

Standard Revision Report
Laporan Revisi Standar

2021-01-25

Revision of IFCC Scheme
Revisi Skema IFCC



Indonesian Forestry Certification Cooperation
Kerjasama Sertifikasi Kehutanan Indonesia



Introduction

On 30th October 2013, the Board of Directors (BoD) of IFCC officially approved the IFCC sustainable forest management certification standards which had been developed since May 2012 by the IFCC Standardisation Committee (SC). The BoD agreed to adopt the PEFC documents on Chain of Custody and the PEFC logo usage rules, and approved the IFCC procedural documents to support the implementation of IFCC sustainable forest management certification standards.

In accordance with the IFCC standard setting procedure (IFCC PD 1001: 2012) and the PEFC Standard Setting - Requirements (PEFC ST 1001: 2017), the IFCC standards shall be reviewed at intervals that do not exceed a five-year period since the standards were approved by the BoD.

The review of IFCC Standards was carried out by considering input / feedback from stakeholders during the implementation of IFCC standards, researches/studies that were conducted by IFCC which include researches/studies related to forest conversion and human rights issues, as well as gap analysis between IFCC ST 1001 against PEFC ST 1003:2018.

IFCC is committed to be open and transparent in developing the standards. Since the publication of its standards, IFCC has been welcome to receive and consider inputs and/or comments from stakeholders. IFCC has invited the stakeholders to watch over and maintain IFCC certification scheme, as conveyed several times by the IFCC Chairman both orally and written such as in the IFCC release on June 8th 2015^[6.15].

The IFCC Secretariat has received inputs from stakeholders, conveyed written and orally on various occasions, including during training, seminars, and informal discussions^[1.1]. On 13th September 2018, the IFCC Secretariat published on the IFCC website^[6.16], the comments / inputs received by IFCC Secretariat along with the requests to stakeholders to provide feedback towards the IFCC Standards before it is submitted to the IFCC members for formal approval in order to reaffirm or revise the IFCC Standards.

At the end of October 2018, through the IFCC General Assembly (GA) postal ballot, the IFCC members agreed to revise the IFCC sustainable forest management certification standards and its supporting documents by taking into account the input / feedback from stakeholders that had been submitted to the IFCC.

This report presents the revision process of the IFCC scheme (standards for sustainable forest management certification and accompanying documentation). In this revision, the document of Annex 4 (amendment 1) IFCC ST 1001 - Certification of Sustainable Community Forest Management, which is an integral part of the IFCC ST 1001: 2013 document and has been endorsed by the PEFC Council since May 2019, is included as Appendix 3 of IFCC ST 1001:2021. In addition, as a supporting document for the implementation of sustainable community forest management certification, the Procedures for Group Forest Management (IFCC PD 1005:2017) is included in this revision process as well. Hence, all documentation under IFCC scheme are approved by IFCC BoD on the same date 25th January 2021. Subsequently, the next review date will be on the time that does not exceed a period of 5 years after the approval date of the IFCC BoD.

1. Scope of the Standard Revision Process and This Report

The scope of the standard revision activities was focused on the revision of IFCC certification scheme documentation, which consists of :

- a) IFCC specific standards and documents that cover the following requirements for:
 - a.1) sustainable forest management (SFM);
 - a.2) bodies providing audit and certification of forest management;
 - a.3) IFCC Trademarks Rules¹;
 - a.4) investigation and resolution of complaints and appeals;
 - a.5) issuance of the IFCC and PEFC trademarks licenses in Indonesia;
 - a.6) the notification of certification bodies;
 - a.7) group forest management; and
 - a.8) standard setting procedures.
- b) Adoption of the PEFC Council's International Standards that covers:
 - b.1) PEFC Trademarks Rules – Requirements (PEFC ST 2001:2020);
 - b.2) Chain of Custody of Forest and Tree Based Products – Requirements (PEFC ST 2002:2020);
 - b.3) Requirements for Certification Bodies Operating Certification Against the PEFC International Chain of Custody Standard (PEFC ST 2003:2020);

The structure of the IFCC scheme documentation is included in Appendix 1 to this report. Information of changes of IFCC ST 1001 and IFCC ST 1002 is available upon request.

The standard revision works were based on and governed by IFCC PD 1001:2019 - *Standard setting procedures*, in open and transparent manners, and consensus based.

This report was created according to the requirements of the IFCC standard setting procedures (IFCC PD 1001:2019), clause 5.6.1. All of the supporting documentation to this report have included the evidences that will be kept until the completion of the next review of the IFCC standards (in the next 5 years), and will be available to interested parties upon request.

2. Governance of the Revision Process

In accordance with IFCC PD 1001:2019, the following organisational arrangements were applied for the revision of IFCC scheme:

2.1. IFCC General Assembly (the GA)

The GA was responsible for the formal approval of the revision of IFCC standards (IFCC PD 1001:2019).

2.2. IFCC Board of Directors (the BoD)

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

- a) Approval of the project proposal and standard setting procedures;
- b) Establishment and dissolution of Standardisation Committee;
- c) Approval of the IFCC documentation; and
- d) Recommendation of the final draft (FD) standards for formal approval by the GA.

¹ The IFCC Trademark Rules contains the rules of IFCC trademark usage and claims. Therefore, by applying the IFCC ST 1003: 2021, the document of IFCC ST 2002-1: 2013 (Chain of Custody of Forest Based Products - Specifications for the IFCC claim) is no longer valid.

2.3. Standardisation Committee (the SC)

The SC was established by the decision of the BoD on 10th July 2019^[5.1.2] based on the BoD meeting on 28th June 2019^[5.1.1], with the objective to ensure balance amongst the relevant stakeholders and to build consensus amongst participating interested stakeholders and/or experts. The Standardisation Committee consists representation of the following stakeholder categories:

- a) Business and industry relating to forest based products;
- b) Forest owners / managers;
- c) Indigenous people;
- d) Non-governmental organisation (NGO);
- e) Scientific and technological community;
- f) Workers and trade unions;
- g) Youth; and
- h) Governmental authorities.

The SC reported the standard revision progress to the BoD and those were received well by the BoD. Hence, no dissolutive action was made by the BoD against the SC during the revision process period. The list of the SC member is available in Appendix 3 to this report.

2.4. Drafting Working Group (DWG)

The DWG is a group of experts that supported the SC in between the meetings by analyzing suggestions and comments of stakeholders by preparing draft documentation for the SC meetings. The DWG reported to the SC. The DWG composition is available in Appendix 4 to this report.

2.5. IFCC Secretariat (the Secretariat)

The Secretariat is responsible for the implementation of the standard setting procedures (IFCC PD 1001). In regards to standard revision works, the Secretariat is led by a coordinator who is also a member of the DWG. The Secretariat arranged all correspondence among the SC, the DWG and the BoD. In particular, the Secretariat was responsible for:

- a) the preparation of the standard revision and project proposal;
- b) providing secretarial and administrative support to the SC and the DWG;
- c) announcing the start of the standard revision process;
- d) administering of the public and members consultation;
- e) organizing public seminar;
- f) publication of the approved documentation.

3. Description of the Process

Since the first implementation of the IFCC standards in Indonesia, IFCC has received inputs from stakeholders through formal activities (including seminars and training) and informal discussions. On 13th September 2018, as part of the review process, IFCC publicized to its website, a recap of comments/inputs received by IFCC along with the requests to stakeholders to provide feedback towards IFCC standards^[6.16].

On 18th – 28th October 2018, an exclusive General Meeting of IFCC members (RUAK) was held through an online postal ballot in order to decide whether reaffirmation or revision of the IFCC scheme shall be taken considering the comments / inputs from stakeholders. The result of the RUAK showed that

more than 2/3 of the members agreed to revise the IFCC sustainable forest management certification standards and its supporting documentation ^[5.3.1].

Based on the result of RUAK, the IFCC Secretariat began to draft the standard revision proposal, and started to revise the IFCC PD 1001:2013 (Standard Setting Procedure) which was adjusted to the PEFC ST 1007:2017 (Standard Settings - Requirements).

On 16th – 22nd July 2019, an RUAK^[5.3.2] was held through a postal ballot with objective to decide that the revision of the standard shall be carried out by considering the results of gap analysis^(2.1) of the requirements for IFCC ST 1001:2013 sustainable forest management certification against the Generic Requirement for Sustainable Forest Management PEFC ST 1003: 2018.

The process of standard revision consists of 6 stages as defined by IFCC PD 1001:2019. They are proposal stage, preparatory stage, committee stage, enquiry stage, formal approval stage and publication stage.

Standard Revision Stages		Responsibility
Proposal Stage, Jan – June 2019	Project proposal development	The Secretariat
	Project proposal approval	The BoD
Preparatory Stage, March – July 2019	Stakeholders mapping	The Secretariat
	Public announcement	The Secretariat
	Invitation of stakeholders	The Secretariat
	SC establishment	The BoD
	Development of working drafts	The Secretariat
SC Stage, August 2019 - Oct 2020	Consideration of comments	The SC (supported by the DWG and the Secretariat)
	Consensus building	The SC
Enquiry Stage, Feb – July 2020	Public consultation	The Secretariat
Approval Stage, Jan 2021	Standard revision report	The Secretariat
	Board of Directors recommendation / approval	The BoD
	General Assembly approval	The GA
Publication Stage, Feb 2021	Publication of the documentation	The Secretariat

3.1. Summary of the Revision Process

a) The SC conducted 3 times of in person meeting^[3.1-3.9]. The members of the SC were always invited in advance. The meetings were recorded in the minutes of the meetings.

- b) The DWG conducted 17 times of in person meeting^[4.1-4.51]. The meetings were recorded in the minutes of the meetings.
- c) The enquiry drafts of the document were publicized on the IFCC website and sent to IFCC stakeholders through direct email, Whatsapp, and mailing list for public consultation that was held during February - July 2020^[6.5-6.9.2].
- d) IFCC organized an online national public seminar on 14th July 2020^[2.4]. All comments were analyzed and considered by the DWG and the SC^[1.2].
- e) The revision process was not included a pilot testing. This is based on the IFCC PD 1001, clause 5.5.3.1 on its note which says: “Pilot testing is not required in case of revision of a standard when experience from its usage can substitute for pilot testing”.
- f) The SC reached consensus on the final drafts^[3.6-3.9] and they recommended the final drafts to reach formal approval by the IFCC BoD^[5.2].
- g) IFCC did not receive any complaint relating to the standard setting process.

3.2. Standard Setting Process

The standard setting process were divided into 6 phases as presented below.

3.2.1. Phase 1: Proposal Stage, (Jan – June 2019)

Purpose	Activities	Outputs
To define the scope, basic principles and phases of the revision process.	Preparation, stakeholders consultation and approval of the standard setting project.	Project Proposal

3.2.1.1. Project Proposal

- a) The Secretariat prepared a project proposal paper^[2.2] which defined the scope, objective, basic principles, phases, responsibilities and timetable of the revision process.
- b) The proposal was shared to stakeholders by a public announcement^[6.1-6.4]. IFCC received feedback on the proposed standard setting activities.
- c) The proposal was presented to the BoD and approved by the BoD at the meeting on June 28th 2019^[5.1.1].

3.2.2. Phase 2: Preparatory Stage, (March – July 2019)

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

3.2.2.1. Stakeholders Mapping

The Secretariat carried out a stakeholders mapping based on the stakeholder data managed in the IFCC Secretariat database. That mapping activity resulted a list of stakeholders that is relevant to the revision process. IFCC identified more than 300 organisations and individuals within all relevant stakeholder groups as per IFCC PD 1001:2019 industries; forest owners/managers; indigenous people and local communities; non-governmental organisations (NGOs); Scientific and technological community; workers and trade unions; youth; and governmental authorities.

Within the mapped stakeholders, some organisations/individuals were identified as “key and disadvantaged” stakeholders. Moreover, the stakeholder mapping also identified constraints of their participation in the IFCC standards revision process and action to involve them in the process^[2,3].

3.2.2.2. 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 revision process and to invite stakeholders to nominate their representatives to the Standardisation Committee:

a) Announcement at the IFCC website

On 10th May until 10th June 2019, IFCC created a public announcement on its website^[6.1, 6.4] that includes (i) information about the start of the standard setting process, (ii) invitation to stakeholders to nominate their representatives to the Standardisation Committee, (iii) invitation to stakeholders to comment on referenced standard setting procedures (IFCC PD 1001) and standard revision proposal^[2,2] (both documents were available at the IFCC website) which includes the mechanism to send the comments or feedback.

b) Announcement at the Rimbawan-interaktif, a media communication forum on Forestry in Indonesia^[6.2].

c) Direct mailing to stakeholders^[6.3]

IFCC Secretariat sent direct e-mail and made a phone communication to the identified stakeholders as per the stakeholders’ mapping result. Direct e-mails were also sent to the umbrella organization, such as: FKKM, IFSA LC-IPB, HIMKI, APHI, APKI,ISWA, Kahutindo, etc.

3.2.2.3. Establishment of the Standardisation Committee

Based on the nominations received and in accordance with the IFCC standard setting procedures (IFCC PD 1001), the IFCC BoD decided to establish the Standardisation Committee^[5.1.2] which was carried out during the BoD meeting dated 28th June 2019^[5.1.1].

The Standardisation Committee consists of 42 members that represented expertise, affected by the standard, and that can influence implementation of the standard. They are representing 8 stakeholder’s groups:

- a) Business and industry;
- b) Youth;
- c) Forest owners/managers;
- d) Indigenous people;
- e) Governmental authorities;
- f) NGOs;

- g) Scientific and technological community; and
- h) Workers and Trade unions.

The Standardisation Committee also sufficiently represented social, environmental and economic interests. In order to keep the history of IFCC standard setting on track and maintain knowledge consistency on forestry and sustainable forest management best practices in Indonesia, the SC members include several experts who participated actively as members in the SC on the previous period. The composition of the Standardisation Committee as well as the evidences of showing its balanced representation, can be found in Appendix 3 to this report.

3.2.2.4. Formal Approval of the Standard Setting Procedures

On 28th June 2019, the IFCC BoD approved the standard setting procedures (IFCC PD 1001). The procedures were mentioned in the announcement of the start of the standard setting process; and the stakeholders were invited to provide their comments towards the procedures.

3.2.2.5. Preparation of First Draft Standards

The IFCC Secretariat and the IFCC experts under “IFCC Task Force”, prepared the first drafts (Draft “0”) of the IFCC standards IFCC ST 1001 and IFCC ST 1002 by considering stakeholders feedback, result of gap analysis, research, scientific knowledge and issues of forest management. In this case, the specific issues raised based on the feedback and studies, are related to conversion and human right issues.

3.2.3. Phase 3: Standardisation Committee Stage (1st August 2018 – 27th October 2020)

Purpose	Activities	Outputs
To build consensus on final drafts.	The SC met three times and reached consensus on the content of IFCC ST 1001, IFCC ST 1002, and other relevant document. The SC was supported by the DWG.	Final draft

3.2.3.1. Summary of the SC Meetings

The SC started its work through the meeting that was held on 1st August 2018^[3.1-3.3]. The objective of the meeting was (i) to conduct election of the Chairman of the SC (ii) to receive the Draft “0” IFCC ST 1001 and project proposal document from IFCC Secretariat; (iii) to discuss the Draft “0” IFCC ST 1001; (iv) to establish the DWG; (v) other relevant agenda. The SC agreed to establish a DWG and subsequently the SC hand the mandate over to DWG in order to further discuss and formulate the draft IFCC ST 1001 and related documents.

The second meeting was held on 18th February 2020^[3.4-3.6] which discussed the Draft “1.2” IFCC ST 1001 and Draft “1” IFCC ST 1002 provided by the DWG, to reach consensus on concurring those drafts to become Enquiry Drafts and agreed to send the enquiry drafts for IFCC member and public consultation.

The third meeting was held virtually on 27th October 2020^[3.7-3.9]. The meeting was discussing the Draft “1.6” IFCC ST 1001, the Draft “1.2” IFCC ST 1002, the Draft IFCC ST 1000, the Draft IFCC ST 1003, and the accompanying documentation, in order to agree on

upgrading those drafts as the Final Drafts and to reach consensus on the Final Drafts of the standards to be subsequently approved by the IFCC Board of Directors.

3.2.3.2. Management of the SC

The members of the SC received all meetings invitation (including the drafts to be discussed) in advance^[3.1, 3.4, 3.7]. All of the SC meetings were recorded in the minutes of the meeting^[3.3, 3.6, 3.9]. Comments and suggestions received from the SC members with regards to the IFCC standards were reported and recorded in the minutes of the meetings.

3.2.3.3. Drafting Working Group (DWG)

The DWG was set up to assist the SC in drafting the IFCC standards and procedures as well as preparing new drafts for the SC meetings. The DWG meetings were conducted starting 13th August until 9th October 2020^[4.1-4.51]. The members of the DWG received all meetings invitation in advance. All of the DWG meetings were recorded in the minutes of the meeting.

3.2.4. Phase 4: Enquiry Stage (24th Feb – 28th July 2020)

Purpose	Activities	Outputs
To consult the Final Drafts of the Standard with broader range of stakeholders.	The public consultation was conducted on 24 th Feb – 28 th July 2020. The online national seminar was conducted on 14 th July 2020.	Stakeholders feedback/comments

3.2.4.1. Public Consultation and Public Seminar

At the beginning, the IFCC ST 1001 (draft 1.3) and IFCC ST 1002 (draft 1) were presented for public consultation that took place from 24th February until 23th April 2020. The announcement of the public consultation^[6.5-6.9.2], including the consulted standards and the commenting forms, was made at the IFCC website, direct E-mail to stakeholder/Whatsapp, and also announced at the “rimbawan-interaktif” mailing list, a media communication platform with thousands member where its members consist of forestry community (government, NGOs, industries, and scientists). Moreover, the announcement of public consultation was also distributed to the email address of the umbrella organizations, such as: FKKM, APhi, ISWA, HIMKI, IFSA, etc. However, due to the global pandemic of Covid-19, the regional and national seminars that previously planned to be held at the end of March 2020, could not be happen. Therefore, an online national seminar was organized virtually on 14th July 2020^[2.4]. Thus, the period of public consultation was extended to 28th July 2020.

During the period of public consultation, feedback/comments were received by IFCC Secretariat^[1.2]. The comments were considered by the DWG on behalf of the SC at its meeting on 6th August 2020^[4.42] and by the SC at its meeting on 27th October 2020^[3.9].

3.2.5. Phase 5: Approval Stage (25th January 2021)

Purpose	Activities	Outputs
To formally adopt the requirements.	The BoD approved the IFCC procedural documents. The BoD recommended the IFCC ST 1001, IFCC ST 1002, and related document for formal approval/adoption. The GA formally adopted the IFCC ST 1001, IFCC ST 1002, PEFC international standards and related documents.	

3.2.5.1. Board of Directors

On 25th January 2021, the IFCC BoD approved and recommended to the IFCC GA to formally approve/adopt the IFCC ST 1001, IFCC ST 1002, and related documents^[5.2].

3.2.5.2. General Assembly

On 25th January 2021, The IFCC GA formally approved the IFCC ST 1001, IFCC ST 1002, and related documents, and adopted PEFC international standards^[5.4].

3.2.6. Phase 6: Publication Stage (5th February 2021)

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

3.2.6.1. Publication of the IFCC Standard and Standard Setting Report

On 5th February 2021, the IFCC published the following documents at the IFCC website^[6.13] along with a press release^[6.12]:

- a. the formally approved IFCC standards,
- b. the procedural documents,
- c. the adopted PEFC international standards, and
- d. the standard revision report^[6.14].

4. Standard Revision Timetable

Kegiatan		2019												2020												2021		
		1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	
Proposal stage	Project proposal development	█	█	█																								
	Project proposal approval						█																					
Preparatory stage	Stakeholders mapping			█	█	█	█																					
	Public announcement					█	█																					
	Invitation of stakeholders					█	█																					
	SC establishment						█	█																				
	Development of working drafts							█	█																			
Committee stage									█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█			
Enquiry stage	Public consultation															█	█	█	█	█								
Approval stage	BoD meeting																										█	
	GA meeting																										█	
Publication stage																												█

5. Evidence on Consensus Reached

5.1. Consensus building

In accordance to the IFCC standard setting procedures (IFCC PD 1001:2019), the primary body for reaching consensus on the standards of the scheme is the Standardization Committee (the SC).

The SC Decision on the Final Drafts' Approval

The SC meeting of 27th October 2020^[3.7-3.9] reached consensus on the following final draft standards:

- IFCC ST 1001,
- IFCC ST 1002,
- IFCC ST 1000,
- IFCC ST 1003, and
- related documents.

The meeting was attended by 37 SC members (out of 42 total members) and all of them voted in favor of the standards to be approved by the IFCC BoD (88,1%)^[3.9]. None of the SC members submitted a negative vote.

The SC therefore reached consensus as defined by IFCC PD 1001:2019 with the following results:

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

Appendix 1: IFCC Standards and Procedures

IFCC Standards	
IFCC ST 1000:2021	<p>IFCC Certification Scheme – Introduction</p> <p>Includes general description of the IFCC scheme, its objectives, basis, approaches and bodies involved.</p>
IFCC ST 1001:2021	<p>Sustainable forest management – Requirements</p> <p>Requirements for sustainable forest management, both in forest area of nationally designated forest land and outside forest area to be met in order to attain IFCC forest certification.</p>
IFCC ST 1002:2021	<p>Requirements for bodies providing audit and certification of sustainable 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 1003:2021	<p>IFCC Trademarks Rules – Requirements</p> <p>Includes requirements for the usage of the IFCC trademarks by various users</p>
PEFC/IFCC ST 2001:2020	<p>PEFC Trademarks Rules - Requirements</p> <p>Requirements for the usage of the PEFC trademarks. The PEFC Council international standard was adopted as a part of the IFCC scheme.</p>
PEFC/IFCC ST 2002:2020	<p>Chain of custody of forest and tree based products - Requirements</p> <p>Includes requirements for chain of custody on forest and tree based products. The PEFC Council international standard to be adopted.</p>
PEFC/IFCC ST 2003:2020	<p>Requirements for certification bodies operating certification against the PEFC International chain of custody standard</p> <p>PEFC International standard to be adopted as a part of the IFCC 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 1001:2019	<p>Standard setting procedures</p> <p>Includes requirements for the development of IFCC standards</p>
IFCC PD 1002:2021	<p>IFCC procedures for investigation and resolution of complaints and appeals</p> <p>Procedures for the management, investigation and resolution of</p>

	appeals and complaints received by the IFCC.
IFCC PD 1003:2021	Issuance of the PEFC and IFCC Trademarks licenses in Indonesia Procedures for the issuance of PEFC Trademarks licenses by the IFCC
IFCC PD 1004:2021	Notification of certification bodies Procedures for formal recognition (notification) of certification bodies for forest management and chain of custody certification bodies
IFCC PD 1005:2021	IFCC Procedures for Group Forest Management Procedures for implementation of forest certification schemes which include group forest management certification and allow the certification of a number of forest owners/managers under one certificate.

Appendix 2: List of Available Documentation

1. Lists of Comments

- (1.1) Comments from stakeholders (feedback) received during the standard's implementation
- (1.2) Comments from the public consultation, including results of their consideration

2. Analytical Papers, Proposals, Reports

- (2.1) Gap Analysis on the IFCC ST 1001 2013 with the PEFC ST 1003:2018
- (2.2) Revision of the IFCC Certification Standards, Project proposal (in *Bahasa Indonesia*)
- (2.3) Stakeholders mapping table
- (2.4) List of participants – online national seminar on 14th July 2020

3. Documentation Relating to the SC

- (3.1) E-mail invitation to the SC meeting (1st August 2019)
- (3.2) Invitation letter to the SC meeting (1st August 2019)
- (3.3) Minutes of the SC meeting (1st August 2019)
- (3.4) E-mail invitation of the SC meeting (18th February 2020)
- (3.5) Invitation letter to SC meeting (18th February 2020)
- (3.6) Minutes of the SC meeting (18th February 2020)
- (3.7) E-mail invitation of the SC meeting (27th October 2020)
- (3.8) Invitation letter to SC meeting (27th October 2020)
- (3.9) Minutes of the SC meeting (27th October 2020)

4. Documentation Relating to the DWG

- (4.1) E-mail invitation to DWG meeting (13th August 2019)
- (4.2) Invitation letter to the DWG meeting (13th August 2019)
- (4.3) Minutes of the DWG meeting (13th August 2019)
- (4.4) E-mail invitation to DWG meeting (29th August 2019)
- (4.5) Invitation letter to the DWG meeting (29th August 2019)
- (4.6) Minutes of the DWG meeting (29th August 2019)
- (4.7) E-mail invitation to DWG meeting (4th September 2019)
- (4.8) Invitation letter to the DWG meeting (4th September 2019)
- (4.9) Minutes of the DWG meeting (4th September 2019)
- (4.10) E-mail invitation to DWG meeting (18th September 2019)
- (4.11) Invitation letter to the DWG meeting (18th September 2019)
- (4.12) Minutes of the DWG meeting (18th September 2019)
- (4.13) E-mail invitation to DWG meeting (17th October 2019)
- (4.14) Invitation letter to the DWG meeting (17th October 2019)
- (4.15) Minutes of the DWG meeting (17th October 2019)
- (4.16) E-mail invitation to DWG meeting (23rd October 2019)
- (4.17) Invitation letter to the DWG meeting (23rd October 2019)
- (4.18) Minutes of the DWG meeting (23rd October 2019)
- (4.19) E-mail invitation to DWG meeting (1st November 2019)
- (4.20) Invitation letter to the DWG meeting (1st November 2019)

- (4.21) Minutes of the DWG meeting (1st November 2019)
- (4.22) E-mail invitation to DWG meeting (14th November 2019)
- (4.23) Invitation letter to the DWG meeting (14th November 2019)
- (4.24) Minutes of the DWG meeting (14th November 2019)
- (4.25) E-mail invitation to DWG meeting (10th December 2019)
- (4.26) Invitation letter to the DWG meeting (10th December 2019)
- (4.27) Minutes of the DWG meeting (10th December 2019)
- (4.28) E-mail invitation to DWG meeting (19th December 2019)
- (4.29) Invitation letter to the DWG meeting (19th December 2019)
- (4.30) Minutes of the DWG meeting (19th December 2019)
- (4.31) E-mail invitation to DWG meeting (26th – 27th December 2019)
- (4.32) Invitation letter to the DWG meeting (26th – 27th December 2019)
- (4.33) Minutes of the DWG meeting (26th – 27th December 2019)
- (4.34) E-mail invitation to DWG meeting (22nd January 2020)
- (4.35) Invitation letter to the DWG meeting (22nd January 2020)
- (4.36) Minutes of the DWG meeting (22nd January 2020)
- (4.37) E-mail invitation to DWG meeting (3rd February 2020)
- (4.38) Invitation letter to the DWG meeting (3rd February 2020)
- (4.39) Minutes of the DWG meeting (3rd February 2020)
- (4.40) E-mail invitation to DWG meeting (6th August 2020)
- (4.41) Invitation letter to the DWG meeting (6th August 2020)
- (4.42) Minutes of the DWG meeting (6th August 2020)
- (4.43) E-mail invitation to DWG meeting (2nd September 2020)
- (4.44) Invitation letter to the DWG meeting (2nd September 2020)
- (4.45) Minutes of the DWG meeting (2nd September 2020)
- (4.46) E-mail invitation to DWG meeting (1st October 2020)
- (4.47) Invitation letter to the DWG meeting (1st October 2020)
- (4.48) Minutes of the DWG meeting (1st October 2020)
- (4.49) E-mail invitation to DWG meeting (9th October 2019)
- (4.50) Invitation letter to the DWG meeting (9th October 2019)
- (4.51) Minutes of the DWG meeting (9th October 2019)

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

- (5.1.1) Minutes of the IFCC BoD meeting on 28th Juni 2019
- (5.1.2) Decision of IFCC Board of Director regarding Establishment of IFCC Standardisation Committee Period 2019-2024
- (5.2) Minutes of the IFCC BoD meeting on 25th January 2021
- (5.3.1) Minutes of the IFCC GA postal ballot on 18th - 28th October 2018
- (5.3.2) Minutes of the IFCC GA postal ballot on 16th - 22th July 2019
- (5.4) Minutes of the IFCC GA on 25th January 2021

6. News, Press Releases and Communication

- (6.1) Announcement of the start of the IFCC standard setting process at the IFCC website:
<https://ifcc-ksk.org/standard/standards-development/827-pengumuman-publik-dimulainya-proses-review-revisi-standar-ifcc-2.html>

- (6.2) Announcement of the start of the IFCC standard revision process at the Rimbawan-interaktif.
- (6.3) E-mails distribution of the public announcement of the start of the IFCC standard setting process with invitation to nominate to the standardisation committee.
- (6.4) Letter regarding Announcement of the start of the IFCC standard setting process.
- (6.5) Announcement of the public consultation at the IFCC website: <https://ifcc-ksk.org/information/news-and-media/news/national-news/780-konsultasi-publik-review-revisi-standar-ifcc.html>
- (6.6) Communication of the public consultation at the Rimbawan-interaktif.
- (6.7) E-mail distribution of the public consultation (February 2020) to stakeholders.
- (6.8) Announcement of online national seminar on 14th July 2020 at the IFCC website: <https://www.ifcc-ksk.org/home/61-information-section/up-coming-agenda-category/820-seminar-online-konsultasi-publik-revisi-standar-sertifikasi-pengelolaan-hutan-lestari-ifcc.html>
- (6.9.1) Invitation of the online national seminar (14th July 2020) to stakeholders through e-mail.
- (6.9.2) Invitation of the online national seminar (14th July 2020) to stakeholders through Whatsapp.
- (6.10) Publication of the comments from the public consultation at IFCC website
- (6.11) E-mail distribution of the comments from the public consultation to stakeholders
- (6.12) Press release on formal approval and publication of the IFCC scheme documentation
- (6.13) Publication of the IFCC scheme documentation at the IFCC website
- (6.14) Publication of the standard revision report at the IFCC website
- (6.15) IFCC release on June 8th 2015, part of review process: <https://ifcc-ksk.org/information/news-and-media/pres-release/407-informasi-2.html>
- (6.16) Publication/release of the comments (feedback) from the stakeholder, as part of review process, at IFCC website (13th September 2018): <https://ifcc-ksk.org/standard/standards-development/605-permohonan-masukan-pendapat-komentar-atas-skema-sertifikasi-ifcc.html>

Appendix 3: List of the Standardisation Committee Members

GROUP	NAME	INSTITUTION/ORGANISATION	
A. CIVIL SOCIETY			
A.1. Indigenous People	1. Datuk Seri Al Azhar	<i>Lembaga Adat Melayu Riau</i> (Institution of Indigenous Malay Riau People)	
	2. Dalmasius Madrah, T.	<i>Lembaga Adat Besar Kab. Kutai Barat</i> (Institution of Indigenous People of Kutai Barat Regency)	
A.2. NGO	3. Samed, Ph.D.	<i>Yayasan Keanekaragaman Hayati Indonesia (KEHATI)</i> (Indonesian Biodiversity Foundation)	
	4. Andri Santosa	<i>Forum Komunikasi Kehutanan Masyarakat (FKKM)</i> (Forum for Communication of Community Forestry)	
	5. Dr. Ir. Titiek Setyawati, M.Sc.	Wildlife Conservation Society-Indonesia Program (WCS IP)	
	6. Dr. Edi Purwanto	Tropenbos Indonesia	
	7. Taryanto Wijaya, S.E.	<i>Perhimpunan Untuk Studi Dan Pengembangan Ekonomi Dan Sosial (PERSEPSI)</i> (Association for Study and Development of Economic and Social)	
	8. Mangarah Silalahi	<i>Burung Indonesia</i> (Organization that focus on bird conservation)	
	9. Son Taqdir Auladi	<i>F-Sopran (Forum Solidaritas Orang Pinggiran)</i> (Organization that focus on people solidarity)	
	10. Nusirwan, S.E., S.H.	<i>LSM Hak Asasi Manusia Dan Lingkungan – “RUMAH KU”</i> (Organization that focus on Human Rights and Environment)	
	A.3. Youth	11. Dedi Iskandar	International Forestry Students' Association (IFSA) - Local Committee IPB
	A.4. Scientific and Technological	12. Prof. Dr. Ir. Didik Suharjito, MS. IPU.	Institut Pertanian Bogor (IPB University)

GROUP	NAME		INSTITUTION/ORGANISATION
Community	13.	Dr. Ir. Teddy Rusolono, MS.	Institut Pertanian Bogor (IPB University)
	14.	Dr. Ir. Harnios Arief, M.ScF.	Institut Pertanian Bogor (IPB University)
	15.	Prof. Dr. Ir. Sri Nugroho Marsoem, M.Agr.Sc.	Universitas Gadjah Mada (Gadjah Mada University)
	16.	Ir. Retno Nur Utami, M.P.	Universitas Gadjah Mada (Gadjah Mada University)
	17.	Dr. Christine Wulandari	Universitas Lampung (Lampung University)
	18.	Dr. Emi Roslinda, S.Hut, M.Si.	Universitas Tanjungpura (Tanjungpura University)
	19.	Ir. Daru Asycarya, MM.	Ideas Consultancy Services
A.5. Workers and Trade Unions	20.	Khoirul Anam	<i>Federasi Serikat Pekerja PerKayuan & Kehutanan Indonesia (FSP KAHUTINDO)</i> (Federation of Indonesian Timber & Forestry Workers Union)
	21.	Supriyadi	<i>Serikat Pekerja PT. Indah Kiat Pulp & Paper Tangerang</i> (Labour Union of PT. Indah Kiat Pulp & Paper – Tangerang Mill)

B. BUSSINESS SOCIETY			
B.1. Business and industry	1.	Dra. Liana Bratasida	<i>Asosiasi Pulp & Kertas Indonesia (APKI)</i> (Association of Indonesian Pulp & Paper)
	2.	Edi Setiarahman, S.Hut.	<i>Asosiasi Pengusaha Kayu Gergajian dan Kayu Olahan Indonesia (ISWA)</i> (Indonesian Sawn Timber and Wood Working Association)
	3.	Maulana S. Jaelani	<i>Himpunan Industri Mebel Dan Kerajinan Indonesia (HIMKI)</i> (Indonesian Furniture and Craft Industry Association)
	4.	Ir. Hj. Dian Novarina, M.Sc.	PT. April Management Indonesia
	5.	Sera Noviany	PT. Purinusa Ekapersada

GROUP	NAME		INSTITUTION/ORGANISATION
	6.	Kurniadi Suherman, S.Hut.	PT. Lontar Papyrus Pulp & Paper Industry
	7.	Mochamad Nurmaulani, S.Hut.	PT. Pindo Deli Pulp & Paper Mills
B.2. Pemilik / Pengelola Hutan	8.	Ir. Herman Prayudi, M.Sc.	<i>Asosiasi Pengusaha Hutan Indonesia (APHI)</i> (Association of Indonesia Forest Concession Holders)
	9.	Harris Dharsono	PT. Sumatera Riang Lestari
	10.	Mahdi Saragih, S.Hut.	PT. Sumatera Sylva Lestari
	11.	Eko J. Eksanto, S.Hut.	PT. Wira Karya Sakti
	12.	Dwiyoga Hendro Harmadi	PT. Arara Abadi
	13.	Deni A. Novendi	PT. RAPP
	14.	Anggoro Hadi Putranto, S.P.	PT. Gemilang Cipta Nusantara
	15.	Zakaria	PT. The Best One Unitimber
	16.	Ir. Kresno Dwi Santosa, M.Si.	Araya Bumi Indonesia
C. REGULATOR (GOVERNMENT AUTHORITIES)			
	1.	Dr. Ir. Satria Astana, M.Sc.	<i>Pusat Penelitian & Pengembangan Sosial Ekonomi, Kebijakan, dan Perubahan Iklim (P3SEKPI), KLHK</i> (Center for Research and Development for Socio-Economic, Policy and Climate Change) – Ministry of Environment & Forestry Republic of Indonesia)
	2.	Frida Yuliyanti, S.Hut., M.Si.	<i>Direktorat Iuran & Peredaran Hasil Hutan, KLHK</i> (Directorate of Fees and Distribution of Forest Products – Ministry of Environment & Forestry Republic of Indonesia)
	3.	Ir. Rahayu Irawati	<i>Direktorat Pengolahan & Pemasaran Hasil Hutan, KLHK</i> (Directorate of Processing & Marketing of Forest Products)
	4.	Tri Adiriono, S.Hut.T, M.Sc.	<i>Direktorat Usaha Hutan Produksi, KLHK</i> (Directorate of Production Forest – Ministry of Environment & Forestry Republic of Indonesia)

GROUP	NAME		INSTITUTION/ORGANISATION
	5.	Dr. Risno Murti Candra, S.Hut.T., M.Sc.	<i>Direktorat Usaha Hutan Produksi , KLHK</i> (Directorate of Production Forest – Ministry of Environment & Forestry Republic of Indonesia)

Appendix 4: List of the Drafting Working Group's Members

NO.	NAME	INSTITUTION	EXPERTISE
1	Prof. Dr. Ir. Didik Suharjito, MS. IPU.	<i>Institut Pertanian Bogor</i> (IPB University)	Institutional & Social forestry
2	Dr. Ir. Satria Astana, M.Sc.	<i>Pusat Penelitian & Pengembangan Sosial, Ekonomi, Kebijakan, Dan Perubahan Iklim (P3SEKPI)</i> , KLHK (Center for Research and Development for Socio-Economic, Policy and Climate Change) – Ministry of Environment & Forestry Republic of Indonesia)	Institutional / management & social aspect
3	Tri Adiriono, S.Hut.T, M.Sc.	<i>Direktorat Usaha Hutan Produksi</i> , KLHK (Directorate of Production Forest – Ministry of Environment & Forestry Republic of Indonesia)	Regulation
4	Dr. Risno Murti Candra, S.Hut.T., M.Sc.	<i>Direktorat Usaha Hutan Produksi</i> , KLHK (Directorate of Production Forest – Ministry of Environment & Forestry Republic of Indonesia)	Regulation
5	Dr. Ir. Teddy Rusolono, MS.	<i>Institut Pertanian Bogor</i> (IPB University)	Forest management / production/economic aspect
6	Dr. Ir. Harnios Arief, M.ScF.	<i>Institut Pertanian Bogor</i> (IPB University)	Environment / ecological aspect
7	Samedi, Ph.D.	<i>Yayasan Keanekaragaman Hayati Indonesia (KEHATI)</i> (Indonesian Biodiversity Foundation)	Institutional & ecological aspect
8	Dr. Ir. Titiek Setyawati, M.Sc.	Wildlife Conservation Society-Indonesia Program (WCS IP)	Environment / ecological and production/economic aspect
9	Ir. Daru Asycarya, MM.	Ideas Consultancy Services	Production/economic and social aspect
10	Ir. Rudy Setyawan	Auditor	Production/economic aspect, Chain of Custody, ISO
11	Ir. H. Dian Novarina, M.Sc.	PT. April Management	Production/economic aspect

NO.	NAME	INSTITUTION	EXPERTISE
		Indonesia	
12	Sera Noviany	PT. Purinusa Ekapersada	Production/economic aspect
13	Kurniadi Suherman, S.Hut.	PT. Lontar Papyrus Pulp & Paper Industry	Production/economic aspect and Chain of Custody
14	Ir. Taufik Margani	PT. Mutuagung Lestari	Environment / ecological aspect, Chain of Custody, and ISO
15	Ir. Herman Prayudi, M.Sc.	<i>Asosiasi Pengusaha Hutan Indonesia</i> (APHI) (Association of Indonesia Forest Concession Holders)	Institutional and Production/economic aspect
16	Deni A. Novendi	PT. RAPP	Production/economic aspect