

Standard setting report
Laporan Penyusunan Standar

2013-11-08

v 1.4

Development of the IFCC forest certification scheme

2012-2013

Penyusunan Skema Sertifikasi Hutan IFCC

Indonesian Forestry Certification Cooperation (IFCC)
Perkumpulan Kerjasama Sertifikasi Hutan (KSK)
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1 Introduction

In October 2011, Indonesian stakeholders interested in sustainable forest management have established an organisation named Perkumpulan Kerjasama Sertifikasi Hutan (KSK) / Indonesian Forestry Certification Cooperation (IFCC) aiming at the developing and governing an Indonesian forest certification scheme.

Such a scheme should satisfy an international expectations for conformity as defined by organisations such as ISO (International Standardisation Organisation) and IAF (International Accreditation Forum) as well as expectations for sustainable forest management and for forest certification schemes defined by key customers', public and private and international frameworks for recognition of forest certification schemes (e.g. the PEFC Council).

In November 2012, the IFCC became a member of the PEFC Council and the recognition of the scheme has become an ultimate objective of the standard setting process.

2 Scope of the revision process and this report

The preparation and capacity building for the scheme development started already in October 2011 while the formal start of the standard setting process was announced in March 2012.

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

The scope of the scheme development and standard setting activities was focused on:

- a) The development of IFCC specific standards and documents;
- b) Adoption of the PEFC Council's International Standardsⁱ.

The structure of the IFCC scheme documentation is included Annex 1.

The standard setting work was based on and governed by IFCC PD 1001, *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.

2.1 IFCC specific standards and documents

The development of the IFCC specific standards and documents covered the following requirements:

- a) Requirements for sustainable forest management (SFM);
- b) Requirements for certification bodies operating forest management certification;
- c) Requirements for certification bodies operating chain of custody certificationⁱⁱ;

ⁱ PEFC ST 2001:2008, PEFC ST 2002:2013 and PEFC ST 2003:2012

ⁱⁱ In July 2012, the PEFC Council formally approved international requirements for certification bodies operating chain of custody certification (PEFC ST 2003:2012) and the IFCC decided

- d) Requirements for the usage of the IFCC Logo;
- e) Requirements for IFCC specific claims;
- f) Standard setting procedures;
- g) Appeal and dispute procedures;
- h) Requirements for the issuance of the PEFC and IFCC logos;
- i) Requirements for the notification of certification bodies.

2.2 Adoption of PEFC International Standards

The IFCC has decided to adopt the following PEFC Council's International Standards:

- a) PEFC Logo usage rules (PEFC ST 2001:2008);
- b) Chain of custody standard (PEFC ST 2002:2013);
- c) Requirements for chain of custody certification bodies (PEFC ST 2003:2013)

3 Governance of the revision process

In accordance with *IFCC PD 1001* the following organisational arrangements were applied for the revision of the scheme:

3.1 IFCC General Assembly (the GA)

The GA was responsible for the formal approval of the scheme's standards (IFCC PD 1001).

3.2 IFCC Board of Directors (the BoD)

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

- approval of the project proposal ^[2.1];
- approval of the standard setting procedures (IFCC PD 1001);
- establishment and dissolution of the Standardisation Committee;
- formal approval of procedural documents (IFCC PD);
- recommendation of the final draft (FD) standards for formal approval by the GA.

3.3 Standardisation Committee (the SC)

The SC was established by the BoD on 15 May 2012^[5.2] with the objective to ensure balance amongst the relevant stakeholders and to build consensus amongst participating interested stakeholders and/or experts.

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

to adopt this document as a part of its scheme rather than developing its own scheme specific requirements.

- a) Business and industry relating to forest based products;
- b) Forest owners / managers;
- c) Indigenous people and local populations;
- d) Non-governmental organisation, in particular environmental organisations;
- e) Scientific and technological community;
- f) Women, children and youth;
- g) Workers and trade unions;
- h) Governmental authorities, including national, regional and local authorities.

The SC is also balanced concerning (i) the main stakeholders social, environmental and economic interests and (ii) geographical representation.

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

The list of the SC members as well as their balance is shown in Annex 3 to this report.

3.4 Drafting Working Group (DWG)

The DWG was an informal group of experts that supported the SC in between the meetings by analysing suggestions and comments of stakeholders within and outside SC and by preparing draft documentation for the SC meetings.

The DWG composition is shown in Annex 4 to this report.

3.5 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, the DWG and the BoD. In particular, the Secretariat was responsible for:

- a) preparation of the project development process and project proposal,
- b) providing secretarial and administration support to the SC and DWG,
- c) announcing the start of the project development process,
- d) administration of the public consultation,
- e) organisation of public seminars,
- f) publication of the approved documentation.

IFCC also appointed TJConsulting, an independent consultant represented by Mr. Jaroslav Tymrak in March - April 2012 and in August – November 2013 with the following tasks:

- a) to prepare a project proposal^[2.1];
- b) to prepare structure of the scheme documentation;
- c) to prepare first drafts of IFCC documentation (except the SFM standard);
- d) assessment of the standard setting process and IFCC documentation against the PEFC Council requirements.

4 Description of the revision process

The IFCC started its operation in November 2011 with the clear objective to develop an independent national forest certification scheme. During the November 2011 and March 2012, the IFCC carried out capacity building necessary for the start of the standard setting process, including dissemination of information amongst stakeholders.

In March 2012, the IFCC formally started the standard setting process.

The process consisted of six stages as defined by *IFCC PD 1001*: proposal stage, preparatory stage, technical committee stage, enquiry stage, pilot testing, formal approval stage and publication stage.

Standard setting stages		Responsibility
Proposal stage, March 2012	Project development/pengembangan	The Secretariat
	Project approval/persetujuan	BoD
Preparatory stage, March – May 2012	Stakeholders mapping	The Secretariat
	Public announcement	The Secretariat
	Public seminar	The Secretariat
	Invitation of stakeholders	The Secretariat
	SC establishment	BoD
	Development of working drafts	The Secretariat
SC stage, May 2012 – Oct 2013	Consideration of comments	SC (supported by the DWG and the Secretariat)
	Consensus building	SC
Enquiry stage, January – March 2013 Sep 2013 – October 2013	Public consultation	The Secretariat
Pilot testing, May – June 2013	Testing of IFCC ST 1001	AJA Registrars, RAPP, TJConsulting; the Secretariat
Approval stage, Oktober 2013	Standard setting report	The Secretariat
	Board of Directors recommendation / approval	BoD
	General Assembly approval	GA
Publication stage November 2013	Publication of the scheme documentation	The Secretariat

4.1 Summary of the revision process

- The SC has met four times in person ^[3.1-3.12]; members of the SC were always invited in advance with an agenda and associated documents included. The meetings were recorded in the minutes from the meetings.
- The DWG has met 12 times in person ^[4.1-4.22]. The minutes of the DWG meetings were recorded in minutes.
- Enquiry drafts of the documents were sent for two public consultations. One was organised during February – March 2013; the second during September – October 2012^[6.14-6.26]. All comments were analysed and considered by the DWG and the SC ^[1.1, 1.2].
- IFCC has organised one public meeting in the beginning the standard setting process (March 2012) ^[6.1-6.6] and three public meetings in Jawa, Sumatra and Kalimantan in September/October 2013^[2.3-2.10].
- The draft forest management standard was tested in a pilot testing^[2.11-2.12]. Feedback from the pilot testing was considered by the DWG and the SC.
- The SC has reached consensus on the final drafts and recommended them for a formal approval by the IFCC^[3.13-3.14].
- IFCC has not received any complaint relating to the standard setting process.

4.2 Standard setting process

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

Phase 1: Proposal stage (March – April 2012)

Purpose	Activities	Outputs
To define the scope, basic principles and phases of the revision process	<ul style="list-style-type: none"> Preparation, stakeholders consultation and approval of the standard setting project 	Project Proposal

Project proposal

- The Secretariat together with TJ Consulting prepared a project proposal paper^[2.1] which defined the scope, basic principles, phases, responsibilities and timetable of the revision process.
- The document was presented to stakeholders at the stakeholders' meeting on 6 March 2012^[6.1-6.6]. IFCC received during the discussion feedback on the proposed standard setting activities.
- The document was presented to the BoD and adopted at its meeting on 20 April 2012^[5.1]. The document was also presented to the public as a part of the announcement of the standard of the standard setting process^[6.7].

Phase 2: Preparatory stage (February 2012 – May 2012)

Purpose	Activities	Outputs
To identify stakeholders, announce the process, set up the Standardisation Committee	<ul style="list-style-type: none"> Stakeholders mapping Announcement of the start of the standard setting process and invitation to nominate representatives to the Standardisation Committee Establishment of the Standardisation Committee Formal approval of the standard setting procedures Preparation of the first draft standards 	Stakeholders mapping table The SC established Standard setting procedures approved First draft of the scheme documentation

Stakeholders mapping

The Secretariat carried out a stakeholders mapping exercise^[2.2] that resulted in a list of stakeholders relevant to the revision process. IFCC identified 105 organisations and individuals within all relevant stakeholder groups as per IFCC PD 1001: forest based industry; woman, children, youth; forest owners/managers; indigenous people and local communities; non-governmental organisations, in particular E-NGOs;

Scientific and technological community; workers and trade unions; governmental authorities.

Within the mapped stakeholders, 24 organisations/individuals were identified as “key and disadvantaged”. The stakeholder mapping also identified constraints for their participation and actions to address those constraints^[2.2].

Announcement of the start and invitation of stakeholders

The IFCC secretariat performed several actions and used several communication channels to announce the start of the standard setting process and to invite stakeholders to nominate their representatives to the Standardisation Committee:

a) Stakeholders’ seminar 6 march 2012

- Seminar organised on 6 March 2012 in Bogor with the objective to inform stakeholders about the projected standard setting process, its scope and objectives;
- Invitation to the seminar sent to more than 90 stakeholders by E-mail^[6.2], letter^[6.1] and also through the internet communication forum on Indonesia Forestry “Rimbawan-interaktif”^[6.3], 73 stakeholders took part in the meeting^[6.4];
- The objective of the meeting was to inform stakeholders about the projected development of the IFCC scheme and to obtain stakeholders feedback on its scope and objectives and stakeholders participation^[6.5].
- A Summary of the meeting was presented at the IFCC website^[6.6].

b) Announcement at the IFCC website

- On 20 April 2012, IFCC published at its website a public announcement^[6.7, 6.8, 6.10] that included (i) information about the start of the standard setting process, (ii) invitation to stakeholders to nominate representatives to the Standardisation Committee, (iii) invitation to comment on referenced standard setting procedures (IFCC PD 1001) and standard setting project proposal^[2.1] (both documents were available at the IFCC website).

c) Announcement in media

- IFCC has prepared a press release^[6.8, 6.10] on the start of the standard setting process that was published at its website. The press release included reference to the IFCC website.
- The press release was published on 25 April 2012 at the national newspaper “Seputar Indonesia”^[6.9]
- The announcement with the reference to the IFCC website was published at “Rimbawan-interaktif”, a media communication forum on Forestry in Indonesia^[6.11].

d) Direct mailing to stakeholders

- IFCC Secretariat has sent a direct letter to stakeholders identified in the Stakeholders’ mapping^[2.2] by a regular mail, E-mail or Fax^[6.13].
- The direct invitation covered stakeholders that have been identified in the stakeholders’ mapping^[2.2] as “key and disadvantaged”^[6.13].

Establishment of the Standardisation Committee

Based on the nominations received and following the IFCC standard setting procedures (IFCC PD 1001), the IFCC BoD established at its meeting held on 15 May 2013 the Standardisation Committee^[5.2].

The Standardisation Committee consisted of 39 members that represented 8 stakeholder's groups:

- a) Business and industry;
- b) Children and youth;
- c) Forest owners/mangers;
- d) Indigenous people;
- e) Governmental authorities;
- f) NGOs;
- g) Scientific and technological community;
- h) Workers and Trade unions.

The Standardisation Committee also sufficiently represented (i) civil society; (ii) business community and governmental authorities (regulators).

The Standardisation Committee also represented stakeholders operating at the national level as well as stakeholders active in the forestry important regions (i) Sumatra; (ii) Jawa; and (iii) Kalimantan, Sulawesi and Papua.

The Standardisation Committee also sufficiently represented social, environmental and economic interests.

The composition of the Standardisation Committee as well as its balanced representation can be found in Annex 3 to this report.

Formal approval of the standard setting procedures

On 20 April 2013, the IFCC BoD approved the standard setting procedures IFCC PD 1001 based on comments received. The procedures were presented and discussed during the 6 March Stakeholders meeting^[6.1-6.6], were mentioned in the announcement of the start of the standard setting process^[6.8-6.10], and stakeholders were invited to provide their comments.

Preparation of first draft standards

The IFCC Secretariat and the drafting working group (DWG) prepared first drafts of the scheme standards IFCC ST 1001 and IFCC ST 1002.

Phase 3: Standardisation Committee Stage (July 2012 – October 2013)

Purpose	Activities	Outputs
To build consensus on final drafts	<ul style="list-style-type: none"> ▪ The Standardisation Committee met four times and reached consensus on the content of IFCC ST 1001 and IFCC ST 1002 documents ▪ The Standardisation Committee was supported by the Drafting Working Group 	Final drafts

Summary of the SC meetings

The SC started its work at its meeting held on **10 and 11 July 2012**^[3.1- 3.3]. The purpose of the meeting was (i) to present the IFCC standard setting process; (ii) to present Terms and References of the Standardisation Committee and (iii) to present and discuss the IFCC forest management standard IFCC ST 1001.

The second meeting held on **5 October 2012**^[3.4-3.6] discussed in detail the IFCC forest management standard (IFCC ST 1001).

The third meeting held on **19 January 2013**^[3.7-3.9] was focused on the IFCC forest management standard (IFCC ST 1001) and the requirements for certification process (IFCC ST 1002). The SC agreed to send IFCC ST 1001, draft 1.5. for two-months public consultation.

The fourth meeting held on **29 October 2013**^[3.10-3.12] discussed the IFCC forest management standard (IFCC ST 1001) and the IFCC requirements for certification bodies (IFCC ST 1002) and agreed (reached consensus) on those standards to be formally approved by IFCC. At this meeting the SC also considered comments from the first public consultation (1 February 2013 – 31 March 2013) and the second public consultation (20 September 2013 – 20 October 2013). The SC also considered results of the pilot testing.

Management of the SC

The members of the SC received in advance of all meetings an invitation for the meetings, agenda as well as related documentation^[3.1, 3.2, 3.4, 3.5, 3.7, 3.8, 3.10, 3.11],

All the meeting of the SC were recorded in the minutes^[3.3, 3.6, 3.9, 3.12] available to all members of the SC shortly after the meeting,

Comments and responses of the SC members relating to the IFCC standards were reported in the minutes to the meetings^[3.3, 3.6, 3.9, 3.12].

The participation in the SC meetings is shown in Annex 5.

Drafting Working Group (DWG)

The DWG has been set up to assist the SC with drafting the IFCC standards (IFCC ST 1001, IFCC ST 1002) and to prepare new drafts for the SC meetings.

The DWG met on 8 September 2012^[4.1, 4.2], 21-22 September 2012^[4.3,4.4], 28 September 2012^[4.5,4.6], 31 October 2012^[4.7, 4.8], 23 November 2012^[4.9, 4.10], 16 February 2013^[4.11, 4.12], 1 July 2013^[4.13, 4.14], 19-22 August 2013^[4.15, 4.16], 30 August 2013^[4.17, 4.18], 10 September 2013^[4.19-4.20], 17 September 2013^[4.21], and on 21-22 October 2013^[4.22].

The list of the DWG members is shown in Annex 4 of this report

Phase 4: Enquiry Stage (Feb 2013 – Mar 2013, Sep 2013 – Oct 2013)

Purpose	Activities	Outputs
To consult draft requirements with broad range of stakeholders	<ul style="list-style-type: none"> ▪ The first public consultation in Feb-March 2012 ▪ The second public consultation in Sep – Oct 2013 ▪ Three public seminars as a part of the 2nd public consultation 	Stakeholders comments

First public consultation

- IFCC ST 1001, v. 1.5 was presented for public consultation that took place from 1 February 2013 until 31 March 2013;
- The announcement of the public consultation was made at the IFCC website^[6.14], including the consulted standard and commenting form;
- The public consultation was communicated to stakeholders by a letter^[6.15] distributed to stakeholders by E-mail and by post^[6.15, 6.16]. This also included the “key and disadvantaged” stakeholders identified in the stakeholders mapping^[2.2].
- The public consultation was announced at the “rimbawan-interaktif” (media communication platform that covers forestry community (government, NGOs, industry, science) with more than 1300 members^[6.18].
- During the public consultation, IFCC Secretariat has received 13 comments from 4 organisations^[1.1]. The comments were considered by the SC at its meeting on 29 October 2013^[3.10-3.12].
- The results of the public consultation, i.e. the received comments and results of their consideration were made public at the IFCC website^[6.25, 6.26, 6.30].

Second public consultation

- IFCC ST 1001 and IFCC ST 1002 were presented for the second public consultation that took place from 20 September 2013 until 19 October 2013;
- The announcement of the public consultation was made at the IFCC website^[6.19], including the consulted standard and a commenting form;
- The public consultation was communicated to stakeholders by a press release^[6.23] distributed to stakeholders by E-mail and by post^[6.24]. This also included the “key and disadvantaged” stakeholders identified in the stakeholders mapping^[2.2].
- The public consultation was announced at “Rimbawan-interaktif”^[6.20] (media communication platform that covers forestry community - government, NGOs, industry, science) with more than 1300 members
- The public consultation was also announced and distributed through the following networks of forestry related organisations::
 - <http://www.fkkm.org/content/agenda.php?mode=view&lang=IN&id=02e74f10e0327ad868d138f2b4fdd6f0> – FKKM (Forum Komunikasi

Kehutanan Masyarakat) Joint role for Community Forestry Development and Forestry Improvement Policy in Indonesia^[6.22]

- [http://www.rimbawan.com/berita/kegiatan/80-2013/495-konsultasi-publik-ifcc - Asosiasi Pengusaha Hutan Indonesia \(APHI\) Association of Indonesia Forest Concession Holders](http://www.rimbawan.com/berita/kegiatan/80-2013/495-konsultasi-publik-ifcc - Asosiasi Pengusaha Hutan Indonesia (APHI) Association of Indonesia Forest Concession Holders)^[6.21]
- During the public consultation, IFCC Secretariat has received 65 comments from 17 organisations. The comments were considered by the DWG and the SC at its meeting on 29 October 2013^[1.2].
- The results of the public consultation, i.e. the received comments and results of their consideration were made public at the IFCC website^[6.30].

Public seminars

- As a part of the second public consultation, the IFCC has run three public seminars in Jawa, Sumatra and Kalimantan. The invitation to the seminars was made together with the announcement of the public consultation^[6.19, 6.20].
- The seminar on 27 September 2013 in Pekanbaru, Sumatra was attended by 46 stakeholders^[2.3, 2.4, 2.5, 2.6].
- The seminar on invitation to the 1 October in Samarinda, Kalimantan was attended by 51 stakeholders^[2.7, 2.8].
- The national seminar in Jakarta on 3 October was attended by 59 stakeholders^[2.9, 2.10].

Phase 5: Pilot testing (Jun 2013)

Purpose	Activities	Outputs
To test the IFCC standard	<ul style="list-style-type: none"> ▪ To test auditability and reliability of the IFCC 1001 standard. ▪ To verify IFCC ST 1001 standard compliance with the PEFC Council requirements. 	Pilot testing report

Pilot testing

- During 3-5 June 2013, AJA Registrars carried out a pilot audit against the IFCC ST 1001 standard. The audit took place on the forest estates of RAPP. The report^[2.11] from the pilot audit was considered by the DWG on 1 July 2013^[4.13, 4.14].
- TJConsulting was invited to participate in the pilot and to deliver assessment of the IFCC standard against the PEFC Council requirements. The report^[2.12] from the pilot audit was considered by the DWG on 1 July 2013^[4.13, 4.14, 4.15, 4.16].

Phase 6: Approval stage (Oct 2013)

Purpose	Activities	Outputs
To formally adopt the requirements	<ul style="list-style-type: none"> ▪ The BoD approved the IFCC procedural documents ▪ The BoD recommended the IFCC ST documents and PEFC international standards for formal approval/adoption ▪ The GA formally adopted the IFCC ST documents and PEFC international standards 	

Board of Directors

- On 30 October 2013, the IFCC BoD approved the procedural documents (IFCC PD 1002, IFCC PD 1003 and IFCC PD 1004) ^[5.3].
- On 30 October 2013, the IFCC BoD recommended to the IFCC GA to formally adopt IFCC ST 1001, IFCC ST 1002 and other related IFCC ST documents ^[5.3].
- On 30 oktober 2013, the IFCC BoD recommended to the IFCC GA to adopt PEFC International standards (PEFC ST 2001, PEFC ST 2002 and PEFC ST 2003) as a part of the IFCC scheme ^[5.3].

General Assembly

- On 30 October 2013, the IFCC GA formally adopted IFCC ST 1001, IFCC ST 1002 and other related IFCC ST documents ^[5.4].
- On 30 October 2013, the IFCC GA formally adopted PEFC International standards (PEFC ST 2001, PEFC ST 2002 and PEFC ST 2003) as a part of the IFCC scheme ^[5.4].

Phase 7: Publication stage (Nov 2013)

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

Publication of the IFCC scheme documentation

- On 8 November 2013, the IFCC published the formally approved IFCC standards (ST), procedural documents (PD) and adopted PEFC International standards (PEFC/IFCC) at the IFCC website together with a press release ^[6.27-6.28].

Publication of the standard setting report

- On 8 November 2013, the IFCC published the standard setting report ^[6.29].

Standard setting timetable

		2012				2013							
		I	II	III	IV	I	II	III	IV				
Prop. stage	Project proposal development	■	■										
	Approval by BoD			■									
Preparatory stage	Stakeholders mapping		■										
	Standard setting procedures		■	■	■								
	Public announcement		■	■									
	SC establishment			■									
	Developing working drafts		■	■	■								
Technical Committee stage				■	■	■	■	■	■	■	■	■	■
Enq. stage	First public consultation							■	■				
	Second public consultation											■	■
	Public seminars											■	
	Consideration of comments												■
Pilot testing											■		
Appr. stage	BoD meeting												■
	General Assembly (GA)												■
Publication stage													■

5 Evidence on consensus reached

5.1 Consensus building

Following the IFCC standard setting procedures (*IFCC PD 1001*), the primary body for reaching consensus on the standards of the scheme is the Standardisation Committee (the SC).

The SC decision on the final drafts' approval

The SC meeting of 29 October 2013 ^[3.10-3.12] reached consensus on the final draft standards (IFCC ST 1001, 1002 and 1003).

The meeting was attended by 24 members (out of 39 total members) of the Standardisation Committee and all of them voted in favour of the standards to be approved by the IFCC^[3.13].

Four members of the Standardisation Committee have voted in a postal ballot in favour of the standards^[3.14].

In total 28 members of the Standardisation Committee voted in favour of the standards to be formally approved by the IFCC (72 %). No member of the Standardisation Committee submitted a negative vote.

The Standardisation Committee therefore reached consensus as defined by IFCC PD 1001:

- More than 70 % of all members voted in favour;
- There was no sustained opposition presented by any member of the Standardisation Committee.

Annex 1: Structure of the IFCC Technical Documentation

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

IFCC Standards	
IFCC ST 1000:2012	<p>Indonesian Forest Certification Scheme – Introduction</p> <p>Includes general description of the IFCC scheme, its objectives, basis, approaches and bodies involved.</p>
IFCC ST 1001:2013	<p>Sustainable forest management – Requirements</p> <p>Requirements for the management of natural and plantations forests to be met in order to attain IFCC forest certification.</p>
IFCC ST 1002:2012	<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>
IFCC ST 1003:2012	<p>IFCC Logo Usage Rules – Requirements</p> <p>Includes requirements for the usage of the IFCC logo by various users</p>
IFCC ST 2002-1:2013	<p>Requirements for the IFCC specific claims</p> <p>An addendum to the PEFC Council's international chain of custody standard (PEFC ST 2002:2013) that specifies requirements for the implementation of the chain of custody for the purposes of the IFCC specific claims.</p>
PEFC/IFCC ST 2001:2008	<p>PEFC Logo usage rules - Requirements</p> <p>Requirements for the usage of the PEFC logo. The PEFC Council international standard was adopted as a part of the IFCC scheme.</p>
PEFC/IFCC ST 2002:2013	<p>Chain of custody of forest based products - Requirements</p> <p>Includes requirements for chain of custody in order to use</p>

	the PEFC claims on forest products. The PEFC Council international standard to be adopted with the development of a specific IFCC claims' part.
PEFC/IFCC 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>

IFCC Procedural Documents	
IFCC PD 1001:2012	<p>Standard setting procedures</p> <p>Includes requirements for the development of IFCC standards</p>
IFCC PD 1002:2013	<p>IFCC procedures for investigation and resolution of complaints and appeals</p> <p>Procedures for the management, investigation and resolution of appeals and complaints received by the IFCC.</p>
IFCC PD 1003:2013	<p>Issuance of PEFC and IFCC Logo licenses</p> <p>Procedures for the issuance of PEFC Logo licenses by the IFCC</p>
IFCC PD 1004:2013	<p>Notification of certification bodies</p> <p>Procedures for formal recognition (notification) of certification bodies for forest management and chain of custody certification bodies</p>

Annex 2: List of available documentation

1. Lists of comments

- (1.1) Comments from the first public consultation, including results of their consideration (published at the IFCC website: <http://ifcc-ksk.org/ifcc/index.php/en/activities/standards-development/127-masukan-dari-stakeholders-atas-dokumen-ifcc-st-10012013-draf-15>)
- (1.2) Comments from the second public consultation, including results of their consideration

2. Analytical papers, proposals, reports

- (2.1) Development of the Indonesian Forest Certification Scheme - Standards, Project proposal (en, bahasa)
- (2.2) Stakeholders mapping table
- (2.3) Agenda of the public seminar on 27 September 2013; - Pekanbaru
- (2.4) Report on the public seminar on 27 September 2013
- (2.5) List of participants - public seminar on 27 September 2013
- (2.6) Public seminars – (September-October) presentations
- (2.7) Agenda of the public seminar on 1 Oktober 2013; - Samarinda
- (2.8) Report on the public seminar on 1 Oktober 2013
- (2.9) Agenda of the public seminar on 3 Oktober 2013; - Jakarta
- (2.10) Report on the public seminar on 3 Oktober 2013
- (2.11) Report on the pilot audit (AJA Registrars)
- (2.12) Report on the PEFC compliance – pilot audit (TJConsulting)

3. Documentation relating to the SC

- (3.1) Agenda of the SC committee meeting (10-11 July 2012)
- (3.2) E-mail invitation to SC meeting (10-11 July 2012)
- (3.3) Minutes of the SC meeting (10-11 July 2012)
- (3.4) Agenda of the SC committee meeting (13 October 2012)
- (3.5) E-mail invitation to SC meeting (13 October 2012)
- (3.6) Minutes of the SC meeting (13 October 2012)
- (3.7) Agenda of the SC committee meeting (19 January 2013)
- (3.8) E-mail invitation to SC meeting (19 January 2013)
- (3.9) Minutes of the SC meeting (19 January 2013)
- (3.10) Agenda of the SC committee meeting (29 oktober 2013)
- (3.11) E-mail invitation to SC meeting (29 October 2013)
- (3.12) Minutes of the SC meeting (29 October 2013)
- (3.13) Consensus Approval record (SC meeting 29 October 2013)

- (3.14) Consensus vote of SC members (4) not present at the SC's meeting Of 29 October 2013)

4. Documentation relating to the DGW

- (4.1) E-mail invitation to DGW meeting (8 September 2012)
- (4.2) Minutes of the DGW meeting (8 September 2012)
- (4.3) E-mail invitation to DGW meeting (21-22 September 2012)
- (4.4) Minutes of the DGW meeting (21-22 September 2012)
- (4.5) E-mail invitation to DGW meeting (28 September 2012)
- (4.6) Minutes of the DGW meeting (28 September 2012)
- (4.7) E-mail invitation to DGW meeting (31 October 2012)
- (4.8) Minutes of the DGW meeting (31 October 2012)
- (4.9) E-mail invitation to DGW meeting (23 November 2012)
- (4.10) Minutes of the DGW meeting (23 November 2012)
- (4.11) E-mail invitation to DGW meeting (16 February 2013)
- (4.12) Minutes of the DGW meeting (16 February 2013)
- (4.13) E-mail invitation to DGW meeting (1 July 2013)
- (4.14) Minutes of the DGW meeting (1 July 2013)
- (4.15) E-mail invitation to DGW meeting (19-22 August 2013)
- (4.16) Minutes of the DGW meeting (19-22 August 2013)
- (4.17) E-mail invitation to DGW meeting (30 August 2013)
- (4.18) Minutes of the DGW meeting (30 August 2013)
- (4.19) E-mail invitation to DGW meeting (10 Sept 2013)
- (4.20) Minutes of the DGW meeting (10 Sept 2013)
- (4.21) Minutes of the DGW meeting (17 Sept 2013)
- (4.22) Minutes of the DGW meeting (21-22 Okt 2013)

5. Documentation relating to the IFCC BoD and the IFCC GA

- (5.1) Minutes of the IFCC BoD meeting on 2012-04-20
- (5.2) Minutes of the IFCC BoD meeting on 2012-05-15
- (5.3) Minutes of the IFCC BoD meeting on 2013-10-30
- (5.4) Minutes of the GA meeting on 2013-10-30

6. News, press-releases and communication

- (6.1) Invitation letter to the stakeholders meeting of 6 March 2012 (27 February 2012);
- (6.2) Invitation to the stakeholders meeting of 6 March 2012 sent by E-mail;

- (6.3) Invitation to the stakeholders meeting of 6 March 2012 sent through Rimbawan-interaktif (media communication forum)
<http://groups.yahoo.com/group/rimbawan-interaktif/message/34881>
- (6.4) List of participants of the stakeholder meeting of 6 March 2012 –
- (6.5) Terms of References, stakeholders meeting 6 March 2012 -
- (6.6) A summary of the stakeholders meeting 6 March 2013 presented at the IFCC website: Catatan Penting Stakeholders Meeting: <http://ifcc-ksk.org/ifcc/index.php/en/activities/standards-development/94-shm-6-maret-2012>
- (6.7) Announcement of the start of the IFCC standard setting process at the IFCC website: <http://ifcc-ksk.org/ifcc/index.php/en/activities/standards-development/96-daftar-nominee-komite-standard-ifcc>
- (6.8) Press release: Public announcement: Process Penyusunan Standar Sertifikasi IFCC
- (6.9) Announcement in national newspaper Seputar Indonesia (25 April 2013)
- (6.10) English translation of the announcement/press release
- (6.11) Announcement of the start of the standard setting process at Rimbawan-interaktif, Bahasa indonesia (25 April 2013)
<http://groups.yahoo.com/group/rimbawan-interaktif/message/35338>
- (6.12) Letters and e-mails with invitation to nominate to the standardisation committee
- (6.13) A summary table of direct invitations for nominations to the Standardisation Committee and nominations received
- (6.14) Announcement of the first public consultation at the IFCC website: <http://ifcc-ksk.org/ifcc/index.php/en/activities/standards-development/108-konsultasipublik>
- (6.15) A letter to stakeholders (7 Feb 2013) with invitation to public consultation, including a list of recipients.
- (6.16) E-mail distribution of the first public consultation to stakeholders (12 Feb 2013, 1 Mar 2013)
- (6.17) A summary table of the distribution of invitations to public consultations (February - March 2013 and September – October 2013)
- (6.18) Communication of the first public consultation at the Rimbawan-interaktif
<http://groups.yahoo.com/group/rimbawan-interaktif/message/39277>
- (6.19) Announcement of the second public consultation at the IFCC website: <http://ifcc-ksk.org/ifcc/index.php/en/activities/standards-development/125-konsultasi-publik-ifcc>
- (6.20) Announcement of the second public consultation at “Rimbawan-Interaktif”:
<http://groups.yahoo.com/group/rimbawan-interaktif/message/41062>
- (6.21) Announcement of the second public consultation at “APHI”:
<http://www.rimbawan.com/berita/kegiatan/80-2013/495-konsultasi-publik-ifcc>
- (6.22) Announcement of the second public consultation at “FKKM”:
<http://www.fkkm.org/content/agenda.php?mode=view&lang=IN&id=02e74f10e0327ad868d138f2b4fdd6f0>

- (6.23) Press release on the second public consultation;
- (6.24) Distribution of the announcement on the second public consultation by E-mail and regular mail
- (6.25) Publication of the comments from the first public consultation, including responses
<http://ifcc-ksk.org/ifcc/index.php/en/activities/standards-development/127-masukan-dari-stakeholders-atas-dokumen-ifcc-st-10012013-draf-15>
<http://groups.yahoo.com/group/rimbawan-interaktif/message/41062>
- (6.26) Publication of the comments from the second public consultation (public seminars)
<http://groups.yahoo.com/group/rimbawan-interaktif/message/41194>
<http://ifcc-ksk.org/ifcc/index.php/en/activities/standards-development/126-masukan-dari-stakeholder-atas-dokumen-ifcc-st-1001-v18>
- (6.27) Press release on formal approval and publication of the IFCC scheme documentation
- (6.28) Publication of the IFCC scheme documentation at the IFCC website
- (6.29) Publication of the standard setting report at the IFCC website
- (6.30) Publication of comments from the second public consultation, including SC's comments

Annex 3: List of the SC members

Standardisation Committee

KELOMPOK		NAMA	INSTANSI
A. MASYARAKAT SIPIL / CIVIL SOCIETY			
A.1. Perempuan, Anak-anak/ Pemuda <i>(Women; children and youth)</i>	1.	ENDANG SRI RAHAYU	PUSAT PENGEMBANGAN SUMBERDAYA WANITA (PPSW)
	2.	NINING KURNIA	LSM - BENING
	3.	RIZKA ASTI WULANDARI	INTERNATIONAL FORESTRY STUDENTS' ASSOCIATION (IFSA) LOCAL COMMITTEE IPB
A.2. Masyarakat adat dan Masyarakat Setempat <i>(indigenous people)</i>	4.	DALMASIUS MADRAH	MASYARAKAT ADAT DAYAK
	5.	M. YATIM	YAYASAN SAKAI BATHIN DELAPAN
A.3. Lembaga Swadaya Masyarakat, dalam Organisasi Lingkungan Tertentu (NGOs)	6.	MANGARAH SILALAH	YAYASAN BURUNG INDONESIA
	7.	ANDRY SUSWANTO	LSM - MASYARAKAT ADAT MADANI - KALTIM
	8.	NUSIRWAN	LSM HAK ASASI MANUSIA DAN LINGKUNGAN – "RUMAH KU"
	9.	SON TAQDIR AULADI	SOPRAN (SOLIDARITAS ORANG PINGGIRAN)
	10.	ARNOLD SHINARO	LSM - MATAHARI
	11.	PETRUS GUNARSO	TROPENBOS INDONESIA
A.4. Masyarakat Ilmiah dan Teknologi (scientific and technological community)	12.	Prof. Dr. Ir. T .A. PRAYITNO, MP.	UGM
	13.	Dr. SOFYAN P. WARSITO	UGM
	14.	Dr. Ir. SRI NUGROHO MARSOEM, M.Sc.	UGM
	15.	Dr. Ir. HARNIOS ARIEF, M.ScF.	IPB
	16.	Dr. Ir. TEDDY RUSOLONO, MS.	IPB
	17.	Dr. Ir. BASUKI SUMAWINATA	IPB
	18.	Dr. CHRISTINE WULANDARI	UNILA
	19.	Dr. DIDIK SUHARDJITO, MS.	IPB
	20.	IR. DARU ASYCARYA, MM.	--
A.5. Pekerja dan	21.	KHOIRUL ANAM	KAHUTINDO

KELOMPOK	NAMA		INSTANSI
Serikat Buruh <i>(workers and trade unions)</i>	22.	RULITA WIJAYANINGDYAH	KAHUTINDO
	23.	SUGIONO	SERIKAT PEKERJA PT. TJIWI KIMIA
B. MASYARAKAT BISNIS (Business community)			
B.1. Bisnis dan Industri yang Berkaitan dengan Hasil Berbasis Hutan <i>(business and industry)</i>	1.	HERMAN PRAYUDI	APHI
	2.	LIANA BRATASIDA	APKI
	3.	SAETANANGGA KARIM	ASMINDO
	4.	KURNIADI SUHERMAN	PT .INDAH KIAT PULP & PAPER
	5.	DIAN NOVARINA	RAPP
	6.	CECEP SAEPULLOH	PT. REMARK ASIA
	7.	TAUFIK MARGANI	PT. MUTU AGUNG LESTARI
	8.	LILLIAN KALLMAN	PT. ALIANSI AJA SERTIFIKASI
B.2. Pemilik / Manajer Hutan <i>(forest owners)</i>	9.	AULIA L. P. ARUAN	RAPP
	10.	IWAN SETIAWAN	PT. RIMBA HUTANI MAS
	11.	I. B. W. PUTRA	ALAS KUSUMA GROUP
	12.	SERA NOVIANY	SINARMAS FORESTRY
B.3. Perempuan, Anak-anak/ Pemuda <i>(Women; children and youth)</i>	13.	LIBRIAN ANGGRAENI	PT. PINDO DELI PULP AND PAPER MILLS
C. REGULATOR (PEMERINTAH BERWENANG, TERMASUK OTORITAS NASIONAL, REGIONAL DAN LOKAL) (Regulators)			
<i>(local authorities)</i>	1.	Dr. Ir. NUR MASRIPATIN, Mfor. Sc.	PUSTANLING – KEMENTERIAN KEHUTANAN
	2.	Ir. H. NASARUDDIN, MM	DINAS KEHUTANAN PROVINSI SULAWESI BARAT
	3.	Ir. MARTHEN KAYOI, MM.	DINAS KEHUTANAN DAN KONSERVASI PROVINSI PAPUA

Balanced composition of the Standardisation Committee

1. By 9 key elements (as per IFCC PD 1001)

A	Business and Industry	8
B + H	children and youth + women	4
C	forest owners	4
D	indigenous people	3
E	local authorities	3
F	NGOs	5
G	scientific and technological community	9
I	workers and trade unions	3

2. By Civil Society / business / regulator

A	Civil society	23
B	Business	13
C	Regulator	3

3. By Geographical scope

A	Sumatera	7
B	Jawa	18
C	Kalimantan + Sulawesi + Papua	5
D	Nasional	9

Annex 4: A list of the Drafting Working Group's members**Drafting Working Group**

1	Prof. Dr. Ir. T .A. PRAYITNO, MP.	Scientific and technology community
2	Dr. SOFYAN P. WARSITO	Scientific and technology community
3	Dr. Ir. HARNIOS ARIEF, M.ScF.	Scientific and technology community
4	Dr. Ir. TEDDY RUSOLONO, MS.	Scientific and technology community
5	Dr. Ir. BASUKI SUMAWINATA	Scientific and technology community
6	Dr. CHRISTINE WULANDARI	Non-Governmental Organisation
7	Dr. DIDIK SUHARDJITO, MS.	Non-Governmental Organisation
8	HERMAN PRAYUDI	business and Industry
9	Kurniadi Suherman	business and Industry
10	SERA NOVIANY	business and Industry
11	DIAN NOVARINA	business and Industry
12	RULITA WIJAYANINGDYAH	worker and trade union
13	CECEP SAEPULLOH	CB
14	TAUFIK MARGANI	CB
15	Lillian Kalman	CB
16	DONES RINALDI	Konsultan
17	WAHYU RIVA	Konsultan
18	RUDI SETYAWAN	Konsultan
19	NURCAHYO ADI	Konsultan
20	IMAM SOESEN	Konsultan
21	IR. DARU ASYCARYA, MM.	Konsultan
22	Ragita	Observer
23	Aulia Aruan	Observer

Annex 5: Participation in the Standardisation Committee meetings

STANDARDISATION COMMITTEE TABLE MEETING

No	Anggota Komite Standardisasi / Standardization Committee	10 JULI 2012		13 OKTOBER 2012		19 JANUARI 2013		29-Oct-13	
		Undangan / Invitation 29/6/2012	Kehadiran / Presence	Undangan / Invitation 5/10/2012	Kehadiran / Presence	Undangan / Invitation 14/1/2013	Kehadiran / Presence	Undangan / Invitation 21/10/2013	Kehadiran / Presence
1	ENDANG SRI RAHAYU	√	√	√		√	√	√	√
2	NINING KURNIA	√	√	√	√	√	√	√	√
3	RIZKA ASTI WULANDARI	√	√	√	√	√	√	√	
4	DALMASIUS MADRAH	√	√	√		√	√	√	√
5	M. YATIM	√	√	√		√		√	
6	MANGARAH SILALAH	√	√	√	√	√	√	√	√
7	ANDRY SUSWANTO	√	√	√	√	√	√	√	√
8	NUSIRWAN	√	√	√	√	√	√	√	√
9	SON TAQDIR AULADI	√	√	√	√	√	√	√	√
10	ARNOLD SHINARO	√	√	√	√	√	√	√	√
11	Prof. Dr. Ir. T .A. PRAYITNO, MP.	√	√	√		√		√	
12	Dr. SOFYAN P. WARSITO	√	√	√	√	√	√	√	√
13	Dr. Ir. SRI NUGROHO MARSOEM, M.Sc.	√	√	√	√	√	√	√	√
14	Dr. Ir. HARNIOS ARIEF, M.ScF.	√		√	√	√	√	√	√
15	Dr. Ir. TEDDY RUSOLONO, MS.	√		√	√	√	√	√	
16	Dr. Ir. BASUKI SUMAWINATA	√		√		√		√	√

17	Dr. CHRISTINE WULANDARI	√	√	√	√	√	√	√	√
18	Dr. DIDIK SUHARDJITO, MS.	√	√	√	√	√	√	√	√
19	IR. DARU ASYCARYA, MM.	√	√	√	√	√	√	√	√
20	KHOIRUL ANAM	√		√	√	√		√	
21	RULITA WIJAYANINGDYAH	√	√	√	√	√		√	
22	SUGIONO	√	√	√		√		√	
23	HERMAN PRAYUDI	√		√	√	√	√	√	√
24	LIANA BRATASIDA	√	√	√		√		√	
25	SAETANANGGA KARIM	√		√		√	√	√	
26	KURNIADI SUHERMAN	√	√	√		√	√	√	√
27	DIAN NOVARINA	√		√	√	√	√	√	√
28	CECEP SAEPULLOH	√		√	√	√	√	√	√
29	TAUFIK MARGANI	√	√	√		√		√	√
30	LILLIAN KALLMAN	√		√	√	√	√	√	√
31	AULIA L. P. ARUAN	√	√	√	√	√	√	√	√
32	IWAN SETIAWAN	√	√	√	√	√	√	√	√
33	I. B. W. PUTRA	√		√		√	√	√	√
34	SERA NOVIANY	√	√	√	√	√	√	√	√
35	LIBRIAN ANGGRAENI	√	√	√	√	√	√	√	√
36	Dr. Ir. NUR MASRIPATIN, Mfor. Sc.	√		√	√	√		√	
37	Ir. H. NASARUDDIN, MM	√	√	√		√		√	
38	Ir. MARTHEN KAYOI, MM.	√		√	√	√		√	
39	PETRUS GUNARSO							√	√