



Forest Certification Standards Development Rule



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Forest Certification Standards Development Rule

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Chapter 1 General Provisions

Article 1 (Purpose) This rule is define detailed business procedure and criteria for development and revision of necessary Forest Certification Standards relating to Korea Forest Certification Scheme (hereinafter referred to as the "KFCC") based on article 8, Operation Guideline for Korea Forest Certification Scheme run by Korea Forestry Promotion Institute (hereinafter referred to as the "Kofpi")

Article 2 (Scope of application) This rule shall be applied to development and revision work of the Forest Certification Standard (hereinafter referred to as the "Certification Standard") used in KFCC run by the Korea Forest Certification Council (hereinafter referred to as the "KFCC") within Kofpi.

Article 3 (Normative references) Certification Standards Development Process used KFCC shall be complied with PEFC(Programme for the Endorsement Forest Certification) requirements, and the list of standards this rule refers to is as follows:

1. PEFC ST 1001:2010 Standard Setting-Requirements
2. ISO/IEC Guide 59:1994 Code of good practice for standardization
3. ISO/IEC Guide 2:1996 Standardization and related activities

Article 4 (Responsibility and Authority) ①The responsibility and authority of KFCC

regarding development of forest certification are follows.

1. Deliberation and decision-making to organize Standard Development Subcommittee member for Certification Standards Development
2. Approval of Certification Standards
3. Establishment and Revision of other documents related to the KFCC, and decision-making on its grave matters

② The responsibility and authority of Standard Development Subcommittee(hereinafter referred to as the "SDC") regarding development of forest certification are follows.

1. Development of standard proposal for establishment and revision of Certification Standards (Sustainable Forest management and Chain of Custody)
2. Implementation of pilot testing
3. Communication and public consultation with a various stakeholders

③The head of the Secretary shall have responsibility and authority to support and implement for all administrative work related to Certification Standards of KFCC and SDC. Also, the head of the Secretary shall resolve all the complaints appealed in process of the Certification Standards development including public consultation and shall be made publicly available.

Article 5 (Formation of KFCC and SDC) Formation and operation of KFCC and SDC shall follow Operation Guideline for Korea Forest Certification Scheme, especially SDC shall be operated as follows:

1. All members of SDC shall be provided with impartial opportunities to participate in the development or revision of the Certification Standards.
2. All members of SDC shall submit freely comments to the working drafts. The working drafts shall be available to all members of SDC.
3. Comments and opinions submitted by any member of SDC shall be considered in

an open and transparent manner. The decisions of SDC shall be taken on the basis of consensus, and their resolutions and proposed changes shall be recorded.

Chapter 2 Principles and Process of Certification Standard development

Article 6 (Certification Standard Setting Principles) ① Certification Standards development activities shall be independent and not affected by any single stakeholder or certain interested parties.

② Comments of stakeholders, in Certification Standards development process, shall be objectively evaluated and recorded.

③ Certification Standards development process shall be operated in open and transparent manner, and the Forest Certification Standards Development Rule and the information of all stages shall be publicly available.

④ Forest Certification Standards Development Rule shall be review and revised periodically based on comments or others received from the stakeholder.

Article 7 (Certification Standard Setting Process) ① Certification Standards development process is as Appendix 1

② KFCC shall identify stakeholders relevant to the objectives and scope of the Certification Standards development.

③ KFCC shall divide the stakeholders identified in Paragraph 2 into the key and disadvantaged groups and keep it to a record. And it shall identify constraints to stakeholders' participation and ensure them to actively join the development process of certification standards.

④ KFCC shall make a public announcement on the start of Certification Standards development process in a timely manner on website and, other suitable media,

such as email, and invite stakeholders described in Article 7-③ to have opportunities for participation. Formal announcement on the development of the Certification Standards and invitation of stakeholder shall include the following:

1. Information about the objectives, scope and steps of Certification Standard development process and its timetable
2. Information provision and the invitation to key and disadvantage stakeholders shall be made in a format that reaches intended recipients and that is understandable
3. Information to submit comments on Certification Standard development process and its scope, and about the opportunities for stakeholders to participate its process and to nominate their representative(s) to the SDC.
4. Reference to publicly available Certification Standards development procedures

⑤After officially announcing development of certification standards, KFCC shall review the process of certification standard development based on comments received from stakeholders. The SDC shall be composed of its members through due process in order to make the committee unbiased and balanced by including stakeholders who sign up for participation in the committee or those nominated.

⑥The formation of the SDC including stakeholders shall follow Article 5(2) and Subparagraph 1 and 2 of Operation Rule for Korea Forest Certification Council.

⑦In the case of interested stakeholders which cannot participate in the SDC due to the KFCC decision, KFCC shall inform them that their comments and opinion can be presented through public consultation.

⑧SDC shall develop working draft based on Certification Standard development process and the standard proposal shall include the followings:

1. Working Draft: A proposed standard that is available generally for comments or voting within SDC
2. Enquiry Draft: A proposed standard that is available for public consultation after pilot testing

3. Final Draft: A proposed standard that is available for formal approval

⑨SDC shall establish a appropriate plan for a pilot testing of working draft and determine the testing site and the plan based on specific conditions and contexts covered by the working draft. SDC shall review the result of pilot testing and revise working draft if necessary.

⑩SDC shall develop the enquiry draft and make the enquiry draft publicly available and accessible. Public consultation is formally announced on website and other suitable media in a timely manner, and its start and end date shall be for at least 60 days

⑪During the public consultation, the KFCC, to receive opinions from key and disadvantaged stakeholders, shall invite them to in an understandable and deliverable manner.

⑫A summary of received comments compiled from material issues, including the results of their consideration, is announced on website and other suitable media

⑬In order to reach a consensus for the final draft, SDC can utilize the following activities. Single concerned interests shall not dominate nor be dominated, and voting rights shall be granted to all stakeholder groups in balance.

1. a face-to face meeting where there is a verbal yes/no vote, show of hands for a yes/no vote;
2. a telephone conference meeting where there is a verbal yes/no vote;
3. an e-mail meeting

⑭In the case of presenting a sustained negative opinion on the substantive issue including an interest of the final draft, the issues shall be resolved using following mechanism(s).

1. Discussion and negotiation within SDC in order to find a compromise
2. Direct negotiation between the stakeholders in order to find a compromise

3. Resolution according to Rule for handling Complaints and Appeals rule

⑮KFCC shall formally approve the final draft based on evidence of consensus reached by SDC.

⑯KFCC shall prepare the report on the implementation of Certification Standards development process, and made the report publicly available, with formally approved Certification Standards, on website and other suitable media

Article 8 (Record management) KFCC and SDC shall keep records and documents relating to the Certification Standard development process. All the records and documents shall be kept for a minimum 5 years, and made available to interested parties upon request.

Article 9 (Revision of Certification Standard) ①KFCC shall review and revise the Certification Standard at least once every 5 years. The procedure for the revision of the Certification Standard shall be same as those set out in Article 7 and the revision shall define the application date and transition date of the revised Certification Standard.

②The Certification Standards shall be applied within one year from the development or revision. The transition date shall not exceed a period of one year except in justified exceptional circumstances where the implementation of the Certification Standards requires a longer period.

Article 10 (Handling complaint) Handling complaints and appeals relating to the development and revision of the Certification Standards shall follow the rule for handling complaint and appeal.

APPEND<20XX.XX.XX.>

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

[Attached Table No. 1]

Standard Setting Process

