

Romanian Forest Certification Scheme 2017 – Annex 08

PEFC-RO DST 8008:2017



Standard setting procedures
for setting up Romanian Standards

March 2017

Copyright notice

© PEFC Romania 2017

This PEFC Romania document is copyright-protected by the PEFC Romania. This document is freely available from the PEFC Romania website or upon request.

No part of this document covered by the copyright may be changed or amended; reproduced or copied in any form or by any means for commercial purposes without the permission of the PEFC Romania.

The official version of this document is Romanian and English. Translations of this document can be provided by the PEFC Council or PEFC Romania.

In case of any doubt the English version is definitive.

Document name: Standard setting procedures for setting up Romanian Standards

Document title: PEFC RO STD 8008:2017

Approved by: PEFC Romania General Assembly

Date: 2017-05-29

Issue date: 2017-05-29

Date of entry into force: 2018-04-01

Content

Content	3
1. Standard setting in Romania.....	4
1.1 Standardizing body	5
1.2 Standard-setting process	6
1.3 Revision of standards/normative documents	8
1.4 Diagram of standard setting process	8
2. General requirements for the SFM standards.....	9

1. Standard setting in Romania

Drawing up the technical documents for PEFC Romania and, in particular, the "PEFC Guidelines for Sustainable Forestry in Romania (Annex 2)" takes place in agreement with the regulations and requirements of the PEFC Council (Annex 2, Chapter 3). In the event that a national document is drawn up for the chain of custody, this is done under consideration of the PEFC Council document (Annex 2, Chapter 4).

Drawing up the technical documents as coordinated by PEFC Romania takes place as follows:

At the initiative of forestry interest parties, those groups participating in the national PEFC process (forestry, wood processing, pulp and paper industry, environmental groups, retailing and trade unions), are invited to each nominate one representative to the **working group** in order to draw up a draft.

PEFC Romania will give public notice of the **beginning of the process** in the corresponding media.

The resolutions made by the Ministerial Conference for the Protection of Forests in Europe (MCPFE) serve as the basis for drawing up the technical documents. In addition, nationally relevant aspects of sustainable forestry management are also taken into consideration.

The technical documents are to be drawn up independently of the certification and accreditation processes, and they follow the principles of transparency, independence, cost efficiency, and non-discrimination, as well as being on a voluntary basis.

The draft is subject to **public consultation** for 60 days, which may also include conducting workshops. In order to ensure complete transparency in drawing up the documents, the documents are made publicly accessible by publishing the draft on the PEFC Romania homepage. Notification of this will be made in a press release.

All the proposals that were made by interest groups during the consultation period will be documented, taken into consideration, and correspondingly implemented, if possible.

The **decision-making process** must be unanimous and has to take place within a period of three sessions. In addition, external experts may be consulted, if required. If a unanimous resolution cannot be achieved, the Arbitration Body of PEFC Romania will make a decision within 30 days.

The working group will document all changes and finish drawing up the documents after the final revision. Information on changes is available upon request. The revised documents are published on the PEFC Romania website. This concludes the drawing up and revision of the technical documents.

1.1 Standardizing body

The Arbitration Body of PEFC Romania is also responsible for **complaints** regarding the process of drawing up the technical documents.

In the event of new scientific findings and practical experience, the documents can be **revised** upon the initiative of PEFC Romania at any time. However this must take place after five years at the latest, or in the event of changes in the international PEFC requirements concerning the process for drawing up technical documents in Romania, as well as their implementation.

1.1 Standardizing body

1.1.1 The standardizing body shall have written procedures for standard-setting activities describing:

- its status and structure, including a body responsible for consensus building (see 1.1.5) and for formal adoption of the standard (see 1.2.11),
- the record-keeping procedures,
- the procedures for balanced representation of stakeholders,
- the standard-setting process,
- the mechanism for reaching consensus, and
- revision of standards/normative documents.

1.1.2 The standardizing body shall make its standard-setting procedures publicly available and shall regularly review its standard-setting procedures including consideration of comments from stakeholders.

1.1.3 The standardizing body shall keep records relating to the standard-setting process providing evidence of compliance with the requirements of this document and the standardizing body's own procedures. The records shall be kept for a minimum of five years and shall be available to interested parties upon request.

1.1.4 The standardizing body shall establish a permanent or temporary working group/committee responsible for standard-setting activities. The working group/committee shall:

- be accessible to materially and directly affected stakeholders,
- have balanced representation and decision-making by stakeholder categories relevant to the subject matter and geographical scope of the standard where single concerned interests shall not dominate nor be dominated in the process, and
- include stakeholders with expertise relevant to the subject matter of the standard, those that are materially affected by the standard, and those that can influence the implementation of the standard. The materially affected stakeholders shall represent a meaningful segment of the participants.

1.1.5 The standardizing body shall establish procedures for dealing with any substantive and procedural complaints relating to the standardizing activities

which are accessible to stakeholders. Upon receipt of the complaint, the standard-setting body shall:

- acknowledge receipt of the complaint to the complainant,
- gather and verify all necessary information to validate the complaint, impartially and objectively evaluate the subject matter of the complaint, and make a decision upon the complaint, and
- formally communicate the decision on the complaint and of the complaint handling process to the complainant.

1.1.6 The standardizing body shall establish at least one contact point for enquiries and complaints relating to its standard-setting activities, published on the website pefc.padurea.org. The contact point shall be made easily available.

1.2 Standard-setting process

1.2.1 The standardizing body shall identify stakeholders relevant to the objectives and scope of the standard-setting work.

Note: A stakeholder mapping exercise that includes defining which interest sectors are relevant and why, and for each sector what are likely to be the key issues, who are the key stakeholders, and what means of communication will best reach them, is a recognised means of meeting the requirement.

1.2.2 The standardizing body shall identify disadvantaged and key stakeholders. The standardizing body shall address the constraints of their participation and proactively seek their participation and contribution in the standard-setting activities.

1.2.3 The standardizing body shall make a public announcement of the start of the standard-setting process and include an invitation for participation 15 days prior to the start on its website and in the major forestry related internet new sites and printed magazines to afford stakeholders an opportunity for meaningful contributions. The announcement and invitation shall include:

- information about the objectives, scope and the steps of the standard-setting process and its timetable,
- information about opportunities for stakeholders to participate in the process, an invitation to stakeholders to nominate their representative(s) to the working group/committee. The invitation to disadvantaged and key stakeholders shall be made in a manner that ensures that the information reaches intended recipients and in a format that is understandable,
- an invitation to comment on the scope and the standard-setting process, and
- reference to publicly available standard-setting procedures.

1.2.4 The standardizing body shall review the standard-setting process based on comments received from the public announcement and establish a working group/committee or adjust the composition of an already existing working group/committee based on received nominations. The acceptance and refusal of

nominations shall be justifiable in relation to the requirements for balanced representation of the working group/committee and resources available for the standard-setting.

1.2.5 The work of the working group/committee shall be organised in an open and transparent manner where:

- working drafts shall be available to all members of the working group/committee,
- all members of the working group shall be provided with meaningful opportunities to contribute to the development or revision of the standard and submit comments to the working drafts, and
- comments and views submitted by any member of the working group/committee shall be considered in an open and transparent way and their resolution and proposed changes shall be recorded.

1.2.6 The standardizing body shall organise a public consultation on the enquiry draft and shall ensure that:

- the start and the end of the public consultation is announced with 15 days before on the site of standard setting process, pefc.padurea.org,
- the invitation of disadvantaged and key stakeholders shall be made by means that ensure that the information reaches its recipient and is understandable,
- the enquiry draft is publicly available and accessible,
- the public consultation is for at least 60 days,
- all comments received are considered by the working group/committee in an objective manner,
- a synopsis of received comments compiled from material issues, including the results of their consideration, is publicly available, for example on a website.

1.2.7 The standardizing body shall organise pilot testing of the new standards and the results of the pilot testing shall be considered by the working group/committee.

Note: Pilot testing is not required in case of revision of a standard where experience from its usage can substitute for pilot testing.

1.2.8 The decision of the working group to recommend the final draft for formal approval shall be taken on the basis of a consensus. In order to reach a consensus the working group/committee can utilise the following alternative processes to establish whether there is opposition:

- a face-to face meeting where there is a verbal yes/no vote, show of hands for a yes/no vote; a statement on consensus from the Chair where there are no dissenting voices or hands (votes); a formal balloting process, etc.,
- a telephone conference meeting where there is a verbal yes/no vote,
- an e-mail meeting where a request for agreement or objection is provided to members with the members providing a written response (a proxy for a vote), or
- combinations thereof.

- 1.2.9 In the case of a negative vote which represents sustained opposition to any important part of the concerned interests surrounding a substantive issue, the issue shall be resolved using the following mechanism(s):
- discussion and negotiation on the disputed issue within the working group/committee in order to find a compromise,
 - direct negotiation between the stakeholder(s) submitting the objection and stakeholders with different views on the disputed issue in order to find a compromise,
 - dispute resolution process.
- 1.2.10 Documentation on the implementation of the standard-setting process shall be made publicly available.
- 1.2.11 The standardizing body shall formally approve the standards/normative documents based on evidence of consensus reached by the working group/committee.
- 1.2.12 The formally approved standards/normative documents shall be published in 15 days and made publicly available.

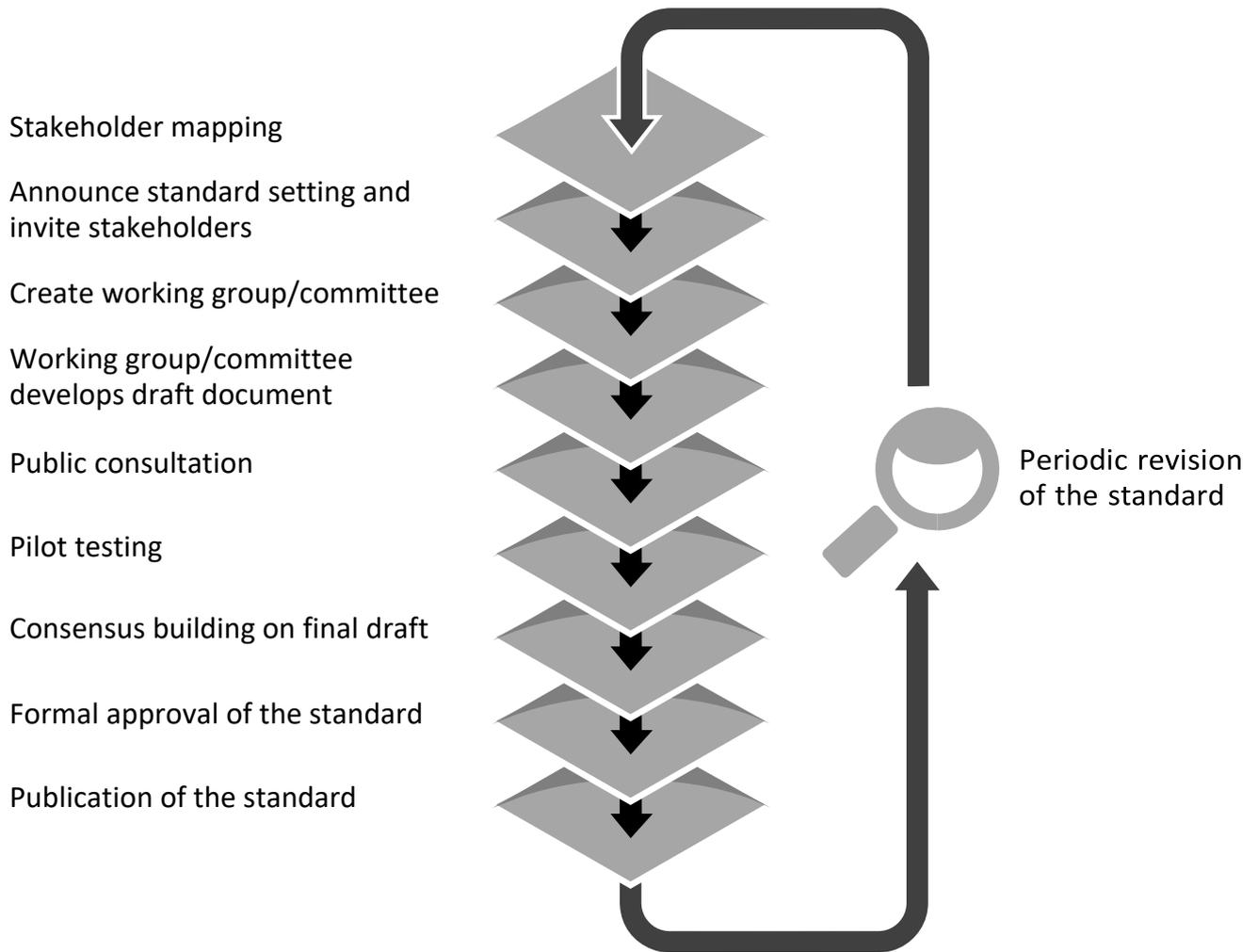
1.3 Revision of standards/normative documents

- 1.3.1 The standards/normative documents shall be reviewed and revised at intervals that do not exceed a five-year period. The procedures for the revision of the standards/normative documents shall follow those set out in chapter 3.
- 1.3.2 The revision shall define the application date and transition date of the revised standards/normative documents.
- 1.3.3 The application date shall not exceed a period of one year from the publication of the standard. This is needed for the endorsement of the revised standards/normative documents, introducing the changes, information dissemination and training.
- 1.3.4 The transition date shall not exceed a period of one year except in justified exceptional circumstances where the implementation of the revised standards/normative documents requires a longer period.

1.4 Diagram of standard setting process

2. General requirements for the SFM standards

1.4 Diagram of standard setting process



2. General requirements for the SFM standards

2.1 The requirements for sustainable forest management defined by regional, national or sub-national forest management standards shall:

- include management and performance requirements that are applicable at the forest management unit level, or at another level as appropriate, to ensure that the intent of all requirements is achieved at the forest management unit level;
- be clear, objective-based and auditable;
- apply to activities of all operators in the defined forest area who have a measurable impact on achieving compliance with the requirements;
- require record-keeping that provides evidence of compliance with the requirements of the forest management standards.

This document is a component of PEFC Romania's technical documents.