</p>
(f) review and revision of standard(s)/normative document(s).	Procedures		<b>Document 001 Appendix D Chapters 3 &amp; 4</b>

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
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		<b>Document 001 Appendix D Chapter 1 Introduction</b>  “---This procedure shall be publicly available and in the standard revision process, anyone shall have the possibility to give feedback on the procedure and the process.”
	Process		<i>After the board decision to start the standard revision the draft procedures were published at the designated standard revision web page. <a href="https://pefc.se/vara-standarder/standardrevision-2021-2022">https://pefc.se/vara-standarder/standardrevision-2021-2022</a>  At every working group meeting the members were informed that they at all times were welcome to comment on the procedures. Minutes in XXX (some feedback was sent in via the public consultation and implemented in dialogue with task force 1 and accepted by the WG in the final draft)</i>
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		<b>Document 001 Appendix D</b>  <b>“6. Documentation</b>  The Forum meetings shall be documented and published on the web <a href="http://www.pefc.se">www.pefc.se</a> . Received comments during the standard setting process - before and after the draft is presented - shall be documented. Received letters and verbal comments by phone or live shall be summarized. All comments shall be presented to the Forum, discussed, and taken into consideration. When such proposals improve the criteria or indicators, they shall be included in the standard. All received comments shall be documented. Other documentation to retain is the GAP analysis, invited stakeholders, participants in the working group

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
			and task forces and draft standards.  All documentation shall be kept until after the next-coming revision of the standard. “
	Process		<i>Described in the development report</i>
(b) Stakeholder identification mapping,	Procedures		<i>See 5.2.1 a</i>
	Process		<i>Described in the development report</i>
(c) Contacted and/or invited stakeholders,	Procedures		<i>See 5.2.1 a</i>
	Process		<i>Described in the development report</i>
(d) Stakeholders involved in standard-setting activities including participants in each working group meeting,	Procedures		<i>See 5.2.1 a</i>
	Process		<i>Described in the development report</i>
(e) Feedback received and a synopsis of how feedback was addressed,	Procedures		<i>See 5.2.1 a</i>
	Process		<i>Described in the development report</i>
(f) All drafts and final versions of the standard,	Procedures		<i>See 5.2.1 a</i>
	Process		<i>Described in the development report</i>
(g) Outcomes from working group	Procedures		<i>See 5.2.1 a</i>


PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
considerations,	Process		<i>Described in the development report</i>
(h) Evidence of consensus on the final version of the standard(s),	Procedures		<i>See 5.2.1 a</i>
	Process		<i>Described in the development report</i> <b>Minutes from working group meeting 2022-10-06</b> <b>"13. Decision on standard proposals</b> The Chairman asked whether the Working group could approve the standard proposal, including the working group meeting corrections, for submission to the PEFC Board for further consideration. The working group answered yes to the question. The Chairman asked the Working group whether this decision can be considered to have been taken by consensus and the Working group replied in the affirmative to this as well."
(i) Evidence relating to the review process, and	Procedures		<i>See 5.2.1 a</i>
	Process		<i>Described in the development report</i>
(j) Final approval by the standardising body.	Procedures		<i>See 5.2.1 a</i>
	Process		<i>Described in the development report and in the minutes of final working group meeting 2022-10-06</i>
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		<i>See 5.2.1 a</i>
	Process		<i>Stored in electronic and printed form at Franzégatan 1 Stockholm</i>

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
5.2.3 Documented information shall be available to interested parties upon request.	Procedures		<b>Document 001 Appendix D</b>  <b>“7. Openness and transparency</b>  The Forum’s activities shall be currently documented at <a href="http://www.pefc.se">www.pefc.se</a> , in Swedish. The drafts to Forest standard shall be translated into English and documented on the web, <a href="http://www.pefc.se">www.pefc.se</a> .  The Forum shall make the procedures for the standard-setting process publicly available via <a href="http://www.pefc.se">www.pefc.se</a> . This includes information on objectives, scope, and the different stages of the standard-setting process and its schedule. The Forum shall before and during the process consider feedback from the stakeholders and be prepared to review the standard-setting procedures.  The complete standard-setting process shall be summarized in a public report in English and published on <a href="http://www.pefc.se">www.pefc.se</a> and which is part of the documentation that is submitted in the international application.”
	Process		Published on <a href="https://pefc.se/vara-standarder/standardrevision-2021-2022">https://pefc.se/vara-standarder/standardrevision-2021-2022</a>
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		<b>Document 001 Appendix D</b>  <b>“8. Appeal and complaint procedures</b>  During the standard-setting process, the Forum shall, via its board, aim for total consensus of the entire group. The group may however initially disagree. This

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
			<p>may be the case for in the Forum internally raised matters, or for external ideas and proposals. In such cases, the appeal- and complaint procedure shall be initiated by the board of the Forum.</p> <p>When a complaint has been received, the Forum shall, via its board:</p> <ul style="list-style-type: none"> <li>a) confirm receipt of the complaint to the complainant</li> <li>b) gather and verify all necessary information to validate the complaint, evaluate the subject matter of the complaint in an impartial and objective manner, and decide on the complaint, and</li> <li>c) formally, within three months, inform the complainant about the decision made on the complaint and its handling.</li> </ul> <p>The first step in the appeal process shall be to appoint an independent person from outside the Forum, well informed on the matter under dispute. Such a person shall bring in the necessary external expertise and together with the disagreeing in the Forum, form a working group to settle the dispute. In case the working group proposal for settlement is not reaching consensus in the Forum, it shall vote by category (I-III), one vote per organization. The majority in each category (I-III) shall form the opinion of the category. If all three categories agree, the result is the Forum's agreement. If two categories agree and one disagrees, the board of the Forum shall appoint an arbitration board of three persons which shall consider whether prerequisites for PEFC interpretation of consensus (ISO) have been met and settle the dispute or send it back to the Forum.</p> <p>If the character of the subject matter motivates it, a public consultation may be used as a help to settle the dispute. “</p>
	Process		<i>No complaints were received during this revision</i>
(b) gather and verify all necessary	Procedures		5.3.1.a



PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
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,	Process		<i>No complaints were received during this revision</i>
(c) formally communicate the decision on the complaint or appeal to the complainant and describe the handling process.	Procedures		5.3.1.a
	Process		<i>No complaints were received during this revision</i>
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		<p><b>Document 001 Appendix D</b></p> <p><b>“3. Mechanism for collection of feedback</b></p> <p>To enable collection of feedback on the standard, both during implementation and in connection with review and revision, a permanent feedback mechanism for this purpose shall be set up at the PEFC Sweden’s website.</p> <p>Feedback on the standard that is received during its period of validity at meetings, trainings, and contacts, is collected and recorded by the PEFC-secretariate.”</p>

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
	Process		 <p>Procedurdokument -  <a href="https://pefc.se/vara-standarder/standardrevision-2021-2022">https://pefc.se/vara-standarder/standardrevision-2021-2022</a></p>
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		<p><i>When registering participants were requested to submit their organisation's desired focus areas for the revision. Based on that and on collated comments on the standard the secretariat proposed the scope and task forces for the revision process.</i></p>

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
	Process		Minutes from WG 1 2021-03-23
(b) a justification of the need for the standard,	Procedures		
	Process		Not applicable
(c) a clear description of the intended outcomes	Procedures		
	Process		
(d) a risk assessment of potential negative impacts arising from implementing the standard, such as <ul style="list-style-type: none"> <li>• factors that could affect the achievement of the outcomes negatively,</li> <li>• unintended consequences of implementation,</li> <li>• actions to address the identified risks, and</li> </ul> (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		Not applicable
	Process		Document 001
			“4.2 Invitation to standard revision  “ --- The invitation shall include information on the possibilities for stakeholders to participate in the process, purpose, scope, time-plan, and the different steps in the standard revision process. “
		A timetable was proposed to the working group , published on the web site and continuously adjusted during the process. Minutes WG meeting 1-4	
6.1.2 For the revision of a standard the proposal shall cover at least (a) and (e) of	Procedures		6.1.1 a & e

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
clause 6.1.1.	Process		6.1.1 a & e
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		<p><b>Document 001 Appendix D</b></p> <p><b>“4.1 Stakeholder identification mapping</b></p> <p>Members and non-members, as defined in §4 in the statutes of the PEFC Sweden, with an interest in promoting forest certification according to the PEFC-system, shall have the possibility to participate in the Standard Forum:</p> <ul style="list-style-type: none"> <li>I. Forestry including transports of roundwood to industry/terminal</li> <li>II. Wood processing including distribution and trade in forest products in the value chain up to consumer</li> <li>III. Organizations for social, environmental, and cultural interests, linked to sustainable forest management</li> </ul> <p>The nine different stakeholder groups that are identified in Agenda 21 shall be considered in the stakeholder identification mapping. As a minimum, the following shall be included:</p> <ul style="list-style-type: none"> <li>• Forest owners</li> <li>• Business and industry</li> <li>• Indigenous peoples</li> <li>• Non-governmental organizations</li> <li>• Scientific- and technological community</li> <li>• Workers and trade unions</li> </ul> <p>A stakeholder identification mapping shall be made that identifies the sectors that are relevant and why, likely key-issues for each sector shall be defined as well as which means of communication would be best to reach them. The mapping shall also identify if any stakeholder is disadvantaged.”</p>

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
	Process		<p><i>The stakeholder list from last revision was updated taking into account organisational changes and new names within the defined stakeholder groups. Women in the forest sector were recognised as a new key stakeholder group.</i></p> <p><i>Invited stakeholders and category are listed in the development report.</i></p>
<p>6.2.2 Identification of stakeholder groups shall be based on nine major stakeholder groups as defined by Agenda 21 of the <i>United Nations Conference on Environment and Development</i> (UNCED) in Rio de Janeiro in 1992. At least the following groups shall be included in the stakeholder mapping:</p> <ul style="list-style-type: none"> <li>• forest owners,</li> <li>• business and industry,</li> </ul>	Procedures		6.2.1

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
<ul style="list-style-type: none"> <li>• indigenous people,</li> <li>• non-government organisations,</li> <li>• scientific and technological community,</li> <li>• workers and trade unions.</li> </ul> <p>Other groups shall be added if relevant to the scope of standard-setting activities.</p> <p>NOTE The full list of nine major stakeholder groups defined by Agenda 21 of the <i>United Nations Conference on Environment and Development</i> 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.</p>	Process		
<p>6.2.3 The standardising body shall identify disadvantaged stakeholders and key stakeholders and address any constraints to their participation in standard-setting activities.</p> <p>NOTE A stakeholder can be both a disadvantaged and a key stakeholder at the same time.</p>	Procedures		
	Process		
<p>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.</p>	Procedures		<p><b>Document 001 Appendix D</b></p> <p><b>“4.2 Invitation to standard revision</b></p> <p>A general invitation to identified organized stakeholders shall be published on the web: <a href="http://www.pefc.se">www.pefc.se</a>. The members of PEFC Sweden shall be invited by mail/e-mail.</p>

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
<p>NOTE 1 <i>In a timely manner</i> means (at the latest) four weeks before the first standard-setting activity is scheduled to occur.</p> <p>NOTE 2 <i>Through suitable media</i> 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.</p>			<p>Invitation letter/e-mail shall also be sent to stakeholders with specific interests/competencies for the standard revision, including national environmental- and Sami organizations. The invitations shall be made at least three weeks in advance of the first meeting with the Standard Forum. The invitation shall include information on the possibilities for stakeholders to participate in the process, purpose, scope, time-plan, and the different steps in the standard revision process. The invitation shall also include the standard revision procedure (or a link to it) and information on the possibility to provide feedback on the procedure, the scope, and the process. The invitation shall also include an invitation to the stakeholders to nominate representatives. The information and the invitations shall be publicly available on the website of the standard revision. PEFC Sweden shall identify any barriers or constraints to stakeholders to"</p>
	Process		<p><b>Development report:</b></p> <p><b>"Announcement of the standard-setting and invitation of stakeholders</b></p> <p>The stakeholders were invited by email 2022-02-24 (ID 17), and the invitation was placed on the website of PEFC Sweden. When registering participants were requested to submit their organisation's desired focus areas for the revision. Based on that and on collated comments on the standard the secretariat proposed the scope and task forces for the revision process."</p> <p>"A heads-up to members with information on scope and proposed timing of the first working group meeting was sent on 2020-12-04 (available on request).</p> <p>A "save-the-date" was also published as a new item on PEFC</p>

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			Sweden's web page 2020-12-21 <a href="https://pefc.se/nyheter/spara-datomet-den-23-e-mars-2021-startar-pefc-s-standardrevision">https://pefc.se/nyheter/spara-datomet-den-23-e-mars-2021-startar-pefc-s-standardrevision</a> “
6.3.1 The announcement and invitation shall include:			
(a) overview of the standard-setting process,	Procedures		<p><b>Document 001 Appendix D</b></p> <p><b>“4.2 Invitation to standard revision</b></p> <p>A general invitation to identified organized stakeholders shall be published on the web: <a href="http://www.pefc.se">www.pefc.se</a>. The members of PEFC Sweden shall be invited by mail/e-mail. Invitation letter/e-mail shall also be sent to stakeholders with specific interests/competencies for the standard revision, including national environmental- and Sami organizations. The invitations shall be made at least three weeks in advance of the first meeting with the Standard Forum. The invitation shall include information on the possibilities for stakeholders to participate in the process, purpose, scope, time-plan, and the different steps in the standard revision process. The invitation shall also include the standard revision procedure (or a link to it) and information on the possibility to provide feedback on the procedure, the scope, and the process. The invitation shall also include an invitation to the stakeholders to nominate representatives. The information and the invitations shall be publicly available on the website of the standard revision”</p>
	Process		<i>The draft procedure was published on the designated web page.</i>



PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
(b) access to the proposal for the standard (refer to 6.1),	Procedures		<i>Not applicable? Access to current standard on the web page</i>
	Process		
(c) information about opportunities for stakeholders to participate in the process,	Procedures		6.3.1 a
	Process		6.3.1 a
(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		6.3.1 a
	Process		6.3.1 a
(e) explicit invitation and clear instruction on how to submit feedback on the scope and standard-setting process, and	Procedures		6.3.1 a
	Process		6.3.1 a
(f) access to the standard-setting procedures.	Procedures		6.3.1 a
	Process		6.3.1 a
6.3.2 The standardising body shall review the standard-setting process based on feedback received in response to the public announcement.	Procedures		6.3.1 a
	Process		6.3.1 a (no comments were submitted at this stage)

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
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		<b>Document 001 Appendix D</b>  <b>“4.3.1 Establishment of a Standard Forum</b>  In an open seminar, the proposed procedures and preconditions provided by the board of PEFC Sweden shall be presented and discussed.  The first task for the Forum is to constitute and appoint a board for the Forum, consisting of 9 individuals including a chairperson.  The Forum shall appoint working groups responsible for handling parts of the standard or specific subject matters. The working groups shall develop proposals that are submitted to the Forum. When appointing members of working groups, a single stakeholder should not be represented by more than one person. The size of the working groups should be limited to 8 - 12 participants. Acceptance or denial of nominations shall be possible to motivate in relation to the requirement for balanced representation in the working group/committee and available resources for standard-setting.”
	Process		<i>Minutes from first working group meeting 2021-03-23</i>
6.4.2 The working group shall:			

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
(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		6.4.1 a
	Process		<i>Minutes from first working group meeting 2021-03-23</i>
(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		6.4.1 a
	Process		<i>Minutes from first working group meeting 2021-03-23</i>
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		All stakeholder groups were represented in the mapping and invitation
	Process		

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
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		<p><b>Document 001 Appendix D</b></p> <p><b>“4.4 Rules of procedure for task forces</b></p> <p>The task forces shall be organized in an open and transparent manner where:</p> <ul style="list-style-type: none"> <li>• Working drafts shall be available to all members of the task force</li> <li>• All members of the task force shall be given meaningful opportunities to contribute to the working drafts</li> <li>• Comments and views from all members of the task force/working group shall be considered in an open and transparent manner and decisions as well as proposed changes shall be recorded</li> <li>• The task force appoints a chairperson in common within the task force</li> <li>• The task force is responsible for planning the work so that the common schedules for completion of drafts and proposal for final standard are respected</li> <li>• The task force shall in good time before the working group meeting inform the board of the working group about any problems with meeting the schedule or if there are issues where consensus cannot be reached within the group.”</li> </ul>
	Process		<b>Development report</b>

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
			<p><b>“Task force working style</b></p> <p>All work in the task forces were made in common documents on Teams to which all task force members had access. The task forces used teams for the draft documents with a locked part and an open part for editing according to an agreed system for tracked changes. The changes were jointly adopted at the task force meetings and the task force agreed on proposed drafts to present to the working group. The task forces met on teams regularly between March 2021 and October 2022. Agendas and minutes from the meetings were published on Teams. The working group had the final say in accepting and amending the draft standards at various stages in the process (general consultation, public consultation and final standard proposal).”</p>
(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		6.4.4.a
	Process		6.4.4.a
(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		6.4.4.a
	Process		6.4.4.a
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:			

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
(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		<p><b>Document 001 Appendix D</b></p> <p><b>“4.5 Balanced representation and decision-making procedures</b></p> <p>The standard revision and formation of task forces and working group shall strive for balance regarding gender and organization. No interest shall dominate or be dominated in the Working group.</p> <p>The stakeholders of the Working group shall reach consensus on the decision to recommend the final proposal for formal approval. To reach consensus, the Working group may use the following alternative procedures to find out whether there are any differences of opinion:</p> <ul style="list-style-type: none"> <li>• discussions and negotiations</li> <li>• a face-to-face meeting with verbal yes/no voting, show of hands for yes/no voting; a statement on consensus from the chairperson where no dissenting opinions are announced (verbally or by show of hands); a formal closed voting procedure, etc.</li> <li>• a meeting via telephone conference with verbal yes/no voting,</li> <li>• a meeting via e-mail where request for agreement or objection are addressed to the members and where members provide a written response (instead of voting), or combinations of these.”</li> </ul>
	Process		<i>Minutes from working group meeting 2022-10-06</i>
(b) telephone conference meeting(s) where there is a verbal yes/no vote,	Procedures		
	Process		6.4.5 a
(c) e-mail request to the working group for	Procedures		6.4.5 a

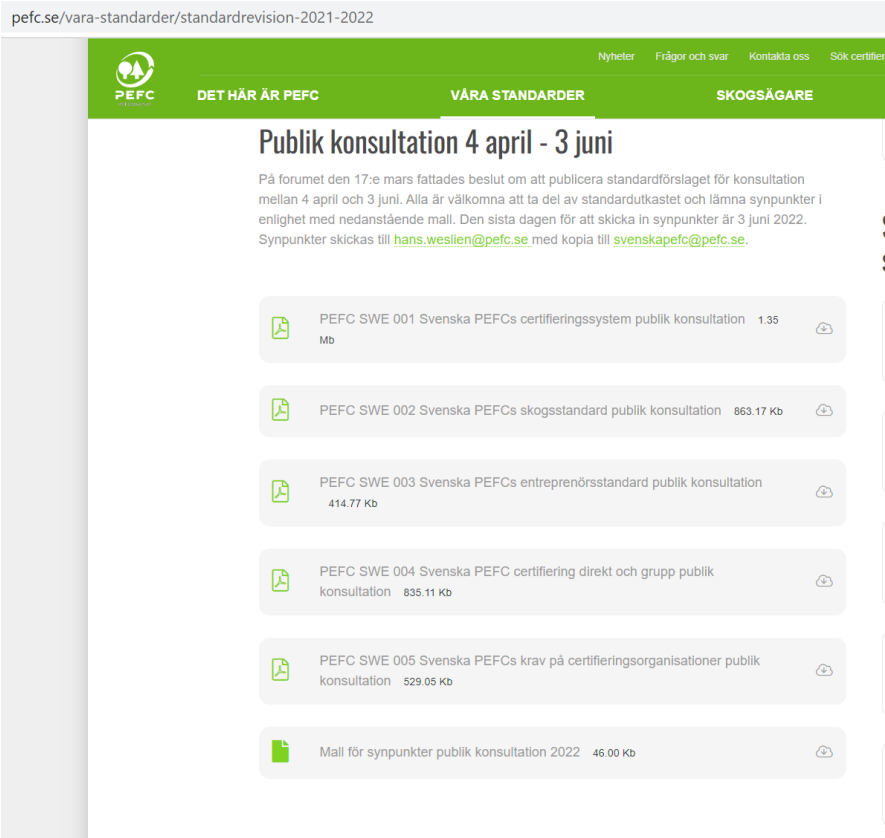
PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
agreement or objection where the members provide a formal (written) response (vote),	Process		6.4.5 a
(d) combinations of these methods.	Procedures		6.4.5 a
	Process		6.4.5 a
6.4.6 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		<p><b>Document 001 Appendix D</b></p> <p>“ If consensus cannot be reached among all individual Working group participants, the stakeholder organizations shall be grouped in the following three categories and appoint one spokes-person per organization:</p> <p><b>I. Forestry:</b> e.g., Forest owners, Forest owners’ associations, The Federation of Swedish Forest Owners, Larger forest owners, a joint committee for the Church’s forests, and Forestry contractor organizations.</p> <p><b>II. Wood processing:</b> e.g., Regional sawmill associations, The Swedish Sawmill Federation, the Association of Swedish Forest Industries, Large forest or forest industry companies which are not represented by any trade organization, National trade organizations involved in wood processing and sale of wood, other national trade associations with operations in primary wood processing and forest energy.</p> <p><b>III. Organizations representing social-, environmental-, and cultural interests linked to sustainable forest management:</b> e.g., National environmental organizations, Swedish trade unions representing forestry and forest industries, National organizations connected to forests and forestry in hunting, recreation, outdoor life, sports, local folklore and the</p>

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
			cultural history, The Swedish Association of Local Authorities, and the Association of Country Councils, and others.  <ul style="list-style-type: none"><li>The Board of the PEFC Sweden shall decide which category a Working group organization belongs to. The stakeholder organization shall appoint its own spokesperson.</li><li>The decision-making process shall reach consensus, including the appeal and complaint procedures under paragraph 8. “</li></ul>
	Process		<i>Was not applied</i>
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		<b>Document 001 Appendix D</b>  <b>“8. Appeal and complaint procedures</b>  During the standard-setting process, the Working group shall, via its board, aim for total consensus of the entire group. The group may however initially disagree. This may be the case for in the Working group internally raised matters, or for external ideas and proposals. In such cases, the appeal- and complaint procedure shall be initiated by the board of the Working group.  When a complaint has been received, the Working group shall, via its board:  <ul style="list-style-type: none"><li>a) confirm receipt of the complaint to the complainant</li><li>b) gather and verify all necessary information to validate the complaint, evaluate the subject matter of the complaint in an impartial and objective manner, and decide on the complaint, and</li><li>c) formally, within three months, inform the complainant about the decision made on the complaint and its handling.</li></ul>



PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
			<p>The first step in the appeal process shall be to appoint an independent person from outside the Working group, well informed on the matter under dispute. Such a person shall bring in the necessary external expertise and together with the disagreeing in the Working group, form a working group to settle the dispute. In case the working group proposal for settlement is not reaching consensus in the Working group, it shall vote by category (I-III), one vote per organization. The majority in each category (I-III) shall form the opinion of the category. If all three categories agree, the result is the Working group's agreement. If two categories agree and one disagrees, the board of the Working group shall appoint an arbitration board of three persons which shall consider whether prerequisites for PEFC interpretation of consensus (ISO) have been met and settle the dispute or send it back to the Working group.</p> <p>If the character of the subject matter motivates it, a public consultation may be used as a help to settle the dispute. "</p>
	Process		<i>Was not applied</i>
(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		6.4.7. a
	Process		6.4.7. a
(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		6.4.7. a
	Process		6.4.7. a

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
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		6.4.7. a
	Process		6.4.7. a
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 <i>In a timely manner</i> means (at the latest) the day before the start of public consultation.	Procedures		<b>Document 001 Appendix D</b>  <b>“4.3.5 Public consultation</b>  The Working group shall arrange an open seminar to agree on the proposal for forest standard. The proposal for forest standard shall be clearly announced and be available on <a href="http://www.pefc.se">www.pefc.se</a> for at least 60 days together with and invitation to provide feedback and suggestions for improvements. The start and end dates of the consultation shall be clearly specified in the announcement. It is also of special importance that key-stakeholders and stakeholders that have chosen not to participate, are informed about the consultation.”
	Process		<b>Development report:</b>  <b>“Public consultation</b>  A draft of the proposal was published for public consultation on the standard revision web page between 2022-04-04 till 2022-06-03. The public consultation was announced via a press-release on PEFC Sweden’s web page and via stakeholder mapping mailing lists including the stakeholders mentioned in section XX. The comments were collected by


PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
			<p>the secretariat, processed by the task forces and on working group on its meeting 2022-10-06 and the decisions compiled and published on the standard-revision web page along with the minutes of the meeting.”</p> <p><i>Archived web page can be made available on request.</i></p> 

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
(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		6.5.1 a
	Process		<i>An email with information and a link to the web page was sent out to the complete list of invited organisations.</i>
(c) invitations are sent to disadvantaged and key stakeholders by methods that ensure they reach recipients and are easy to understand,	Procedures		<b>Document 001 Appendix D</b>  <b>“4.3.5 Public consultation</b>  The Working group shall arrange an open seminar to agree on the proposal for forest standard. The proposal for forest standard shall be clearly announced and be available on <a href="http://www.pefc.se">www.pefc.se</a> for at least 60 days together with and invitation to provide feedback and suggestions for improvements. The start and end dates of the consultation shall be clearly specified in the announcement. It is also of special importance that key-stakeholders and stakeholders that have chosen not to participate, are informed about the consultation.”
	Process		<b>Development report:</b>  <b>“Public consultation</b>  A draft of the proposal was published for public consultation on the standard revision web page between 2022-04-04 till 2022-06-03. The public consultation was announced via a press-release on PEFC Sweden’s web page and via stakeholder mapping mailing lists including the

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
			stakeholders mentioned in section 5.3. “  <i>All stakeholders read and speak Swedish, have access to email and in Sweden we’ve had compulsory school since 1842.</i> ”
(d) the enquiry draft is made publicly available,	Procedures		6.5.1 a
	Process		6.5.1 a
(e) public consultation is for at least 60 days,	Procedures		6.5.1 a
	Process		6.5.1 a
(f) all feedback is considered by the working group in an objective manner, and	Procedures		<b>Document 001 Appendix D</b>  <b>“4.3.6 Approval of standard proposal</b>  A synopsis of received comments regarding substantial issues shall be addressed by the Working group. The received feedback and the outcome of their treatment in the Working group shall be made available on <a href="http://www.pefc.se">www.pefc.se</a> . Those who provided feedback shall be informed about how their feedback was addressed.  Once the Working group has reached consensus, the standard is formally handed over to the Board of PEFC Sweden for further handling within the PEFC system.”
	Process		<i>Minutes from working group meeting 2022-10-06</i>

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
<p>(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.</p> <p>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.</p>	Procedures		6.5.1 f
	Process		<i>The proposed handling for each comment was documented in an excel sheet which was sent out to the participants (including all organisations that had commented).</i>
<p>6.5.2 For new standards the standardising body shall organise a second round of public consultation lasting at least 30 days.</p>	Procedures		Not applicable
	Process		Not applicable
<p>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.</p> <p>NOTE Pilot testing is not required for revision of an existing standard when experience from its usage can substitute for pilot testing.</p>	Procedures		Not applicable
	Process		Nota applicable
Approval and Publication			
7.1 The standardising body shall approve the standard(s)/normative document(s)	Procedures		Document 001 Appendix D

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
formally when there is evidence of consensus among the working group.			<p><b>“4.3.6 Approval of standard proposal</b></p> <p>A synopsis of received comments regarding substantial issues shall be addressed by the Working group. The received feedback and the outcome of their treatment in the Working group shall be made available on <a href="http://www.pefc.se">www.pefc.se</a>. Those who provided feedback shall be informed about how their feedback was addressed.</p> <p>Once the Working group has reached consensus, the standard is formally handed over to the Board of PEFC Sweden for further handling within the PEFC system.”</p>
	Process		<i>Minutes from working group meeting 2022-10-06</i>
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		
	Process		<p><b>Development report</b></p> <p><b>“Formal approval of the standard</b></p> <p>The board of PEFC Sweden passed the decision to submit the proposed standard TD IV for review and approval 5 December 2022. The publication date was set to 16<sup>th</sup> January 2023 (due to Christmas break).”</p> <p><i>Minutes from PEFC Sweden board meeting 2022-12-05</i></p>

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
7.2.2 Standard(s) shall include:			
(a) identification and contact information for the standardising body,	Procedures		<b>Document 001</b>  <i>Front cover and inside front:</i>   <div> Svenska PEFC   svenskapefc@pefc.se  112 51 Stockholm   www.pefc.se </div> <p>“This standard is protected by copyright owned by PEFC Sweden. The document and its translations are freely available from PEFC Sweden’s website <a href="http://www.pefc.se">www.pefc.se</a> or upon request. “</p>
	Process		-“-
(b) official language of the standard,	Procedures		<b>Document 001</b>  <i>Inside front:</i>



PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
			"The official language of this is Swedish. If there are any inconsistencies between the Swedish version and the endorsed version in English the English version is the reference"
	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		7.2.2 b
	Process		7.2.2 b
(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		<b>Document 001</b>  <b>Approved by:</b> PEFC Sweden <b>Date:</b> 2022-12-05 <b>Approved by:</b> PEFC International <b>Date:</b> <b>Published:</b> <b>Date:</b> 2023-01-16 <b>Transition period:</b> One year from <b>Date:</b> <b>Next periodic review:</b> <b>Date:</b> 2027-12-05
	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		7.2.2 a  <i>A note informing about this opportunity is included on the web site.</i> <a href="https://pefc.se/vara-standarder/svenska-pefc-standarden">https://pefc.se/vara-standarder/svenska-pefc-standarden</a>

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
	Process		- “ -
7.2.4 The standardising body shall make the development report (refer to PEFC GD 1007) publicly available	Procedures		<b>Document 001 Appendix D</b>  “6. Documentation  “---  A development report shall be published on the web site along with the approved standard.”
	Process		<i>The development report was published on the web page</i>
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		<b>Document 001 Appendix D</b>  “2. Review  The PEFC Sweden members’ meeting is responsible for initiating the review of the forest standard within 5 years from the approval of the previous standard (as of the date of decision by the Swedish board). At review of the standard, the stakeholder identification mapping shall be updated. The review shall include a GAP-analysis against any new PEFC-standards, other regulations, and legislation. The owner of the standard shall consider new research and knowledge and relevant emerging issues. Received feedback on applicable standard that have been collected via

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
			meetings and through the feedback mechanism on the website shall be considered in the review. The review may result in a need for revision (of greater or lesser scope) or that the standard is not in need of revision. If the conclusion is that the standard is not in need of revision, the stakeholders shall be consulted to capture other needs of revision of the standard. This consultation may be either through public consultation at <a href="http://www.pefc.se">www.pefc.se</a> for at least 30 days, and/or through stakeholder meetings. Stakeholders shall be given a reasonable time to be able to either provide feedback in the public consultation or participate in meeting. Figure 6 provides an overview of the complete review- and revision process. It is possible to take a decision on revision directly without a separate review process."
	Process		<i>The review was part of the revision as we knew that at least parts of the standard would need revision.</i>
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		8.1
	Process		<i>A note on the opportunity to submit feedback was put on the web page (both for existing standard <a href="https://pefc.se/vara-standarder/svenska-pefc-standarden">https://pefc.se/vara-standarder/svenska-pefc-standarden</a> ) and at the standard revision web page.</i>
8.2.2 All feedback received through all channels, including meetings, training courses, etc. shall be recorded and considered.	Procedures		8.1 "Received feedback on applicable standard that have been collected via meetings and through the feedback mechanism on the website shall be considered in the review."

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
	Process		<p><b>Development report:</b></p> <p><b>“Mechanisms for the collection of feedback:</b></p> <p>“Feedback on the standard that is received during its period of validity at meetings, trainings, and contacts, is collected and recorded by the PEFC-secretariat.”</p> <p><b>“Announcement of the standard-setting and invitation of stakeholders</b></p> <p>The stakeholders were invited by email 2022-02-24 (ID 17) and the invitation was placed on the website of PEFC Sweden. When registering participants were requested to submit their organisation’s desired focus areas for the revision. Based on that and on collated comments on the standard the secretariat proposed the scope and task forces for the revision process. This was documented in a spread sheet and provided to the task forces at the start of the process.”</p> <p><b>GAP Analysis:</b></p> <p><i>Chapter 3. “Comments received by the office”, lists the comments collected by PEFC Sweden during the validity of TD IV.</i></p>
8.3.1 At the start of a review, the standardising body shall evaluate the	Procedures		8.1 “---At review of the standard, the stakeholder identification mapping shall be updated. The review shall include a GAP-analysis against any new

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
standard against appropriate PEFC International standards, national laws and regulations, and other relevant standards to identify potential gaps in the standard.			PEFC-standards, other regulations, and legislation. “
	Process		<b>Development report:</b> <b>“Gap analysis</b> A gap analysis was conducted by the PEFC national secretariat and the analysis concluded that a revision of the system was needed.”
8.3.2 The standardising body shall consider the latest scientific knowledge, research and relevant emerging issues.	Procedures		<b>Document 001 Appendix D</b> <b>“4.3 The work of the Standard Working group</b> The Standard Working group shall invite the stakeholders to open seminars to discuss the standard-setting process as well as offer interested parties to take part in the task forces. The Standard Working group shall arrange a series of seminars (either in connection to the Standard Working group’s regular meetings or under separate arrangements) where invited scientists and other experts give presentations on research areas of relevance to the standard.”
	Process		<b>Development report:</b> <b>“5.6 The science community and other expertise</b> In order to strengthen the process and to ensure a science-based standard, scientists and other experts were invited to the working group meetings to provide insights on selected topics relevant to the standard. The topics/experts/scientists were proposed by the task forces. Seminars

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)																											
			on the following topics were given:																											
			<table><tr><th>Date</th><th>Topic</th><th>Name of expert</th></tr><tr><td>2021-09-23</td><td>Outdoor and recreation</td><td>Professor Peter Fredman, Mittuniversitet</td></tr><tr><td></td><td>The future forest management plan – (technical possibilities)</td><td>Dr Fredrik Walter, Dianthus</td></tr><tr><td></td><td>Continuous-cover forestry</td><td>Dr Johan Sonesson, Forest Research Institute</td></tr><tr><td></td><td>PEFC in the Nordic countries</td><td>Auvo Kaivola PEFC Finland, Thomas Husum PEFC Norway</td></tr><tr><td>2021-11-24</td><td>Migrant workers</td><td>Anna-Lena Norberg, journalist and consultant, Stoppa fusk</td></tr><tr><td></td><td>Carbon balance</td><td>Professor Peter Högberg SLU</td></tr><tr><td>2022-03-17</td><td>Biodiversity</td><td>Dr. Per Simonsson</td></tr><tr><td>2022-10-06</td><td>Gender equality</td><td>Susanne Öberg, Öberg konsult</td></tr></table>	Date	Topic	Name of expert	2021-09-23	Outdoor and recreation	Professor Peter Fredman, Mittuniversitet		The future forest management plan – (technical possibilities)	Dr Fredrik Walter, Dianthus		Continuous-cover forestry	Dr Johan Sonesson, Forest Research Institute		PEFC in the Nordic countries	Auvo Kaivola PEFC Finland, Thomas Husum PEFC Norway	2021-11-24	Migrant workers	Anna-Lena Norberg, journalist and consultant, Stoppa fusk		Carbon balance	Professor Peter Högberg SLU	2022-03-17	Biodiversity	Dr. Per Simonsson	2022-10-06	Gender equality	Susanne Öberg, Öberg konsult
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2022-10-06	Gender equality	Susanne Öberg, Öberg konsult																												
Relevant universities and research organisations were also part of the stakeholder mapping and invited to join the revision.”																														
8.4.1 Where the feedback and the gap analysis do not identify a need to revise the standard, the standardising body shall	Procedures		Document 001 Appendix D																											

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
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.			<b>“2. Review</b>  --- If the conclusion is that the standard is not in need of revision, the stakeholders shall be consulted to capture other needs of revision of the standard. This consultation may be either through public consultation at <a href="http://www.pefc.se">www.pefc.se</a> for at least 30 days, and/or through stakeholder meetings. Stakeholders shall be given a reasonable time to be able to either provide feedback in the public consultation or participate in meeting.”
	Process		<i>Not applicable</i>
8.4.2 At the start of a review, the standardising body shall update the stakeholder identification mapping (refer to clause 6.2).	Procedures		6.2.1
	Process		6.2.1
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		8.4.1
	Process		8.4.1
(b) stakeholder meetings.	Procedures		8.4.1
	Process		8.4.1
8.4.4 The standardising body shall announce the review in a timely manner (refer to 6.3).	Procedures		6.3.1
	Process		6.3.1

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
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		<p><b>Document 001 Appendix D</b></p> <p><b>“2. Review</b></p> <p>The PEFC Sweden general assembly is responsible for initiating the review of the forest standard within 5 years from the approval of the previous standard (as of the date of decision by the Swedish board). At review of the standard, the stakeholder identification mapping shall be updated. The review shall include a GAP-analysis against any new PEFC-standards, other regulations, and legislation. The owner of the standard shall consider new research and knowledge and relevant emerging issues. Received feedback on applicable standard that have been collected via meetings and through the feedback mechanism on the website shall be considered in the review. The review may result in a need for revision (of greater or lesser scope) or that the standard is not in need of revision. If the conclusion is that the standard is not in need of revision, the stakeholders shall be consulted to capture other needs of revision of the standard. This consultation may be either through public consultation at <a href="http://www.pefc.se">www.pefc.se</a> for at least 30 days, and/or through stakeholder meetings. Stakeholders shall be given a reasonable time to be able to either provide feedback in the public consultation or participate in meeting. Figure 6 provides an overview of the complete review- and revision process. It is possible to take a decision on revision directly without a separate review process.”</p>
	Process		<p><b>Development report</b></p> <p><b>“Start-up of revision</b></p> <p>The revision process was initiated by the PEFC Sweden Secretariat in 2020. The PEFC national secretariat reviewed the standard setting procedure (Appendix D PEFC SWE 001) and recommended the General Assembly of PEFC Sweden to pass the decision to start up the revision according to the revised draft procedure. The General Assembly delegated the decision of the actual review date the PEFC Sweden Board of Directors. (Minutes from the General Assembly 2020-05-26 at</p>



PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
			<a href="https://pefc.se/det-har-ar-pefc/om-svenska-pefc/protokoll-arsstammor">https://pefc.se/det-har-ar-pefc/om-svenska-pefc/protokoll-arsstammor</a> ). “ “ The start of the revision of PEFC SWE TD III was passed by the PEFC Sweden Board of Directors on the 2021-02-09. (Minutes from board meeting at <a href="https://pefc.se/det-har-ar-pefc/om-svenska-pefc/protokoll-styrelsemoten">https://pefc.se/det-har-ar-pefc/om-svenska-pefc/protokoll-styrelsemoten</a> ).”
8.5.2 The decision shall be made at the highest decision-making level of the standardising body	Procedures		8.5.1
	Process		8.5.1
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		<i>Not explicitly specified but built into the system via the general assembly and PEFC Sweden board who are responsible for the decision. Minutes from board meetings and general assemblies are publicly available at</i> <a href="https://pefc.se/det-har-ar-pefc/om-svenska-pefc/protokoll-arsstammor">https://pefc.se/det-har-ar-pefc/om-svenska-pefc/protokoll-arsstammor</a> <a href="https://pefc.se/det-har-ar-pefc/om-svenska-pefc/protokoll-styrelsemoten">https://pefc.se/det-har-ar-pefc/om-svenska-pefc/protokoll-styrelsemoten</a>
	Process		<i>Not applicable</i>
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		<b>Document 001 Appendix D</b>  <b>“4.2 Invitation to standard revision</b>  --- The invitation shall include information on the possibilities for stakeholders to participate in the process, purpose, <u>scope</u> , time-plan, and the different steps in the standard revision process.”
	Process		<b>Development report:</b>

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
			<p><b>“Gap analysis</b></p> <p>A gap analysis was conducted by the PEFC national secretariat and the analysis concluded that a revision of the system was needed.”</p> <p><b>GAP Analysis</b></p>
<b>Revision of standards</b>			
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		<p><b>Document 001 Appendix D</b></p> <p><b>“2.1 Editorial and time-critical revisions</b></p> <p>Editorial and time-critical revisions shall follow the requirements in PEFC international benchmark standard PEFC ST 1001:2017. If needed the requirements are implemented taking into account the conditions in Sweden and the revision at hand.”</p>
	Process		<i>Not applicable</i>
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		9.1
	Process		<i>Not applicable</i>
9.3.1 A time-critical revision is a revision between two periodic reviews using a fast-track process.	Procedures		9.1
	Process		<i>Not applicable</i>

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
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		9.1
	Process		Not applicable
(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		9.1
	Process		Not applicable
9.3.3 The time-critical revision shall follow these steps:			
(a) The standardising body shall draft the revised standard,	Procedures		9.1
	Process		Not applicable
(b) The standardising body may consult stakeholders, but it is not mandatory,	Procedures		9.1
	Process		Not applicable
(c) The revised standard shall be approved formally at the highest appropriate decision-making level of the standardising body,	Procedures		9.1
	Process		Not applicable
(d) The standardising body shall explain the	Procedures		9.1

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
justification for the urgent change(s) and make the justification publicly available.	Process		<i>Not applicable</i>
9.4.1 A revision shall define the application date and transition period of the revised standard(s)/normative document(s).	Procedures		<p><b>Document 001 Appendix D</b></p> <p><b>“4.3.7 The approved standard</b></p> <p>When the Board has received the standard proposal approved by the Working group, the documents shall be published in an appropriate way and be made publicly available. This shall be made on the date of application at the latest.</p> <p>The Board of PEFC Sweden shall decide on date of application and date for end of transition period for the revised standard.</p> <ul style="list-style-type: none"> <li>• The period from publication of the standard until application date shall not exceed one year. This period is needed for approval of revised standards, to introduce changes, and for information dissemination and training.</li> <li>• The transition period shall not exceed one year, except from during justified exceptional circumstances when implementation of revised standard requires a longer period. “</li> </ul>
	Process		<p><b>Development report</b></p> <p><b>“Formal approval of the standard</b></p> <p>The board of PEFC Sweden passed the decision to submit the proposed standard TD IV for review and approval 5 December 2022. The publication date was set to 16<sup>th</sup> January 2023 (due to Christmas break).”</p> <p><i>Minutes from PEFC Sweden board meeting 2022-12-05</i></p>
9.4.2 An application date shall not be more than one year after the publication of the	Procedures		9.4.1 a

PEFC benchmark requirement	Assess. basis*	YES /NO	Reference to system documentation (including quotation of relevant text)
standard. This allows time for endorsement of the revised standard(s)/normative document(s), introduction of change(s), information dissemination and training.			
	Process		9.4.1 a
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		<b>Document 001</b>  <b>“3. Validity and transition rules</b>  This Technical Document (TD V), PEFC SWE 001-006, was approved by the Board of PEFC Sweden on 2022-12-05 and by PEFC International on xxxxx.  TD IV is valid for already issued PEFC-certificates during a transition period of 1 year after the entering into force of the new revised TD V.”
	Process		Minutes from working group meeting 2022-10-06

### 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.