

Revision Project

Proposal, draft 1.0
2015-05-31

Revision of the PEFC Luxembourg forest certification scheme

PEFC Luxembourg

1. Introduction

PEFC Luxembourg is governing a national forest certification scheme (here-in-after “the scheme”) that was endorsed by the PEFC Council (www.pefc.org) in July 2014 and the endorsement is valid until 29 July 2019. This would require starting the revision of the scheme in July 2017 and a revised scheme to be submitted for the PEFC re-endorsement by July 2018.

2. Objectives and Scope

This project is focused on the revision of the PEFC Luxembourg scheme with the following objectives:

- to review the current scheme requirements and experience from the on-going forest certification (including the forest management standard, group forest management requirements, requirements for certification bodies, accreditation);
- to review approaches in neighbouring countries (Germany, France, Belgium) that can be relevant the improvement of the scheme effectiveness and efficiency;
- to incorporate **changes in the Luxembourgish forest policy and related legislation**;
- to identify and develop **synergies with other forest related projects**;
- to build consensus on any other demands of PEFC Luxembourg stakeholders relevant to forest certification;
- to incorporate changes in the PEFC Council (International) documentation;
- to use the revision for **promotion of the PEFC** scheme.

The revision process shall be open, transparent, and consensus based and will be governed by the PEFC Luxembourg’s standard setting procedures (to be also revised in the beginning of the process).

3. Organisation of the project

3.1 Project leader

The project will be lead and coordinated by Michel Dostert, PEFC Luxembourg national secretary. PEFC Luxembourg secretariat will provide secretarial support.

The project leader will receive a technical assistance and support of Mr Jaroslav Tymrak, TJConsulting.

3.2 Technical Committee

The standards will be developed by the PEFC Luxembourg “Technical Committee” that provides for balanced representation of stakeholders in sustainable forest management. The objective of the Technical Committee is to reach a consensus amongst the participating stakeholders on the content of the revised standards.

3.3 PEFC Luxembourg BoD

The PEFC Luxembourg Board of Directors is responsible for the approval of the “revision project”, approval of the standard setting procedures and additional procedural documents of PEFC Luxembourg (See Annex 1)

3.4 General Assembly

The PEFC Luxembourg General Assembly is responsible for the formal adoption of the scheme documentation (standards), (see Annex 1).

4. Revision stages and timetable

The stages for the development of the scheme are based on the PEFC Luxembourg standard setting procedures.

Phase 1: Proposal stage

Purpose	Activities	Outputs
To define the scope and basic parameters	<ul style="list-style-type: none"> Preparing the Revision Project Proposal Approval of the Revision Project Proposal and by the PEFC Luxembourg's BoD 	Project Proposal approved by the BoD

Phase 2: Preparatory stage

Purpose	Activities	Outputs
To prepare capacity for the standards development	<ul style="list-style-type: none"> Stakeholders mapping Public announcement of the start of the standard setting and invitation to nominate members of the Technical Committee, including stakeholders comments on the standard setting project. The announcement to be made by a press release and in suitable media, forestry as well general; distributing the information to PEFC Luxembourg members and other stakeholders; encouraging PEFC members to distribute the information to other stakeholders; direct mailing to key and disadvantaged stakeholders; direct communication to stakeholders; personal meetings with key stakeholders. Review of the PEFC Luxembourg standard setting procedures, consideration of comments from the public announcement and its formal adoption by the PEFC Luxembourg's BoD PEFC Luxembourg's BoD accepting the nominations and setting the Technical Committee. Analysis of the stakeholders comments, suggestion and expectations, personal meetings with key stakeholders, identification of synergies with other forest related projects. Developing a first draft document 	<p>Standard setting procedures</p> <p>Identification of stakeholders, including key and disadvantaged ones</p> <p>Technical Committee established</p> <p>Working draft of standards</p>

Phase 3: Technical Committee stage

Purpose	Activities	Outputs
To build consensus on the content of the standards	<ul style="list-style-type: none"> • Meetings of the Technical Committee • Building consensus amongst the Technical Committee members • Preparing Technical Committee's drafts • Agreeing an Enquiry draft and Final draft • Preparation of the standard setting report 	Standardisation Committee, Enquiry and Final drafts

Phase 4: Enquiry stage

Purpose	Activities	Outputs
To consult the standards with broad range of stakeholders	<ul style="list-style-type: none"> • Official public and members consultation • National seminar, • Direct consultation with key and disadvantaged stakeholders (E-NGOs, etc.) • Processing of received comments, and their consideration by the Technical Committee 	<p>Report on the seminar</p> <p>Received comments and results of their consideration</p>

Phase 5: Approval stage

Purpose	Activities	Outputs
To formally approve the documents	<ul style="list-style-type: none"> • Presentation of the final drafts to the PEFC Luxembourg's BoD and recommendation to the General Assembly; approval of the procedural documents by the BoD • Formal approval by the General Assembly • Optionally, consideration of the BoD comments and feedback by the Technical Committee 	Standards formally adopted

Phase 6: Publication stage

Purpose	Activities	Outputs
To publish the documents and inform stakeholders	<ul style="list-style-type: none"> • Publication of the document at the PEFC Luxembourg website • Informing stakeholders about the new standards and its implications in suitable forestry and general media 	Published documents

5. Revision timetable

		2017			2018		Week
		II	III	IV	I	II	
Prop. stage	Project proposal development	■					22
	Approval by BoD		■				23
Prep	Stakeholders mapping						24
	Public announcement and invitation for the TC nominations						24
	Review standard setting procedures			■			36
	TC establishment			■			36-37
stag	Consideration of comments and expectations	■	■	■			24-35
	Developing working drafts		■	■			31-37
Technical Committee stage				■	■	■	40-13
Enquiry stage	Public and members consultation				■	■	1-9
	National seminar				■	■	1-5
	Direct consultation with stakeholders				■	■	1-9
	Consideration of comments					■	10
Appr. stage	BoD meeting					■	14
	General Assembly (GA)					■	15-17
Publication stage						■	17

Meetings and events

Event	Week	Note
PEFC Luxembourg's BoD	23, 36 (2017) 14 (2018)	Week 23 - approval of the Project Proposal and standard setting procedures Week 36 - TC establishment, approval of standard setting procedures Week 14 (2018) - Recommendation of the revised scheme for the GA's approval
PEFC Luxembourg GA	15-17 (2018)	Formal approval of the revised scheme
Technical Committee	40-52 (2017) 13 (2018)	Week 40-52 (2017) – agreement on an Enquiry draft Week 13 (2018) – agreement on a Final draft
National seminar	1 - 5	<i>To be confirmed</i>

Annex 1: Structure of the scheme’s “Technical Documentation”

Documentation type	Note
Statutes	The document governing the IFCC organisation, structure, members rights and responsibilities
Standards	Documents defining requirements for key players in the certification.
Guidances	Documents providing guidance or interpretation of the scheme standards
Procedures	Documents defining PEFC Luxembourg’s procedures in the development and governance of the scheme

LFCS Standards	
LFCS ST 1001:2013	<p>Luxembourg Forest Certification Scheme – Introduction</p> <p>Includes general description of the scheme, its objectives, basis, approaches and bodies involved.</p>
LFCS ST 1002:2013	<p>Sustainable forest management – Criteria and indicators</p> <p>Requirements for the management of natural forests to be met in order to attain IFCC forest certification.</p>
LFCS ST 1003:2013	<p>Group forest management certification – Requirements</p> <p>Includes requirements for implementation of requirements for sustainable forest management in group of forest owners / managers.</p>
LFCS ST 1004:2013	<p>Requirements for bodies providing audit and certification of forest management</p> <p>Includes requirements for the structure, procedures, accreditation and notification of certification bodies and their auditors involved in forest management certification.</p>
LFCS / PEFC ST 2001:2008	<p>PEFC Logo usage rules - Requirements</p> <p>Requirements for the usage of the PEFC logo. The PEFC Council international standard to be adopted as a part of the LFCS scheme.</p>
LFCS / PEFC ST 2002:2013	<p>Chain of custody of forest based products - Requirements</p> <p>PEFC International standard to be adopted by the PEFC Luxembourg as a part of the scheme. Includes requirements for chain of custody in order to use the PEFC claims on forest products.</p>

LFCS / PEFC ST 2003:2012	<p>Requirements for bodies providing audit and certification of chain of custody</p> <p>PEFC International standard to be adopted by the PEFC Luxembourg as a part of the scheme. Includes requirements for the structure, procedures, accreditation and notification of certification bodies and their auditors involved in chain of custody certification.</p>
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LFCS Procedural Documents	
LFCS PD 1001:2012	<p>Standard setting procedures</p> <p>Includes requirements for the development and revision of the scheme</p>
LFCS PD 1002:2012	<p>IFCC procedures for investigation and resolution of complaints and appeals</p>
LFCS PD 1003:2012	<p>Issuance of PEFC and IFCC Logo licenses</p>
LFCS PD 1004:2012	<p>Notification of certification bodies</p> <p>Procedures for formal recognition of certification bodies for forest management and chain of custody certification bodies</p>