



## PEFC CAN ST 1002:2025

# PEFC Canada — Standard-setting Requirements April 18, 2025

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# Preface

In 2008, PEFC Canada was incorporated as a not-for-profit corporation under the Canada Not-for-profit Corporations Act, and applied to PEFC International to become the PEFC National Governing Body for Canada, effective on January 21, 2009.

This Standard was prepared by PEFC Canada and has been formally approved by the PEFC Canada Board of Directors.

The PEFC Council (Programme for the Endorsement of Forest Certification schemes) is a worldwide organization promoting sustainable forest management through forest certification and labelling of forest-based products. A product with a PEFC claim and/or label offers assurance that raw materials used in the manufacture of that product originated in a sustainably managed forest.

The PEFC Council endorses national forest certification systems that comply with PEFC Council requirements. These systems are regularly evaluated.

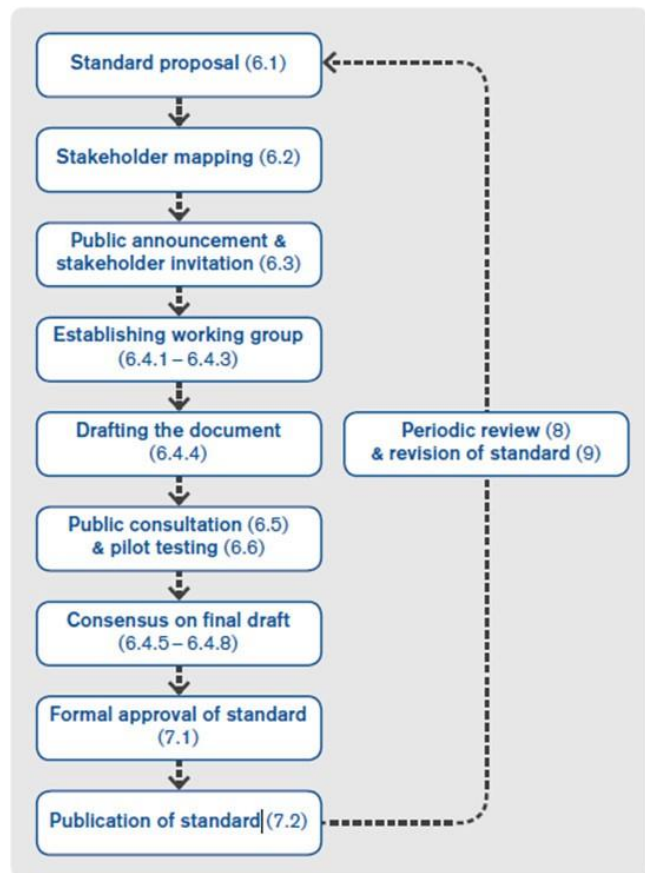
This standard cancels and replaces PEFC Canada Technical Committee Terms of Reference, V3 March 2024.

# Introduction

Sustainable forest management is a holistic approach that takes into account ecological, social and economic criteria. Participation by national and local groups who are affected by forest management is essential during development of a forest certification system and the determination of a definition of sustainable forest management. The standards development process (refer to Figure 1) used by PEFC Canada is open, transparent and based on consensus among a broad range of groups.

This standard is based on *PEFC ST 1001:2017* Standard setting requirements.

Figure 1: Overview of the standard-setting process and related clauses in this standard.



# Organizational Structure

The legal status and structure of PEFC Canada is described in detail in the PEFC Canada Bylaw No. 2 and the Articles of Continuance, including Schedules 1 and 2.

In summary:

- Members elect the Board of Directors,
- The Board of Directors elect the Officers (Executive), including Chair, Executive Director (Secretary), and Treasurer, and any other positions they feel are required for the efficient operation of PEFC Canada,
- The Board of Directors may create any standing and special committees as may be required.

## 1. Scope

This standard describes PEFC Canada's requirements for the development, review and revision of standards for forest management.

## 2. References

ISO Guides are normatively referenced in this standard. For dated references, only the cited edition applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

- ISO/IEC Guide 59, Code of good practice for standardization.
- ISO/IEC Guide 2, Standardization and related activities – General vocabulary.

## 3. Terms and Definitions

In addition to the definitions stated in this section, the terms and definitions given in ISO/IEC Guide 2 are applicable for the purposes of this standard.

### 3.1 Consensus

General agreement characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.

Note: Consensus need not imply unanimity (ISO/IEC Guide 2).

### 3.2 Editorial changes

Changes to a system that do not alter the technical content.

**Note:** *This can include clarifications, guidance and grammatical changes.*

### **3.3 Enquiry draft**

A proposed document that is available for public consultation.

### **3.4 Final draft**

A proposed document that is available for formal approval.

### **3.5 Normative document**

A document that provides rules, guidelines or characteristics for activities or their results.

**Note 1:** The term “normative document” is a generic term that covers such documents as standards, technical specifications, codes of practice and regulations.

**Note 2:** “A document” is to be understood as any medium with information recorded on or in it.

**Note 3:** The terms for different kinds of normative documents are defined considering the document and its content as a single entity (ISO/IEC Guide 2).

### **3.6 Publicly available**

Generally accessible to the interested public in any form and without the need for a request.

**Note 1:** When information is available by request only, this is indicated explicitly in the document as available on request.

**Note 2:** Special consideration might be needed for disadvantaged groups to ensure their access, e.g. providing hard copies to groups identified as having no access to electronic media.

### **3.7 Revision**

Introduction of all necessary changes to the substance and presentation of a normative document.

**Note:** The results of the revision are presented by issuing a new edition of the normative document (ISO/IEC Guide 2).

### **3.8 Review**

Activity of checking a normative document to determine whether it is to be reaffirmed, changed or withdrawn. (ISO/IEC Guide 2)

### **3.9 Group**

A person, group, community or organization with an interest in the subject of the standard.

**Note 1:** In the Canadian context, the term stakeholder is not used to describe Indigenous Peoples in recognition and respect of their unique rights and title. Therefore, the term ‘group’ replaces the term ‘stakeholder’ as used in the PEFC ST 1001-2017 Standard-setting – Requirements benchmark standard and stakeholder is only used to link the reference to the Agenda 21 of the United Nations categories.

### **3.10 Affected group**

A group who might experience a direct change in living and/or working conditions caused by implementation of the standard, or a group who might be a user of the standard and therefore is subject to the requirements of the standard.

**Note 1:** Affected groups include Indigenous peoples, neighboring communities, workers, etc. However, having an interest in the subject matter of the standard (e.g. NGOs, scientific community, and civil society) is not equal to being affected.

**Note 2:** A group who might be a user of the standard is likely to become a certified entity, e.g. a forest owner in the case of a forest management standard, or a wood processing enterprise in the case of a chain of custody standard.

### **3.11 Disadvantaged group**

A group who might be financially or otherwise disadvantaged by participating in the standard-setting process.

### **3.12 Key group**

A group whose participation is critical to the outcome of the standard-setting process.

### **3.13 Standard**

A document, established by consensus and approved by a recognized body that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree or order in a given context.

**Note:** Standards should be based on the consolidated results of science, technology and experience, and aimed at the promotion of optimum benefits (ISO/IEC Guide 2).

### **3.14 Standardizing body**

Body that has recognized activities in standardization (ISO Guide 2).

**Note:** A standardizing body for a forest management system/standard is a body which is responsible for the development and maintenance of standards for the forest certification system. The standardizing body can be a PEFC National Governing Body or the standardizing body can be separate from the governance of the forest certification system.

### **3.15 Working draft**

Proposed document that is available generally for feedback or voting within a working group.



## 4. Standard-setting Principles

The standard-setting process is governed by the key principles of:

- Engagement – an opportunity for meaningful participation in the process that is open to all interested and groups, affected groups and the public through participation in the Technical Committee, outreach and public consultations.
- Balanced representation – no single group should dominate or be dominated in the process. While each party is free to decide on its participation, PEFC Canada makes an effort to ensure that all relevant groups, including disadvantaged 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 groups, including disadvantaged groups.
- Transparency – relevant documents are publicly available so interested parties can follow developments during and after the process.

## 5. Standardizing Body

### 5.1 Standard-setting Procedures

**5.1.1** PEFC Canada is the designated standardizing body and has written procedures for standard-setting activities describing:

- a) its legal status and organizational structure, including a body responsible for consensus-building (Technical Committee, refer to 6.4) and procedures for formal adoption of the standard (refer to 7.1);
- b) procedures for keeping documented information;
- c) procedures for balanced representation of groups;
- d) the standard-setting process;
- e) the mechanism for reaching consensus; and
- f) review and revision of standard(s)/normative document(s).

These procedures are contained within the following PEFC Canada documents:

- a) this Standard; and
- b) the Technical Committee Terms of Reference in Annex A.

**5.1.2** PEFC Canada shall make its standard-setting procedures publicly available and shall review them regularly. The review shall consider feedback from groups. The standard-setting procedures will be posted on the PEFC Canada web site, along with a process for submitting feedback.

## **5.2 Documented Information**

**5.2.1** PEFC Canada keeps documented information relevant to the standard-setting and review process. Evidence of compliance with the requirements of this standard includes:

- a) Standard-setting procedures (this document);
- b) Group identification mapping;
- c) Records of contacted and/or invited groups;
- d) Records of groups involved in standard-setting activities including participants in each Technical Committee meeting;
- e) Feedback received and a synopsis of how feedback was addressed;
- f) All drafts and final versions of the standard;
- g) Outcomes from the Technical Committee considerations;
- h) Evidence of consensus on the final version of the standard(s);
- i) Evidence relating to the review process;
- j) Final approval by PEFC Canada; and
- k) Public announcement of the process.

**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 shall 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** PEFC Canada Complaints and Appeals Procedure details the process PEFC Canada will follow for all complaints. This procedure is also publicly available on the PEFC Canada web site.

## 6. Standard-setting Process

### 6.1 Standard Proposal

**6.1.1** For the creation of a new standard, PEFC Canada 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 negatively affect the achievement of the outcomes;
  - unintended consequences of implementation;
  - actions to address the identified risks;
- e) and, 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 Group Identification

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

**6.2.2** Identification of groups shall be based on nine major groups as defined by Agenda 21 of the United Nations Conference on Environment and Development (UNCED) in Rio de Janeiro in 1992. At least the following groups shall be included in the group mapping:

- Indigenous people,
- forest owners,
- business and industry,
- non-government organizations,
- scientific and technological community,
- workers and trade unions.

Other groups shall be added if relevant to the scope of standard-setting activities.

**Note:** The full list of nine major groups defined by Agenda 21 of the United Nations Conference on Environment and Development consists of: (i) business and industry; (ii) children and Youth; (iii) forest owners; (iv) indigenous peoples; (v) local authorities; (vi) non-government organizations; (vii) scientific and technological community; (viii) women; and (ix) workers and trade unions.

**6.2.3** PEFC Canada shall identify disadvantaged groups and key groups and address any constraints to their participation in standard-setting activities.

**Note:** A group can be both a disadvantaged and a key group/ at the same time.

## **6.3 Public Announcement of the Process**

**6.3.1** PEFC Canada shall make a public announcement of the start of the standard-setting process and include an invitation to groups to participate in the process. The announcement shall be made in a timely manner through suitable media, as appropriate, to give groups 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 groups to participate in the process;
- d) requests to groups to nominate their representative(s) or themselves to the Technical Committee (working group, refer to 6.4). The request to disadvantaged groups and key groups 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 standardizing body's website and by email and/or letter to identified groups. Other media includes press releases, news articles, features in trade-press, information sent to branch organizations, social media, digital media, etc.

**6.3.2** PEFC Canada shall review the standard-setting process based on feedback received in response to the public announcement.

## **6.4 Technical Committee (Working Group) Requirements**

**6.4.1** PEFC Canada shall establish a permanent or temporary working group, referred to as the Technical Committee, or adjust the composition of an already existing Technical Committee based on nominations received. Acceptance and refusal of nominations shall be justified in relation to the requirements for balanced representation of the Technical Committee,

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. The Technical Committee shall be guided by the requirements of this standard and of the PEFC Canada Technical Committee Terms of Reference appended as Annex A to this standard.

**6.4.2** The Technical Committee shall:

- a) have balanced representation and decision-making by group categories, relevant to the subject matter and geographical scope of the standard, where no single concerned group can dominate, nor be dominated in the process; and
- b) include groups with expertise relevant to the subject matter of the standard, those that are affected by the standard, and those that can influence implementation of the standard. The affected groups shall be represented in an appropriate proportion among participants.

**6.4.3** In order to achieve balanced representation, PEFC Canada shall strive to have all identified groups (refer to 6.2) represented. PEFC Canada shall set targets for the participation of key groups and proactively seek their participation by using outreach such as (but not limited to) personal emails, phone calls, meeting invitations etc.

**Note:** When a group is not represented and key groups cannot be encouraged to participate, PEFC Canada shall consider alternative options. For example, utilizing the results of a reliable external public enquiry process informing on topics or Groups identified as engagement gaps. Where alternative options are utilized, the source(s) shall be clearly defined and be presented in an open and transparent manner, including a rationale in the Development report.

**6.4.4** Activities of the Technical Committee shall be organized in an open and transparent manner where:

- a) working drafts shall be available to all members of the Technical Committee;
- b) all members of the Technical Committee shall be given meaningful opportunities to contribute to the development or revision of the standard and to provide feedback on working drafts; and
- c) feedback and views given by any member of the Technical Committee shall be considered in an open and transparent way where the outcome of these considerations is recorded.

**6.4.5** The decision of the Technical Committee to recommend the enquiry and final drafts for formal approval by PEFC Canada Board of Directors shall be taken on the basis of consensus. To determine whether there is any sustained opposition, the Technical Committee can utilize the following methods:

- a) face-to face meeting(s) where there is a verbal yes/no vote, a show of hands for a yes/no vote; a statement on consensus from the Chair when there are no dissenting voices or hands (votes); a formal ballot, etc.;
- b) telephone conference meeting(s) where there is a verbal yes/no vote;

- c) e-mail request to the Technical Committee for agreement or objection where the members provide a formal (written) response (vote); or
- d) combinations of these methods.

Those opposed to recommendations reached by majority agreement will be given the opportunity to clearly state their reasons against the recommendation, which will be recorded in the meeting minutes.

**6.4.6** Each active member is given the opportunity to cast one vote for each recommendation. Observers and guest speakers are not eligible to vote. Technical Committee members may choose not to participate in decisions that do not interest them (or the group they represent). If the entire Technical Committee chooses not to participate in the development of recommendations for specific requirements, PEFC Canada will address those requirements and report to the Technical Committee on their decisions.

Votes may be made verbally or by confidential ballot, as desired by the members on a case-by-case basis.

Preferably all recommendations will be made by consensus, where consensus is defined as “general agreement characterized by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments” (definition from PEFC ST 1001:2017).

Technical Committee members will work diligently towards reaching consensus by discussing issues in a manner consistent with the Terms of Reference. Where there are more than 1/4 participating voting members identified in a vote with sustained opposition, the issue will be resolved using the following methods:

- finding a compromise through discussion and negotiation on the disputed issue within the Technical Committee; or
- finding a compromise through direct negotiation between the group or individual(s) making the objection and other Technical Committee members with different views on the disputed issue.

Where consensus is not reached, dispute resolution techniques in 6.4.7 will be used.

**6.4.7** 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 Technical Committee;
- b) finding a compromise through direct negotiation between the group(s) making the objection and other groups with different views on the disputed issue;
- c) additional round(s) of public consultation (if necessary) where further group input can help to achieve consensus on unresolved issues. PEFC Canada determines the scope and duration of any additional public consultation; or
- d) other resolution agreed to by all group(s) concerned.

**6.4.8** When a substantial issue cannot be resolved and sustained opposition persists, PEFC Canada shall initiate dispute resolution in accordance with its procedures for impartial and objective action.

## **6.5 Public Consultation**

**6.5.1** PEFC Canada shall organize public consultation on the enquiry draft and shall ensure that:

- a) the start and the end dates of public consultation are announced in a timely manner through suitable media;

**Note:** In a timely manner means (at the latest) the day before the start of public consultation.

- b) a direct invitation to comment on the enquiry draft is sent to each group identified by group identification mapping (refer to 6.2) aiming for a balanced participation of groups;
- c) invitations are sent to disadvantaged and key groups by methods that ensure they reach recipients and are easy to understand;
- d) the enquiry draft is made publicly available;
- e) public consultation is for at least 60 days;
- f) all feedback is considered by PEFC Canada and the Technical Committee in an objective manner; and
- g) a synopsis of feedback is compiled for each material issue, including the outcome of considering the issue. The synopsis shall be made publicly available on the PEFC Canada website and is sent to each group/party that gave feedback.

**Note:** For clarity PEFC Canada's synopsis may aggregate responses on material issues where there was similar feedback from different groups or parties. However, best practice would be to publish each piece of original feedback and the response, to allow each group or party to identify its own feedback.

**6.5.2** For new standards PEFC Canada shall organize a second round of public consultation lasting at least 30 days.

## **6.6 Pilot Testing**

PEFC Canada shall organize pilot testing of new standard(s) to assess the clarity, auditability and feasibility of the requirements. The Technical Committee shall consider the outcome of pilot testing.

**Note:** Pilot testing is not required for revision of an existing standard when experience from its usage can substitute for pilot testing.

## 7. Approval and Publication

### 7.1 Formal Approval of Standards

The PEFC Canada Board of Directors has the final authority for approval of the standard(s)/normative document(s). They will consider the recommendations from the Technical Committee, and if in disagreement, will provide rationale for the approval against the recommendations, or request the Technical Committee to re-evaluate their recommendations and re-submit them to the Board of Directors for further review and approval.

### 7.2 Publication and Availability of Standards

**7.2.1** The formally approved standard(s)/normative document(s) shall be published and made publicly available at no cost within 10 working days of approval, or as otherwise defined by PEFC Canada.

**7.2.2** Standard(s) shall include:

- a) identification and contact information for the standardizing body;
- b) the official language of the standard;
- c) a note that when there is inconsistency between versions, the English version of the standard as endorsed by the PEFC Council is the reference; and
- d) the approval date and the date of next periodic review

**Note:** The date of next periodic review may be within a shorter period than five years based on (for example) group expectations or other foreseen and unforeseen developments.

**7.2.3** Printed copies shall be made available upon request at a price that covers no more than administrative costs (if any).

**7.2.4** PEFC Canada shall make the development report publicly available.

## 8. Periodic Review of Standards

### 8.1 General

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, consultation shall be organized to obtain further feedback and input.

### 8.2 Feedback Mechanism

**8.2.1** PEFC Canada shall establish and maintain a permanent mechanism for collecting and recording feedback on a standard. This mechanism shall be accessible on the website of PEFC Canada with clear directions for providing feedback.



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

**8.2.2** All feedback on the standard received through all channels, including meetings, training courses, etc. shall be recorded and considered.

### **8.3 Gap Analysis**

**8.3.1** At the start of a review, PEFC Canada shall evaluate the standard against appropriate PEFC International standards, national, provincial/ territorial laws and regulations, and other relevant standards to identify potential gaps in the standard.

**8.3.2** PEFC Canada shall consider the latest scientific knowledge, research and relevant emerging issues.

### **8.4 Group Consultation**

**8.4.1** Where the feedback and the gap analysis do not identify a need to revise the standard, PEFC Canada shall organize group consultation to determine whether groups see a need for revising the standard. PEFC Canada shall include the gap analysis in the group consultation.

**8.4.2** At the start of a review, PEFC Canada shall update the group identification mapping (refer to clause 6.2).

**8.4.3** PEFC Canada shall organize:

- a) a public consultation period of at least 30 days (following the requirements of clause 6.5.1) and/or,
- b) group meetings.

**8.4.4** PEFC Canada shall announce the review in a timely manner (refer to 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, PEFC Canada shall decide whether to reaffirm the standard or whether a revision of the standard is necessary.

**8.5.2** The decision shall be made by the PEFC Canada Board of Directors.

**8.5.3** Where the decision is to reaffirm a standard, PEFC Canada shall provide a justification for the decision and make the justification publicly available.

**8.5.4** Where the decision is to revise the standard, PEFC Canada shall specify the type of revision (normal, editorial or time-critical revision).

## 9. Revision of Standards

### 9.1 Normal Revision

Procedures for revision of standard(s)/normative document(s) shall conform to those stated in section 6.

A normal revision can occur at the periodic review, or between periodic reviews, but does not include editorial revisions and time-critical revisions.

### 9.2 Editorial Revision

Editorial revisions can be made without triggering the normal revision process. PEFC Canada shall approve the editorial changes formally and within 10 working days publish an amendment or a new edition of the standard.

### 9.3 Time-critical Revision

**9.3.1** A time-critical revision is a revision between two periodic reviews using a 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; or
- 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) PEFC Canada shall draft the revised standard;
- b) PEFC Canada may consult groups, but it is not mandatory;
- c) The revised standard shall be approved formally by the PEFC Canada Board of Directors; and
- d) PEFC Canada shall explain the justification for the urgent change(s) and make the justification publicly available.

### 9.4 Application and Transition of Revised Standards

**9.4.1** A revision shall define the application date and transition period of the revised standard(s)/normative document(s).

**9.4.2** An application date shall not be more than one year after the publication of the standard. This allows time for endorsement of the revised standard(s)/normative document(s), introduction of change(s), information dissemination and training.

**9.4.3** The transition period shall not exceed one year. PEFC Canada may determine a longer period when justified by exceptional circumstances.

# Annex A: Technical Committee Terms of Reference

## Preface

These Terms of Reference are developed by PEFC Canada with input and approval by the PEFC Canada Technical Committee (TC). The Terms of Reference will be reviewed regularly by the TC and amendments to these terms of reference shall be prepared by PEFC Canada staff, in consultation with TC members.

## Scope

The PEFC Canada TC shall be responsible for developing, reviewing and revising the standard(s) and guidelines related to the Sustainable Forest Management (SFM) standard. The scope includes systems for all types of forest organizations in Canada in both the public and private sectors. Standards will be consistent with the relevant PEFC benchmark standards and guides in their current versions, for example:

- PEFC ST 1001:2017 Standard setting requirements
- PEFC ST 1003:2024 Sustainable Forest Management – requirements
- PEFC GD 1007 Endorsement and Mutual Recognition of Certification Systems and their Revision

Development and revision of the standard(s) will follow the PEFC CAN ST 1002:2025 PEFC Canada —Standard-setting – Requirements standard and the requirements of that standard will take precedent over any inconsistencies with these Terms of Reference.

## Code of Conduct

TC members agree to act according to the following code of conduct:

- TC members will show respect for other members at all times with their words, tone of voice and body language.
- If unclear, ask for clarification.
- Everyone is to have an equal opportunity to speak.
- TC members will speak clearly and with honesty, integrity, goodwill and respect regarding their point of view (or the point of view of the group they represent).
- TC members work to express their interests around an issue as opposed to their positions, where interests are defined as “the needs, wants and concerns that are connected to an issue” and positions are defined as “a predetermined solution to a problem without consideration for the interests of others”.
- Listen actively with an open mind; think about what others are saying. No interruptions.
- Participants accept that the concerns and goals of others are legitimate.
- Participants agree to act in good faith in all aspects of the process.
- TC members will not engage in disruptive behavior. Disruptive behavior occurs when the use of inappropriate words, actions or inactions by a TC member interferes with his or

her ability to function well with others to the extent that the behavior interferes with, or is likely to interfere with, the facilitator's ability to conduct the meeting according to the agenda, other TC members' ability to participate and or otherwise meet the requirements of the PEFC standard.

- Use of derogatory language or insulting behavior will not be tolerated, and any TC member behaving in a manner unacceptable to the membership may be asked to leave.
- If TC members represent more than one group, they must clearly indicate which group they are speaking for or if they are expressing an opinion.
- TC members must disclose a potential conflict of interest prior to participation in the meeting.

## Goals

Development and maintenance of the PEFC Canada – Sustainable Forest Management Standard and related documents is the work of the TC. The standard-setting process is governed by the key principles of:

- Engagement – an opportunity for meaningful participation in the process that is open to all interested and affected groups and the public through participation in working groups, outreach and public consultations.
- Balanced representation – no single group should dominate or be dominated in the process. While each party is free to decide on its participation, PEFC Canada makes an effort to ensure that all relevant groups, including disadvantaged 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 the groups.
- Transparency – relevant documents are publicly available so interested parties can follow developments during and after the process.

## Structure

The TC shall strive to have membership that provides reasonable geographic representation across Canada and gender balance, refer to 6.2.2 for details on group categories.

TC members may participate in:

- Core Group - for those able to commit to more in-depth participation on working groups, task forces, drafting of standard, etc.
- Review Group - for those with less time but interested in contributing they can be on the 'review' committee, so reviewing drafts in advance or during the general public review and comment periods or participating in 'bigger' decisions, etc.
- Active/ Non-voting members - Suitably qualified individuals may be appointed as non-voting members, providing these members would assist the TC in carrying out their responsibilities.

Additionally, Guest Speakers or Observers may attend meetings.

## **Qualifications of Members**

TC membership shall be based on the individual's expertise in, knowledge of, and familiarity with the development, management, and application of standards and management concepts in general, as well as specialized knowledge in the subject matter. The individual shall commit to working within the consensus process. TC members are expected to carry out their activities in an ethical manner and shall disclose to the TC actual or potential conflicts of interest connected with their role on the TC.

## **Provisions for Conflict of Interest**

A conflict of interest is defined as "a conflict between a personal interest or obligation and a public interest or obligation".

If any TC members believe that they stand in a position of conflict of interest within the context of the TC, they should either excuse themselves or bring it forward for discussion and decision. The TC membership will determine if the conflict of interest is real and if that TC member who has a conflict should refrain from voting on the issue.

## **Maintaining Membership in the Committee**

If a TC member, or alternate, fails to attend or otherwise actively participate in 3 meetings or respond to three consecutive requests for comments, their TC membership is subject to review. Requests can be in the form of emails, phone calls and/or letters.

If a TC member's participation is not appropriate, after inquiry and in consultation with the Executive Committee, the coordinator may recommend that the member be removed from the TC. A member of the Executive Committee shall advise the member in writing that unless corrective action is taken, his/her TC membership is in jeopardy. Failure to comply will result in the member being removed from the TC.

## **Roles & Responsibilities**

The PEFC Canada roles & responsibilities include, but are not limited to:

- Providing appropriate resources for TC meetings, including facilities, human resources to organize meetings, record meeting minutes, facilitate, etc. as required;
- Considering and offering resolutions to any identified barriers to participation for TC members;
- Providing information regarding the PEFC Canada, Standards Council of Canada, sustainable forest management, and any other relevant information to all TC members in a format that is readily accessible,
- Maintaining documented information on behalf of the TC and posting to the TC website where appropriate,
- Providing meeting minutes for each meeting, detailing topics discussed, interests stated by TC members, any decisions made and how decisions were made,
- Providing meeting agendas for each upcoming meeting,

- Regular outreach to fill TC membership with interested parties as required,
- Development and submission of application for endorsement to PEFC Council where required; and
- Review and formal approval of standards and revisions as recommended by the TC.

Active TC Members roles & responsibilities include, but are not limited to:

- Adherence to the Terms of Reference.
- Voluntary, regular attendance at meetings where values relevant to the TC member (or group that the TC member represents) will be discussed.
- Notification where a TC member cannot attend a meeting and providing an alternate representative where the TC member is not able to attend a meeting (the TC member is responsible to provide alternates with relevant background information in order for them to participate effectively).
- Making efforts to educating themselves (and their group) regarding sustainable forest management and other forest values or interests.
- Sharing relevant background information and knowledge to educate other TC members regarding TC member's (or the group the TC member represents') positions on forest resource values and objectives.
- Providing input, as desired by the TC member (or group the TC member represents) in the development and maintenance of the standard.
- Providing input to decision making processes to provide recommendations to PEFC Canada regarding forest management planning.
- Provide input in review, revision and approval of the TC Terms and References, and

Only active TC members may vote.

Where PEFC Canada can accommodate requests, guest speakers or observers may attend meetings. Guest Speaker or Observer's roles & responsibilities include, but are not limited to:

- Participating in discussions only with agreement by the TC and PEFC Canada and where they have received the permission of the TC and are recognized by the Facilitator, or,
- They are placed on the agenda (preferably at least 2 calendar days in advance of the meeting), or,
- They speak during a designated time, set out in the agenda; or,
- At the discretion of the Facilitator

Guest Speakers and Observers abstain from voting.

Guest Speakers are considered to be observers, however they have additional roles & responsibilities including, but not limited to, providing and/ or presenting technical experience or opinions on relevant subjects, as requested by the TC and PEFC Canada.

# Communication

## General Communications:

- Confidentiality will be honored when identified and accepted by both the TC and PEFC Canada.
- All electronic communications between TC members and/or PEFC Canada will be considered confidential and restricted to the addressee unless the author has given permission for the document to be distributed.

## External Communications:

- The general proceedings of the TC will be made publicly available through the website ([www.pefccanada.org](http://www.pefccanada.org)). For example, overview, standard development and revisions process, progress, timelines, etc.
- The detailed proceedings of the TC will be made available to the TC through email correspondence and the TC members portion of the website ([www.pefccanada.org/member\\_login](http://www.pefccanada.org/member_login)). For example, meeting minutes, terms of reference, background documents, etc.
- In addition, interested parties who are unable to attend meetings or are not TC members may be sent copies of approved meeting minutes, agendas or other relevant information regarding the standard or the TC to encourage involvement.
- PEFC Canada will maintain a permanent mechanism for collecting and recording feedback on the standards and other correspondence consistent with Section 8 of this standard.
- The PEFC Canada Board of Directors has the authority to speak to the media in consultation with the Executive Committee and TC where appropriate.
- Although group TC members are expected to communicate the progress of the TC to their constituents, they are not authorized to issue public statements on behalf of the TC. PEFC Canada is the designated public spokesperson.
- All feedback received through all channels, including meetings, training courses, etc. shall be recorded and considered. The Executive Committee will vet all communications and may potentially group similar comments before providing them to the TC as appropriate. Responses to comments or inquiries will be recorded including decisions, rationale and process.

## Internal Communications

A TC membership list with contact information will be maintained by PEFC Canada.

In preparation for each meeting, PEFC Canada will provide relevant information such as minutes from the previous meeting, a meeting agenda or any background information on relevant subjects, in digital format or in writing.

# Procedures

## Content

Content of meetings is limited to topics as stated in the meeting agenda. TC members may provide input into upcoming meetings by requesting topics be added or dropped from the agenda. Generally, content will be standard development and maintenance, sustainable forest management and other forest values or interests.

The TC will operate within existing laws, regulations, and government policies, and will not promote a concept that is illegal. The standard must also operate within the framework of established federal, provincial and regional and local planning initiatives and public participation processes. In addition, the standard will be consistent with any international agreements and conventions to which Canada is signatory.

## Timelines & Meeting Frequency

Meetings, field trips or workshops will begin and end on time, as specified in meeting agendas.

Meetings will be scheduled at the discretion of PEFC Canada and the TC, at a minimum of once per year, as required.

At the discretion of the PEFC Board of Directors, a minimum number of TC members (e.g., 6 minimum) should confirm attendance to a meeting. These TC members should be representative of the groups described under section 6.2 Group Identification (i.e., not all from 1 or 2 groups). If these conditions are not met the meeting may be rescheduled to a later date.