

<p style="text-align: center;">CTN 162 - Sustainable Forest Management</p> <p style="text-align: center;">OPERATIONAL AGREEMENT CTN 162</p>	<p style="text-align: center;">Approval Date CTN 162:</p> <p style="text-align: center;">October 13, 2020</p>
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OPERATIONAL AGREEMENT CTN 162

This Operational Agreement for CTN 162, supplemental to the Regulation of UNE's Technical Standardization Committees (2019), applies to the process of standardizing sustainable forest management at the national level.

*This document was updated during the Urgent Revision process, with the final version being approved on 31 January 2025.

1. Standard Review and Public Participation

1.1 The operational regulations of this Technical Standardization Committee, as well as its Conflict Resolution Procedure, must be made public and periodically reviewed. In doing so, considerations and feedback from stakeholders will be taken into account.

1.2 At the onset of the standard review, the Committee must update the stakeholder map, ensuring that the likely key issues for each stakeholder group are identified, and then identify key and disadvantaged agents, and actively facilitate their participation and contribution in sustainable forest land management standardization activities.

1.3 The secretariat will establish a permanent mechanism to collect feedback on UNE standards accessible via the web, specifying how to contribute comments. All feedback received, regardless of the channel, must be registered and considered.

1.4 Periodic review of standards should be based on feedback received about the application of standards and a needs analysis grounded in legislation, regulations, and applicable PEFC ST Standards, among other pertinent aspects. Scientific advancements and emerging issues should also be taken into account.

1.5 If no feedback is received or no needs are identified, a consultation with stakeholders will be organized to determine if they deem it necessary to incorporate changes into the standards. The secretariat will facilitate the developed needs analysis.

1.6 Based on the feedback received, identified needs, and stakeholder consultations, the Committee may:

1.6.1 Propose the confirmation of UNE standards to UNE's governing bodies, making the rationale for such a proposal publicly available.

1.6.2 Initiate the review of standards, determining whether it will be solely editorial or more comprehensive in nature.

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1.7 Announcements and invitations to stakeholders interested in the committee's activities will include:

- a) Information on the objectives, scope, likely key issues, and phases of the standardization process and its timeline.
- b) Information on participation opportunities.
- c) A request for the nomination of representatives. Invitations to key or underrepresented stakeholders will ensure they are reached and in an understandable format.
- d) Invitation to comment on the scope and standardization process.
- e) Reference to the public availability of the Standardization Procedure.

1.8 The standardization process shall be reviewed based on comments received after its public announcement. This could lead to modifications to this Operational Agreement of CTN 162 or the Work Program of CTN 162, among others.

1.9 Drafts of UNE standards will be available to all committee or subcommittee members, ensuring that all members can contribute.

1.10 Records related to the standardization process will be maintained until the completion of the next review or at least for a minimum of 5 years. Upon request, they will be provided to interested parties.

1.11 A report and documentation on the standardization process's development will be publicly available, e.g., via the web, as well as a summary of received observations, including the outcome of their consideration. Moreover, this summary will be sent to all participants in the public consultation.

1.12 Approved Standards will be published in the BOE* within 6 months and will be available at AENOR* upon payment of an administrative fee.

1.13 The Committee will define the standards' effective date, which will be a maximum of one year from their publication, and the transitional period, which should not exceed the year except under exceptional circumstances.

1.14 During the tenure of the Standard, under exceptional circumstances such as changes in legislation impacting the Standard's requirements or the introduction of urgent new prerequisites, a streamlined procedure for its expedited revision may be invoked. In such instances, the Committee must substantiate the rationale for the urgent revision, make it publicly known, and prepare a draft of the Standard. While a public consultation might be conducted, it is not mandatory. The revised standard must be ratified by the governing bodies of UNE.

1.15 Any inquiries, grievances, or claims can be forwarded to the email address SecretariaCTN162@pefc.es.

NOTE: "BOE" refers to the "Official State Gazette" in Spain, and "AENOR" is Official distributor of UNE, ISO, etc. standards.

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2. Standardization through Consensus Among Stakeholders

2.1 The Committee will operate by consensus. The UNE EN 45.020:2007 standard, "standardization and related activities. General vocabulary," which adopts the ISO/IEC Guide 2:2004, defines the term "Consensus" as:

Consensus: General agreement characterized by the absence of substantial opposition to essential matters by any significant stakeholder and by a process that involves considering the views of all concerned parties and reconciling any divergent positions.
NOTE: Consensus does not necessarily imply unanimity.

2.2 To ensure the consensus reached among stakeholders in the development of Standards, the agreement on essential matters will be established through voting. This will allow any opposition to be identified. Such votes will be recorded in the corresponding minutes and can be carried out verbally, by a show of hands, secret ballot, remote voting (email/fax/etc.), or any other method agreed upon by the committee. If there's sustained opposition by any party on an essential matter, it should be resolved through the following mechanism:

- a. Discussion and negotiation on the matter within the CTN or the relevant subcommittee,
- b. Direct negotiation between the parties holding different positions,
- c. Referral of the matter to the CTN 162 Conflict Resolution Body,
- d. If necessary, an additional public consultation can be conducted to gather more feedback from stakeholders to aid in reaching a consensus. The Committee will determine the duration and scope of any additional public consultation.

3. Public Consultation Period

3.1 Draft standards from CTN 162 will undergo a public consultation period of at least 60 calendar days, starting from the date indicated in the public announcement made via websites, publications, press releases, etc. These draft standards will be accessible to the public, either through publication in the BOE or dissemination via websites (e.g., <https://srp.une.org/>), publications, press releases, etc.

3.2 The public consultation announcement will indicate the start and end dates. The initial announcement must be made at least one day prior to the start date.