

Approved by: Board of Estonian Forest Certification Council

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Annex 11 of Estonian Forest Certification Scheme

Standard setting procedures

Standard setting procedures

1. Objective

- 1.1. The document provides rules for the process of development of Estonian Forest Certification Scheme (hereinafter referred to as “standard”).
- 1.2. The document shall be applied for development of all parts of certification scheme (i.e. forest management standard, chain-of-custody of forest based products etc.).

2. Documentary basis

- 2.1. The standard-setting process has to be in accordance with requirements of the current document as well as with all requirements stipulated in the PEFC International Standard “Standard Setting – Requirements” PEFC ST 1001:2010.

3. Initiation of the standard setting process

- 3.1. The process of development of certification criteria shall be initiated by Estonian forest owners’ organisations or Estonian forestry sector organisations having the support of the major forest owners’ organisations in Estonia.
- 3.2. All relevant interested parties will be invited to participate in this process. Their views will be documented and considered in an open and transparent way.
- 3.3. The standard-setting process shall be announced publicly on the web-page of the Estonian Forest Certification Scheme as well as on the forest and environment-related mailing lists, such as loodusaeg@lists.ut.ee.
- 3.4. The announcement shall include:
 - information about the objectives, scope and the steps of the standard-setting process and its timetable;
 - an invitation to stakeholders to nominate their representative(s) to the working groups/committees;
 - an invitation to comment on the scope and the standard-setting process using the contacts provided in the announcement;
 - reference to publicly available standard-setting procedures
- 3.5. Special care shall be taken to ensure that the announcement reaches key stakeholders as well as less-favored and disadvantaged stakeholder groups and efforts shall be made to encourage and proactively seek their input to the process.

4. Co-ordination of the standard setting process

- 4.1. A legal body established for promotion of implementation of principles of sustainable forestry in Estonian forests by developing the forest certification model suitable for Estonian conditions shall be responsible for co-ordination of standard setting process.
Note: A legal body mentioned above is currently Estonian Forest Certification Council (hereinafter the abbreviation in Estonian EMSN is used), established on the 29th of October 2001.

5. Overall methods for standard setting

- 5.1. It is recommended to form two working groups for standard setting: one for elaboration of forest management standard, the other for other parts of the certification scheme. If needed other working groups can be formed.
- 5.2. The working groups will be established by the EMSN based on comments received from the public invitation to participate. The working groups are not permanent as they are formed on *ad-hoc* basis to carry out specific revision tasks.

6. Principles for work of working groups

- 6.1. The EMSN arranges first meeting of working groups.
- 6.2. All interested parties shall be invited to participate in the process.
- 6.3. Special care shall be taken to ensure that the invitation reaches key stakeholders as well as less-favored and disadvantaged stakeholder groups and efforts shall be made to encourage and proactively seek their input to the process.
- 6.4. The invited parties should represent the different aspects of sustainable forest management and include, e.g. forest owners, forest industry, environmental and social non-governmental organisations, trade unions, retailers and other relevant organisations at national or sub-national level.
- 6.5. Participation in the working groups shall be organised according to its respective consensus.
- 6.6. The interested parties' participation and views will be documented and considered in an open and transparent way. Each party participating in the working group has equal opportunity to influence on the final result of the work.
- 6.7. Decisions in working groups have to be made on basis of consensus. To establish, whether there is opposition, working group uses:
 - show of hands in face-to-face meetings;
 - verbal yes/no voting method in telephone conferences;
 - request for written response for agreement or objection in e-mail meetings.
- 6.8. Combined methods of decision-making shall not be used by working groups.

7. Requirements for the work of working group

- 7.1. Each working group has to elect a chairman who co-ordinates the work of the working group. The chairman shall have a solid understanding on the Estonian forestry and forest certification as well as a capacity for organizing and chairing the working group meetings.
- 7.2. Meeting of the working group shall be convoked by the chairman of the working group on his/her own initiative or upon demand of more than a half of members of the working group.
- 7.3. All members of the working group and board of EMSN have to be informed about time, place and agenda of the meeting in a reasonable time before meeting.

- 7.4. All meetings have to be documented and minutes of the meetings shall be sent to the EMSN who shall make them available for all interested bodies.
- 7.5. Working groups shall elaborate the projects of the parts of standard or projects of amendments to the standard through open and transparent discussions. Working drafts of the standard are to be made available within reasonable time to the working group members on the EMSN webpage.
- 7.6. Working group has to present to the board of EMSN projects of the parts of the standard after having found consensus on the content of the documents. This also means that the working group follows working methods that support the emergence of mutual understanding between the members of the working group. Matters and different points of view are discussed until a consensus is reached. If consensus is not reached, the issue is handled by the Panel as regulated in chapter 8.
- 7.7. Working group is not entitled to approve the standard. All documents of Estonian forest certification scheme have to be approved by the board of EMSN.
- 7.8. The board of EMSN is not obliged to form working group for amendments of the scheme, if making of amendment is needed for achieving compatibility with requirements of PEFC.
- 7.9. Before Standard is approved by the board of the EMSN, the EMSN shall ensure the public consultation process lasting at least 60 days. The EMSN shall make an announcement of the public consultation of the standard on its webpage and through the mailing list loodusaeg@lists.ut.ee. The announcement shall specify:
- the start and the end of the consultation;
 - the location of the draft standard and its availability for interested parties;
 - how the comments and feedback are to be submitted to the EMSN.
- 7.10. Special care shall be taken to ensure that the announcement reaches key stakeholders as well as less-favored and disadvantaged stakeholder groups and efforts shall be made to encourage and proactively seek their input to the standard.
- 7.11. WG shall summarize the information about public consultation process, including received comments on the Standard and the results of their consideration and make the summary available on the webpage of EMSN.
- 7.12. Approved standards / normative documents will be published not later than 4 weeks after approval on the homepage of EMSN.
- 7.13. EMSN shall organize pilot testing of the new or revised standards and the results shall be considered by the working group. EMSN may decide not to carry out pilot testing in case of revision of a standard where experience from its usage can substitute for pilot testing.
- 7.14. When changes to the endorsed scheme have been made as result of the periodic review process or any initiative prior to the periodic review, the transition period for the

implementation of such changes (including endorsement by the PEFC Council and implementation in forest management planning and forest management) shall be up to 12 months.

- 7.15. The review of the Standards and other normative documents is carried out if there are changes in PEFC Council Technical documentation regarding to Standard structure and/or content and in cases when these are identified and regarded as necessary for review in the Working Group, but at least once in five years period.

8. Handling of disagreements and appeals

- 8.1. Disagreements on the contents of the standards as well as appeals on the activities and procedures of the working groups are considered by a Panel that has a chairman and two members.
- 8.2. The EMSN appoints an impartial chairman to the Panel whose name and contact information shall be made publicly available on the EMSN webpage. The parties in dispute appoint, case by case, one member in the Panel.
- 8.3. Issues are addressed in writing to the EMSN, which shall acknowledge the receipt of the complaint to the complainant, deliver the material immediately to the chairman of the Panel, who initiates the handling of the issue without delay.
- 8.4. The Panel gives its decision in writing. The decision includes a short description of the matter, justification and the outcome of the Panel. The Panel informs the working group and EMSN about its decision. The decision of the Panel is final. The complainants outside the working group will be informed about the outcome of the complaint through their contact information, and through email list loodusaeg@lists.ut.ee. Additionally the information will be published at www.pefc.ee.

9. Initiating the Revision of Standards

- 9.1. The Estonian Forest Certification Scheme is revised by a special working group (Revision Working Group), which is summoned by the EMSN. The EMSN calls in members of the former working groups and as comprehensively as possible other stakeholders of forestry sector to the Revision Working Group. All requirements stipulated in this document shall be applied to the work of the Revision Working Group.

10. Storage of documents

- 10.1. The documents related to the Estonian Forest Certification Scheme revision, including the normative documents shall be available electronically on the EMSN webpage and upon request from their storage location in EMSN office located at Mustamäe tee 50, Tallinn, Estonia. The documents shall be stored for a minimum of 5 years.