

NATIONAL VOLUNTARY FOREST CERTIFICATION SYSTEM STANDARD

**PROCEDURE FOR DEVELOPMENT, APPROVAL,
REVISION OF THE STANDARD OF FOREST
MANAGEMENT OF UKRAINE
(Second edition)**



Association National Voluntary Forest Certification System

5, Starokozacka Str, 44049 Dnipro, Ukraine

tel. +380975565335

Email: info@pefcukraine.com

Website: www.woodcertification.com.ua

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Contents

| | |
|---|----|
| Introduction..... | IV |
| 1. Scope..... | 1 |
| 2. Normative references..... | 1 |
| 3. Definitions | 1 |
| 4. Terms | 1 |
| 5. Organization of Forest Management Standard development..... | 3 |
| 5.1. Requirements for the Association NVFCS | 3 |
| 5.2 Documented information | 3 |
| 5.3 Handling of complaints and appeals | 4 |
| 6 Standard-setting process | 4 |
| 6.1 Standard proposal | 4 |
| 6.2. Stakeholder identification..... | 5 |
| 6.3. Public announcement of the process..... | 6 |
| 6.4. Working group requirements..... | 7 |
| 6.5 Conducting public consultation and updating of the standard | 8 |
| 6.6 Conducting field testing and updating of the standard | 9 |
| 6.7 Preparation of the final version of the draft standard..... | 9 |
| 7 Approval and publication of the standard..... | 10 |
| 7.1 Formal approval of the standard | 10 |
| 7.2 Publication and accessibility of the standard..... | 11 |
| 8. Periodic review of the standard..... | 12 |
| 8.1 Terms..... | 12 |
| 8.2 Feedback mechanism | 12 |
| 8.3 Gap Analysis..... | 12 |
| 8.4 Public consultation | 13 |
| 8.5 Decision-making..... | 13 |
| 9. Revision of standard | 14 |
| 9.1 Editorial revision..... | 14 |
| 9.2 Revision of the standard..... | 14 |
| 9.3 Time-critical revision of the standard..... | 14 |
| 9.4. Application and transition of the revised standards..... | 15 |
| Annex A Response form to the draft Standard | 16 |
| Appendix B Form of Summary of Comments and Proposals | 17 |

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 Voluntary Certification System (NVFCS).

Responsible forest management is a holistic approach that takes into account economic, environmental and social criteria. Stakeholder participation is important in developing a National Voluntary 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.

This second edition from the date of publication cancels and replaces the first edition UA SFM ST 01. The second edition has minor technical amendments relating to PEFC Endorsement process of National Voluntary Forest Certification System.

1. Scope

1.1 This standard establishes the requirements for the development and approval of a Forest Management Standard and for its review and revision.

1.2 This standard is intended to apply:

- working group on the development of Forest Management Standards - during the development of the standard and its review and revision;
- working group on the development of the management system NVFCS - 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, review and revision of the standard.

2. Normative 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 shall be 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 enquiry draft of the 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 Association shall meet the following principles by developing, review and revision a standard:

- stakeholder engagement – an opportunity for meaningful participation in the process that is open to all stakeholders through participation in working groups and public consultations;

- balanced representation – no single stakeholder group should dominate or be dominated in the process. While each party is free to decide on its participation, the Association makes an effort to ensure that all relevant stakeholder groups are represented and considers an appropriate gender balance;

- consensus – standards are approved by consensus. Any sustained opposition to specific issues is resolved by means of dialogue whenever possible;

- improvement – periodic review of a standard seeks continual improvement and to ensure the standard continues to meet 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 shall 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

5.1.1. 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 keeping documented information on the development, approval and revision 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) review and revision of the Forest Management Standard and standard's normative document(s)

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

5.2 Documented information

5.2.1 Association NVFCS shall keep documented information relevant to the standard-setting, review and revision process. Evidence of compliance with the requirements of this standard and the Association's NVFCS own procedures includes:

- 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
- i) evidence relating to the review process etc.

5.2.2. Documented information shall be kept until completion of the next review or revision of the standard to which they refer. Otherwise the documented information must be kept for a minimum of five years after publication of the standard.

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

5.3 Handling of complaints and appeals

5.3.1 The Association shall develop a procedure for dealing with complaints and appeals related to its standard-setting activities. It must make the procedure(s) accessible 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) gather and verify all necessary information to validate the complaint or appeal, evaluate the subject matter of the complaint or appeal impartially and objectively, and make a decision regarding the complaint or appeal, and
- c) formally communicate the decision on the complaint or appeal to the complainant and describe the handling process.

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

5.3.3. The procedure for filing and reviewing complaints and appeals is set out in detail in the UA SFM ST 04, Procedure for Managing Complaints and Appeals.

6 Standard-setting process

6.1 Standard proposal

6.1.1 For the creation of a new standard, the Association NVFCS 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).

6.1.2 For the revision of a standard the proposal shall cover at least (a) and (e) of clause 6.1.1.

6.2. Stakeholder identification

6.2.1. The Association shall identify stakeholders that are relevant to the objectives of the standard and scope of the standard-setting activities by means of a stakeholder identification mapping exercise. It shall define which stakeholder groups are relevant to the subject matter and why. For each stakeholder group the Association shall identify the likely key issues, key stakeholders, and which means of communication would be best to reach them.

6.2.2 Identification of stakeholder groups shall be identified for each of the groups:

- forest owners;
- business and industry;
- non-governmental organizations;
- scientific and technological community;
- workers and trade unions;
- women and children.

Note: Standard PEFC ST 1001 – Standard Setting – Requirements defines another group of stakeholders as indigenous people, 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 Technological Community.
- 8 Women.
- 9 Workers and trade unions

6.2.3. The Association shall identify disadvantaged stakeholders and key stakeholders and address any constraints to their participation in standard-setting activities.

Note: A stakeholder can be both a disadvantaged and a key stakeholder at the same time.

6.3. Public announcement of the process

The Association shall make a public announcement of the start of the standard-setting process and include an invitation to stakeholders to participate in the process. The announcement shall be made in a timely manner through suitable media, as appropriate, to give stakeholders an opportunity for meaningful contributions. The announcement and invitation shall include:

- a) overview of the standard-setting process,
- b) access to the proposal for the standard (refer to 6.1),
- c) information about opportunities for stakeholders to participate in the process,
- d) requests to stakeholders to nominate their representative(s) or themselves to the working group (refer to 6.4). The request to disadvantaged stakeholders and key stakeholders shall be made in a manner that ensures that the information reaches intended recipients and in a format that is easy to understand,
- e) explicit invitation and clear instruction on how to submit feedback on the scope and standard-setting process, and
- f) access to the standard-setting procedures.

Note 1: In a timely manner means (at the latest) four weeks before the first standard-setting activity is scheduled to occur.

Note 2: Through suitable media means at least through the Association website and by email and/or letter to identified stakeholders. Other media includes press releases, news articles, features in trade-press, information sent to branch organizations, social media, digital media, etc.

6.3.2 The Association shall review the standard-setting process based on feedback received in response to the public announcement.

6.4. Working group requirements

6.4.1 The Association shall 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 refusal of nominations shall be justified in relation to the requirements for balanced representation of the working group, considerations of an appropriate gender balance, relevance of the organization, an individual's competence, an individual's relevant experience and resources available for standard-setting.

6.4.4 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 drafts;
- c) feedback and views given by any member of the working group shall be considered in an open and transparent way where the outcome of these considerations is recorded.

6.4.5 The working group is preparing the enquiry draft of the 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 enquiry draft of the 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 enquiry draft of the standard lasting at least 60 days.

6.5.2 At the latest one day before the start of public consultation the Association NVFCS shall:

- a) publish announcement about the start of public consultation on the official website, where shall be announced the start and the end dates of public consultation;
- b) publish on the official website the enquiry draft, which was finally approved by Working Group on the Standard Development,
- c) control, that a direct invitation to comment on the enquiry draft is sent to each stakeholder identified by stakeholder identification mapping aiming for a balanced participation of stakeholder groups,

Note 1: Invitations shall be sent to disadvantaged and key stakeholders by methods that ensure they reach recipients and are easy to understand,

Note 2: Enquire draft should be publicly available and shall be provided to any stakeholder on inquire.

6.5.3 The stakeholders shall consider the enquire draft of the standard, prepare written responses to the enquire draft of the 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 shall 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 standard-setting procedures;
- 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 shall publish 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 enquiry draft of the 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 short summary and public version of synopsis of comments and suggestions on the enquiry draft of the standard and provide responses to each stakeholder who submitted comments and suggestions on the draft standard.

Note 1: Public version of synopsis of the comments and suggestions, which would be published on the official website is based on the Annex B, but it is not included names of organisations and natural persons who made the comments.

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 (pilot testing) is not required for revision of 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) telephone conference 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. When there is sustained opposition to a substantial issue, the issue shall be resolved using the following methods:

a) finding a compromise through discussion and negotiation on the disputed issue within the working group,

b) finding a compromise through direct negotiation between the stakeholder(s) making the objection and other stakeholders with different views on the disputed issue,

c) additional round(s) of public consultation (if necessary) where further stakeholder input can help to achieve consensus on unresolved issues. The Association determines the scope and duration of any additional public consultation.

When a substantial issue cannot be resolved and sustained 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 shall be prepared, which shall 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 enquiry drafts of the 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 review of the standard.

Note: The date of the next periodic review 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. Periodic review of the standard

8.1 Terms

The standard(s)/normative document(s) shall be reviewed at intervals that do not exceed a five-year period. 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 organized to obtain further feedback and input.

8.2 Feedback mechanism

8.2.1. The Association shall establish and maintain a permanent mechanism for collecting and recording feedback on the standard during its implementation and application. This mechanism shall 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 shall 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 Gap Analysis

8.3.1 The Association shall regularly review the content of the standard to identify

the need for revising it, which shall 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 gap analysis do not identify a need for revising it, the Association shall organize a public consultation with stakeholders to determine whether stakeholders see a need for revising the standard.

The Association shall include the gap analysis in the stakeholder consultation.

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

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

8.4.4 The Association shall announce the review of the standard in a timely manner (clause 6.3).

8.5 Decision-making

8.5.1 Based on the feedback received during the period of a standard's implementation, the outcome of the gap analysis and the consultations, the Association shall decide whether to reaffirm the standard or whether a revision of the standard is necessary. The decision to revise or confirm the standard shall be made by the General Meeting of the Council of the Association National Voluntary Forest Certification System.

8.5.2 Where the decision is to reaffirm a standard, the Association shall provide a justification for the decision and make the justification available on the official website.

8.5.3 Where the decision is to revise the standard, the Association shall specify the type of revision (normal or editorial revision).

8.5.4 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 revise of other standards and documents of the Association interrelated with the updated standard.

9. Revision of standard

9.1 Editorial revision

9.1.1 Editorial revisions 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 editorial revisions 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 editorial revisions to the standard.

9.1.3 Editorial revisions 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 editorial revisions to the standard shall 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 revision may take place at the periodic review or between the periodic reviews, but it does not include the development of editorial revisions to the standard and the time-critical revision .

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 editorial revisions to the interrelated standards and other documents or work on their revision.

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

9.3 Time-critical revision of the standard

9.3.1 Time-critical revision of the standard is a revision between two periodic reviews using an fast-track process.

9.3.2. A time-critical revision can be conducted only in the following situations:

a) Change in national laws and regulations affecting compliance with PEFC

International requirements

b) Instruction by PEFC International to comply with specific or new PEFC requirements within a timescale that is too short for a normal revision.

9.3.3 The time-critical revision shall follow these steps:

a) The Association shall draft the revised standard,

b) The Association may consult stakeholders, but it is not mandatory,

c) The revised standard shall be approved formally approved by the General Meeting of the Council of the Association National Voluntary Forest Certification System.

d) The Association shall explain the justification for the urgent change(s) and make the justification available on the website of the Association.

9.4. Application and transition of the revised standards

9.4.1 The revision shall establish the application date and transition period of the revised standard.

9.4.2 An application 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.

**Appendix B Form of Summary of Comments and Proposals
(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, organisation | signature | full name | |

Note: Rules for filling in the form:

1 Comments and proposals expressed in the feedback from different organizations 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».