
Draft

2023-11-16

Terms of Reference of the Task Force on Data aspects of the EUDR under the PEFC Sustainable Forest Management and Chain of Custody Working Groups



PEFC Council

ICC Building C1, Route de Pré-Bois 20
1215 Geneva 15, Switzerland
Tel: +41 (0)22 799 45 40, Fax: +41 (0)22 799 45 50
E-mail: info@pefc.org, Web: www.pefc.org

Copyright notice

© PEFC Council 2023

This standard is protected by copyright owned by the PEFC Council. The document is freely available from the PEFC Council website www.pefc.org or upon request.

No part of this standard may be changed or amended, reproduced or copied, in any form or by any means for commercial purposes without the permission of the PEFC Council.

The official version of the document is in English. Translations of the document can be obtained from the PEFC Council or PEFC National Governing Bodies. When there is doubt in regard to language interpretation, the English version is the reference.

Document name: Terms of Reference of the Task Force on data aspects of the EUDR under the PEFC Sustainable Forest Management and Chain of Custody Working Groups

Approved by:

Date: DRAFT

1. Establishment

The Task Force on data aspects of the EUDR (EUDR DATA TF) was established by PEFC Board of Directors under the PEFC Sustainable Forest Management and Chain of Custody Working Groups (SFM-WG, COC-WG), based on PEFC GD 1003:2009, *PEFC Council Technical Documents Development Procedures*.

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

2. Normative basis

The work of the EUDR DATA TF is based on and follows:

- EUDR Project proposal, approved by the PEFC Board of Directors on 13th November 2023
- PEFC GD 1003:2009, *PEFC Council Technical Documents Development Procedures*

3. Scope

The scope of the EUDR DATA TF's work is to identify and validate the data (including geolocation) gaps between the

- PEFC ST 1003 *Sustainable Forest Management Requirements*
- PEFC ST 2002 *Chain of Custody Requirements*

and the EU Deforestation Regulation, consider options for alignment in short, medium and long term, develop technical proposals for the SFM & COC WG's consideration.

The EUDR DATA TF is advisory to the PEFC Board of Directors.

4. Task Force members roles and responsibilities

4.1 Task Force leader

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

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

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

4.2 Members

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

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

Seats in the EUDR DATA TF can be appointed to individuals as well as to organisations. The decision whether the membership status is with an individual or an organisation is made by the Secretary

General, who can change this decision at any time. If not specified otherwise, members are holding a seat as individual. Members shall inform the PEFC Secretariat about any change of their professional/organisational status.

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

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

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

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

TF Members' responsibilities are as follows:

- Attending at least 80% of the meetings per year
- Following up TF communications on Podio and by email
- Actively participating in TF discussions
- Providing feedback into the documents, in preparation to the meetings and during the meetings
- Contributing to building consensus
- Participating in the EUDR DATA TF in according with its Terms of Reference
- Maintaining appropriate confidentiality
- Inform the Secretariat in advance in case of non-attendance to a TF meeting

4.3 PEFC Secretariat representative

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

5. Stakeholder groups

The EUDR TF membership will seek a balanced representation of gender and geographical location is aimed for.

Stakeholder groups from which the membership will be drawn will include experts in SFM, COC, DDS, data and geolocation GIS, and include PEFC members wherever possible.

6. Working style

6.1 Meetings

The TF meets 3-4 times until May 2024, with the first meeting planned for December 14 2023, 10:00 to 13:00 CET.

Meetings will be convened by the Secretariat.

The agenda of an upcoming meeting and related papers should be distributed to the TF at least seven days before the meeting.

Members can submit comments, requests for discussions, documents, etc. to the Secretariat up to ten days before the meeting with the request that these are considered at the meeting.

6.2 Consensus building

Decisions at TF level shall be based and follow the consensus building requirements outlined in PEFC GD 1003:2009.

6.3 Conflict of interest

TF members will declare any conflicts or perceived conflicts of interest and absent themselves from voting on these matters as necessary and this will be noted in the minutes of the meeting.

6.4 Communication

The communication will happen through emails and a dedicated workspace on Podio (PEFC's intranet).

7. Confidentiality

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

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

In addition, the following antitrust policy of PEFC applies for all meetings of the EUDR DATA TF:

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

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

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

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

8. Costs

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

9. Data protection

The PEFC Council collects information about PEFC TF members. The PEFC Council receives personal data when you apply to be a TF member. The personal data are needed for the following legitimate interests: TF's establishment, meetings organisation, exchange of information, making public participants on PEFC TFs.

The PEFC Council collects: your name and surname, job title, biography, email address, and photos.

The PEFC Council may share any of the categories of personal information it collects:

- Publicly on the PEFC Council's website
- For meeting organisation or TF work related purposes
- On social media to promote the activities of the PEFC Council
- To promote PEFC activities through PEFC promotional activities
- In case external stakeholders require information on PEFC processes that relate to WG activities

TF members may exercise their rights in relation to their personal data as stated in the PEFC Council Privacy Notice available on <https://pefc.org/pefc-council-website-privacy-notice>.

TF members' personal data are kept publicly for the duration of the TF members participation. When the participation ends, PEFC will keep information on TF members for their own records.