

# Revision Project

30th January 2023

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## Revision of the PEFC Luxembourg forest certification scheme

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PEFC Luxembourg

## 1. Introduction

PEFC Luxembourg is governing a national forest certification scheme (here-in-after “the scheme”) that was endorsed by the PEFC Council ([www.pefc.org](http://www.pefc.org)) in November 2019. Following the PEFC Council requirements for the scheme development and revision (PEFC ST 1001) and scheme endorsement (PEFC GD 1007), the PEFC Luxembourg scheme shall start the review process in 17 May 2023 and finalise the revision in May 2025.

## 2. Objectives and Scope

This project is focused on the revision of the PEFC Luxembourg scheme with the following objectives:

- to review the current scheme requirements and experience from the on-going forest certification (including the forest management standard, group forest management requirements, requirements for certification bodies, and accreditation);
- to review approaches in neighbouring countries (Germany, France, Belgium) that can be relevant to the improvement of the scheme effectiveness and efficiency;
- to incorporate **changes in the Luxembourgish forest policy and related legislation**;
- to build consensus on any other **demands of PEFC Luxembourg stakeholders** relevant to forest certification;
- to incorporate changes in the PEFC Council (International) documentation;
- to identify a potential and suitability of an accreditation programme developed by the Luxembourgish accreditation body (OLAC) or a foreign accreditation body (COFRAC);
- to use the revision for **promotion of the PEFC** scheme;
- to ensure endorsement of the revised scheme by the PEFC Council’
- to ensure recognition of the scheme by an accreditation body.

The revision process shall be open, transparent, and consensus based and will be governed by the PEFC Luxembourg’s standard setting procedures (to be also revised in the beginning of the process).

### 3. Organisation of the project

#### 3.1 Project leader

The project will be lead and coordinated by Michel Dostert, employee of Groupement des Sylviculteurs.

The project leader will receive a technical assistance and support of Mr Jaroslav Tymrak, TJConsulting.

#### 3.2 Technical Committee

The standards will be revised by the PEFC Luxembourg “Technical Committee” that provides for balanced representation of stakeholders in sustainable forest management. The objective of the Technical Committee is to reach a consensus amongst the participating stakeholders on the content of the revised standards.

The Technical Committee should include the following key stakeholders:

Stakeholder category (LFCS PD 1001)	Key organisation
Primary producers including forest owners and managers	Administration de la Nature et des Forêts
	Groupement des Sylviculteurs
	ProSilva Luxembourg
Processors, including forest related industries	Fedil Bois, Chambre of commerce (or other industry association)
	LuxInnovation - Wood Cluster
	Primary processing company
Forest users	Fédération St-Hubert des Chasseurs
	Natur&emwelt
	SEBES
	Association des Forestiers Luxembourgeois

#### 3.3 Editorial Committee

A small group of experts should be created to prepare a draft documentation, to pre-discuss the critical issues and prepare solutions (alternative) to the Technical Committee.

#### 3.4 PEFC Luxembourg BoD

The PEFC Luxembourg Board of Directors is responsible for the approval of the “revision project”, approval of the standard setting procedures and additional procedural documents of PEFC Luxembourg.

#### 3.5 General Assembly

The PEFC Luxembourg General Assembly is responsible for the formal adoption of the scheme documentation.

#### 4 Revision stages and timetable

The stages for the development of the scheme are based on the PEFC Luxembourg standard setting procedures.

##### Phase 1: Proposal stage

Purpose	Activities	Outputs
To define the scope and basic parameters	<ul style="list-style-type: none"> <li>Preparing the <b>Revision Project</b> Proposal</li> <li><b>Approval of the Revision Project</b> Proposal and by the PEFC Luxembourg's BoD</li> </ul>	Project Proposal approved by the BoD

##### Phase 2: Review stage

Purpose	Activities	Outputs
To review the need for the revision of the PEFC Luxembourg scheme	<ul style="list-style-type: none"> <li><b>GAP analysis</b> on the current scheme and the revised PEFC Council requirements (in particular PEFC ST 1001, PEFC ST 1002, PEFC ST 1003);</li> <li><b>GAP analysis</b> on the current scheme and the PEFC Luxembourg forest and environment related legislation;</li> <li><b>Analysis</b> of the feedback of key stakeholders on the implementation of the scheme during 2019 – 2022;</li> <li><b>Approval</b> of the outcomes of the review stage by the PEFC Luxembourg BoD.</li> </ul>	GAP analysis and analysis

##### Phase 3: Revision preparatory stage

Purpose	Activities	Outputs
To prepare capacity for the standards development	<ul style="list-style-type: none"> <li><b>Stakeholders mapping</b> with identification of relevant stakeholders, key and disadvantaged stakeholders, their needs and expectations and any constraints relating to their effective participation;</li> <li><b>Public announcement of the start</b> of the standard setting and <b>invitation to nominate members of the Technical Committee</b>, including stakeholders comments on the standard setting project.  The announcement to be made by a press release and in suitable media, forestry as well general; distributing the information to PEFC Luxembourg members; encouraging PEFC members to distribute the information to other stakeholders; direct mailing to stakeholders identified in the stakeholder mapping; personal meetings with key stakeholders.</li> <li>Review of the PEFC Luxembourg <b>standard</b></li> </ul>	<p>Standard setting procedures</p> <p>Identification of stakeholders, including key and disadvantaged ones</p> <p>Technical Committee established</p> <p>Working draft of standards</p>

	<p><b>setting procedures</b>, consideration of comments from the public announcement and its formal adoption by the PEFC Luxembourg's BoD</p> <ul style="list-style-type: none"> <li>• PEFC Luxembourg's BoD accepting the nominations and <b>setting the Technical Committee</b>.</li> <li>• Developing <b>first draft documents</b></li> </ul>	
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### Phase 3: Technical Committee stage

Purpose	Activities	Outputs
To build consensus on the content of the standards	<ul style="list-style-type: none"> <li>• <b>Meetings</b> of the Technical Committee</li> <li>• Building <b>consensus</b> amongst the Technical Committee members</li> <li>• Preparing Technical Committee's <b>drafts</b></li> <li>• Agreeing an <b>Enquiry draft</b> and <b>Final draft</b></li> <li>• Preparation of the <b>standard setting report</b></li> </ul>	Standardisation Committee, Enquiry and Final drafts

### Phase 4: Enquiry stage

Purpose	Activities	Outputs
To consult the standards with broad range of stakeholders	<ul style="list-style-type: none"> <li>• Official <b>public and members consultation</b></li> <li>• National <b>seminar</b>,</li> <li>• <b>Direct consultation</b> with key and disadvantaged stakeholders (E-NGOs, etc.)</li> <li>• <b>Processing of received comments</b>, and their consideration by the Technical Committee</li> </ul>	Report on the seminar Received comments and results of their consideration

### Phase 5: Approval stage

Purpose	Activities	Outputs
To formally approve the documents	<ul style="list-style-type: none"> <li>• Presentation of the final drafts to the PEFC Luxembourg's BoD and recommendation to the General Assembly; approval of the procedural documents by the BoD</li> <li>• Formal approval by the General Assembly</li> <li>• Optionally, consideration of the BoD comments and feedback by the Technical Committee</li> </ul>	Standards formally adopted

### Phase 6: Publication stage

Purpose	Activities	Outputs
To publish the documents and inform	<ul style="list-style-type: none"> <li>• Publication of the document at the PEFC Luxembourg website</li> </ul>	Published documents

stakeholders	<ul style="list-style-type: none"> <li>Informing stakeholders about the new standards and its implications in suitable forestry and general media</li> </ul>	
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### PEFC endorsement

Purpose	Activities	Outputs
To ensure international endorsement of the scheme by the PEFC Council	<ul style="list-style-type: none"> <li>Preparation of an application for the PEFC endorsement,</li> <li>Preparation of comments to a draft interim report and/or introducing changes to the scheme documentation</li> </ul>	PEFC endorsement of the scheme

### Recognition of the scheme by an accreditation body

Purpose	Activities	Outputs
To ensure that the scheme is recognised by an accreditation body	<ul style="list-style-type: none"> <li>Communication and negotiation with OLAC and COFRAC concerning the accreditation programme for the scheme, including recognition of the scheme based on EA-1/22 (European cooperation for accreditation)</li> <li>Preparation of an application for the scheme recognition</li> <li>Preparation of comments and/or introducing changes to the scheme documentation</li> </ul>	Recognition of the scheme by the accreditation body

5 Review and revision timetable

		2023				2024				2025										
		III	IV	I	II	III	IV	I	II	III	IV									
Prop. Stage	Project proposal development	█																		
	Approval by BoD	█																		
<b>Review stage</b>		█	█	█	█															
Preparatory stage	Stakeholders mapping																			
	Public announcement																			
	Review standard setting procedures																			
	TC establishment					█														
	Consideration of comments					█														
	Developing working drafts					█	█													
<b>Technical Committee stage</b>						█	█	█	█	█	█	█								
Enquiry stage	Public and members consultation									█	█									
	National seminar									█	█									
	Direct consultation with stakeholders									█	█									
	Consideration of comments											█								
Appr. stage	BoD meeting																			
	General Assembly (GA)																			
<b>Publication stage</b>																				
<b>PEFC International endorsement</b>																				
<b>Scheme recognition by accreditation body</b>																				

## Annex 1: Structure of the scheme’s “Technical Documentation”

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

LFCS Standards	
LFCS ST 1001	<p><b>Luxembourg Forest Certification Scheme – Introduction</b></p> <p>Includes general description of the scheme, its objectives, basis, approaches and bodies involved.</p>
LFCS ST 1002	<p><b>Sustainable forest management – Criteria and indicators</b></p> <p>Requirements for the management of natural forests to be met in order to attain IFCC forest certification.</p>
LFCS ST 1003	<p><b>Group forest management certification – Requirements</b></p> <p>Includes requirements for implementation of requirements for sustainable forest management in group of forest owners / managers.</p>
LFCS ST 1004	<p><b>Requirements for bodies providing audit and certification of forest management</b></p> <p>Includes requirements for the structure, procedures, accreditation and notification of certification bodies and their auditors involved in forest management certification.</p>
LFCS / PEFC ST 2001	<p><b>PEFC Logo usage rules - Requirements</b></p> <p>Requirements for the usage of the PEFC logo. The PEFC Council international standard to be adopted as a part of the LFCS scheme.</p>
LFCS / PEFC ST 2002	<p><b>Chain of custody of forest based products - Requirements</b></p> <p>PEFC International standard to be adopted by the PEFC Luxembourg as a part of the scheme. Includes requirements for chain of custody in order to use the PEFC claims on forest products.</p>
LFCS / PEFC ST 2003	<p><b>Requirements for bodies providing audit and certification of chain of custody</b></p> <p>PEFC International standard to be adopted by the PEFC</p>



Luxembourg as a part of the scheme.

#### **LFCS Procedural Documents**

LFCS PD 1001	<b>Standard setting procedures</b> Includes requirements for the development and revision of the scheme
LFCS PD 1002	<b>PEFC Luxembourg procedures for investigation and resolution of complaints and appeals</b>
LFCS PD 1003	<b>Issuance of PEFC Logo licenses</b>
LFCS PD 1004	<b>Notification of certification bodies</b> Procedures for formal recognition of certification bodies for forest management and chain of custody certification bodies