

**Standard Amendment Report**  
***Laporan Amandemen Standar***

2022-08-09

---

**Amending the IFCC PD 1001:2019 and IFCC ST 1001:2021 issue 2**  
***Perubahan dokumen IFCC PD 1001:2019 dan IFCC ST 1001:2021 issue 2***



**Indonesian Forestry Certification Cooperation**  
***Kerjasama Sertifikasi Kehutanan Indonesia***

## 1 Introduction

In March 2022, IFCC received a letter from PEFC Council, regarding maintaining the endorsement of the Indonesian Forestry Certification Cooperation's forest certification system. PEFC confirmed the maintenance of endorsement of the IFCC's Forest Certification System with the following conditions:

- a) IFCC shall address the minor non-conformity identified in the Standard Setting Procedures and implement corrective actions to reach compliance,
- b) IFCC shall address the nine minor non-conformities identified in the Sustainable Forest Management standard and implement corrective actions to reach compliance and provides additional information on the relevant legislations identified in the assessment report,
- c) Evidence about the implemented corrective actions, including the updated editions of the involved documentation, should be submitted to PEFC International latest by 7th September 2022.

Regarding above, IFCC has amended the IFCC Standard Setting Procedures (IFCC PD 1001:2019) and IFCC Sustainable Forest Management standard (IFCC ST 1001:2021 issue 2) to reach compliance.

This report presents the process of the amendment.

## 2 Scope of the amendment process and this report

This report is based on the requirement 6.3.2 of the IFCC standard setting procedures (IFCC PD 1001:2019).

The scope of the amendment activities is focused on amending:

- a) the IFCC Standard Setting Procedure (IFCC PD 1001:2019), requirement 5.5.2.6.
- b) the IFCC Sustainable Forest Management standard (IFCC ST 1001:2021 issue 2) requirements:
  - 7.3.6 a), 7.3.6 c), 7.3.6 e), 7.3.6 i), 7.2.7, 7.2.13, 7.6.6;
  - Appendix 3, requirement 5.2.5 and 5.3.4.2;

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

### 2. Governance of the Amendment Process

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

#### 2.1. IFCC General Assembly (the GA)

The GA was responsible for the formal approval of the revised document.

#### 2.2. IFCC Board of Directors (the BoD)

The BoD fulfilled the following functions in the amendment process:

- a) Approval of the revised document and standard amendment report; and
- b) Recommendation of the final draft (FD) for formal approval by the GA.

### 2.3. Standardisation Committee (the SC)

The SC who worked on creating the amendment is the same with SC who developed by IFCC BoD on July 2019. The SC reports to the BoD; and the BoD can dissolve the SC at any time.

### 2.4. Drafting Working Group (DWG)

The DWG is a group of experts that supported the SC in between the meetings by preparing draft documentation for the SC meeting.

### 2.5. 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 and the BoD. In particular, the Secretariat was responsible for:

- a) Providing secretarial and administration support to the SC and the DWG;
- b) administering of the public and members consultation;
- c) Publication of the approved documentation.

## 3. Description of the Process

The procedure for developing and publishing an amendment shall follow the stages outlined in clause 5.4 – 5.7 IFCC PD 1001:2019. They are standardization committee (SC) stage, enquiry stage, approval stage and publication stage.

Standard Revision Stages		Responsibility
<b>SC Stage,</b> May - August 2022	Consideration of comments	The SC (supported by the DWG and the Secretariat)
	Consensus building	The SC
<b>Enquiry Stage,</b> June – July 2022	Members & Public consultation	The Secretariat
<b>Approval Stage,</b> August 2022	Amendment report	The Secretariat
	Board of Directors recommendation / approval	The BoD
	General Assembly approval	The GA
<b>Publication Stage,</b> August 2022	Publication of the documentation	The Secretariat

### 3.1. Summary of the amendment Process

- a) The SC has met 2 time in face to screen<sup>[2.1-2.6]</sup>; members of the SC were invited in advance. The meeting was recorded in the minutes of the meetings.
- b) The DWG conducted 1 time of in person meeting<sup>[3.1-3.3]</sup>. The meeting was recorded in the minutes of the meeting.

- c) The enquiry draft of the amendment of IFCC PD 1001 was sent for member consultation that was organized during 1 June – 30 June 2022<sup>[5.1-5.2]</sup>. One comment was received and considered by SC<sup>(1.1)</sup>.
- d) The enquiry draft of the amendment of IFCC ST 1001 was publicized on the IFCC website and sent to IFCC stakeholders through direct email for public consultation that was held during 1 June – 30 July 2022<sup>[5.1-5.2]</sup>.
- e) The SC reached consensus on the final drafts<sup>[2.6]</sup> and they recommended the final drafts to reach formal approval by the IFCC BoD and IFCC members.

### 3.2. Standard Amendment Process

The standard amendment process were divided into 4 phases as presented below.

#### 3.2.1. Phase 1: Standardisation Committee Stage (24<sup>th</sup> May 2022 – 2<sup>nd</sup> August 2022)

Purpose	Activities	Outputs
To build consensus on final drafts.	The SC met two times and reached consensus on the amendment documents. The SC was supported by the DWG.	Final draft

##### 3.2.1.1. Summary of the SC Meetings

The SC started its work through the meeting that was held on 30<sup>th</sup> May 2022<sup>[2.1-2.3]</sup>. The purpose of the meeting was (i) to receive the Draft of amendment of IFCC ST 1001 from DWG; (ii) to discuss the Draft of amendment of IFCC ST 1001. The SC reached consensus / agreed to send enquiry draft of amendment of IFCC ST 1001 for member & stakeholder consultation.

The second meeting was held on 2<sup>nd</sup> August 2022<sup>[2.4-2.6]</sup> which reached consensus / agreed to send the enquiry draft to the BoD as the final draft.

##### 3.2.1.2. Management of the SC

The members of the SC received all meetings invitation (including the drafts to be discussed) in advance<sup>[2.1, 2.4]</sup>. All of the SC meetings were recorded in the minutes of the meeting<sup>[2.3, 2.6]</sup>. Comments and suggestions received from the SC members with regards to the IFCC standards were reported and recorded in the minutes of the meetings.

##### 3.2.1.3. Drafting Working Group (DWG)

The DWG was set up to assist the SC in drafting the IFCC standard for the SC meeting. The DWG meeting was conducted on 24<sup>th</sup> May 2022<sup>[3.1-3.3]</sup>. The members of the DWG received the meeting invitation in advance. The DWG meeting was recorded in the minutes of the meeting.

#### 3.2.2. Phase 2: Enquiry Stage (1<sup>st</sup> June – 30<sup>th</sup> July 2022)

Purpose	Activities	Outputs
To consult the Enquiry Drafts of	The member consultation and public consultation were conducted on 1 <sup>st</sup> June – 30 <sup>th</sup> July 2022.	Stakeholders feedback/comments

the Standard with broader range of stakeholders.		
--	--	--

### 3.2.2.1. Members Consultation and Public Consultation

The enquiry draft of amendment IFCC PD 1001 and IFCC ST 1001 were presented for members and public consultation that took place from 1<sup>st</sup> June until 30<sup>th</sup> July 2022. The announcement of the members and public consultation<sup>[5.1-5.4]</sup>, including the consulted standard and the commenting forms, was made at the IFCC website, direct E-mail to stakeholder.

During the period of members and public consultation, secretariat IFCC was received one feedback/comment from IFCC member (member consultation)<sup>[1.1]</sup>. The comment was considered by the SC at its meeting on 2<sup>nd</sup> August 2022<sup>[2.6]</sup>.

### 3.2.3. Phase 3: Approval Stage (9<sup>th</sup> August 2022)

Purpose	Activities	Outputs
To formally adopt the requirements.	The BoD approved the final draft of amendment of IFCC PD 1001 and recommended the IFCC ST 1001 to IFCC general assembly.  The GA formally approved the IFCC ST 1001.	

#### 3.2.3.1. Board of Directors

On 9<sup>th</sup> August 2022, the IFCC BoD approved IFCC PD 1001 and recommended to the IFCC GA to formally approve the IFCC ST 1001<sup>[4.1]</sup>.

#### 3.2.3.2. General Assembly

On 9<sup>th</sup> August 2022, The IFCC GA formally approved the IFCC ST 1001<sup>[4.2]</sup>.

### 3.2.4. Phase 4: Publication Stage (11<sup>th</sup> August 2022)

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

### 3.2.4.1. Publication of the IFCC Standard and Standard Amendment Report

On 11<sup>th</sup> August 2022, the IFCC published the following documents at the IFCC website<sup>(5.6)</sup> along with a press release<sup>(5.5)</sup>:

- a. The amendment documents, and
- b. the standard amendment report<sup>(5.7)</sup>.

## 4. Standard Amendment Timetable

Phase		May				June				July				August							
		1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4				
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 2<sup>nd</sup> August 2022<sup>[3.4-3.6]</sup> reached consensus on the following final draft of amendment of IFCC PD 1001 and IFCC ST 1001.

The meeting was attended by 37 SC members (out of 42 total members). The 39 SC members voted in favor of the standards to be approved by the IFCC BoD and general assembly (37 SC members gave direct vote and 2 SC members gave authorization to other members)<sup>[3.6]</sup>.

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: List of Available Documentation**

### **1. Lists of Comments**

- (1.1) The synopsis of comments from the member consultation, including results of their consideration

### **2. Documentation Relating to the SC**

- (2.1) E-mail invitation to the SC meeting (30<sup>th</sup> May 2022)
- (2.2) Invitation letter to the SC meeting (30<sup>th</sup> May 2022)
- (2.3) Minutes of the SC meeting (30<sup>th</sup> May 2022)
- (2.4) E-mail invitation to the SC meeting (2<sup>nd</sup> August 2022)
- (2.5) Invitation letter to the SC meeting (2<sup>nd</sup> August 2022)
- (2.6) Minutes of the SC meeting (2<sup>nd</sup> August 2022)

### **3. Documentation Relating to the DWG**

- (3.1) E-mail invitation to DWG meeting (24<sup>th</sup> May 2022)
- (3.2) Invitation letter to the DWG meeting (24<sup>th</sup> May 2022)
- (3.3) Minutes of the DWG meeting (24<sup>th</sup> May 2022)

### **4. Documentation Relating to the IFCC BoD and the IFCC GA**

- (4.1) Minutes of the IFCC BoD meeting on 9<sup>th</sup> August 2022
- (4.2) Minutes of the IFCC GA on 9<sup>th</sup> August 2022

### **5. News, Press Releases and Communication**

- (5.1) Announcement of the member & 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>
- (5.2) E-mail distribution of the member & public consultation (June - July 2022).
- (5.3) Synopsis of comments from the member consultation at IFCC website
- (5.4) E-mail distribution of the synopsis of comments from the member consultation
- (5.5) Press release on formal approval and publication of the amendment documentation
- (5.6) Publication of the amendment documentation at the IFCC website: <https://ifcc-ksk.org/standard/standards-development/902-dokumen-dokumen-ifcc-hasil-revisi-dan-adopsi.html>
- (5.7) Publication of the standard amendment report at the IFCC website: [https://ifcc-ksk.org/images/210208\\_Standard\\_Revision\\_Report.pdf](https://ifcc-ksk.org/images/210208_Standard_Revision_Report.pdf)