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PEFC/EN DST 8008 : 2023 v3

**PROCEDURE FOR DEVELOPING AND REVISION OF  
ROMANIAN PEFC STANDARDS ON SUSTAINABLE FOREST  
MANAGEMENT**

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**PEFC Romania**

Pârâul Căării 12

Voineasa

Phone: +40 785433288

Email: [office@pefc.ro](mailto:office@pefc.ro)

Website: [www.pefc.ro](http://www.pefc.ro)

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## **FOREWORD**

The national governance body, known as PEFC Romania, is a not-for-profit association under GO nr. 26/2000, as amended, is one of the members of the PEFC Council, an international organization that brings together member countries of the system.

PEFC COUNCIL (Programme for the Endorsement of Forest Certification Schemes) is an international organization that promotes sustainable forest management through forest certification and labelling of wood-based and forest-based products. PEFC-certified or PEFC-labelled products ensure that the raw material used comes from sustainably managed and responsibly sourced forests.

The PEFC Council is based on a mechanism for recognising national forest certification systems that meet its requirements, known as benchmark standards. Those systems shall be subject to periodic evaluations and reviews.

PEFC Romania is the exclusive owner of the PEFC brand in Romania and promotes it on the national territory. It itself has its own members, forest owners and managers, forest associations, associations of companies active in the forestry and timber industry and forest users.

The organisation allows all actors interested in sustainable forest management to be involved by bringing together different points of view. This organisation aims to reach consensus on all aspects of sustainable forest management.

Through its national forest certification system, PEFC Romania defines forest management rules adapted to Romanian forests - called "Sustainable Forest Management Standards". This scheme is reviewed every 5 years with the aim of continuous improvement.

## **INTRODUCTION**

The PEFC Council recognises national forest certification schemes for sustainable forest management. The formal context in its environmental, social, economic and historical aspects varies from region to region and country to country. Therefore, national PEFC Council organisations establish requirements that meet specific conditions applicable at local level. Thus, forest certification according to the Romanian PEFC forest certification system is based on the requirements defined in the Romanian PEFC sustainable forest management standards.

Sustainable forest management is a holistic approach based on consideration of environmental, social and economic criteria. Therefore, the development of a national forest certification scheme, including rules for sustainable forest management, requires the participation of national and local actors interested in sustainable forest management.

To this end, Romanian standards for sustainable forest management are defined in a process that involves in an open, transparent and consensual manner the participation of the widest possible range of stakeholders in sustainable forest management in Romania.

Forest management standards are made up of measurable and verifiable requirements in the field. The development, review and revision process are governed by several fundamental principles:

- Stakeholder involvement – an opportunity for meaningful participation in the process, open to all stakeholders, through the organisation of a forum and a public consultation.
- Balanced representation - While each party is free to decide on its participation, the national PEFC organisation shall ensure that each relevant stakeholder group is represented and also ensure gender parity.
- Consensus – standards are approved by consensus. Where specific issues raise opposition, the parties concerned should seek to reach an agreement through dialogue.
- Improvement – standards are subject to regular evaluation to ensure their continuous improvement and to ensure that they continue to meet the expectations of stakeholders and the country's forestry challenges.
- Transparency – relevant documents are made publicly available, allowing stakeholders to follow developments during and after the process.

This document is based on ISO/IEC Guide 59 and PEFC ST 1001:2017.

## **1. APPLICATION**

1.1. This document describes the requirements for developing, reviewing and revising Romanian PEFC sustainable forest management standards for Romania, to ensure the implementation of an objective, efficient and transparent process and to ensure consensus building among stakeholders, in line with the requirements of the PEFC ST 1001:2017 Council document.

## **2. NORMATIVE REFERENCES**

The documents mentioned below are necessary for the application and understanding of this document. If a date is given, only the edition indicated shall apply. In the case of an undated reference, the most recent edition of the document referred to (including any amendments) shall apply:

ISO/IEC Guide 59 - *Code of practice for standardisation*

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

PEFC GD 1007 - Approval and mutual recognition of national systems and their revision PEFC ST

PEFC ST 1001:2017 - *Standard setting - Requirements*

## **3. TERMS AND DEFINITIONS**

In addition to the definitions below, the terms and definitions in ISO/IEC Guide 2 shall apply for the purposes of this procedure.

### **3.1 Room**

Internal grouping of stakeholders within the Forum. The Forum shall consist of three chambers composed in the most balanced way possible by relevant actors. These relevant actors may be individuals or organisations from the same sector (forestry, market and business, civil society). Forum chambers have the sole role of voting when a vote is required.

### **3.2 Consensus**

General agreement characterised by the absence of a strong position on major issues by any interested party important to the interests concerned and by a process involving efforts to take account of the views of all parties involved and to reconcile any divergent arguments.

*Note: Consensus does not necessarily imply unanimity (ISO/IEC Guide 2)*

### **3.3 Editorial changes**

Editorial changes that do not alter technical content.

*Note: This may include clarifications, tips, or grammatical changes.*

### **3.4 Accessible to the public**

Generally accessible to the public concerned, in any form and without the necessary request.

*Note 1: Where information is only available on request, the document shall be marked as available on request.*

*Note 2: Specific considerations may be useful to ensure that certain interested parties have access to information (e.g. providing hard copies to interested parties that do not have access to any electronic medium).*

### **3.5 Draft document**

A proposed document that is generally available for comment or vote in a working group.

### **3.6 Forum document**

The drafted Romanian standard for sustainable forest management resulting from the Forum and subject to public consultation.

### **3.7 Resulted document**

Revised version of standards approved by the Forum and proposed to PEFC Romania for formal validation.

### **3.8 Normative act**

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

*Note 1: The term 'normative document' is a general term that includes documents such as standards, technical specifications, codes of practice and regulations.*

*Note 2: 'A document' is to be regarded as any medium on or in which information appears.*

*Note 3: Terms referring to different types of normative documents are defined considering the document and its content as its own entity (ISO/IEC Guide 2.)*

### **3.9 Document subject to consultation**

Forum document which is made available for public consultation.

### **3.10 Forum**

Forum, composed in an open and balanced manner of stakeholders divided into 3 chambers and interested in sustainable forest management in Romania. The Forum is responsible for establishing and reviewing PEFC sustainable forest management rules for Romania.

### **3.11 Standardisation body**

Organisation whose activities are recognised in the field of standardisation (ISO/IEC Guide 2).

*Note: The standard-setting body for a forest management certification system/standard is a body responsible for developing and updating standards for the forest certification scheme. The standard-setting body may be a national governing body of the PEFC or may be separate from the management of the forest certification scheme.*

### **3.12 Stakeholders**

Person, group or organization that has an interest in the purposes of the standards.

*Note 1: The nine main groups, which were defined by Agenda 21 of the United Nations Conference on Environment and Development (UNCED) in Rio de Janeiro in 1992, provide an example of stakeholders involved in sustainable forest management:*

- (i) trade and industry,*
- (ii) children and young people,*
- (iii) forest owners,*
- (iv) indigenous peoples,*
- (v) local authorities,*
- (vi) NGOs,*
- (vii) the scientific and technological community,*
- (viii) women*
- (ix) employees and trade unions.*

*Note 2: In the Forum, stakeholders are divided into 3 chambers (see point 3.1)*

### **3.13 Affected stakeholders**

Stakeholders who might undergo a direct change in their living and/or working conditions as a result of the implementation of a standard/standard, or stakeholders who may be a user of sustainable forest management standards and who are therefore subject to the requirements of those standards.

*NOTE 1 Affected stakeholders include neighbouring communities, local populations, workers, etc. However, interest in the purpose of standards (e.g. NGOs, scientific community, civil society) and being affected are two different things.*

*NOTE 2 An important part may also be considered a user of sustainable forest management standards if it is likely to become a certified entity, such as a forest owner in the case of forest management standard(s) or a timber processing company in the case of chain of custody standard(s).*

### **3.14 Main stakeholders**

Stakeholders whose participation is essential for the results of the standard-setting work.

### **3.15 Disadvantaged stakeholders**

Stakeholders who may be disadvantaged, whether financially or otherwise, as part of their participation in standard-setting work.

### **3.16 Review**

An activity of checking a normative document to determine whether it needs to be re-validated, modified or deleted.

### **3.17 Revision**

Introduction of any necessary changes in the substance and form of a normative document.

*Note: The results of the revision are presented through the publication of a new edition of the normative document (ISO/IEC Guide 2).*

### **3.18 Normal revision (also referred to as "Review")**

Review performed during or between periodic reviews and which is neither an editorial review nor an urgent review.

### **3.19 Editorial revision**

Minor editorial revision that does not change the content and meaning of all or part of the requirements of sustainable forest management standards and is conducted without triggering the normal revision process.

### **3.20 Urgent revision**

Revision performed between two periodic revisions using an accelerated process.

### **3.21 Standard**

Normative document, developed by consensus and approved by a recognized body, which provides, for common and repeated use, rules and guidelines for different activities and their results. Its goal is to achieve an optimal level in a particular context.

*Note: Standards/norms should be based on the compiled results of science, technology and practice and aim to achieve optimal benefits (ISO/IEC Guide 2).*

## **4. BODIES RESPONSIBLE FOR DEVELOPING, REVIEWING AND REVISION OF STANDARDS**

### **4.1. GENERAL ASSEMBLY OF PEFC ROMANIA**

The General Assembly of PEFC Romania is responsible for the formal adoption of Romanian standards for sustainable forest management and for this revision procedure. The composition and decision-making process of the General Assembly of PEFC Romania are defined in the statutes of PEFC Romania.

### **4.2. BOARD OF DIRECTORS (CD) PEFC ROMANIA**

#### **4.2.1 CD**

As part of the revision process of Romanian forest management standards, the responsibilities of the PEFC Romania Board of Directors are:

- Monitoring the procedure for developing and revising Romanian standards for sustainable forest management;
- Launch the development of the review and revision of Romanian standards for sustainable forest management (the Council decides on the nature of the revision - normal or editorial -, approves the file prepared by the secretariat, sets the start date of the process and makes it public);
- Elaboration of the list of invitations from all relevant actors to the Forum responsible for developing Romanian standards for sustainable forest management;
- Acceptance and reject (reasoned) of requests for participation in the Forum responsible for developing Romanian standards for sustainable forest management;
- Establishing and dissolving the forum responsible for developing Romanian standards for sustainable forest management;
- Solving complaints related to the process of developing, reviewing and revision of sustainable forest management standards;
- Formal approval of the final version of Sustainable Forest Management Standards (final document) before presentation to the General Assembly;
- Presentation of the final version (final document) to the General Assembly of PEFC Romania for official adoption.

#### **4.2.2 Secretariat**

The Board of Directors may delegate to the Secretariat, in whole or in part, its missions and responsibilities as defined in paragraph 4.2.1 above.

#### **4.2.3 Composition of the Board of Directors and Secretariat**

The composition of the Board of Directors of PEFC Romania and of the PEFC Romania Secretariat are defined in the statutes of PEFC Romania.

#### **4.2.4 Regulation of the decision of the Board of Directors and of the Secretariat**

The secretariat assumes such tasks as may be delegated to it by the CD by reaching consensus. If unanimity cannot be found on a subject, it shall be submitted to the Board of Directors of PEFC Romania for arbitration.

If unanimity cannot be found within the Board of Directors after various multilateral and/or bilateral discussions and negotiations with a view to finding a compromise, then a proposal shall be deemed to be the result of consensus when a simple majority of the representatives present or represented agrees with it, subject to the necessary quorum conditions and in accordance with the voting rules of the Board of Directors defined in the PEFC Romania statute. In the event of a tie, the president shall have a casting vote.

### **4.3. EXECUTIVE DIRECTORATE OF PEFC ROMANIA**

The Executive Directorate of PEFC Romania is responsible for compliance with and implementation of this procedure and, in particular, for each step of the process of developing a review and revision of standards (see point 5.1). To this end, the Executive Directorate liaises between Forum members, working groups and CDs.

In particular, the Executive Directorate is responsible for the following tasks:

- Operational launch of the process (especially preparation of the preparatory file);
- Process preparation;
- Registration of requests for participation in the Forum, after acceptance by the board;
- Logistical, administrative and editorial support for the Forum;
- Organization of PEFC Romania actions necessary for the implementation of the process;
- Announcing the start of the process (for review of revision);
- Administration of public consultation;
- Launching and monitoring the international assessment;
- Publication of approved Romanian forest management standards.

### **4.4. FORUM**

#### **4.4.1. Establishment and tasks of the Forum**

Romanian standards for sustainable forest management are developed and revised by a forum (created during the revision process until the adoption of the final document), composed of stakeholders interested in sustainable forest management in Romania.

The Forum is established and then dissolved by the CD or by the Secretariat delegated from the Board of Directors.

#### **4.4.2. Composition of the Forum**

4.4.2.1 The Forum shall ensure a balanced representation between the different interest groups that are relevant to the topic and geographical scope of the standard, ensuring gender parity and balance between the chambers constituting the Forum (see point 4.4.2.4), so that no interest group composing these chambers can dominate or be dominated in this process. In order to ensure a balanced representation, PEFC Romania shall ensure that all identified stakeholder groups are brought together in the Forum (see point 5.3).

4.4.2.2 The Forum shall be composed of relevant stakeholders, namely:

- Have an interest in the objectives and scope of activities for review/revision of Romanian sustainable forest management standards;
- And/or having a direct or indirect link with the forestry and timber industry sectors in Romania, at national, regional or local level;
- And/or with expertise in the field;
- And/or having an interest in the purposes of the standards (stakeholders in the general sense);
- And/or whose participation is essential to the results of the standard-setting work (key stakeholders);

- And/or is affected in the sense that it is likely to suffer a direct displacement of its living and/or working conditions as a result of the implementation of revised standards or is likely to be a user of sustainable forest management standards and is therefore subject to the requirements of those standards. Affected stakeholders shall be represented to an appropriate extent in the Forum.
- And/or is likely to influence the implementation of standards.

4.4.2.3 The Forum shall be conceived as a forum for expressing all sensitivities and issues related to sustainable forest management in Romania.

4.4.2.4 The Forum shall be composed of three chambers, composed in the most balanced way possible of relevant actors (in terms of number and category of stakeholders) as defined in point 4.4.2.2, these actors may be individual natural or legal persons or representative organisations at national or local level:

- **Forest and Forestry Chamber** composed of stakeholders directly related to the forest ecosystem, including:
  - Forest owners
  - Forest managers
  - Forestry experts
  - Forest nurseries
  - Entities accessing PEFC certification for Forest Management
  - Scientific communities and research centres
  - Natural parks
- **Forest and Market Room**, composed of market-related stakeholders, including:
  - Logging companies
  - Paper processing enterprises
  - Companies
  - Private and public representatives: distributors, developers, project owners (communities, state, etc.)
- **The Forest and Society Chamber** is composed of stakeholders from civil society and/or related to the societal and environmental dimension of sustainable forest management, including:
  - Nature organisations (especially environmental NGOs)
  - Users of the forest: local populations grouped into associations, hikers, hunters, etc
  - Workers and trade unions
  - Educational communities
  - Consumers

The Forum may involve observers in its work (e.g. representatives of public authorities and the political sphere, accreditation and certification bodies) and may invite nominal experts to enrich certain work (e.g. economists or lawyers).

Where necessary, the Forum shall set up working groups to deepen specific themes. Working groups shall be accountable for their work at the Forum.

#### **4.4.3. How the forum works**

4.4.3.1 The Forum shall elect a chairperson. The content of the debates and of the Forum activity shall be reported by a rapporteur, provided by PEFC Romania or appointed from among the members of the Forum, in meeting minutes and working documents in document form. The rapporteur shall ensure that the various opinions are reflected in the minutes expressed by the participants. Minutes and working documents shall be provided to Forum members in a timely manner.

4.4.3.2 The Forum shall be able to demonstrate that the standards have been approved by consensus prior to their formal adoption by the General Assembly of PEFC Romania. To this end, the Executive Directorate shall ensure that the different versions of all minutes of meetings, different working documents and all successive versions of draft standards have been available to Forum members.

4.4.3.3 In order to reach consensus, the Forum may use the following alternative procedures to ensure that there is no opposition: a face-to-face meeting, including an oral yes/no vote, a show of hands "yes/no", a statement by the Presidency on the absence of opposition cast, a formal vote by secret ballot, a meeting by telephone conference or videoconference, including an oral "yes/no" vote, an email consultation of members, including a ballot paper or voting server allowing them to "express their agreement or opposition", allowing members to provide a written response or a combination of these procedures, or any other process they consider relevant.

The choice of procedure shall be made on a case-by-case basis, by consensus among the participants, otherwise by the Chair of the Forum and, in his absence, by the chair of the working group meeting.



4.4.3.4 In case of strong opposition on major issues, the following processes are put in place to reach consensus:

- Further discussions and negotiations within the Forum;
- Discussions and negotiations between the parties concerned or in a dedicated working party;
- Organise new public consultations (as appropriate) to obtain new information to resolve opposition issues and reach consensus. PEFC Romania will determine the scope and duration of any new public consultation.

4.4.3.5 If unanimity cannot be found on a subject at the end of the implementation of the above alternative procedures, then a proposal is considered to be the result of consensus when the Chambers agree with a majority of 2/3 in each of them. The votes cast by members present in person or represented shall be taken into account. The Forum may deliberate provided that at least two-thirds of the members are present or represented, each chamber being represented. Each member of the Forum may be represented by another member of the Forum.

*Note: A majority vote cannot prevail over strong opposition on a major issue to reach consensus. In such a case, see points 4.4.3.5 and 4.4.3.8.*

4.4.3.6 Each member of the Forum shall have one vote.

4.4.3.7 In the event of a serious conflict within the Forum which completely blocks its action, the matter shall ultimately be dealt with by a Conciliation Committee.

4.4.3.7.1 The Conciliation Committee shall be composed of and designated as follows:

- President of PEFC Romania.
- President of the Forum.
- One representative of each Board of the Forum appointed on the joint proposal of the President of the Forum and the President of PEFC Romania, whom these deniers consider relevant to the problem to be subsequently resolved and ratified by each Chamber of residence, under the conditions of decision-making described in points 4.4.3.2 to 4.4.3.7 above.

Each Chamber may make an alternative proposal, under the conditions of decision-making described in points 4.4.3.2-4.4.3.7 above, if it identifies itself a person it considers more relevant than the one proposed by the President of the Forum and that of PEFC Romania.

- A representative of the PEFC Romania Council appointed at the proposal of the President of PEFC Romania.

4.4.3.7.2 The Conciliation Committee shall meet by the President of the Forum by unilateral decision of the President of the Forum if he considers it necessary, or at the request of the Forum under the conditions for a decision referred to in points 4.4.3.2 to 4.4.3.7

4.4.3.7.3 Any deadlock situation shall be examined and dealt with by the Conciliation Committee as soon as possible so as not to delay the work of the Forum.

4.4.3.7.4 If the Conciliation Committee considers it necessary to resolve the conflict, it may, before taking a decision, carry out further investigations or measures it considers useful (such as consulting experts on the issue to be addressed, for example).

4.4.3.7.5 The decisions of the Conciliation Committee shall be taken by consensus. If unanimity cannot be found, then a proposal is considered to be the result of consensus if its members voted by a majority of 3/4. The votes cast by the members present shall be taken into account.

4.4.3.7.6 The decisions of the Conciliation Committee shall be recorded in an electronic report, containing at least:

- Procedures for referral to the Conciliation Committee
- List of its members
- Summary of objections motivating his referral
- Summary of exchanges and proposals made to resolve oppositions
- Conclusions and decisions
- Conditions for making decisions.

This report shall be communicated to the Forum together with, if necessary, the draft standard amended accordingly. This communication shall serve as notification of the decision.

4.4.3.7.7 The work of the Forum in relation to the deadlock point addressed in the Conciliation Committee shall be suspended until this Decision has been notified.

4.4.3.7.8 The decision thus notified shall be enforceable without delay.

4.4.3.7.9 Decisions of the Conciliation Committee may not be appealed.

## 5. ROMANIAN SUSTAINABLE FOREST MANAGEMENT STANDARDS DEVELOPMENT, REVIEW AND REVISION PROCESS STAGES

### 5.1. STANDARD PROPOSAL

5.1.1 For the creation of a new standard, the standardizing body shall develop a proposal including:

- a) the scope of the standard,
- b) 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).

5.1.2 For the revision of a standard the proposal shall cover at least (a) and (e) of clause 5.1.1

### 5.2. PROCESS STAGES

Stage		RESPONSIBILITIES
<b>Launch</b>	Project presentation	Executive Directorate
	Approval of the preparatory documents	CD
<b>Preparation</b>	Public announcement	Executive Directorate
	Invitation of PEFC members and stakeholders to the Forum	Executive Directorate
	Establishment of the Forum	Office/ Executive Directorate
<b>Construction</b>	Reflections - Exchange of views - Elaboration	Forum / Executive Directorate
	Reaching consensus on the draft submitted for public consultation	Forum / Executive Directorate
<b>Public consultation</b>	Circulation of the draft for public consultation.	Forum / Executive Directorate
	Development and circulation of the Public Consultation Form	Forum / Executive Directorate
<b>Approval</b>	Drafting of the development report	Executive Directorate
	Drafting of the final draft following the public consultation	Forum / Executive Directorate
	The Board approves the development report and the final draft.	CD
	The General Assembly approves the development report and the final draft.	General Assembly
<b>Publication of the Romanian standard for sustainable forest management PEFC</b>		Executive Directorate
<b>Submission of the development report and final document to the PEFC Board for international evaluation and endorsement</b>		Executive Directorate

### 5.3. Launch stage

5.3.1 The Executive Directorate and the Board of Directors of PEFC Romania are responsible for initiating the development, review and revision process.

5.3.2 The Executive Directorate of PEFC Romania shall prepare and submit to the PEFC Romania Council a preparatory dossier which will serve as a basis for reflection in the Forum and which will consist of at least the following elements (*Note: if necessary, these documents can be compiled into a "single proposal document or "standard proposal" in case of new standards*):

- 5.3.2.1 This procedure;
- 5.3.2.2 The proposed development or revision of the standard, encompassing the standard's scope, justification of the need for the standard (only for a new standard), a clear description of the expected results (only for a new standard), an assessment of the risks of potential negative impacts resulting from the implementation of the standard (only for a new standard), contextual information for standard development or revision, a description of the process phases and the major phases of the projected schedule.
- 5.3.2.3 The current PEFC international benchmark standard for sustainable forest management, in its original English version and translated into Romanian;
- 5.3.2.4 Romanian Standard for Sustainable Forest Management in force for Romania (revision only);
- 5.3.2.5 Any other matter deemed relevant by the Board.

5.3.3 The Board of Directors of PEFC Romania shall approve the preparatory dossier and, in case of a revision, decide on the type of revision required (normal or editorial).

## **5.4. PREPARATORY STAGES**

### **5.4.1. Identification of stakeholders**

5.4.1.1 The PEFC Romania Board of Directors shall carry out a stakeholder mapping to identify all relevant factors (for the purposes of point 4.4.2.2), i.e. with an interest in the objectives and scope of activities for the development and review of Romanian sustainable forest management standards.

5.4.1.2 The PEFC Romania Board of Directors defines and identifies, motivating its choices and decisions, stakeholders based on the nine major groups as defined in Agenda 21 of the United Nations Conference on Environment and Development (UNCED) in Rio de Janeiro in 1992. At least, at least the following groups shall be included in the census:

- Forest owners and managers
- Enterprise, trade and industries
- Private and public representatives: distributors, developers, project owners (local communities, state, etc.)
- Research centres, scientific communities
- Forest users: local communities who have formed associations, hikers, hunters, forest user associations in general
- Environmental associations / NGOs
- Consumer associations
- Workers and trade unions

Other groups can be added according to their relevance to the scope of review activities, such as 'children and young people', women's associations, for example.

5.4.1.3 For each group, the Board identifies key issues, key stakeholders and the most appropriate means of communication, and sets targets for the participation of key stakeholders.

5.4.1.4 As part of this identification of relevant factors, the PEFC Romania Board of Directors shall pay particular attention to identifying affected, essential and disadvantaged stakeholders, the relative needs and constraints of their participation, and the actions to be implemented to address these needs and mitigate these constraints. Particular attention shall also be paid to the content of the invitation so that it can be well understood by all categories of stakeholders invited.

### **5.4.2. Public announcement**

5.4.2.1 The public announcement regarding the start of the development or revision of Romanian standards for sustainable forest management is made through the PEFC Romania website and through another external and adapted means of communication (PEFC Romania newsletter and/or PEFC Council, dedicated email, press announcement, social networks, etc.), in order to provide the widest possible information on this process to all categories of stakeholders.

5.4.2.2 The public announcement shall also be made by direct communication (e-mail, post) to identified stakeholders.

5.4.2.3 The public announcement shall take place at least 4 weeks before the first meeting of the Forum.

5.4.2.4 The public announcement shall contain at least:

- an explanation of the process for developing or revising the standard in a proposal document as described in point 5.3.2.2 above;
- Information on opportunities for stakeholder participation;
- Public invitation to apply to participate in the forum and deadline for application;
- Access to the procedure for developing, revising and revising standards;
- Request for comments on the scope and process of staff development and information on the procedures to be followed for this purpose.

5.4.2.5 Depending on any comments received, the Board of Directors of PEFC Romania may, if it considers it relevant, review and modify these procedures and/or the process followed for developing or revising Romanian sustainable forest management standards. Where appropriate, the Commission shall inform the stakeholders of the Forum accordingly.

5.4.2.6 The Council examines spontaneous requests following the public announcement as part of the establishment of the Forum (see point 5.3.3 below)

### **5.4.3. Establishment of the Forum**

5.4.3.1 The Executive Directorate of PEFC Romania issues formal invitations to participate in the forum to stakeholders identified as relevant by the CD. The invitation shall contain at least the following information:

- Scope of development or revision of the standard;
- The role of the Forum in the revision process;
- List of publicly accessible documents (notably the standards development procedure);
- The possibility for invited persons and organisations to provide feedback to the Executive Directorate of PEFC Romania on the scope and review process;
- The possibility for the Board of Directors of PEFC Romania to review the procedures for developing and revising standards in the light of comments received, if necessary.

5.4.3.2 The invitation shall be addressed to key, affected and disadvantaged stakeholders through direct communication (email) to ensure that they receive and understand its content.

5.4.3.3 The PEFC Romania Board shall consider all requests to participate in the Forum.

5.4.3.4 The Board accepts or rejects requests to participate in the Forum. Applications are accepted or rejected based on the requirement for balanced participation in the Forum, particularly with regard to representation of the different categories of stakeholders, the different types of interests, gender balance, the relevance of the organisation, individual skills and experience, and the resources available in order to take part in the revision work. The Board of Directors decides on their assignment to one of the Forum Chambers. The Commission shall reject the remaining applications with reasons.

5.4.3.5 The Executive Directorate of PEFC Romania shall notify the stakeholders selected by the Board of Directors of the confirmation of their participation and assignment to one of the three chambers of the Forum and shall send them the preparatory dossier.

5.4.3.6 The Executive Directorate of PEFC Romania shall notify stakeholders who have not been selected by the Board of Directors of the rejection of their application and the reasons for such rejection.

5.4.3.7 If a group of stakeholders is not sufficiently represented in the Forum and key stakeholders cannot be encouraged to participate in the Forum, the Board of Directors may consider other options for their engagement.

## **5.5. DEVELOPMENT STAGE**

### **5.5.1. Purpose of the revision of the standard**

Romanian standards for sustainable forest management need to be developed/revised both for continuous improvement and enhanced performance.

Their purpose is to define the sustainable forest management requirements applicable by forest certification participants in Romania.

## **5.5.2. Elements on which the revision is based**

For the revision process, the Forum uses the following elements:

- PEFC Council Technical Document PEFC ST 1003:2018 (international requirements for sustainable forest management) (if not already included in the preparatory dossier);
- The preparatory documents, which serves as a working basis for revising Romanian standards on sustainable forest management;
- Results of audits carried out on participants in the PEFC certification (if not already included in the preparatory file);
- Any other elements it considers relevant, such as national and/or international regulations, presentation of any preparatory activities carried out prior to the launch of the revision, requests and views of stakeholders, etc. (if not already included in the preparatory dossier).

## **5.5.3. Forum Activity**

5.5.3.1 The Executive Directorate shall send Forum members in good time before each plenary or working group meeting:

- A written convocation containing the agenda;
- Preparatory documents required (including the latest version of draft standards under revision);
- Minutes of previous meeting.

*Note: The Executive Directorate will also encourage the participation of key stakeholders, in particular by sending emails, phone calls and personalised invitations to them personally, in line with the participation objectives set by the CD.*

5.5.3.2 The Forum shall choose the best way to consider the elements described in point 5.5.2 above, taking into account the situation of Romanian forests.

5.5.3.3 The Forum shall explicitly justify any changes in relation to these criteria, recommendations and requirements, such as not taking into account or adding a point.

5.5.3.4 The different versions of the working documents will be sent to all Forum members, upon request, by the Executive Directorate of PEFC Romania.

5.5.3.5 Members of the Forum shall be able to express their views and comments without restrictions, which shall be taken into account by the Forum in an open manner.

5.5.3.6 At the end of each meeting, a report recording the main elements of the discussions and their outcome shall be drawn up and distributed.

5.5.3.7 The Chair of the Forum, in collaboration with the Forum and the Executive Directorate of PEFC Romania, shall be responsible for ensuring that the conditions for consensus (as set out in Article 4.4.3.2) are met to allow for the start of the public consultation phase on the final version of the Forum document.

## **5.6. CONSULTATION STAGE**

5.6.1 PEFC Romania shall publicly announce on its website and through other external and adapted media channels (social media, press announcement, etc.) at the latest one day before the start of the public consultation the start and end dates of this consultation.

*Note.: Care should be taken to ensure that the invitations sent to the key or disadvantaged stakeholders are made in a comprehensible fashion and have been received by the interested parties.*

5.6.2 The forum document submitted for public consultation is published on the PEFC Romania website. It is also sent by email with an invitation to participate in the public consultation sent to all stakeholders identified by the Executive Directorate of PEFC Romania and who are not members of the Forum (5.3.1)

5.6.3 The Executive Directorate of PEFC Romania prepares a template form to allow for the communication of comments made in the context of the public consultation and encourages stakeholders to use this template.

5.6.4 The duration of the public consultation shall be at least 60 days.

5.6.5 The Executive Directorate of PEFC Romania collects all contributions received in the public consultation and prepares a report containing the list of contributors and the compilation and/or synthesis of contributions received. This report shall be submitted to the Forum.

*Note: In the interests of clarity, responses from stakeholders sharing the same opinion may be combined in the summary report. However, best practice is to compile these contributions separately, so that each stakeholder can find their views in the summary document.*

5.6.6 Any comments and views received shall be taken into account in an open and transparent manner by

the Forum in order to reach the final document.

5.6.7 Changes made by the public consultation, following a review of Forum contributions, shall be documented by complementing the consultation summary report (5.6.5) with the decision taken by the Forum. This report shall be submitted to contractors and made publicly available on the PEFC Romania website and upon request.

5.6.8 In order to develop a new standard, PEFC Romania shall organise a second public consultation of at least 30 days.

5.6.9 If developing a new standard, PEFC Romania shall arrange a pilot test to assess the clarity, auditability and feasibility of the requirements. The Forum shall consider the results of the pilot test.

*Note: A pilot test is not required when revising an existing standard because feedback about its implementation can replace a pilot test.*

## **5.7. APPROVAL STAGE**

### **5.7.1 Approval by Forum**

After the results of the public consultation have been fully examined and taken into account in full or in part by the Forum, the Forum endorses the draft Romanian standard for sustainable forest management PEFC, in accordance with the consensus and voting rules defined in point 4.4.3. The document thus approved is called the "Final Document".

### **5.7.2 Development report**

In order to allow approval of the final document by the statutory bodies of PEFC Romania, the Executive Directorate shall prepare a development report which shall describe the review process implemented and prove its compliance with this procedure. This development report shall be published on the PEFC Romania website and shall contain at least the following elements:

- Timeline of the review process;
- Identified stakeholders (5.3.1);
- Information on the announcement of the start of the review process and the invitation of interested parties (list of invited parties);
- A description of all stages of the revision process;
- Minutes of Forum meetings (plenary meetings and working groups) and if the case, the Conciliation Committee (and related documents);
- Information about the public consultation and a summary of the comments received and the outcome of their examination;
- Evidence of consensus, including a summary of any oppositions present and their resolution;
- Major changes from the current standard

### **5.7.3 Approval by the Board of Directors**

The development report and the final document are submitted to the Board of Directors, which gives a favourable or unfavourable opinion.

In the event of an unfavourable opinion, the Committee shall return the final document to the 'Preparation stages' (point 5.3) or 'Construction stages' (point 5.4) phase.

### **5.7.4 Formal adoption by the General Assembly**

The final document, after approval by the Board of Directors, is subject to approval by the General Assembly of PEFC Romania.

The General Assembly deliberates by a majority of 2/3 of the members present or represented.

If the final document is not formally approved, the General Assembly shall send the final document to the "Preparatory stages" (point 5.3) or "Construction stages" (point 5.4).

## **5.8 PUBLICATION STAGES**

5.8.1 Unless otherwise specified by PEFC Romania, within two weeks of approval of the final document by the General Assembly, the Executive Directorate of PEFC Romania shall perform the following due diligence:

- Correct any minor editorial errors appearing in the formally approved document.
- Send the final formally approved document to the members of PEFC Romania (with any editorial corrections).

- Publish the final formally approved document on the PEFC Romania website with information about the forthcoming international evaluation.
  - Send the final formally approved document to the PEFC Council for international evaluation and endorsement.
- 5.8.2 The published standard shall include:
- PEFC Romania identification and contact details;
  - English and Romanian as the official language of the standard, as well as a note stating that, in case of inconsistency between the Romanian version and the English version endorsed by the PEFC Council, the English version shall prevail;
  - Date of approval by PEFC Romania and expected date of the next periodic review.
- 5.8.3 The review date shall not exceed 5 years from the approval of the standard by the General Assembly of PEFC Romania
- 5.8.4 Printed copies of standards may be provided upon request to members of PEFC Romania.
- 5.8.5 Romanian standards on sustainable forest management (new standard or resulting from revision) enter into force one year after their publication by PEFC Romania.

*Note: The one-year period between the date of publication and the date of entry into force allows time for evaluation and approval of the standard by the PEFC Council, introduction of possible changes, dissemination of information and instructions. Recognition by the PEFC Council is generally carried out within one year of formal approval of the standard by the General Assembly of PEFC Romania.*

## **5.9 PILOT TESTING**

The standardizing body shall organize pilot testing of new standard(s) to assess the clarity, auditability and feasibility of the requirements. The working group shall consider the outcome of pilot testing.

*Note: Pilot testing is not required for revision of an existing standard when experience from its usage can substitute for pilot testing.*

## **6. REVIEW PROCESS**

6.1 The Romanian standard for sustainable forest management shall be reviewed at intervals not exceeding a period of five years. 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.

6.2 PEFC Romania ensures the establishment and maintenance of a permanent mechanism to collect and record feedback on the implementation of standards through its website. The elements thus collected are systematically recorded and analysed, regardless of the channel through which they were formulated.

*Note 1: Feedback can take different forms: comments, requests for clarification and/or interpretation, complaints, thematic working groups, etc.*

6.3 PEFC Romania shall conduct a compliance check to ensure that the standards in force comply with the benchmark PEFC Council standard, Romanian laws and norms and all other relevant standards, in order to identify any deviations.

PEFC Romania shall also take into account the latest advances in science and research as well as new challenges related to forest.

6.4 If the review of mechanism (6.2) and deviations (6.3) does not identify the need for revision, PEFC Romania shall consult members and stakeholders to determine whether they consider that standards need to be revised. On this occasion, PEFC Romania shall provide them with the analysis (6.3).

PEFC Romania shall announce the review and stakeholder consultation in a timely fashion and update the stakeholder identification list (5.3.1). Stakeholder consultation shall include a 30-day public consultation in line with the requirements of 5.5.1 and/or meetings of stakeholders.

6.5 Based on analysis of feedback (6.2), deviations (6.3), and stakeholder consultation (6.4), the Board of Directors of PEFC Romania decides whether to reaffirm the standards or revise them with a normal or editorial revision (7). The decision and the reasons for it are published on the PEFC Romania website.

## **7. REVISION OF THE STANDARD**

### **7.1 Normal revision**

7.1.1 A normal revision may occur at the time of periodic review (6) or between two periodic reviews, but cannot be an editorial revision or an urgent revision.

7.1.2 The normal revision shall be carried out in accordance with the requirements of Article 5.

## **7.2 Editorial revision**

7.2.1 Minor corrections, which do not change the meaning of the requirements contained in sustainable forest management standards, are made with the responsibility of the Board of Directors of PEFC Romania and are approved by the General Assembly of PEFC Romania.

7.2.2 Within four weeks of this approval, the Executive Directorate of PEFC Romania shall make the corrected standards public on its website and submit them to certification bodies accredited in Romania under PEFC sustainable forest management.

The following are made public as part of the editorial revision:

- Standards revised in accordance with this procedure;
- Information on changes made.

## **7.3 Urgent revision**

7.3.1 An urgent revision is a revision that takes place between two periodic revisions (6) and involves an accelerated procedure.

7.3.2 The urgent revision can be carried out only in the following two situations:

- Changes in national or international laws and regulations that have an impact on compliance with PEFC International requirements;
- Request made by the PEFC Council to align Romanian requirements with certain specific or new PEFC requirements within a time limit that excludes recourse to the normal procedure.

7.3.3 The urgent revision will take place in the following steps:

- PEFC Romania develops a revised drafted standard, under the authority of the Board of Directors;

*Note: To do this, PEFC Romania may consult with stakeholders, but this is not mandatory.*

- The revised standard is approved by the Board of Directors and then adopted by the General Assembly of PEFC Romania.

7.3.4 The following shall be published in the emergency revise report:

- This procedure;
- Information explaining and justifying the urgent revision and the process followed;
- The final version of the revised standards according to the accelerated procedure adopted by the General Assembly;
- any complaints received in the context of the implementation of this revision and its results, and the response given to them;

*Note: These documents will be issued as follows:*

- Upon request from the Executive Directorate of PEFC Romania;
- And/or posted on the PEFC Romania website: [www.pefc.ro](http://www.pefc.ro)

## **7.4 Transitional period**

PEFC participants shall have a transitional period of one year to implement the new standards from the date of their entry into force.

## **8. PUBLIC TRANSPARENCY (normal revision)**

The transparency of the revision procedure and the publication of related documents are guaranteed in the normal process of revising forest certification standards in Romania.

### **8.1 The following shall be made public:**

- This procedure;
- Start date of the revise process;
- Forum document subject to public consultation;
- Public consultation form;
- Summary of comments received in the context of the public consultation;
- Version of revised standards proposed by the Forum following public consultation and adopted by the General Assembly of PEFC Romania;
- Development report;
- Any complaints, as well as the response given to them;
- Final standards recognized by PEFC Council at the end of the international assessment.



## 8.2 These documents will be published as follows:

- For documents "available on request": submitted, upon request, by the Executive Directorate of PEFC Romania.
- For "publicly available" documents: at least posted on the PEFC Romania website: [www.pefc.ro](http://www.pefc.ro)

## 9. COMPLAINT HANDLING (all types of revisions)

9.1 Any complaint shall be addressed to PEFC Romania, which shall treat it impartially and objectively in accordance with the Annex 9 arbitration procedure – in the revised form.

*Note: Complaints against PEFC Romania regarding the procedure or process for developing/revising Romanian sustainable forest management standards shall be submitted in writing (e-mail) to the Executive Directorate of PEFC Romania no later than fifteen days after the publication of the revised standard approved by the PEFC Romania General Assembly.*

9.2 Complaints and appeals shall be sent by email to the following address:

PEFC Romania

Mr. Executive Director

by e-mail to [office@pefc.ro](mailto:office@pefc.ro)

9.3 Complaints shall not suspend enforcement.

## 10. ARCHIVING AND PRESERVATION

### 10.1 Publicly available documents

The Executive Directorate of PEFC Romania shall keep up to date until the next revision and for at least 5 years, in computer format, a file called "Publicly available documents" containing the following documents:

- Romania's sustainable forest management standards revision procedure;
- PEFC Romania press release regarding the start date of the revision process;
- Version of revised standards proposed by the Forum and adopted by the Board of Directors of PEFC Romania or by the PEFC Romania Secretariat, regarding the delegation of the Board of Directors;
- Public consultation form;
- Comments received in the context of the public consultation and their synthesis;
- Version of standards amended by the Forum following public consultation;
- The final version of the revised standards adopted by the General Assembly of PEFC Romania;
- Any complaints, as well as the response given to them;
- Development report;
- List of all the abovementioned documents in force with the date of validation, the place of classification, the date and arrangements for their distribution and the list of addressees.

### 10.2 Archiving and preservation of elements related to the preparation phase

The Executive Directorate of PEFC Romania keeps up to date and maintains until the next revision and for at least 5 years, in paper and/or IT format, a file called "launching the procedure for reviewing Romanian sustainable forest management standards" containing the following documents:

- Report(s) of the Board of Directors/Secretariat approving the following:
  - ✓ Preparatory dossier (including revision procedures);
  - ✓ Start date of the revision process;
  - ✓ Stakeholder mapping from the Board of Directors;
  - ✓ List of invitations of all relevant actors to the Forum;
  - ✓ List of candidates accepted to participate in the Forum.
- Confirmation of attendance by stakeholders whose applications were successful.
- Public release about the launch of the revision process and its date and publication methods.
- List of all documents referred to above with the date of validation, their place of classification, the date and arrangements for their distribution and the list of addressees.

### 10.3 Archiving and preservation of elements related to the launch phase

The Executive Directorate of PEFC Romania shall keep up to date and maintain until the next review and for at least 5 years, in paper and/or IT format, a file entitled "Preparation of the revision of Romanian sustainable

forest management standards" containing the following documents:

- Stakeholder mapping;
- Public announcement of the start of the review process and information on dissemination modalities;
- Compilation of any comments received on the scope and process of developing standards;
- Board of Directors review reports on any comments received on the scope and process of developing standards, as well as the case of the amended revision procedure on this basis;
- As review reports of applications received;
- Notification of acceptance or rejection of applications to interested parties;
- A list of all the aforementioned documents along with their date of approval, location, date and circulation arrangements, and the list of recipients.

#### **10.4 Archiving and preservation of elements related to the construction phase**

The Executive Directorate of PEFC Romania keeps up to date and keeps until the next revision and for at least 5 years, in paper and/or IT format, a file entitled "Construction of revised Romanian standards for sustainable forest management" containing the following documents:

- Minutes of plenary meetings or working groups of the Forum;
- Associated working documents and different versions of the revised draft standard;
- Forum Document (final version approved by the Forum);
- Where applicable, minutes of the Conciliation Committee (and related documents);
- List of all documents referred to above with the date of validation, their place of classification, the date and arrangements for their distribution and the list of addressees.

#### **10.5 Archiving and preservation of consultation phase elements**

The Executive Directorate of PEFC Romania shall keep up to date and keep up to date until the next revision and for at least 5 years, in paper and/or IT format, a file entitled "Consultation on revised Romanian sustainable forest management standards" containing the following documents:

- Announcing the launch of the consultation and informing about the modalities of dissemination;
- Forum document submitted for consultation;
- Consultation form;
- Summary report/compilation of contributions received;
- List of all the abovementioned documents with their validation status, their place of classification, the date and methods of their distribution, and the list of addressees.

#### **10.6 Archiving and keeping elements related to the approval phase**

The Executive Directorate of PEFC Romania shall keep up to date and keep up to date until the next revision and for at least 5 years, in paper and/or IT format, a file entitled "Approval of revised Romanian standards for sustainable forest management", containing the following documents:

- Minutes of the Forum for the approval of final documents;
- Development report;
- Commission report approving the final document;
- Minutes of the extraordinary general meeting approving the Final Document;
- The final document approved by the General Assembly;
- Elements required by the PEFC Council for international assessment (final document and correlation table and compliance with international requirements in particular);
- The International Assessment Report (and any interim versions thereof);
- Decision to recognize the Romanian forest certification system by the General Assembly of the PEFC Council.
- Proof of publication and communication to all interested parties of the standard thus recognized;
- Report of the Board of Directors pronouncing the dissolution of the Forum;
- List of all documents referred to above with the date of validation, place of classification, date and arrangements for their distribution, and list of recipients.

#### **10.7 Archiving and preservation of elements relating to complaints and appeals**

The Executive Directorate of PEFC Romania shall keep up to date and keep up to date until the next revision and for at least 5 years, in paper and/or IT format, a file called "Complaints and Appeals" containing the

following documents:

- Complaints and appeals sent to the Executive Directorate of PEFC Romania (request letters and supporting documents);
- Letters of notification of receipt of these files by the Executive Directorate of PEFC Romania;
- Minutes of the Board of Directors and of the National Commission for Examination of Appeals, which ruled on complaints and appeals;
- Letters notifying reasoned replies addressed to complainants and stakeholders concerned and, where appropriate, information on corrective measures decided;
- List of all documents referred to above with the date of validation, their place of classification, the date and arrangements for their distribution and the list of addressees.

### **10.8 Archiving and preserving elements related to editorial reviews**

As part of an editorial review (see point 9 above), the Executive Directorate of PEFC Romania shall update and maintain until the next revision and for at least 5 years, in paper and/or IT format, a file called "Editorial Review" containing the following documents:

- Report of the Board of Directors validating in a reasoned manner the principle of this editorial review;
- List of built-in fixes;
- Reports of approval of the standard thus revised by the statutory bodies of PEFC Romania;
- Proof of publication and communication of the revised standard to all interested parties (certified entities and notified bodies);
- The final version of the revised standards adopted by the General Assembly of PEFC Romania;
- List of all documents referred to above with the date of validation, their place of classification, date and arrangements for their distribution and list of addresses.

### **10.9 Archive and preserve items related to urgent revisions**

In the context of an urgent review (see paragraph 9 above), the Executive Directorate of PEFC Romania shall keep up to date and for at least 5 years, in paper and/or IT format, a file called "Urgent review" containing the following documents:

- The committee's report validating in a reasoned manner the principle of this urgent revision
- Information explaining and justifying the urgent review and the process followed;
- The different versions of the standard thus revised and the Committee's working reports;
- Minutes of approval by the Board of Directors and by the General Assembly of PEFC Romania;
- any complaints and remedies received in the context of the implementation of this review and its results, and the outcome given to them;
- The final version of the revised standards according to the accelerated procedure adopted by the General Assembly;
- List of all documents referred to above with the date of validation, their place of classification, the date and arrangements for their distribution and the list of addressees.

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