

# STANDARD

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## PROCEDURE FOR DEVELOPMENT, APPROVAL, UPDATE OF THE PEFC STANDARD OF FOREST MANAGEMENT OF UKRAINE

Draft

## Preamble

1 DEVELOPED: Association National Voluntary Forest Certification System

INTRODUCED: Association National Voluntary Forest Certification System

2. ACCEPTED AND EFFECTIVE: Order of Association National Voluntary Forest Certification System

3. This standard complies with the requirements of PEFC ST 1001 - Standard Setting - Requirements.

4. INTRODUCED FOR THE FIRST TIME

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## Content

Introduction.....	iv
1 Scope .....	1
2 Regulatory references .....	1
3 Definition .....	2
4 General Provisions .....	2
5 Organization of forest management standard development.....	3
5.1 Requirements for the Association NVFCS .....	3
5.2 Documented information .....	4
5.3 Consideration of complaints and appeals.....	4
6 The process of developing a standard .....	4
6.1 Drafting a proposal for the development of a standard.....	4
6.2 Identification of stakeholders .....	5
6.3 Posting a public notice on the development of the standard .....	6
6.4 Establishment of a working group to develop a standard and the development of the first edition of the draft standard.....	7
6.5 Conducting public consultation and updating of the standard .....	7
6.6 Conducting field testing and updating of the standard .....	8
6.7 Preparation of the final version of the draft standard .....	9
7 Approval and publication of the standard .....	10
7.1 Official approval of the standard .....	10
7.2 Publication and availability of the standard .....	11
8. Upgrading to the standard.....	11
8.1 Terms .....	11
8.2 Collecting feedback about the standard .....	11
8.3 Analysis of nonconformities.....	12
8.4 Public consultation .....	12
8.5 Making a decision to update or confirm the standard .....	12
9. Updating the standard .....	13
9.1 Development of amendments to the standard .....	13
9.2 Revision of the standard .....	14
9.3 Review of the standard in a short time .....	14
9.4 Application of the updated standard .....	14
Annex A (recommended) Response form to the draft standard .....	15
Annex B (recommended) Form of summary of comments and suggestions to the draft standard and rules for its completion .....	16

## Introduction

The system of forest and forest resources management on the principles of sustainability, uniformity, inexhaustibility and complexity, which provides cost-effective, environmentally responsible and socially oriented forestry and forest use, conservation of biological and landscape diversity, forest performance of multifaceted functions at local, national and global levels is crucial for Ukraine's forestry.

This standard allows the Association National Voluntary Forest Certification System (hereinafter - Association NVFCS, the Association) to develop a standard of forest management, which will be adapted to Ukraine and its local conditions.

Association NVFCS is the developer and managing body of the national system of voluntary forest PEFC certification in Ukraine (PEFC Ukraine).

Responsible forest management is a holistic approach that takes into account economic, environmental and social criteria. Stakeholder participation is important in developing a PEFC voluntary forest certification system and defining criteria for responsible forest management. The process of developing a forest management standard used in PEFC is open, transparent and based on the consensus of a wide range of stakeholders.

This standard is based on PEFC ST 1001, Guide ISO / IEC 59 and Guide ISO / IEC 2.

## STANDARD

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### **Procedures for development, taking over, revision of the PEFC standard of forest management in Ukraine**

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**Date of introduction \*\*\*\* - \*\* - \*\***

#### **1. Scope**

1.1 This standard establishes the rules for the development and approval of a forest management standard and for updating it.

1.2. This standard does not establish an exhaustive list of works on the development of the standard and the form of interaction of participants. The composition and scope of work performed is determined in the contracts for the development of forest management standard.

1.3 This standard is intended to apply:

- Working group on the development of forest management standards - during the development of the standard and its update;
- Working group on the development of the management system PEFC Ukraine - to ensure the functioning of the system as a whole;
- Center for training and certification of expert auditors - during the training and certification of experts;
- Stakeholders of a wide range, including forestry specialists, ecologists, state, industrial, commercial and public organizations representing various parties (interests) of forest relations - during participation in the development and updating of the standard.

#### **2. Regulatory references**

2.1. This standard uses references to such regulations:

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

PEFC ST 1001 – Standard Setting – Requirements.

PEFC ST 1003 – Sustainable Forest Management – Requirements.

ISO/IEC Directives, Part 1 – Procedures for technical work.

ISO/IEC Directives, Part 2 – Rules for construction and formulation of international standards.

ISO/IEC GUIDE 2 – Standardization and related activities - General vocabulary.

ISO/IEC GUIDE 59 – Code of good practice for standardization.

### **3. Definitions**

3.1. This standard uses terms and definitions in accordance with PEFC ST 1001 – Standard Setting – Requirements.

### **4. Terms**

4.1. Development and approval of the forest management standard is carried out in the following sequence:

- organization of forest management standard development (paragraph 5);
- drafting a proposal for the development of a standard (clause 6.1);
- identification of stakeholders (clause 6.2);
- placement of a public notice on its development (clause 6.3);
- creation of a working group for the development of the standard and development of the first edition of the draft standard (clause 6.4);
- conducting a public consultation and finalization of the standard (clause 6.5);
- field testing and refinement of the standard (clause 6.6);
- preparation of the final version of the draft standard (clause 6.7);
- approval and publication of the standard (paragraph 7).

4.2. The following principles shall be followed when developing and updating a standard:

- interaction with stakeholders - the possibility of participation of all stakeholders as members of the working group for the development of the standard and in public consultations;
- balanced representation - none of the stakeholder groups shall dominate. Each party can decide to participate in the process, but the Association NVFCS shall make efforts to involve all stakeholder groups and ensure a balance of interests;
- consensus - the forest management standard is approved by consensus and any opposition to a specific requirement is resolved through dialogue where possible;
- improvement - the forest management standard is periodically updated to improve it and meet the requirements and expectations of stakeholders;
- transparency - all relevant documents (projects, approved projects) are publicly available on the official website of the Association NVFCS (<http://woodcertification.com.ua/>), so stakeholders can monitor the development of the

process during and after its completion.

4.3. The requirements established in the standard of forest management should be based on modern achievements of science, technology, technology related to forest management, as well as meet the expectations of stakeholders.

4.3.1. The requirements set out in the forest management standard shall not:

- contradict the international requirements of PEFC, laws and regulations of Ukraine, technical regulations of the European Union related to forest management;

- duplicate the legislation of Ukraine;

- expand or narrow the rights of participants in civil relations;

- establish the responsibility of companies, officials and individual employees for violating its requirements.

4.3.2. The requirements set out in the forest management standard shall be consistent with the requirements of the standards and other documents in force in the PEFC system.

4.3.3. When developing a forest management standard, the Association NVFCS can use or take into account:

- requirements of current or proposed technical regulations and national standards in Ukraine;

- results of research work related to forest management;

- international standards, norms, rules, recommendations and other documents on international standardization;

- national standards, sets of rules and technical regulations of other countries;

- other information about modern achievements of Ukrainian and foreign science, technology and engineering;

- proposals of authorities, legal entities and individuals interested in developing the standard.

## **5. Organization of forest management standard development**

### **5.1. Requirements for the Association NVFCS**

Association NVFCS shall have documented procedures in which it is established:

- a) its legal status and organizational structure, including the body responsible for building consensus (clause 6.4) and the procedures for the formal approval of the standard (clause 7.1);

- b) the procedure for storing documented information on the development, approval and updating of the forest management standard;

- c) the procedure of balanced representation of stakeholders;

- d) the process of developing a forest management standard;

- e) the mechanism for reaching consensus;
- f) updating the forest management standard

Association NVFCS shall ensure that this standard is available to the public and regularly update it, taking into account feedback from stakeholders.

## **5.2 Documented information**

5.2.1 Association NVFCS shall keep documented information concerning the process of developing, approving, updating the standard, in particular:

- a) list of stakeholders;
- b) all projects of the forest management standard;
- c) minutes of meetings of the working group for the development of the standard;
- d) notice of the start of development of the standard;
- e) notification of public consultations;
- f) results of public consultations;
- g) report on the results of field testing;
- h) notification of approval of the standard, etc.

5.2.2 Documented information shall be retained until the next update of the standard is completed. Otherwise, documented information shall be kept for at least five years after the publication of the standard.

5.2.3. Documented information shall be available to interested parties upon request.

## **5.3 Consideration of complaints and appeals**

5.3.1 The Association shall develop a procedure for reviewing complaints and appeals related to its rulemaking activities. It should make the procedure available to stakeholders. Upon receipt of a complaint or appeal, the Association NVFCS shall:

- a) acknowledge receipt of the complaint or appeal to the applicant;
- b) collect and verify all information received, objectively assess the subject of the complaint or appeal and make a decision on the complaint or appeal;
- c) formally notify the decision on the complaint or appeal to the applicant and describe the process of its consideration.

5.3.2 The Association shall establish and maintain a mechanism for sending inquiries, complaints and appeals related to rule-making activities.

5.3.3 The procedure for filing and reviewing complaints and appeals is set out in detail in the Complaints and Appeals Procedure.

## **6 The process of developing a standard**

### **6.1 Drafting a proposal for the development of a standard**

6.1.1. To develop a new standard, the Association shall make a proposal to develop a forest management standard that contains:

- a) the scope of the standard;
- b) justification of the need for a standard;
- c) a clear description of the expected results;
- d) assessment of the risk of potential adverse effects arising from the implementation of the standard, in particular:
  - factors that may adversely affect the achievement of results;
  - undesirable consequences of implementation;
  - actions to eliminate the identified risks;
- e) a description of the stages of development of the standard and work schedule.

Note: Guidance on proposal development is provided in the ISO / IEC Directives, Part 1, Annex C

6.1.2 To revise the current standard, the proposal should cover at least items (a) and (e) of clause 6.1.1.

## **6.2 Identification of stakeholders**

6.2.1. The association should identify stakeholders that are relevant to the objectives of the standard and its scope. It should identify which stakeholder groups are involved in this process and why. For each stakeholder group, the Association should identify the key requirements of the standard, key stakeholders and the best ways to interact with them.

6.2.2 Stakeholders should be identified for each of the groups:

- forest management bodies;
- business and industry;
- non-governmental organizations;
- scientific and technical community;
- workers and trade unions;
- women and children.

Note: Standard PEFC ST 1001 – Standard Setting – Requirements defines another group of stakeholders as indigenous peoples, a category that does not exist in Ukraine.

Other stakeholder groups may be added if they are relevant to the scope of the forest management standard.

Note: The full list of nine key stakeholder groups identified in the Agenda for the 21st Century of the United Nations Conference on Environment and Development consists of:

- 1 Business and industry.
- 2 Children and youth.

- 3 Forest owners.
- 4 Indigenous peoples.
- 5 Local authorities.
- 6 Non-governmental organizations.
- 7 Scientific and Technical Community.
- 8 Women.
- 9 Workers and trade unions

6.2.3. The Association should draw up a list of stakeholders and identify key and vulnerable ones in order to remove any obstacles to their participation in rule-making activities.

Note: A stakeholder can be both a vulnerable and a key stakeholder.

### **6.3 Posting a public notice on the development of the standard**

6.3.1 The association should make a public announcement about the start of the development of the standard, inviting stakeholders to participate in the process. The announcement should be made in a timely manner through the appropriate media. The message should contain the following information:

- a) the scope of the standard and its purpose;
- b) brief information about the process and timing of the standard development;
- c) access to the proposal for the development of the standard (clause 6.1);
- d) information on the possibility of stakeholder participation in the process;
- e) a request to appoint a contact person from the interested party to the working group (clause 6.4);
- e) an invitation and clear instructions on how and to whom to send feedback on the scope of the standard and the process of its development;
- g) access to the standard development procedure.

Notes:

1 The timely posting of a notice means that it was published at least four weeks before the first scheduled event to develop the standard.

2 The notice should be posted on the official website of the Association, official groups on social networks, as well as sent to interested parties by e-mail and / or regular mail. In addition, the message may be published in other media, such as magazines, newspapers.

The Association should take into account comments received in response to the posting of the public message in the process of developing the standard, based on the principle of reasonableness and balance of interests.

## **6.4 Establishment of a working group for the development of the standard and development of the first edition of the draft standard**

6.4.1 The association should establish a permanent or temporary working group to develop a standard or adjust the composition of an existing working group based on the received candidates.

6.4.2 Persons to be included in the working group shall meet the following qualification requirements:

- knowledge and / or experience in the field of forest management in the geographical region to which the forest management standard will apply;
- knowledge and experience in the field of PEFC documents;
- understanding the potential impact of the standard on the affected parties;
- understanding of the mission and vision of PEFC;
- ability to work in a team;
- reasonableness and objectivity, the ability to negotiate with other participants in the process;
- the ability to express comments, opinions, comments on documents used in the process of developing the standard.

6.4.3 Acceptance and rejection of candidates shall be justified taking into account the requirements for balanced representation of the working group, gender balance, the importance of the organization, the competence of the representative and the resources needed to develop a standard.

6.4.4 The activities of the working group shall be based on the principles of openness and transparency, therefore:

- a) working drafts of the standard shall be available to all members of the working group;
- b) all members of the working group shall be given real opportunities to contribute to the development or revision of the standard, as well as to provide feedback on working projects;
- c) feedback, comments and opinions expressed by any member of the working group shall be openly and transparently considered.

6.4.5 The working group is preparing the first version of the draft standard. During the development of the standard is guided by the requirements of PEFC ST 1003: 2018 - Sustainable Forest Management - Requirements and ISO / IEC Directives, Part 2 - Rules for the construction and formulation of international standards.

6.4.6 The development of the first edition of the draft standard ends with the preparation of a notice on the development of the draft standard.

## **6.5 Conducting public consultation and updating of the standard**

6.5.1 The association shall organize a public consultation of the first edition of the draft standard lasting at least 60 days.

6.5.2 One day before the public consultation, the Association shall post on the official website a notice on the development of the draft standard and the draft document itself, and shall make the distribution of these documents to the stakeholders.

6.5.3 The stakeholders shall consider the first edition of the draft standard, prepare written responses to the first edition of the draft standard and send them by e-mail no later than 60 calendar days from the date of posting.

6.5.4 All comments and suggestions of interested parties should be stated specifically and reasonably for each item, sub-item, paragraph, table, Annex, figure.

6.5.5 The review of the draft standard (Annex A) is recommended to be presented in the following order:

- - on the expediency of developing a standard;
- - about the project as a whole;
- - about the name of the standard;
- - on the scope of the standard;
- - about the structure of the standard;
- - about separate sections, subsections, clauses, sub- clauses, paragraphs, tables, graphic materials and / or appendices of the standard.

6.5.6. After the end of the public consultation, the Association publishes a notice of completion of the public consultation of the draft standard.

6.5.7 The working group compiles a summary of comments and suggestions on the first edition of the draft standard and finalizes the draft standard taking into account the comments and suggestions adopted by it (Annex B).

6.5.8 The Association shall post on the official website a summary of comments and suggestions on the first edition of the draft standard and provide responses to each stakeholder who submitted comments and suggestions on the draft standard.

6.5.9. For the new forest management standard, the Association shall organize a second round of public consultation lasting at least 30 days similar to the process described in clause 6.5.2 - 6.5.8. Following the results of the second round of public consultation, the working group shall finalize the draft standard.

## **6.6 Conducting field testing and updating of the standard**

6.6.1 The Association shall organize field testing of the new standard to assess the unambiguity, verifiability and feasibility of the requirements.

Note: Field testing is not required to revise an existing standard, as experience with its application can replace testing.

6.6.2 The draft standard shall be tested in the different conditions to which it will be applied, taking into account the type of forests, the scale and ownership and other criteria.

6.6.3 The procedure for selecting a certification body for field testing is determined by the Head of the Association. The selection process is open. The certification body shall conduct field testing of the draft standard with the participation of one representative of the Association and one representative of the Working Group for the development of the standard, who has experience in the field of forest management.

6.6.4 Field testing shall cover the full range of requirements included in the draft standard, and assess the feasibility of the standard as a whole, as well as the socio-economic consequences of the standard.

6.6.5 A report shall be prepared based on the results of field testing.

6.6.6 The working group shall study the results of the field testing and finalize the draft standard based on the results obtained. At this stage, to speed up the process, it is allowed to finalize the standard without the participation of a wide range of stakeholders (with technical edits that do not change the essence of the standard).

6.6.7 The Association shall post information on the results of field testing on the official website.

## **6.7 Preparation of the final version of the draft standard**

6.7.1 The working group prepares the final version of the draft standard on the basis of the revised draft standard.

6.7.2 The decision of the working group to recommend the final version of the draft standard for approval shall be taken by consensus.

### Notes:

1 Consensus is a general agreement characterized by the absence of ongoing opposition on important issues by a significant number of stakeholders and the process of finding opportunities to take into account the views of all stakeholders and reconcile conflicting arguments.

2 Consensus does not mean unity.

6.7.3 If there are discrepancies, the working group can use the following methods to resolve them:

- a) a face-to-face meeting, where an open vote "for / against" will be held and a statement of consensus will be made by the head of the working group in the absence of disagreements or a vote (votes) against;
- b) absentee meeting, where an open vote "for / against" will be held;
- c) request by e-mail to the members of the working group for consent or objection;
- d) a combination of these methods.

6.7.4 If voting is used in decision-making, the Association shall establish voting procedures and decision-making thresholds.

6.7.5 If there is constant opposition, the following methods can be used:

- a) finding a compromise by discussing and negotiating a contentious issue within the working group;
- b) finding a compromise through direct negotiations between the stakeholder (stakeholders) with different views on the issue;
- c) additional round (s) of public consultations (if necessary).

6.7.6 If permanent opposition persists, the Association shall initiate a resolution of the dispute and ask for advice from the PEFC Council on further action, with the possibility of extending the deadline set for completion, but no more than one year.

## **7 Approval and publication of the standard**

### **7.1 Formal approval of the standard**

7.1.1 If the draft standard receives a formal recommendation from the working group, a report on the work done should be prepared, which should include:

- review of the standard development process;
- explanation of the main problems that arose during the process and ways to solve them;
- list of members of the working group for the development of the standard;
- the original of the final version of the standard;
- translation into English of the final version of the draft standard;
- summary of comments and suggestions based on the results of public consultations;
- originals of responses to the first and second editions of the draft standard;
- report on the results of field testing;
- evidence of consensus in the working group and recommendations of the final version of the draft standard for approval;
- notice of the start of development of the standard;
- notification on the development of a draft standard;
- notice of completion of public consultations;
- draft order approving the standard.

This report shall be submitted by the working group to the Head of the Association.

7.1.2 The Head of the Association checks the following if there is evidence of consensus in the working group:

- completeness of documents;
- compliance with the name of the standard;
- correctness of documents, the presence of original signatures and seals (if necessary).

7.1.3 In case of positive results of document verification, the Head of the Association prepares a draft standard for approval by the General Meeting of the Association. In

case of non-compliance with at least one of the above requirements, the Head of the Association returns the documents for revision.

7.1.4 The General Meeting of the Association decides on the approval or rejection of the standard. Thus the decision on the statement of the standard is made out in the form of the administrative document in which the date of entry into force of the standard has to be specified.

## **7.2 Publication and accessibility of the standard**

7.2.1 The Association shall post on the official website the notice of approval of the standard and the officially approved standard within 14 days after its approval.

7.2.2 The standard shall include:

- a) contact information of the Association;
- b) the official language of the standard;
- c) a note that in case of discrepancies between the versions, the English version of the standard approved by the PEFC Board is for reference only;
- d) the date of approval and the date of the next periodic revision of the standard.

Note: The date of the next periodic revision of the standard may be less than five years, based on stakeholder expectations or other expected changes.

7.2.3 Printed copies of the approved standard are available on request at a price that covers only administrative costs.

7.2.4 The Association shall make the report on its development publicly available in accordance with the requirements of PEFC GD 1007.

7.2.5 The procedure for approval of the national forest management standard by PEFC International is defined in the Procedure for approval of the national forest management standard.

## **8. Updating of the standard**

### **8.1 Terms**

The forest management standard must be updated at least once every five years. The update should be based on consideration of feedback received during the implementation of the standard and analysis of nonconformities. If necessary, a public consultation with stakeholders can be arranged for additional feedback.

### **8.2 Collecting feedback about the standard**

8.2.1. The Association should establish and maintain a permanent mechanism for collecting and registering feedback on the standard during its implementation and application. This mechanism should be available on the official website of the

Association.

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

8.2.2 The Association should collect and systematize all feedback received from various communication channels, including round tables, seminars, training courses, etc., register, review, analyze, summarize, assess their relevance and determine how to update the standard (in the form of development changes, view or view in a short time).

### **8.3 Analysis of nonconformities**

8.3.1 The Association should regularly review the content of the standard to identify the need to update it, which may be aimed at:

- ensuring compliance with PEFC requirements;
- elimination of contradictions with the current and those norms of the legislation of Ukraine which are offered for introduction;
- bringing the standard in line with newly concluded international agreements;
- dissemination of best practices, improving the quality of forest management in accordance with the level of development of science, techniques and technology, expectations of stakeholders, market requirements, economy;
- exclusion of references to repealed standards.

### **8.4 Public consultation**

8.4.1 In the event that feedback on the standard and analysis of nonconformities do not indicate the need to update it, the Association should organize a public consultation with stakeholders to assess the feasibility of updating this document.

The Association should include an analysis of inconsistencies in the public consultation.

8.4.2 Before the public consultation, the Association should update the list of stakeholders (clause 6.2).

8.4.3 The Association shall organize a public consultation lasting at least 30 days and / or arrange a meeting with stakeholders.

8.4.4 The Association must promptly announce the update of the standard (clause 6.3).

### **8.5 Making a decision to update or confirm the standard**

8.5.1 The Association should decide to confirm the standard or update it based on the feedback received during the implementation period of the standard, the results of non-compliance analysis and public consultation.

8.5.2 The decision to update or confirm the standard shall be made by the General Meeting of the Association.

8.5.3 If a decision is made to confirm the standard, the Association shall provide a justification for this decision and post it on the official website.

8.5.4 In case of a decision to update the standard, the Association shall determine the method of updating (development of changes, revision or revision in a short time).

8.5.5 When carrying out the works specified in clauses 8.2.2, 8.3.1, 8.4, it is necessary to assess the need for simultaneous updating of other standards and documents of the Association interrelated with the updated standard.

## **9. Updating the standard**

### **9.1 Development of amendments to the standard**

9.1.1 Amendments to the standard can be developed without starting the revision process, if the changes are only editorial (linguistic) and / or control in nature.

9.1.2 The development of amendments to the standard, its approval and registration shall be carried out in accordance with the rules set out in paragraph 7 of this standard. It is recommended to involve the Working Group on standard development in full or reduced composition as a developer of amendments to the standard.

9.1.3 Amendments to the standard shall take effect not earlier than one month after its approval and taking into account the time required for the relevant organizational and technical measures.

9.1.4 Notice of approved amendments to the standard should be posted on the official website of the Association.

### **9.2 Revision of the standard**

9.2.1 Revision of the standard is necessary when making significant changes to its content and / or structure, as well as when making new and / or more progressive requirements.

9.2.2 The review may take place during the periodic review or between the periodic reviews, but it does not include the development of amendments to the standard and the review in a short time.

9.2.3 When a standard is revised, a new standard is developed to replace the current one. At the same time, the development of the standard, its approval, registration, publication and implementation are carried out in accordance with the procedure established in section 6. As a rule, a Working Group on standard development is involved as a developer of the updated standard.

Note: If necessary, at the same time as the revision of this standard, work is carried out to prepare amendments to the interrelated standards and other documents or work on their revision.

9.2.4 During the review, the previously existing standard is canceled, and the revised standard (in the Preface) indicates which standard it was developed to replace.

9.2.5 Information on the replacement of the current standard and the approval of the updated standard is posted on the official website of the Association in the form of a notice.

### **9.3 Revision of the standard in a short time**

9.3.1 Revision of the standard in a short time frame is a review between two periodic reviews using an accelerated process.

9.3.2 Revision in a short time can be carried out only in the following cases:

a) changes in national laws and regulations that affect compliance with the requirements of PEFC International;

b) instructing PEFC International to comply with certain or new PEFC requirements within time limits that are too short to review.

9.3.3. Revision in a short time must be performed under these conditions:

a) The Association shall develop a standard under review;

b) The Association may hold a public consultation with stakeholders if necessary;

c) the standard being revised must be officially approved by the General Meeting of the Association;

d) The Association should explain the rationale for urgent changes and post a notice on the official website.

### **9.4 Application of the updated standard**

9.4.1 The revision shall establish the effective date and transition period of the updated standard.

9.4.2 The effective date shall not exceed one year after the publication of the standard.

9.4.3. The transition period shall not exceed one year. The Association may determine a longer period only in exceptional cases.

**Annex A**

**Response form to the draft standard \_\_\_\_\_**

(name)

Structural element of the standard	Remark	Proposal, wording, edition	Links to Annexes* (if available)

Date \_\_\_\_\_

Name of organization or person

\_\_\_\_\_

Feedback (postal address, e-mail, phone)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Author \_\_\_\_\_

(personal signature)

\_\_\_\_\_

(initials and surname)

\* Annexes - materials that substantiate and confirm comments and suggestions (documents, photos, etc.).

**Appendix B  
(recommended)**

**Form of Summary of Comments and Proposals to the Draft Standard and Rules  
for Its Filling in**

**Summary of Comments and Proposals**

for \_\_\_\_\_ version of the draft standard

number

\_\_\_\_\_

name of the standard

**1 Comment on the feasibility of standard development**

Name of organisation or individual (sheet number, date)	Comment, proposal	Developer's conclusion

**2 Comment on the draft standard as a whole**

Name of organisation or individual (sheet number, date)	Comment, proposal	Developer's conclusion

**3 Comment on the scope of the standard**

Name of organisation or individual (sheet number, date)	Comment, proposal	Developer's conclusion

**4 Comment on the standard structure**

Name of organisation or individual (sheet number, date)	Comment, proposal	Developer's conclusion

**5 Comments on certain structural elements of the draft standard**

Structural element of the standard	Name of organisation or individual (sheet number, date)	Comment, proposal	Developer's conclusion

Head

of the Working group on the  
standard development \_\_\_\_\_

position,

signature

full name

organisation

Note: Rules for filling in the form:

1 Comments and proposals expressed in the feedback from different organisations but relating to the same structural element, shall be indicated together but in different lines.

2 Developer's conclusion is indicated using the following standard formulations:

“Accepted”;

“Accepted in part” with stating the part in respect of which this comment or proposal is taken into account;

“Rejected” with justification of the inexpediency of taking into account this comment or proposal;

“Received and noted”, if the content of this comment or proposal does not provide for its consideration during finalization of the draft or refers to a structural element that is excluded or changed for another reason;

“Proposed to discuss at the meeting of the Working group on the standard development.”