

Standard setting report

2018-05-15

Revision the PEFC Luxembourg forest certification scheme

2017-2018

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1 Introduction

PEFC Luxembourg is governing a national forest certification scheme (here-in-after “the scheme”) that was firstly adopted on 18 June 2009; then endorsed by the PEFC Council (www.pefc.org) in July 2010. The scheme was then revised in 2013 and formally endorsed (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.

In May 2017, PEFC Luxembourg decided to start the revision of the scheme documentation with the objective to submit revised documentation in time allowing the revised scheme to be endorsed before the expire of the current endorsement.

2 Scope of the revision process and this report

The revision process was started by PEFC Luxembourg in May 2017, based on the revision project proposal^[4.1] that was approved by the PEFC Luxembourg’s Board of Directors (BoD) on 15 June 2017^[6.1].

The scope of the revision was:

- 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 intended to use the existing structure of the scheme documentation as included Annex 1. Following the Standard setting procedures^[1.1], the full standard revision process was applied to the scheme’s standards (LFCS ST 1002, 1003 and 1004).

The revision work was based on and governed by *LFCS PD 1001:2013*^[1.1], *Standard setting procedures* and shall be open, transparent, and consensus based.

This standard setting report is based on chapter 5.6.1 of *LFCS PD 1001:2013*^[1.1].

3 Governance of the revision process

In accordance with *LFCS PD 1001:2013*^[1.1] the following organisational arrangements were applied for the revision of the scheme:

3.1 PEFC Luxembourg General Assembly (the GA)

The GA was responsible for the formal approval of the scheme's standards.

3.2 PEFC Luxembourg Board of Directors (the BoD)

The BoD fulfilled the following functions in the standard setting process:

- approval of the project proposal^[4.1],
- approval of the standard setting procedures,^[1.1]
- establishment and dissolution of the Technical Committee for the revision of the scheme's standards,
- recommendation of the final draft (FD) standards for formal approval by the GA.

3.3 Technical Committee (the TC)

The TC was established by the BoD on 21 September 2017^[6.2] with the objective to build consensus amongst participating interested stakeholders and/or experts.

The TC consists of balanced representation of the following stakeholder categories:

- A. **Primary producers** including forest owners and managers;
- B. **Processors**, including forest related industries;
- C. **Forest users**, including environmental organisations, trade unions, research and academic organisations, hunting associations, hikers, tourism organisations, etc.;

The TC reports to the BoD and can be dissolved by the BoD.

The list of the TC members is included in Annex 3 to this report.

3.5 PEFC Luxembourg Secretariat (the Secretariat)

The Secretariat, represented by Mr Michel Dostert, was responsible for the implementation of the procedures of *LFCS PD 1001:2013*^[1.1]. The Secretariat arranged all contacts between the TC and the BoD. In particular, the Secretariat was responsible for:

- preparation of the project development process and project proposal,
- providing secretarial and administration support to the TC,
- announcing the start of the project development process,
- administration of the public consultation,
- publication of the approved documentation.

The Secretariat was supported by a TJConsulting, an independent consultant represented by Mr. Jaroslav Tymrak.

4 Description of the revision process

The PEFC Luxembourg started to comprehensively review its scheme documentation with the target to publish a new standard in Spring 2018.

The process consists of six stages as defined by *LFCS PD 1001:2013*^[1.1]: proposal stage, preparatory stage, technical committee stage, enquiry stage, formal approval stage and publication stage.

Standard setting stages		Responsibility
Proposal stage, May –June 2017	Project development	The Secretariat
	Project approval	BoD
Preparatory stage, July – Sep 2017	Stakeholders mapping	The Secretariat
	Public announcement	The Secretariat
	Invitation of PEFC Luxembourg's members and other stakeholders	The Secretariat
	TC establishment	BoD
TC stage, Sep 2017 –May 2018	Development of working draft	The Secretariat
	Consideration of comments	TC (supported by the Secretariat)
Enquiry stage, Feb – April 2018	Consensus building	TC
	Public consultation	The Secretariat
Approval stage, May 2018	Standard setting report	The Secretariat
	Board of Directors recommendation / approval	BoD
	General Assembly approval	GA
Publication stage June 2018	Publication of the scheme documentation	The Secretariat

4.1 Summary of the revision process

- The TC has met three timesⁱ in person ^[5.1-5.3].
- The TC was working on several drafts of three documents ^[2].
- Enquiry drafts of the documents ^[2] were sent for public consultation. All comments were analysed and considered by the Secretariat and the TCⁱⁱ.
- Based on the comments received during the public consultation the TC reached consensus on Final Draft versions of LFCS 1002, 1003, 1004^[2] and submitted them to the BoD for a formal approval process.
- PEFC Luxembourg has received neither complaint nor appeal relating to the standard setting process.

i 15 November 2017, 9 January 2018 and 3 May 2018
ii 3 May 2018

4.2 Revision process

The detail of the revision process divided into six phases as presented in tables below.

Phase 1: Proposal stage (May-June 2017)

Purpose	Activities	Outputs
To define the scope, basic principles and phases of the revision process	<ul style="list-style-type: none"> The Secretariat together with TJ Consulting prepared a revision Project Proposal paper^[4.1] which defined the scope, basic principles, phases, responsibilities and timetable of the revision process. The document was presented to the BoD and adopted at its meeting on 15 June 2017^[6.1] and presented to public as a part of the announcement of the start of the standard setting process. 	Project Proposal

Phase 2: Preparatory stage (July – September 2017)

Purpose	Activities	Outputs
Revision announcement	<p>Stakeholders mapping</p> <p>The Secretariat carried out a stakeholders mapping exercise^[4.2] that resulted in a list of stakeholders relevant to the revision process (102 stakeholders were identified) including identification “key” stakeholders. No stakeholder was considered as disadvantaged. No special constraints for participation were identified for the key stakeholders. However, direct communication was chosen as the main mean of distribution of information.</p>	Stakeholders mapping table
Establishment of the TC	<p>Announcement of the start and invitation of stakeholders</p> <p>The Secretariat publicly announced the start of the revision on 20 July 2017 at its website ^[7.1], including a press release ^[7.3] and invited all interested parties to (i) submit their nominations for the TC; to comment on (ii) the revision project proposal ^[4.1]; and (iii) standard setting requirements <i>LFCS PD 1001:2013</i> ^[1.1]</p> <p>Following the stakeholders mapping, a direct invitation email^[7.4a] and a direct invitation letter^[7.4b] sent out stakeholder organisations in Luxembourg identified in the stakeholder mapping.</p> <p>The start of the revision process and stakeholders participation in the revision process was announced in a Luxembourgish national</p>	The TC established, First draft of the scheme documentation

	<p>newspaper “Wort” on 20 July 2017. ^[7.5]</p> <p>PEFC Luxembourg has received neither comments relating to the “project proposal” (scope, process and timetable of the proposed revision process) ^[4.1] nor to the standard setting procedures (LFCS PD 1001) ^[1.1].</p> <p>Based on received nominations from stakeholders, the BoD decided ^[6.2] on the composition of the TC (see Annex 3).</p> <p>Review of the standard setting procedures</p> <p>On 20 July 2017, as a part of the announcement of the start of the standard setting process, stakeholders were given opportunity to comment on the standard setting procedures. PEFC Luxembourg has received no comments to the document. Therefore, BoD decided not to revise the document.</p> <p>Preparation of first draft standards</p> <p>The Secretariat together with TJConsulting and ANF (State forest administration) prepared the first drafts of the scheme standards ^[2]</p> <p>Establishment of the Technical Committee</p> <p>Based on received nominations for the TC, the BoD established the TC. All received nominations were accepted^[6.2]</p>	
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Phase 3: Technical Committee Stage (November 2017 – May 2018)

Purpose	Activities	Outputs
<p>To build consensus on final drafts</p>	<p>Summary of the TC meetings</p> <p>The TC started its work at its meeting held on 15 September 2017^[5.1]. The purpose of the meeting was (i) to present the revision project, its stages and timetable, (ii) to present the role, responsibilities and procedures for the TC, (iii) to present and discuss the working draft of LFCS ST 1002.</p> <p>The second meeting held on 9 January 2018^[5.2] continued in the discussion on LFCS ST 1002 and also discussed LFCS 1003 and LFCS 1004. The TC agreed to submit draft standards (enquiry drafts) resulting from the meeting^[2] for public consultation.</p> <p>The third meeting held on 3 May 2018^[5.3] was considering comments from the public consultation^[3.1] and agreed on the final draft standards to be submitted to the BoD for formal approval process^[2]. All present members of the TC recommended the draft standards for a formal approval the voting reached the quorum sufficient to deliver the final draft standards for a formal approval process defined in LFCS PD 1001^[1.1]. The result of the voting at the meeting as well as the result of the postal ballot are reported in the minutes of the meeting^[5.3].</p> <p>Management of the TC</p> <p>The members of the TC received both the invitation for the meetings as well as related documentation in advance by E-mail from the Secretariat^[5.5],</p> <p>All the meeting of the TC were reported in the minutes^[5.1-5.3] available to all members of the TC shortly after the meeting,</p> <p>Comments and responses of the TC members relating to the LFCS standards were incorporated in the next versions of the debated standards.</p>	<p>Final drafts</p>

Phase 4: Enquiry Stage (February – March 2018)

Purpose	Activities	Outputs
<p>To consult draft requirements with broad range of stakeholders</p>	<p>Three documents ^[2] were sent for 2 months public consultation that took place from 1 February 2018 until 2 April 2018. The documents for the public consultation were freely available from the PEFC Luxembourg website.</p> <p>The public consultation was officially announced by PEFC Luxembourg at its website ^[7.6] and by the press release of PEFC Luxembourg^[7.7]; the press release and an Article about PEFC and forest certification^[7.12] was also distributed to media^[7.8].</p> <p>PEFC Luxembourg distributed by e-mail invitation ^[7.8] to participate in the public consultation to the stakeholders identified by stakeholders mapping^[4.3]</p> <p>The public consultation was announced in the journal Ardenner express ^[7.9], in the national newspaper Wort^[7.10], in Letzerbuerger Bauer magazine^[7.13], at the website of private forest owners ^[7.11].</p> <p>All comments received were considered by the TC at its meeting on 3 May 2018 ^[3.1, 4.3] and were made publicly available at the PEFC Luxembourg website^[7.14].</p>	<p>Stakeholders comments</p>

Phase 5: Approval stage (May 2018)

Purpose	Activities	Outputs
To formally adopt the requirements	<p>On 9 May 2018, the BoD considered the final draft standards and recommended to the PEFC Luxembourg's GA their approval ^[6.3].</p> <p>On 17 May 2018, the GA adopted the final draft standards LFCS 1002, 1003 and 1004 ^[6.4].</p>	Formally approved standards

Phase 6: Publication stage (June 2018)

Purpose	Activities	Outputs
To publish the standards	<p>On 15 May 2018, the revised scheme documentation was published at the PEFC Luxembourg's website^[7.14] together with the responses to comments^[3.1] of public consultation and this standard setting report.</p> <p>The publication of the scheme documentation was supported by a press release ^[7.15].</p>	

Revision process timetable

		2017			2018		
		II	III	IV	I	II	
Prop. stage	Project proposal development	■					
	Approval by BoD		■				
Prep. stage	Stakeholders mapping						
	Public announcement and invitation for the TC nominations		■				
	Review standard setting procedures			■			
	TC establishment			■			
	Developing working drafts		■	■	■		
Technical Committee stage					■	■	■
Enq. stage	Public consultation					■	■
	Consideration of comments						■
Appr. stage	BoD meeting						■
	General Assembly (GA)						■
Publication stage							■

5 Evidence on consensus reached

5.1 Consensus building

Following the PEFC Luxembourg's standard setting procedures (*LFCS PD 1001:2013* ^[1.1]), the primary body for reaching consensus on the standards of the scheme is the Technical Committee (the TC).

a) The TC decision on drafts for public consultation

The TC meeting of 9 January 2018 ^[5.2] reached consensus on submitting the draft standards (LFCS ST 1002, 1003, 1004) for public consultation; no "sustained opposition" was presented by any member of the TC and all members present at the meeting unanimously voted on the drafts' submission for public consultation.

b) The TC decision on final drafts for formal approval

The TC meeting of 3 May 2018 ^[5.3] reached consensus on the final draft standards (LFCS ST 1001, 1002, 1003, 1004) and recommended the standards for formal approval.

Members participating in the meeting did not present any sustained opposition and unanimously voted for the final draft standards to be formally adopted by PEFC Luxembourg.

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 1002:2018	<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 1003:2018	<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 1004:2018	<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>
PEFC/LFCS 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>
PEFC/LFCS 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>

PEFC/LFCS 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 1001:2013	<p>Standard setting procedures</p> <p>Includes requirements for the development and revision of the scheme</p>
LFCS PD 1002:2013	<p>Procedures for investigation and resolution of complaints and appeals</p>
LFCS PD 1003:2013	<p>Issuance of PEFC Logo licenses</p> <p>Procedures for the issuance of PEFC Logo licenses by PEFC Luxembourg.</p>
LFCS PD 1004:2013	<p>Notification of certification bodies</p> <p>Procedures for formal recognition of certification bodies for forest management and chain of custody certification bodies</p>

Annex 2: List of available documentation

1. Procedural documentation

- (1.1) LFCS PD 1001:2013, *Standard setting procedures*, 2013-02-08
- (1.2) LFCS PD 1002:2013, *Procedures for investigation and resolution of complaints and appeals*, 2013-02-08

2. Standards

Several versions of LFCS ST 1002, 1003, 1004 made and discussed during the revision process

3. Lists of comments

- (3.1) Comments from public consultation, 03-05-2018

4. Analytical papers and proposals

- (4.1) Revision of PEFC Luxembourg forest certification scheme (en), Project proposal, 2017-06-15
- (4.2) Stakeholders mapping table

5. Documentation relating to the TC

- (5.1) Minutes of the TC meeting on 2017-06-15 (de)
- (5.2) Minutes of the TC meeting on 2018-01-09 (de)
- (5.3) Minutes of the TC meeting on 2018-05-03 (de)
- (5.4) E-mail communication TC

6. Documentation relating to PEFC Luxembourg Board of Directors (BoD) and the PEFC Luxembourg's General Assembly (GA)

- (6.1) Minutes of the BoD meeting on 16 June 2017
- (6.2) Minutes of the BoD meeting on 21 September 2017
- (6.3) Minutes of the BoD meeting on 3 May 2018
- (6.4) Minutes of the GA meeting on 2018-05-17

7. News, press-releases and communication

- (7.1) PEFC Luxembourg website: Announcement of the revision start
- (7.3) Press release: Troisième révision du « Schéma Luxembourgeois de Certification Forestière » (PEFC) (2017-07-20)
- (7.4a) An email to stakeholders with the announcement of the revision process and invitation to the TC (2017-07-20) –
- (7.4b) Letter to stakeholders, announcement of the process/invitation to the TC

- (7.5) Wort (a national newspaper, 2013/02/21): Announcement of the revision process and stakeholders participation in the revision process
- (7.6) Announcement of the public consultation at the PEFC Luxembourg website (de, 2018-02-01)
- (7.7) Press release public consultation (2018-02-01)
- (7.8) Direct invitation of stakeholders to public consultation by E-mail (2018-02-01)
- (7.9) Article on the public consultation in Ardenner Express
- (7.10) Wort: Announcement of the public consultation (2018-002-03)
- (7.11) Announcement of the public consultation at the website of private forest owners association
- (7.12) Article for media: PEFC, forest certification, public consultation
- (7.13) Article on public consultation in Letzebuerger Bauer (9/2/2018)
- (7.14) PEFC Luxembourg's website: publication of the new scheme documentation
- (7.15) Press release: revised scheme approved and published at www.pefc.lu

Annex 3: List of the TC members

Organisation	Titre	Prénom	Nom	Adresse	CP	Localité	Email	Mission	Chamber
Bëschveräin Woltz	Monsieur	Jos	Strotz	2, rue Brill	L-9655	Harlange	strotzjos@gmail.com	Landowners	forest Management
Centrale Paysanne Luxembourgeoise	Monsieur	Christian	Wester	100, rue de Syren	L-5870	Alzingen	wester_christian@hotmail.com	Landowners	forest Management
ProSilva Luxembourg	Monsieur	Michel	Leytem	2, am Bongert	L-8390	Nospelt	mleytem@tango.lu	Forst manager	forest Management
Administration de la gestion de l'eau	Madame	Anne-Marie	Reckinger	1, avenue du Rock'n'Roll	L-4361	Esch-sur-Alzette	anne-marie.reckinger@eau.etat.lu	Water manager	forest Management
Administration de la Nature et des Forêts	Madame	Carole	Sinner	81, avenue de la Gare	L-9233	Diekirch	carole.sinner@anf.etat.lu	Forest manager	Forest management
Groupement des Sylviculteurs	Monsieur	Hubert	de Schorlemer	2, Am Fournicherwee	L-9151	Eschdorf	hdescho@gmail.com	Forest manager	forest Management
AFL	Monsieur	Frank	Adam	5, route de Consdorf	L-6551	Berdorf	frank.adam@anf.etat.lu	Forest manager	forest Management
Fédération St-Hubert des Chasseurs du Grand-Duché de Luxembourg	Monsieur	Vic	Mousel	9, um Sand	L-9459	Longsdorf	vic.mousel@education.lu	Hunters	forest user
Groupe parlementaire LSAP	Monsieur	Roger	Negri	34, rue du Marché-aux-herbes	L-1728	Luxembourg	rnegri@chd.lu	politics	forest user
natur&emwelt	Madame	Felten	Claudine	5, route de Luxembourg	L-1899	Kockelscheuer	c.felten@naturemwelt.lu	E-NGO	forest user
SEBES	Monsieur	Christian	Schroeder	rue de Lultzhausen	L-9650	Esch-sur-Sure	christian.schroeder@sebes.lu	Water manager	Forest user
FEDIL Bois	Monsieur	Armand	Nesser	78, route d'Arlon	L-1150	Luxembourg	armand.nesser@pt.lu	Processors	Processors
Chambre de Commerce	Madame	Cécile	Merenne	7, rue Alcide de Gaspa	L-1615	Luxembourg	cecile.merenne@houseofentrepreneurs.lu	commerce	Processors
LuxInnovation - Wood Cluster	Monsieur	Philippe	Genot	5, avenue des Hauts-Franchs	L-4362	Esch-sur-Alzette	philippe.genot@luxinnovation.lu	commerce	Processors
Moselle Bois s.à.r.l.	Monsieur	Louis	Wagener	64, rue Hiel	L-5485	Wormeldange	christiaan.steinmetz@moselle-bois.lu	Processors	Processors