



Operation Rule for Korea Forest Certification Council(KFCC)



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Operation Rule for Korean Forest Certification Council

Enacted on 22. 12. 2015

Chapter 1 General Provisions

Article 1 (Purpose) This rule is to define necessary matters pertaining to operation of the Korea Forest Certification Scheme run by the Korea Forestry Promotion Institute (hereinafter referred to as the "Kofpi") and the Korean Forest Certification Council under Article 29 (Establishment of Korea Forestry Promotion Institute) of the Forestry and Mountain Villages Development Promotion Act and Paragraph 6 (Forestry Management Certification and Consulting) of Article 25-3 (Business of Korea Forestry Promotion Institute) from the enforcement decree thereof.

Article 2 (Scope of Application) This rule shall be applicable to establishment of standards and detailed business procedures pertaining to the following general matters to ensure that Kofpi effectively and fairly operates the Korea Forest Certification Scheme.

Chapter 2 Korean Forest Certification Council (KFCC)

Article 3 (Authority) Kofpi shall form the Korean Forest Certification Council (hereinafter referred to as the "KFCC") that includes various interested parties concerned and grant the following responsibilities and authorities over operation of the scheme to the KFCC, in order to ensure impartial operation of the KFCC.

1. Enactment and revision of Forest Certification Standards (hereinafter referred to as the "Certification Standards")

2. A fact-finding survey on the KFCC
3. Establishment and implementation of procedures to investigate and resolve complaints etc. pertaining to the KFCC
4. Cooperation with international organizations to build and maintain the international mutual recognition system
5. Promotion and spread of the KFCC at home and abroad
6. Other general matters regarding operation of the KFCC such as enactment and revision of the operation guideline and operation rule for the KFCC

Article 4 (Organization and Roles) ①The KFCC shall take the overall responsibility for operation of the KFCC as the top decision-making body that supervises the scheme.

②Under the KFCC, there are subcommittees for standard development, handling of appeals and public relations. Additional subcommittees could be established if necessary. Each subcommittee shall perform tasks as follows:

1. The 'Standard Development Subcommittee' (hereinafter referred to as the "SDC") develops a certification standard proposal to enact or revise a certification standard befitting criteria set by the PEFC(Programme for the Endorsement of Forest Certification) and characteristics and conditions of domestic forests, and submit it to the KFCC.
2. The 'Appeal Resolution Subcommittee' (hereinafter referred to as the "ARC") takes care of complaints etc. raised by an interested party such as an organization that has been certified (hereinafter referred to as the "a certified organization") regarding the KFCC.
3. The 'Public Relations Subcommittee' (hereinafter referred to as the "PRC") draws up PR measures and discovers incentives to promote the KFCC.

③The KFCC may have a Secretariat for effective operation, and the division in

charge of operating the KFCC in Kofpi shall take the role. The head of the division in charge shall serve as the head of the Secretariat. The Secretariat supports operation of the KFCC and subcommittees by taking the KFCC's decision into action and performs the following tasks delegated by the KFCC.

1. Matters prescribed in Paragraph 3, 4, 7 and 10 of Article 6
2. Other matters delegated by the KFCC

Article 5 (Formation of KFCC) ①The KFCC is formed as follows:

1. The KFCC shall be formed in a way that prevents conflicts of interests among interested parties concerned with the KFCC and imposes no threat to impartiality of KFCC.
2. The KFCC shall be comprised of 20 or less members including a chairman and a vice chairman from organizations with professional expertise or interests in the KFCC and the forestry field.
3. The chairman of the KFCC shall be the president of the Korea Forestry Promotion Institute (hereinafter as "President of Kofpi") and the vice chairman is elected from among its members who are appointed in accordance with Paragraph 4.
4. Members of the KFCC hold position as an official member as set forth in Attached Table No. 1, and in terms of the academia, three professors or less from the relevant fields shall be appointed by the president of Kofpi. But, these academic members have a three-year term and could serve consecutive terms.
5. The assistant administrator shall become the head of the Secretariat and could appoint an employee in the Secretariat as a clerk.

②The 'SDC' is formed as follows:

1. The SDC shall be comprised of about fifteen internal and external experts in

such a field as environment, society, economy etc. that related to forests.

2. Members of SDC shall be appointed by the chairman of the KFCC through decision made in the KFCC following recommendation from the head of the Secretariat. The recommendation shall be made in consideration of qualifications and affiliated organizations of those who apply to participate in development of Certification Standards in accordance with procedures of Certification Standards development. The head of the subcommittee is elected from among its members.
3. Members of SDC have a three-year term and could serve consecutive terms.

③The 'ARC' is formed as follows:

1. The ARC shall be comprised of members who are not relevant to contents of complaints etc. in any way for impartial handling of the complaints raised.
2. The head of the ARC shall become the head of the Secretariat and the ARC's members shall be comprised of five or less including staff of the Secretariat and external experts.
3. The term of external members shall be terminated automatically once the complaints raised are handled and closed.

④The 'PRC' is formed as follows:

1. The PRC shall be comprised of ten internal and external experts or less from the field of marketing, PR and policy making or with relevant expertise in the KFCC for effective public promotion.
2. Members of PRC shall be appointed by the chairman of the KFCC through decision made in the KFCC following recommendation from the head of the Secretariat. The head of PRC is elected from among its members.
3. Members of the PRC have a three-year term and may serve consecutive terms.

Article 6 (Operation of KFCC) ①The chairman represents the KFCC while the vice chairman aids the chairman and takes chairman's role in his or her absence. But, in case it is not possible for both the chairman and vice chairman to perform their duties due to unavoidable reasons, a member designated by the chairman in advance shall fill in for him or her.

②The KFCC may be convened by the chairman in the following cases and the written deliberation may replace an actual meeting if it is difficult to convene one.

1. Deliberation and decision-making are necessary for a grave matter regarding operation of the KFCC.
2. More than a third of members enrolled request to convene a meeting by stating its purpose.
3. Other cases the chairman sees necessary

③The chairman shall provide members with materials including the purpose of a meeting and the agenda for deliberation at least five days prior to the meeting if he or she is set to convene a meeting. But, such materials may be distributed at the opening of the meeting if impartiality is expected to be threatened due to prior distribution or the meeting has to be convened in urgency.

④Members shall attend a meeting when they are informed of it if there are no special reasons not to. But, if there is unavoidable reasons not able to attend, an employee from their affiliated organization may participate at the meeting on behalf.

⑤The chairman may call in experts on relevant fields or interested parties to heed to their opinions or ask them to submit necessary materials if needed.

⑥The assistant administrator takes charge of all clerical work related to operation of the KFCC while a clerk performs tasks like writing and keeping of minutes of meetings.

⑦Each subcommittee may determine on its own how to operate the

subcommittee with an approval from the chairman of the KFCC.

Article 7 (Deliberation and Decision-Making) ①The KFCC shall deliberate and make decisions regarding the following matters.

1. Matters prescribed in Article 3
2. Other important matters for operation of the KFCC and matters the chairman of the KFCC sees necessary

②A session to deliberate agenda at the KFCC shall be commenced in the presence of a majority of enrolled members and a decision shall be made with a consent among a majority of attending members. Deliberation are made as follows:

1. If agenda is passed as it is, this is called "passed as it is".
2. If agenda is passed on condition that some contents of it have to be modified or complemented, this is called "conditional pass". In this case, the assistant administrator shall report to the KFCC that whether such modification has been made.
3. If there is a need for the subsequent KFCC meeting to make a deliberation again after modification or complementation of some contents of agenda, this is called "deferred approval."
4. If deliberation on agenda shows that there is difficulty in correcting or complementing the contents of agenda due to a grave flaw, the agenda shall not be pass and it shall be called "rejected."

③The head of the Secretariat shall make an announcement in writing or by using the information telecommunications network to make sure that interested parties can see decisions made by the KFCC as follows:

1. Notification on a certification body
2. Other matters the chairman of the KFCC sees necessary

④Each subcommittee may determine on its own matters to be deliberated or decided by the subcommittee with an approval from the chairman of the KFCC.

Article 8 (Creation and Storage of MOMs) ①The KFCC's operation and its meeting outcomes shall be documented in minutes of meetings, using the attached form No. 5 which shall be signed or sealed by KFCC members and be kept.

②The KFCC shall keep all records generated while operating the certification scheme, in order to ensure impartial operation and effectiveness of the scheme.

APPEND<XX XX 20XX>

This rule shall take into effect from the date when it is approved by the chairman.

[Attached Table No. 1]

Organizations of KFCC Members

(Regarding Para. 1 of Article 5)

Cls.	Field		Organization	Position	Remarks
1	Forest Owner	Gov't-owned forest	Korea Forest Service	Director of Forest Resources Bureau	
2		Public-owned forest	Gangwon-do Provincial Office	Director of Forest Bureau	
3		Private forest	National Forestry Cooperative Federation	CEO	
4			Korea Forest Manager Association	Chairman	
5			Korea Forest Successor Association	Chairman	
6	Industry	Timber	Korea Wood Association	Chairman	
7		Timber	Korea Wood Panel Association	Chairman	
8		Paper	Korea Paper Association	Managing Director	
9	Academia		Professors in relevant fields		
10	Research		National Institute of Forest Science	Director General of Future Forest Strategy Research Department	
11	Environmental Organization		Forest for Life	Representative	
12	Labor Organization		Korea Forest Craftsman Association	Chairman	
13	Consumer Group		Green Consumer Network	Representative	
14	Tech Group		Korea Forest Professional Engineer Association	Chairman	
15	Operator		Korea Forestry Promotion Institute	President	

Consent and Pledge

I consent to appointment as a member of the council under the Operation Guideline for Korean Forest Certification Scheme and pledge to observe the following while performing my duties.

- ☐ Korean Forest Certification Council
- ☐ Standards Subcommittee (only applicable to outside experts)
- ☐ Complaints Handling Subcommittee (only applicable to outside experts)
- ☐ Public Relations Subcommittee (only applicable to outside experts)

I pledge to abide by the following as a member of the council.

1. I observe the relevant provisions, perform my duties in an impartial manner and maintain dignity as a member of the council.
2. I do not leak any information acquired in relation to my tasks without a written consent from the chairman of the Korean Forest Certification Council.
3. I remain independent from any kind of commercial interests or other pressures from outside organizations pertaining to deliberation and my tasks.

DD MM YYYY

Name

(Sign)

Chairman of Korean Forest Certification Council

[Attached Form No. 2]

List of Participants

☐ Name of Conference :

☐ Date/Time :

□ Venue :

[illegible]

[Attached Form No. 3]

Deliberation Agenda of
() Council/Committee

Agenda No.	No. -
Deliberation Date	• • • (th)

Name of Agenda	

Submitter	(_____) Council/Committee Chairman ○○○
Date Submitted	. . .

1. Overview of Agenda

2. Reason for Suggestion

3. Contents of Agenda

[Attached Form No. 4]

Report Agenda of
() Council/Committee

Agenda No.	No. -
Report Date	. . . (th)

Name of Agenda	

Submitter	(_____) Council/Committee Chairman ○○○
Date Submitted	. . .

1. Reason for Report

2. Contents of Report

[Attached Form No. 5]

()th MOMs of Korean Forest Certification Council

1. Date/Time :

2. Venue :

3. Attendance : () present out of total () enrolled

including () proxy

A. Member present :

B. Member absent :

C. Other Participant :

4. Outcome of Agenda Deliberation

Agenda Number	Agenda	Deliberation Outcome

5. MOMs

The minutes of meeting shall be created to clarify the progress of the meeting and its outcome in accordance with Article 6 of Operation Guideline for Korea Forest Certification Scheme, and members present including the chairman write their signature as follows.

DD MM YYYY

Korean Forest Certification Council

[illegible]

Written Resolution of Korean Forest Certification Council

○ Name of Agenda :

○ Gist of Resolution :

You are kindly asked to express consent or opposition as below since the agenda above would be taken into action with an approval from the Korean Forest Certification Council.

DD MM YYYY

Chairman of Korean Forest Certification Council

Position	Name	Consent (Y/N)		Sign
		Yes	No	

Note) Please put ○ in a corresponding blank according to consent/opposition.

Statement of Opinions

Name of
Member

Opinions

[Attached Form No. 7]

Summary Sheet for Written Resolution of Korean Forest Certification Council				
Name of Agenda :				
Position	Name	Consent (Y/N)		Opinion
		Yes	No	
Chairman				
Vice Chairman				
Member				
Member				
Member				
Member				
Member				
Member				
Member				
Member				
Member				
Member				
Member				
Member				
Member				
Member				
Member				
Attachment : A copy of the council's written resolution				

It is confirmed that an agenda has been passed/rejected with consent from () members out of total () members enrolled in accordance with Article 10 of the Operation Guideline for Korea Forest Certification Scheme.

DD MM YYYY

Chairman