

South African Forestry Assurance Scheme

SAFAS 2:2018

Issue 1

2018-05-22

Standard Setting Procedures

SAFAS

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Document name: Standard Setting Procedures
Document number: SAFAS 2:2018
Approved by: SAFAS Council **Date:** 2018-05-22
Issue date:
Date of entry into force:
Transition date:

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1. Objective

This document contains the procedures for setting, recording and revising the SAFAS Standard.

2. Scope

This document was adopted by the SAFAS Council on 2018-05-22.

This document covers the setting, review and the formal approval of the SAFAS Standard by the Standards Setting Body of SAFAS.

3. References

The SAFAS Scheme comprises the following documents:

- 3.1 SAFAS 1:2017 SAFAS Council Statutes
- 3.2 SAFAS 2:2018 Standard Setting Procedure
- 3.3 SAFAS 3:2018 Standard Development Report
- 3.4 SAFAS 4:2018 Forest Management Standard
- 3.5 SAFAS 5:2018 Group Certification Procedures
- 3.6 SAFAS 6:2018 Certification and Accreditation Procedures
- 3.7 SAFAS 7:2018 Notification of Certification Bodies
- 3.8 SAFAS 8:2018 Issuance of PEFC Logo use licenses by SAFAS
- 3.9 SAFAS 9:2018 Dispute resolution procedures
- 3.10 PEFC ST 2002:2013 Chain of Custody Standard
- 3.11 PEFC ST 2003:2012 CB Requirements for Chain of Custody
- 3.12 PEFC ST 2001:2008 Logo Usage

4. Procedures for installing the SAFAS Working Group

According to Article 2 of the SAFAS Statutes, the SAFAS Council will act as the Standardising Body for the development of the SAFAS standard and for the periodic, 5-yearly revision of this standard. The Council may also establish a separate Standardising Body in the future. The SAFAS Standardising Body shall establish a Working Group for the development of the standard. For the purpose of the 5-yearly revision of the standard, the Standardising Body shall assemble a Working Group responsible for the standard setting activities 4 years after the endorsement of the latest version.

- 4.1 The Standardising Body shall make its standard setting procedures publicly available and shall regularly review its standard setting procedures, including consideration of comments from stakeholders.
- 4.2 The SAFAS Working Group consists of organizations associated with forestry in South Africa that have an interest in sustainable forest management through

certification under SAFAS. It is preferred that the SAFAS Working Group comprises representative organizations at the national level. The working group must:

- (a) be accessible to materially and directly affected stakeholders,
- (b) have balanced representation and decision making by stakeholder categories relevant to the subject matter and geographical scope of the standard where single concerned interests shall not dominate nor be dominated in the process, and
- (c) include stakeholders with expertise relevant to the subject matter of the standard, those who are materially affected by the standard, and those who can influence the implementation of the standard. The materially affected stakeholders shall represent a meaningful segment of the participants.

4.3 The SAFAS Standardising Body shall invite all relevant interested organizations to participate in the SAFAS Working Group.

4.4 Any organization, complying with clause 3.2, that has not been invited can apply to the SAFAS Council, should they wish to participate in the SAFAS Working Group. The council will decide on their participation.

4.5 The council shall announce the assembly of the SAFAS WG at the start of the standard setting and revision process through the website of SAFAS or other suitable public media.

4.6 The list of organizations participating in the SAFAS Working Group will be published on the website of SAFAS.

4.7 The SAFAS Council chairperson will act as the central point of contact

5. Balanced representation of interests

5.1 The SAFAS Working Group shall have a balanced representation of interest groups and will be set up in such a way that no single interest group can dominate the decision making process. In order to do this there shall be a documented stakeholder mapping exercise that includes defining which interest sectors are relevant and why, for each sector what are likely to be the key issues, who are the key stakeholders, and what means of communication will best reach them. This is to be undertaken prior to the commencement of the standard setting activities. The interest groups invited to be part of the SAFAS Working Group shall cover the following interest groups:

- (a) Forest owners and forest managers at all scales
- (b) Supply chain from harvest to end user
- (c) Environmental organizations
- (d) Government
- (e) Research
- (f) Community interests and labour

5.2 The SAFAS Working Group determines which interest group an organization belongs to and informs them about this in the invitation. In consultation with the SAFAS Working Group and other interest groups, an organization can request a transfer to

a different interest group.

5.3 Every participant in an interest group is allowed to be accompanied by one or more experts from e.g. government, research, educational facilities or an umbrella organization.

5.4 The Standardising Body shall identify disadvantaged and key stakeholders. The Standardising Body shall address the constraints of their participation and proactively seek their participation and contribution in the standard setting activities.

6. Standard-setting process

6.1 The standardising body shall identify stakeholders relevant to the objectives and scope of the standard-setting work.

Note: A stakeholder mapping exercise that includes defining which interest sectors are relevant and why, and for each sector what are likely to be the key issues, who the key stakeholders are, and what means of communication will best reach them, is a recognised means of meeting the requirement.

6.2 The standardising body shall identify disadvantaged and key stakeholders. The standardising body shall address the constraints of their participation and proactively seek their participation and contribution in the standard-setting activities.

6.3 The standardising body shall make a public announcement of the start of the standard-setting process and include an invitation for participation in a timely manner on its website and in suitable media as appropriate to afford stakeholders an opportunity for meaningful contributions. The announcement and invitation shall include:

- (a) information about the objectives, scope and the steps of the standard-setting process and its timetable,
- (b) information about opportunities for stakeholders to participate in the process,
- (c) An invitation to stakeholders to nominate their representative(s) to the working Group. The invitation to disadvantaged and key stakeholders shall be made in a manner that ensures that the information reaches intended recipients and in a format that is understandable,
- (d) an invitation to comment on the scope and the standard-setting process, and
- (e) reference to publicly available standard-setting procedures.

6.4 The standardising body shall review the standard-setting process based on comments received from the public announcement and establish a working group or adjust the composition of an already existing working group based on received nominations. The acceptance and refusal of nominations shall be justifiable in relation to the requirements for balanced representation of the working group and resources available for the standard-setting.

6.5 The work of the working group shall be organised in an open and transparent manner where:

- (a) working drafts shall be available to all members of the working group,
- (b) all members of the working group shall be provided with meaningful opportunities to contribute to the development or revision of the standard and submit comments to the working drafts, and

- (c) comments and views submitted by any member of the working group shall be considered in an open and transparent way and their resolution and proposed changes shall be recorded.

6.6 The standardising body shall organise a public consultation on the enquiry draft and shall ensure that:

- (a) the start and the end of the public consultation is announced in a timely manner in suitable media,
- (b) the invitation of disadvantaged and key stakeholders shall be made by means that ensure that the information reaches its recipient and is understandable,
- (c) the enquiry draft is publicly available and accessible,
- (d) the public consultation is for at least 60 days,
- (e) all comments received within the public consultation period are considered by the working group in an objective manner,
- (f) a synopsis of received comments compiled from material issues, including the results of their consideration, is publicly available, for example on a website.

6.7 The standardising body shall organise pilot testing of the new standards and the results of the pilot testing shall be considered by the working group.

Note: Pilot testing is not required in case of revision of a standard where experience from its usage can substitute for pilot testing.

6.8 The decision of the working group to recommend the final draft for formal approval shall be taken on the basis of a consensus. In order to reach a consensus, the working group can utilise the following alternative processes to establish whether there is opposition:

- (a) a face-to-face meeting where there is a verbal yes/no vote, or show of hands for a yes/no vote; a statement on consensus from the Chair where there are no dissenting voices or votes; or a formal balloting process,
- (b) a telephone conference meeting where there is a verbal yes/no vote,
- (c) an email meeting where a request for agreement or objection is provided to members with the members providing a written response (a proxy for a vote), or
- (d) combinations thereof.

6.9 In the case of a negative vote which represents sustained opposition to any important part of the concerned interests surrounding a substantive issue, the issue shall be resolved using the following mechanism(s):

- (a) discussion and negotiation on the disputed issue within the working group in order to find a compromise,
- (b) direct negotiation between the stakeholder(s) submitting the objection and stakeholders with different views on the disputed issue in order to find a compromise,
- (c) dispute resolution process (SAFAS 9)

6.10 Documentation on the implementation of the standard-setting process shall be made publicly available.

6.11 The SAFAS council shall formally approve the standards/normative documents based on evidence of consensus reached by the working group.

6.12 The formally approved standards/normative documents shall be published in a timely manner and made publicly available.

7. Revision of the standard/normative documents

7.1 The standards/normative documents shall be reviewed and revised at intervals that do not exceed a 5-year period. The procedures for the revision of the standards/normative documents shall follow those set out in chapter 7. Pilot testing is not required for a revision where application of the standard can be seen as a substitute for testing.

7.2 The revision shall define the application date and transition date of the revised standards/normative documents.

7.3 The application date shall not exceed a period of one year from the publication of the standard. This is needed for the endorsement of the revised standards/normative documents, introducing the changes, information dissemination and training.

7.4 The transition date shall not exceed a period of one year except in justified exceptional circumstances where the implementation of the revised standards/normative documents look a longer period.

8. Transparency and record keeping

8.1 This includes all relevant records and information providing evidence of compliance with this document and all SAFAS procedures such as minutes, announcements on the progress of the standard-setting or revision process, responses from stakeholders and any disputes or recommendations lodged with the SAFAS Council. These records will be kept for at least 5 years and be made public on the website of SAFAS or by request.

9. Dispute resolution

Refer to SAFAS 9: Dispute Resolution Procedures