

---

---

## **Standard Setting Process for Forest Certification**

---

---

**PEFC Finland**

Sitratie 7, FI-00420 HELSINKI  
FINLAND  
Tel: +358 400 765 437  
Fax: +358 9 5630 329  
Email: office@pefc.fi



## Table of Content

<b>1. Introduction .....</b>	<b>4</b>
<b>2. Purpose and Scope of Application .....</b>	<b>4</b>
<b>3. References .....</b>	<b>4</b>
<b>4. Terms and Definitions .....</b>	<b>5</b>
<b>5. Standard Setting process .....</b>	<b>5</b>
5.1 Initiating the Revision of Standards .....	5
5.2 Forest Certification Standard Setting Working Group .....	6
5.3 Handling of Disagreements and Appeals .....	8
5.4 Completing the Assessment of Standards .....	8

## 1. Introduction

This standard is part of a series of seven Finnish PEFC forest certification standards. The series follows the SMS standard series drafted in 1997 and 1998 and FFCS standard series drafted in 2002 and 2003. Finnish PEFC standard series will be implemented after the endorsement of the PEFC Council taking into consideration the timelines of the transition periods.

Other standards of the Finnish PEFC standard series cover vocabulary, implementation and criteria and certification procedures.

PEFC Finland manages the Finnish PEFC standard series and owns the standards.

## 2. Purpose and Scope of Application

This English translation is based on the original Finnish PEFC forest certification standard PEFC FI 1006:2008 that was approved by PEFC Finland on 10.9.2008. The Finnish original standard applies in case of interpretational dispute.

The original Finnish standard and its English and Swedish translations are available from PEFC Finland website or upon request.

The standard includes the requirements for the standard setting process of forest certification.

## 3. References

This standard is used together with other standards belonging to the Finnish PEFC certification system:

- PEFC FI 1000:2009; Forest Certification Vocabulary
- PEFC FI 1001:2009; Implementation Levels of the Forest Certification System
- PEFC FI 1002:2009; Criteria for Group Certification; Level of a Forestry Centre or a Forest Management Association
- PEFC FI 1003:2009; Criteria for Certification; Level of Forest Holdings of Individual Owners
- PEFC FI 1004:2009; Regional Committees of Forest Certification
- PEFC FI 1005:2009; Qualification Criteria for Certification Bodies and Certification Procedures
- PEFC FI 1006:2008; Standard Setting Process for Forest Certification

## **4. Terms and Definitions**

The terminology on PEFC certification in Finland is included in standard PEFC FI 1000:2009; Forest Certification Vocabulary.

## **5. Standard Setting process**

### **5.1 Initiating the Revision of Standards**

The Finnish PEFC forest certification requirements on forest management are revised by the Standard Setting Working Group, which is convened by the PEFC Finland. Periodic revision is done every five years.

In case a need for additional definitions of the content occurs in the practical application of the requirements, PEFC Finland may convene the Standard Setting Working Group also in between the periodic revisions for preparing additional definitions.

The PEFC Finland calls in members to the Standard Setting Working Group as comprehensively as possible from responsible and interested parties, such as forest owners; organisations manufacturing and marketing forest industry products; professional, entrepreneurs', environmental, consumer, and youth associations; forest research institutes; and parties representing special interests (e.g. indigenous peoples).

A precondition for the activities of the Standard Setting Working Group is that representatives of the following interest categories participate in its work: forest owners, organisations manufacturing and marketing wood-based products, parties receiving income from forests and parties utilising forests for immaterial goods and for recreational purposes.

The PEFC Finland gives the Standard Setting Working Group an assignment in which the purpose and deadline as well as possible intermediate goals for the working group are defined.

The PEFC Finland sends a written invitation to the parties to be invited to the Standard Setting Working Group. The invitation includes (i) a time period for the reply (at least two weeks), (ii) the assignment of the working group and the alignments on preparing a standard specified in the Finnish PEFC forest certification system, (iii) the list of invited parties, and (iv) the method by which other than invited parties can express their willingness to participate in the standard setting process.

The PEFC Finland shall communicate actively about the beginning of the standard verification, about the convocation of the Standard Setting Working Group and about the possibility of taking part in the working group work.

After the reply time has lapsed, the PEFC Finland informs the parties that have signed in for the Standard Setting Working Group about the constitutive meeting that will be held at the earliest two weeks after sending the meeting call.

## **5.2 Forest Certification Standard Setting Working Group**

### **Working Principles**

The Standard Setting Working Group shall be transparent as regards to participation in the working group and working methods of the group. Each party participating in the Standard Setting Working Group has equal opportunity to have an influence on the final result of the work.

The Standard Setting Working Group defines the details of its own working methods.

The costs of participants in the Standard Setting Working Group are defrayed by their respective parties.

### **Composition of the Standard Setting Working Group**

The Standard Setting Working Group has a chairman, secretary and members. Each party that has signed in for the Standard Setting Working Group on the basis of the invitation by the PEFC Finland appoints a representative and a possible personal deputy representative for the Standard Setting Working Group.

The Standard Setting Working Group makes a decision on supplementing its members after the work has started according to the suggestions by the members of the group.

The Standard Setting Working Group may establish a working committee and call in experts or otherwise organise its work as it considers appropriate. The working committee works under the Standard Setting Working Group and prepares motions for it. The working committee is chaired by the chairman of the Standard Setting Working Group and the committee secretary is the secretary of the Standard Setting Working Group. The experts that have been called in have the right to be present and to speak in the meeting of the Standard Setting Working Group, but they can not participate in decision making.

### **Constitutive Meeting**

In its constitutive meeting, the Standard Setting Working Group (i) discusses the assignment given by the PEFC Finland and (ii) the alignments presented in this standard pursuant to which the Standard Setting Working Group will define its working methods.

In the constitutive meeting (iii) a chairman is elected for the Standard Setting Working Group from within or outside the parties its members represent. The chairman shall have a solid understanding on Finnish forestry and forest certification systems as well as capacity for organizing the work and chairing the Standard Setting Working Group. The secretary shall have a solid understanding of the Finnish PEFC certification system, of other tools for promoting sustainable forest management, and of the common elements in forest certification and other systems of forest management.

The constitutive meeting is chaired by a person appointed by the PEFC Finland until the Standard Setting Working Group has elected a chairman.

## **Decision Making**

All decisions should be made by seeking consensus which means that the Standard Setting Working Group shall follow working methods that support the emergence of mutual understanding among its members.

The Standard Setting Working Group's working methods are based on an open exchange of views among the members in order to reach mutual understanding. The working group may acquire additional information relevant to the solution of an issue from experts outside the group.

The views received from working group members, experts and parties outside the working group shall be dealt with transparently. The working group shall provide a reply to the views received from parties outside the working group.

If the working group does not reach consensus within internal discussions, the handling of the issue shall be continued by a Panel explained further in Chapter 5.

Minutes are written from each meeting of the Standard Setting Working Group and they are signed by the meeting chairman and secretary. The meeting minutes shall be sent to the working group members before the next meeting in which the minutes will be revised and approved of. The minutes shall include not only the issues handled and decisions made in the meeting but also the justified views, the recording of which the person presenting the view has insisted.

The approved meeting minutes shall be submitted to the PEFC Finland that will publish them without delay in the web pages presenting the work of the Standard Setting Working Group.

## **Action Plan**

The Standard Setting Working Group writes an action plan for its work. The Standard Setting Working Group submits the action plan to the PEFC Finland, which examines it to ensure that it covers the assignment attached to the invitation that has been sent to the participants of the working group, and the requirements specified in this standard for the work of the Standard Setting Working Group.

The Standard Setting Working Group shall inform the PEFC Finland without delay if there are any changes or deviation from the planned in the contents of the action plan or in the timetable of the implementation. The Standard Setting Working Group shall take into account any feedback from the PEFC Finland on the action plan's conformance to the assignment.

The action plan of the Standard Setting Working Group shall include (i) a description of procedures according to which the assignment is carried out as well as an implementation schedule including interim goals; (ii) practices on convening meetings and on meeting organisation, preparation of motions and drafts as well as internal communication; (iii) a communication plan describing, inter alia, practices and arrangements of public seminars, of external communication for parties not taking part in the standard setting work and for other external parties in general, and of the 60-day-minimum public consultation of the draft standards; (iv) practices on handling the written comments received from members of the Standard Setting Working Group and external parties and reply principles to them; as well as (v) a proposal on how to test the draft standard to ensure the practical suitability of its comments and observations.

The Standard Setting Working Group shall include a description of the impacts of the changes proposed to the standard on the practices of the forest certification's data gathering, and a justified estimate of the necessity of the test in a presentation that considers testing.

PEFC Finland is responsible for the implementation of the testing considered necessary by the Standard Setting Working Group and shall inform the group of the test results. Based on these results the group then decides on possible changes to the standard.

The Standard Setting Working Group shall communicate publicly its plan of action, the progress of its work and the possibility of giving comments. The Standard Setting Working Group is responsible for its own communication and is independent of the PEFC Finland.

### **5.3 Handling of Disagreements and Appeals**

Disagreements on the contents of the standards as well as appeals on the activities and procedures of the Standard Setting Working Group are considered by a Panel that has a chairman and two members.

The PEFC Finland appoints an impartial chairman to the Panel. The parties in dispute appoint, case by case, one member to the Panel.

A written request to resolve a disagreement or complaint is addressed to the PEFC Finland, which shall deliver the related material immediately to the chairman of the Panel, who shall without delay initiate handling of the issue.

The request shall include (i) the name and contact information of the requesting party, (ii) the demands and their justification, (iii) the documents upon which the demands are based, and (iv) other pertinent material. The requesting party shall sign the appeal.

The Panel gives its decision in writing, and it is signed by the chairman and members of the Panel. The decision shall include a short description of the matter, justification and the outcome of the Panel. The Panel shall inform the Standard Setting Working Group about its decision. The decision of the Panel is final.

The Panel shall solve all matters given for it to discuss prior to the Standard Setting Working Group approval of the final draft version.

Each party involved shall defray the costs incurred to them by the appeals process.

### **5.4 Completing the Assessment of Standards**

When the Standard Setting Working Group has finished the assignment, it submits the standard draft containing the requirements on forest management and use to the PEFC Finland. The Standard Setting Working Group shall also submit other documents related to the standard setting process, including a description of the Standard Setting Working Group operations in order to assess the implementation of the requirements of the standard setting, to the PEFC Finland that shall publish the standard draft.

The PEFC Finland shall make the decision on the approval of the final draft version submitted by the Standard Setting Working Group, and publish the approved standard.