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**Development, review and revision of SFCS
documentation**



PEFC Slovakia

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Foreword

PEFC Slovakia is the PEFC national governing body in Slovakia and incorporates representatives of forestry, wood processing industry and other stakeholder groups. PEFC Slovakia is a standardising body responsible for the development and maintenance of the documentation of the Slovak Forest Certification System.

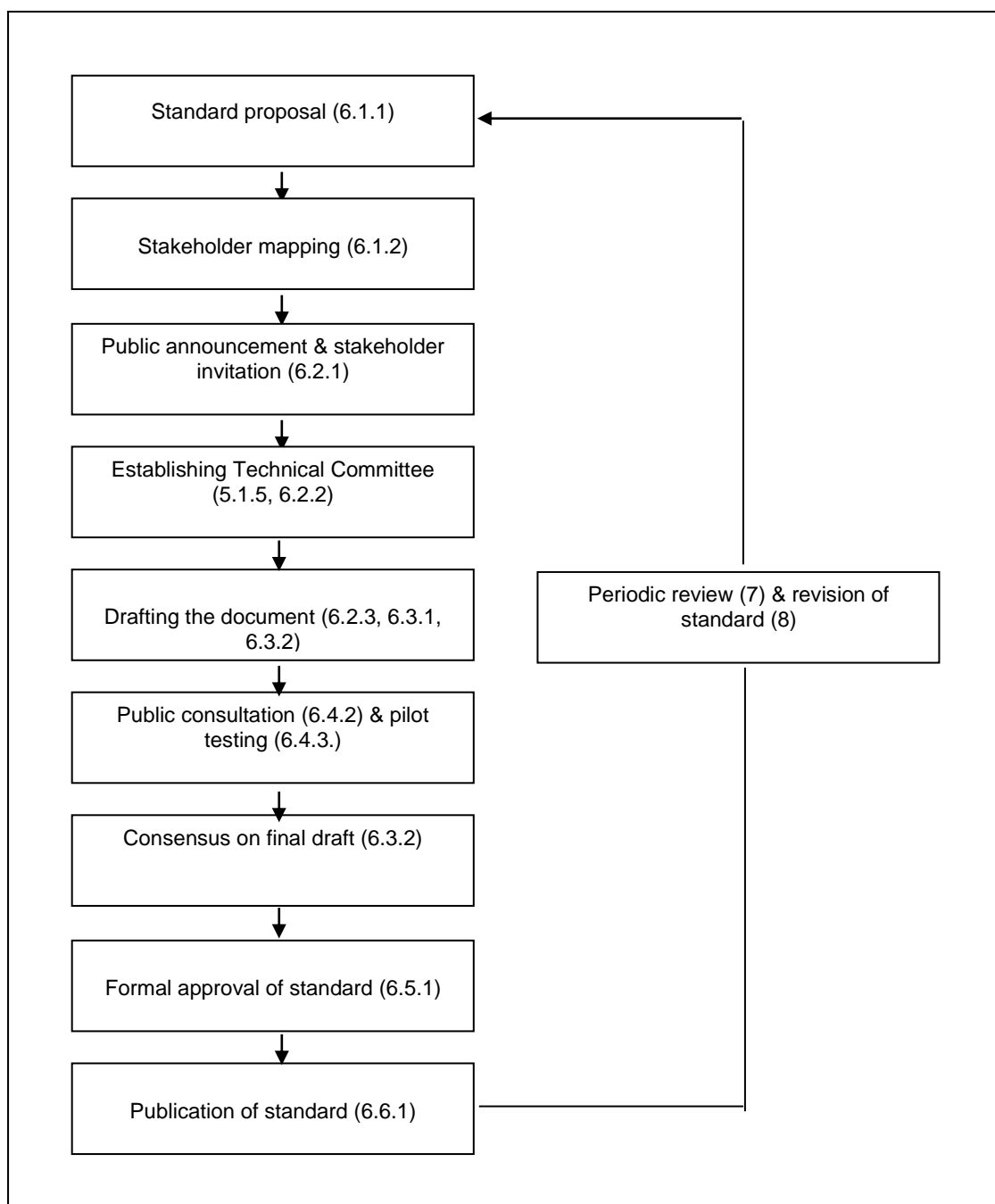
This document cancels and replaces internal normative document ND-002 *Development and revision of SFCS documentation*.

Introduction

Sustainable forest management is a holistic approach that takes into account ecological, social and economic criteria. Participation by national and local stakeholders who are affected by forest management is essential during development of a forest certification system and the determination of a definition of sustainable forest management.

The documentation development process (refer to Fig. 1) used by PEFC Slovakia is open, transparent and based on consensus among a broad range of stakeholders.

This document is based on ISO/IEC Guide 59 and Guide 2. In addition, the ISEAL Code of Good Practice for Setting Social and Environmental Standards was taken into consideration.



1 Scope

This document describes the requirements for PEFC Slovakia during the development, review and revision of the Slovak Forest Certification System (SFCS) documentation.

2 Normative references

ISO Guides are normatively referenced in this document. For dated references, only the cited edition applies. For undated references the latest edition of the referenced document (including any amendments) applies.

PEFC ST 1001:2017 *Standard Setting – Requirements*

ND SFCS 004 *PEFC SK procedures for the investigation and resolution of complaints and appeals*

ISO/IEC Guide 59, *Code of good practice for standardisation*

ISO/IEC Guide 2, *Standardisation and related activities – General vocabulary*

PEFC GD 1007, *Endorsement and Mutual Recognition of Certification Systems and their Revision*

3 Terms and definitions

In addition to the definitions stated in this section, the terms and definitions given in ISO/IEC Guide 2 are applicable for the purposes of this document.

3.1 Consensus

General agreement characterised by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.

NOTE: Consensus need not imply unanimity (ISO/IEC Guide 2)

3.2 Editorial changes

Changes to a system that do not alter the technical content.

NOTE This can include clarifications, guidance and grammatical changes.

3.3 Enquiry draft

A proposed document that is available for public consultation.

3.4 Final draft

A proposed document that is available for formal approval.

3.5 Normative document

A document that provides rules, guidelines or characteristics for activities or their results.

NOTE 1: The term “normative document” is a generic term that covers the technical and internal normative documents of the Slovak Forest Certification System.

NOTE 2: “A document” is to be understood as any medium with information recorded on or in it.

NOTE 3: The terms for different kinds of normative documents are defined considering the document and its content as a single entity (ISO/IEC Guide 2).

3.6 Publicly available

Generally accessible to the interested public in any form and without the need for a request.

NOTE 1 When information is available by request only, this is indicated explicitly in the document as available on request.

NOTE 2 Special consideration might be needed for disadvantaged stakeholders to ensure their access, e.g. providing hard copies to stakeholders identified as having no access to electronic media.

3.7 Revision

Introduction of all necessary changes to the substance and presentation of a normative document.

NOTE: The results of the revision are presented by issuing a new edition of the normative document (ISO/IEC Guide 2).

3.8 Review

Activity of checking a normative document to determine whether it is to be reaffirmed, changed or withdrawn (ISO/IEC Guide 2).

3.9 Stakeholder

A person, group, community or organisation with an interest in the subject of the standard.

3.10 Affected stakeholder

A stakeholder who might experience a direct change in living and/or working conditions caused by implementation of the standard, or a stakeholder who might be a user of the standard and therefore is subject to the requirements of the standard.

NOTE 1 Affected stakeholders include neighbouring communities, indigenous people, workers, etc. However, having an interest in the subject matter of the standard (e.g. NGOs, scientific community, and civil society) is not equal to being affected.

NOTE 2 A stakeholder who might be a user of the standard is likely to become a certified entity, e.g. a forest owner in the case of a forest management standard, or a wood processing enterprise in the case of a chain of custody standard.

3.11 Disadvantaged stakeholder

A stakeholder who might be financially or otherwise disadvantaged by participating in the standard-setting process.

3.12 Key stakeholder

A stakeholder whose participation is critical to the results of the standard-setting process.

3.13 Standard

A document, established by consensus and approved by a recognised body that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree or order in a given context.

NOTE: Standards should be based on the consolidated results of science, technology and experience, and aimed at the promotion of optimum benefits (ISO/IEC Guide 2).

3.14 Standardising body

Body that has recognised activities in standardisation (ISO Guide 2).

3.15 Working draft

Proposed document that is available generally for feedback or voting within a Technical Committee.

4 Standard setting principles

The standard-setting process is governed by the key principles of:

- Stakeholder engagement – an opportunity for meaningful participation in the process that is open to all stakeholders through participation in working groups and public consultations.
- Balanced representation – no single stakeholder group should dominate or be dominated in the process. While each party is free to decide on its participation, the standardising body makes an effort to ensure that all relevant stakeholder groups are represented and considers an appropriate gender balance.
- Consensus – standards are approved by consensus. Any sustained opposition to specific issues is resolved by means of dialogue whenever possible.
- Improvement – periodic review of a standard seeks continual improvement and to ensure the standard continues to meet expectations of stakeholders.
- Transparency – relevant documents are publicly available so interested parties can follow developments during and after the process.

5 Standardising body

PEFC Slovakia shall have written procedures for standard-setting activities describing:

- a) its legal status and organisational structure (refer to 5.1.), including a body (Technical Committee) responsible for consensus-building (refer to 5.1.5, 6.2.2) and procedures for formal adoption of the standard (refer to 6.5),
- b) procedures for keeping documented information (refer to 5.2),
- c) procedures for balanced representation of stakeholders (refer to 5.1.5, 6.2.2),
- d) the standard-setting process (refer to 6),
- e) the mechanism for reaching consensus (refer to 6.3.2), and
- f) review and revision of standards (refer to 7, 8).

PEFC Slovakia shall make its standard-setting procedures publicly available on the PEFC SK website and shall review its standard-setting procedures regularly. The review shall consider feedback from stakeholders.

5.1 Responsibilities for standard setting and approval

5.1.1 PEFC Slovakia

PEFC Slovakia is the standardizing body for the development, maintenance, review and revision of standards for the Slovak Forest Certification System. Its legal status, decision making bodies and organisational structure shall be defined in the PEFC SK statute.

5.1.2 PEFC Slovakia General Assembly

The PEFC Slovakia (PEFC SK) General Assembly is the body, which shall be responsible for the formal approval of the documents. The composition and decision making of the PEFC SK General Assembly shall be defined in the PEFC SK statute.

5.1.3 PEFC Slovakia Council

The PEFC Slovakia Council's main responsibilities within the standard setting process shall be:

- a) review of standards,
- b) approval of standard proposal,

- c) establishment of Technical Committee, acceptance or refusal of nominated representatives,
- d) authorisation of the person responsible for elaboration of preparatory/working draft.

5.1.4 PEFC Slovakia Secretariat

The secretariat shall be responsible, *inter alia*, for the implementation of the document procedures and other rules relating to the standard development. For this purpose, the secretariat arranges all contacts between the Technical Committee, authorised person and the PEFC SK Council. In particular, the secretariat shall be responsible for:

- a) preparation of the standard proposal,
- b) identification of relevant stakeholders by stakeholder mapping,
- c) identification of disadvantaged and key stakeholder,
- d) public announcement of the start of the document development process and invitation to stakeholders,
- e) making standard setting procedures publicly available,
- f) record keeping of nominated members of the Technical Committee,
- g) communicating decision of the Council on accepted members of the Technical Committee and making their members contacts publicly available,
- h) administration of the Technical Committee activities unless the Technical Committee provides it itself,
- i) administration of members and public consultations,
- j) pilot testing,
- k) publication of the approved documentation,
- l) establishing contact point for enquires and complaints relating the standard setting activities, administration of complaints and appeals,
- m) record keeping of documented information and information relating to the standard setting process,
- n) making documented information available to interested parties upon request.

5.1.5 Technical Committee

Technical Committee shall be established by the PEFC SK Council on the basis of nominations received.

The Technical Committee shall 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.

The Technical Committee shall include stakeholders with expertise relevant to the subject matter of the standard, those who are affected by the standard, and those that can influence the implementation of the standard.

The affected stakeholders shall be represented in an appropriate proportion among participants.

The members of the Technical Committees are accessible through the publicly available contact information on PEFC SK web page.

Technical Committee members vote for a committee chairman who leads the discussions and authorises correctness and completeness of implementation of adopted decisions into documents. Administration of the Technical Committee activities is provided by the National Secretary or by the person authorised by the PEFC SK Council.

Technical Committee is established on a temporary basis for the period of SFCS standard development or revision.

5.1.6 Person authorised by the PEFC Slovakia Council

The person authorised by the Council is generally an expert in the respective field. His/her role is mainly to elaborate a preparatory/working draft of documents, supply it to the Technical Committee and to participate in the process of comments consideration. The Council can also nominate an external expert (physical person or legal entity) for this position that can either be or not to be a member of the Technical Committee. In case the authorised person is a Technical Committee member he/she can be voted for a position to chair the committee.

5.1.7 Arbitral Commission

The Arbitral Commission is a PEFC Slovakia body defined by the PEFC SK statute. It deals with any substantive and procedural complains relating to the standardising activities using the PEFC SK complaints and appeals resolution procedures approved by the PEFC SK. The procedures are publicly available on PEFC SK website.

5.2 Documented information

PEFC Slovakia shall keep documented information relevant to the standard-setting and review process including:

- a) standard-setting procedures,
- b) stakeholder identification mapping,
- c) contacted and/or invited stakeholders,
- d) stakeholders involved in standard-setting activities including participants in each Technical Committee meeting,
- e) feedback received and a synopsis of how feedback was addressed,
- f) all drafts and final versions of the standard,
- g) outcomes from Technical Committee considerations,
- h) evidence of consensus on the final version of the standards,
- i) evidence relating to the review process, and
- j) final approval by the PEFC SK General Assembly.

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.

Documented information shall be available to all stakeholders upon request.

5.3 Handling of complaints and appeals

Any substantive or process complaints or appeals relating to the standard-setting procedures shall be resolved using the PEFC SK complaints and appeals resolution procedures approved by the PEFC SK. The procedures are publicly available on PEFC SK website.

PEFC Slovakia 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 on PEFC SK website.

6 Standard setting process

The standard-setting process is organised in the stages to which the following responsibilities and versions of standards are associated (tab. 1).

Tab. 1 Stages, responsibilities and standards in the process of documentation development and revision

Stage		Responsibility	Document version	Technical document	Internal normative document
Proposal stage	Proposal development	Secretariat	Document proposal	X	
	Proposal approval	PEFC SK Council		X	
	Stakeholder identification	Secretariat		X	
Preparatory stage	Public announcement	Secretariat	Preparatory draft	X	
	Invitation to stakeholders	Secretariat		X	
	Commenting and reviewing the standard setting process	Secretariat/PEFC SK Council		X	
	Technical Committee establishment	Secretariat/PEFC SK Council		X	
	Development of preparatory draft	Secretariat/Authorised person		X	X
Development stage	Providing and consideration of feedback	Technical Committee/Authorised person	Working draft	X	
	Consensus building	Technical Committee/Authorised person		X	
Enquiry stage	PEFC SK members consultations	Secretariat/Technical Committee/Authorised person	Enquiry draft		X
	Public consultations			X	
	Pilot testing	Secretariat		X	
Approval stage	Document approval	PEFC SK General Assembly	Final draft	X	X
Publication stage	Document publication	Secretariat	Technical/internal document	X	X
	Development report	Secretariat/Technical Committee/Authorised person		X	

6.1 Proposal stage

The proposal stage includes the formulation and approval of a proposal of the standard setting. The proposal shall be prepared by the secretariat on a request from PEFC SK, PEFC Council or as the secretariat own initiative and shall be approved by the PEFC SK Council.

6.1.1 Standard proposal

For the creation of a new standard, PEFC Slovakia shall develop a proposal including:

- the scope of the standard,
- a justification of the need for the standard,

- c) a clear description of the intended outcomes,
- d) a risk assessment of potential negative impacts arising from implementing the standard, such as;
 - factors that could affect the achievement of the outcomes negatively,
 - unintended consequences of implementation,
 - actions to address the identified risks, and
- 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).

For the revision of a standard the proposal shall cover at least:

- a) the scope of the standard,
- b) a description of the stages of standard development and their expected timetable.

Additionally, the proposal shall cover the following issues:

- a) identification of stakeholders relevant to the objective and scope of the standard-setting activity, including the disadvantaged and key stakeholders, and address any constraints of their participation,
- b) requirements for representation and decision-making by stakeholder categories in the Technical Committee and their balanced representation,
- c) proposal for an authorised person,
- d) resources required for the development work and their sources.

6.1.2 Stakeholder identification

Identification of stakeholders relevant to the objectives and scope of the standard-setting activities shall be done using the mapping exercise, which includes identification of:

- a) stakeholder groups relevant to the subject matter and their justification,
- b) key issues for each relevant stakeholder group,
- c) key stakeholders in each group,
- d) means of communication to reach stakeholders.

Identification of stakeholder groups shall be based on nine major stakeholder groups as defined by Agenda 21 of the *United Nations Conference on Environment and Development* (UNCED) in Rio de Janeiro in 1992. At least the following groups shall be included in the stakeholder mapping:

- forest owners,
- business and industry,
- indigenous people,
- non-government organisations,
- scientific and technological community,
- workers and trade unions.

Other groups shall be added if relevant to the scope of standard-setting activities.

NOTE The full list of nine major stakeholder groups defined by Agenda 21 of the *United Nations Conference on Environment and Development* 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.

PEFC SK shall identify disadvantaged stakeholders and key stakeholders and address any constraints to their participation in standard-setting activities.

NOTE A stakeholder can be both a disadvantaged and a key stakeholder at the same time.

6.2 Preparatory stage

6.2.1 Public announcement of the process

PEFC SK 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 start of the process shall be announced by the Secretariat on PEFC SK website and through suitable media, as appropriate, to give stakeholders an opportunity for meaningful contributions. The announcement and invitation shall include:

- a) overview of the standard-setting process,
- b) access to the proposal for the standard (refer to 6.1.1),
- c) information about opportunities for stakeholders to participate in the process,
- d) requests to stakeholders to nominate their representative(s) or themselves to the Technical Committee (refer to 6.2.2). 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, e.g. registered post, e-mail receipt confirmation,
- e) explicit invitation and clear instruction on how to submit feedback on the scope and standard-setting process, and
- f) reference to publicly available standard-setting procedures available on PEFC SK website.

NOTE 1 Through suitable media 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.

The announcement shall be made in a timely manner, e.g. at the latest four weeks before the first standard-setting activity is scheduled to occur.

PEFC SK secretariat shall make the standard-setting procedures publicly available on PEFC SK webpage and review it based on feedback received in response to the public announcement.

6.2.2 Establishment of Technical Committee

The invitation to stakeholders to nominate their representatives to the Technical Committee is done as part of the announcement. The nominations are collected by the secretariat.

The PEFC SK Council shall be responsible for the acceptance or refusal of the nominations for establishing the Technical Committee or adjusting already existing Technical Committee based on the received nominations. The acceptance and refusal of nominations shall be justifiable in relation to the requirements for balanced representation of the Technical Committee, 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. The secretariat shall inform the members of the Technical Committee of their acceptance.

Requirements for the Technical Committee representation are defined in chapter 5.1.5.

In order to achieve balanced representation, PEFC Slovakia shall strive to have all identified stakeholder groups (refer to 6.1.2) represented. PEFC Slovakia 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, PEFC Slovakia may consider alternative options.

6.2.3 *Elaboration of preparatory draft of documentation*

Either the secretariat or the person authorised by the Council shall prepare a preparatory draft of the relevant document which shall be supplied to and serve as a working draft for the Technical Committee.

6.3 **Development stage**

6.3.1 *Providing and consideration of feedback*

Activities of the Technical Committee shall be organised in an open and transparent manner where:

- a) working drafts shall be available to all members of the Technical Committee,
- b) all members of the Technical Committee shall be given meaningful opportunities to contribute to the development or revision of the standard and to provide feedback to the working draft, and
- c) feedback and views given by any member of the Technical Committee, together with the preliminary proposals for their resolutions, shall be considered in an open and transparent way. All outcomes of these considerations shall be recorded.

Feedback, views and proposals given by the Technical Committee members shall be submitted using the form in Annex 1.

6.3.2 *Consensus building*

The decision of the Technical Committee to recommend the working draft for public consultations or final draft for formal approval shall be taken on the basis of consensus. In order to determine whether there is any sustained opposition, the Technical Committee can utilise the following methods:

- a) face-to face meetings 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.,
- b) telephone conference meetings where there is a verbal yes/no vote,
- c) e-mail request to the Technical Committee for agreement or objection where the members provide formal (written) response (vote), or
- d) combinations of these methods.

Where a vote is used in decision-making, consensus shall be deemed to be a two thirds majority decision by the members of the Technical Commission, provided that none of the votes represents a sustained opposition.

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 Technical Committee,
- b) finding a compromise through direct negotiation between the stakeholder(s) making the objection and other stakeholders with different views on the disputed issue,
- c) additional round(s) of public consultation (if necessary) where further stakeholder input can help to achieve consensus on unresolved issues. PEFC SK determines the scope and duration of any additional public consultation.

When a substantial issue cannot be resolved and sustained opposition persists, PEFC SK shall initiate dispute resolution in accordance with its procedures for impartial and objective action.

6.4 Enquiry stage

6.4.1 PEFC Slovakia members consultation

The enquiry draft shall be circulated to the PEFC SK members for a minimum 3 week consultation period. Feedback, views and proposals given by the PEFC SK members shall be submitted using the form in Annex 1.

Received feedback and views as well as preliminary proposals for their resolutions shall be considered in an open and transparent way. These comments as well as changes resulting from the PEFC SK members consultation shall be communicated to the PEFC SK members through e-mail communication or other appropriate means.

6.4.2 Public consultation

The secretariat shall organise a public consultation on the enquiry draft.

The start and the end dates of the public consultation shall be announced on PEFC SK website and through suitable media. Public consultation shall be announced at the latest the day before the start of public consultation.

A direct invitation to comment on the enquiry draft shall be sent to each stakeholder identified by stakeholder identification mapping (refer to 6.1.2) aiming for a balanced participation of stakeholder groups.

The invitation to disadvantaged and key stakeholders shall be made in understandable format and ensure that the information reaches its recipient, e.g. registered post, e-mail receipt confirmation.

The public consultations shall be at least 60 days and the enquiry draft shall be made publicly available and accessible on the PEFC SK website and on request. All feedback and views shall be submitted using the form in Annex 1.

The received feedback and views together with the preliminary proposals for their resolutions shall be considered in an open and transparent way by the Technical Committee as set out in clause 6.3. All proposed resolutions and changes to the enquiry draft shall be recorded.

A synopsis of feedback shall be compiled for each single material issue, including the outcome of considering the issue and in the way that each stakeholder is able to identify its own feedback. The synopsis shall be made publicly available on PEFC SK website and sent to each stakeholder that gave feedback.

For new standards PEFC Slovakia shall organise a second round of public consultation lasting at least 30 days.

6.4.3 Pilot testing

The secretariat shall organise pilot testing of new standards to assess the clarity, auditability and feasibility of the requirements. The outcome of the pilot testing shall be considered by the Technical Committee.

In case of revision of an existing standard, the experiences from its usage substitute for pilot testing.

6.5 Approval stage

6.5.1 Formal approval

When there is evidence of consensus among the Technical Committee the final draft shall be submitted to the PEFC SK General Assembly for the formal approval. The approval shall be governed by the PEFC SK statute.

6.6 Publication stage

6.6.1 Standard publication

The formally approved standards shall be published and made publicly available by the Secretariat on PEFC SK website at no cost within 14 days of approval.

Standards shall include:

- a) identification and contact information for the PEFC Slovakia,
- b) official language of the standard,
- 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.
- 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.

Secretariat shall make printed copies available upon request free of charge.

6.6.2 Development report

Secretariat in cooperation with the Technical Committee/Authorised person shall elaborate a development report which provides the following evidence on the process compliance with this document's procedures:

- a) a summary of the standard setting process with timetable,
- b) list of stakeholders identified in the stakeholder mapping with contact details,
- c) information on the announcement of the process and invitation to stakeholders,
- d) synopsis of comments from the public consultations,
- e) evidence on the consensus, including a summary of presented oppositions and their resolution,
- f) a summary of major changes and justification (for revised standards)

Secretariat shall make the development report publicly available on the PEFC SK website.

7 Periodic review of standards

The standards 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.

7.1 Feedback mechanism

PEFC SK shall establish and maintain a permanent mechanism for collecting and recording feedback on a standard. This mechanism shall be accessible on the PEFC SK website with clear directions for providing feedback.

NOTE Feedback can be sent in various formats: comments, requests for clarification and/or interpretation, complaints, etc.

All feedback received through all channels, including meetings, training courses, etc. shall be recorded by the Secretariat and considered by the PEFC SK Council.

7.2 Gap analysis

At the start of a review, PEFC SK shall evaluate the standard against appropriate PEFC International standards, national laws and regulations, and other relevant standards to identify potential gaps in the standard.

PEFC SK shall consider the latest scientific knowledge, research and relevant emerging issues.

7.3 Stakeholder consultation

Where the feedback and the gap analysis do not identify a need to revise the standard, PEFC SK shall organise stakeholder consultation to determine whether stakeholders see a need for revising the standard. PEFC SK shall include the gap analysis in the stakeholder consultation.

At the start of a review, PEFC SK shall update the stakeholder identification mapping (refer to clause 6.1.2).

PEFC SK shall organise:

- a) a public consultation period of at least 30 days (following the requirements of clause 6.4.2) and/or,
- b) stakeholder meetings.

PEFC SK shall announce the review in a timely manner (refer to 6.2.1).

7.4 Decision-making

Based on the feedback received during the period of a standard's implementation, the outcome of the gap analysis and the consultations, PEFC SK General Assembly shall decide whether to reaffirm the standard or whether a revision of the standard is necessary.

Where the decision is to reaffirm a standard, PEFC SK shall provide a justification for the decision and Secretariat shall make the justification publicly available.

Where the decision is to revise the standard, PEFC SK shall specify the type of revision (normal or editorial revision).

8 Revision of standards

8.1 Normal revision

Procedures for revision of standards 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.

8.2 Editorial revision

Editorial revisions can be made without triggering the normal revision process. PEFC SK General Assembly shall approve the editorial changes formally and publish an amendment or a new edition of the standard.

8.3 Time-critical revision

A time-critical revision is a revision between two periodic reviews using a fast-track process.

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,
- (b) instruction by PEFC International to comply with specific or new PEFC requirements within a timescale that is too short for a normal revision.

The time-critical revision shall follow these steps:

- a) PEFC SK shall draft the revised standard,
- b) PEFC SK may consult stakeholders, but it is not mandatory,
- c) the revised standard shall be approved formally by the PEFC SK General Assembly,

- d) PEFC SK shall explain the justification for the urgent changes and shall make the justification publicly available on PEFC SK website.

8.4 Application and transition of revised standards

A revision shall define the application date and transition period of the revised standards.

An application date shall not be more than one year after the publication of the standard. This allows time for endorsement of the revised standards, introduction of changes, information dissemination and training.

The transition period shall not exceed one year. PEFC SK may determine a longer period when justified by exceptional circumstances.

Annex 1: Feedback, views and proposals

Date:	Document:
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