

Standard setting report
Laporan Penyusunan Standar

2021-10-08

Amending the IFCC PD 1005:2021
Perubahan dokumen IFCC PD 1005:2021



Indonesian Forestry Certification Cooperation
Kerjasama Sertifikasi Kehutanan Indonesia



1 Introduction

In February 2021, IFCC submitted the IFCC scheme to the PEFC Council, and was assessed by ITS Global. In the assessment process, ITS Global identified nonconformity on IFCC procedure for group management (IFCC PD 1005:2021).

Based on the above assessment result, IFCC has amended the IFCC Procedure for Group Management (IFCC PD 1005:2021 issue 2).

2 Scope of the standard setting process and this report

This report is based on the requirement 6.3 of the IFCC standard setting procedures (IFCC PD 1001:2019).

The scope of the standard setting activities is focused on amending the IFCC procedure for group management (IFCC PD 1005:2021) in order to address the nonconformity as identified in ITS Global draft assessment report.

The standard setting work is based on and governed by IFCC PD 1001, *Standard setting procedures* and shall be open, transparent, and consensus based.

3 Governance of the amendment process

In accordance with IFCC PD 1001 the following organizational arrangements were applied for the amendment of the requirements:

3.1 IFCC Board of Directors (the BoD)

The BoD was responsible for the formal approval of the amendment of the IFCC procedure (based on IFCC PD 1001).

3.2 Standardization Committee (the SC)

The SC who worked on creating the amendment of IFCC PD 1005 is the same SC who developed the IFCC PD 1005:2021.

The SC reports to the BoD; and the BoD can dissolve the SC at any time.

3.3 Drafting Working Group (DWG) / Task Force

The DWG/Task Force is a group of experts that supported the SC by preparing draft documentation for the SC meetings.

3.3 IFCC Secretariat (the Secretariat)

The Secretariat was responsible for the implementation of the standard setting procedures (IFCC PD 1001). The Secretariat arranged all contacts between the SC and the BoD. In particular, the Secretariat was responsible for:

- a) Providing secretarial and administration support to the SC;

- b) Administration of the member consultation;
- c) Publication of the approved documentation.

4 Description of the process

In the end of August 2021, the IFCC formally started the amending of IFCC PD 1005:2021. The process consisted of 4 stages as defined by IFCC PD 1001 (committee stage, Enquiry stage, formal approval stage and publication stage).

Standard setting stages		Responsibility
SC stage, August 2021	Consideration of comments	SC (supported by the DWG & Secretariat)
	Consensus building	SC
Enquiry stage, August – Sep 2021	Member consultation	The Secretariat
Approval stage, Oct 2021	Standard setting report	The Secretariat
	Board of Directors approval	BoD
Publication stage Oct 2021	Publication of the documentation	The Secretariat

4.1 Summary of the process

The SC has met 1 time in face to screen ^[1.1 - 1.3]; members of the SC were invited in advance. The meeting was recorded in the minutes from the meeting. The SC has reached consensus.

The DWG has met 1 time in face to screen ^[2.1 - 2.2]. The minutes of the DWG meeting was recorded.

Enquiry draft of the document was sent for member consultation that was organized during August - September 2021^[4.1]. No comments were received.

4.2 Standard setting process

The detail of the standard setting process divided into 4 phases as presented below.

Phase 1: Standardization Committee Stage (20th – 30th August 2021)

Purpose	Activities	Output
To build consensus on final drafts	The SC met 1 time and reached consensus on the amendment of IFCC PD 1005 document. The SC was supported by the DWG.	Final draft

Summary of the SC meetings

The SC started its work at its meeting held on **30th August 2021**^[1.1 - 1.3]. The purpose of the meeting was (i) to receive the Draft of amendment of IFCC PD 1005 from DWG; (ii) to discuss the Draft of amendment of IFCC PD 1005. The SC reached consensus / agreed to send enquiry draft of amendment of IFCC PD 1005 for member consultation. At this meeting the SC also agreed send

the enquiry draft to the BoD as the final draft (if there are no input/comments from member consultation).

The meeting was attended by 37 members (out of 42 total members) of the SC and all of them voted in favor of the amendment of IFCC PD 1005^[1.3].

The SC therefore reached consensus as defined by IFCC PD1005:

- More than 80 % of all members voted in favor;
- There was no sustained opposition presented by any member of the SC.

Management of the SC

The members of the SC received in advance an invitation for the meeting^[1.1]. The SC meeting was recorded in the minutes^[1.3].

Drafting Working Group (DWG)

The DWG assisted the SC with drafting the amendment of IFCC PD 1005. The DWG met on 20th August 2021^[2.1-2.2].

Phase 2: Enquiry Stage (31st August – 29th September 2021)

Purpose	Activities	Outputs
To consult enquiry requirements with IFCC members	The member consultation in 31 st August – 29 th September 2021	--

Member Consultation

Amendment of IFCC PD 1005 was distributed to member by E-mail that took place from 31st August until 29th September 2021; including the consulted document and commenting form^[4.1].

During the member consultation, IFCC Secretariat has not received comments.

Phase 3: Approval stage (8 October 2021)

Purpose	Activities	Outputs
To formally adopt the requirements	The BoD formally approved the amendment of IFCC PD 1005 document	

Board of Directors

On 8 October 2021, the IFCC BoD formally approved the amendment of IFCC PD 1005 document [3.1].

Phase 4: Publication stage (11 October 2021)

Purpose	Activities	Outputs
To make the IFCC document publicly available	To publish the IFCC documentation	IFCC document published

Publication of the IFCC PD 1005:2021 issue 2 and standard setting report

On 11 October 2021, the IFCC published the formally approved the amendment of IFCC PD 1005:2021 issue 2 and the standard setting report at the IFCC website [4.3].

Annex 1: List of available documentation

1. Documentation relating to the SC

- (1.1) E-mail invitation to SC meeting (30th August 2021)
- (1.2) Invitation letter to the SC meeting (30th August 2021)
- (1.3) Minutes of the SC meeting (30th August 2021)

2. Documentation relating to the DWG

- (2.1) WhatsApp invitation to DWG meeting (20th August 2021)
- (2.2) Minutes of the DWG meeting (20th August 2021)

3. Documentation relating to the IFCC BoD

- (3.1) Minutes of the IFCC BoD on 8 October 2021

4. Publication & communication

- (4.1) E-mail distribution of the member consultation (30 August – 29 Sept 2021)
- (4.2) Release on formal approval of the IFCC PD 1005:2021 issue 2
- (4.3) Publication of the IFCC PD 1005:2021 issue 2 and the standard setting report at the IFCC website.