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## **Acceptance of PEFC members**



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**PEFC Council**

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## Foreword

The PEFC Council (the Programme for the Endorsement of Forest Certification schemes) is a worldwide organisation promoting sustainable forest management through forest certification and labelling of forest based products. Products with PEFC claim and / or label deliver confidence that raw material originates in sustainably managed forest.

The PEFC Council provides endorsement of national forest certification schemes which are required to comply with the PEFC Council requirements subject to regular evaluations.

This document canceled and replaced PEFC Council internal guideline GLI 3/2003 *Checklist for PEFC Council new member application* and GL 4/2008 *Methods for the calculation of the PEFC Membership Fee*, as PEFC GD 1002:2008 on 30<sup>th</sup> October 2008. PEFC GD 1002:2008 was amended on 4<sup>th</sup> February 2010 and on 7<sup>th</sup> October 2015. This document was amended again in April 2016 and approved by the PEFC Board as PEFC GD 1002:2016 on 27<sup>th</sup> April 2016. The Board approved an editorial change to this guidance and appointed the PEFC Secretariat to conduct it on 9<sup>th</sup> April 2019.

## Introduction

The PEFC Council is a non-for-profit organisation which consists of members representing PEFC National Governing Bodies that are developing and governing national forest certification schemes and stakeholder organisations operating at international level.

The PEFC Council membership and governance structure supports the PEFC Council objectives to allow stakeholders at national and local level to develop and govern their own schemes. At the same time the PEFC Council provides opportunity for stakeholders at the international level to participate in the PEFC Council's work and decision making.

## 1 Scope

This document outlines the requirements and procedures for accepting members into the PEFC Council under the following two categories:

- a) PEFC National Governing Body, or
- b) International Stakeholder Member.

This document also applies to change or transfer of membership from an existing PEFC Council member to another organisation.

## 2 Normative references

The following referenced documents are indispensable for the application of this document. For both dated and undated references, the latest edition of the referenced document (including any amendment) applies.

PEFC Council Statutes

PEFC Council Technical Document

## 3 Conditions for PEFC membership

### 3.1 PEFC National Governing Bodies

The national candidate organisation for the PEFC National Governing Body shall:

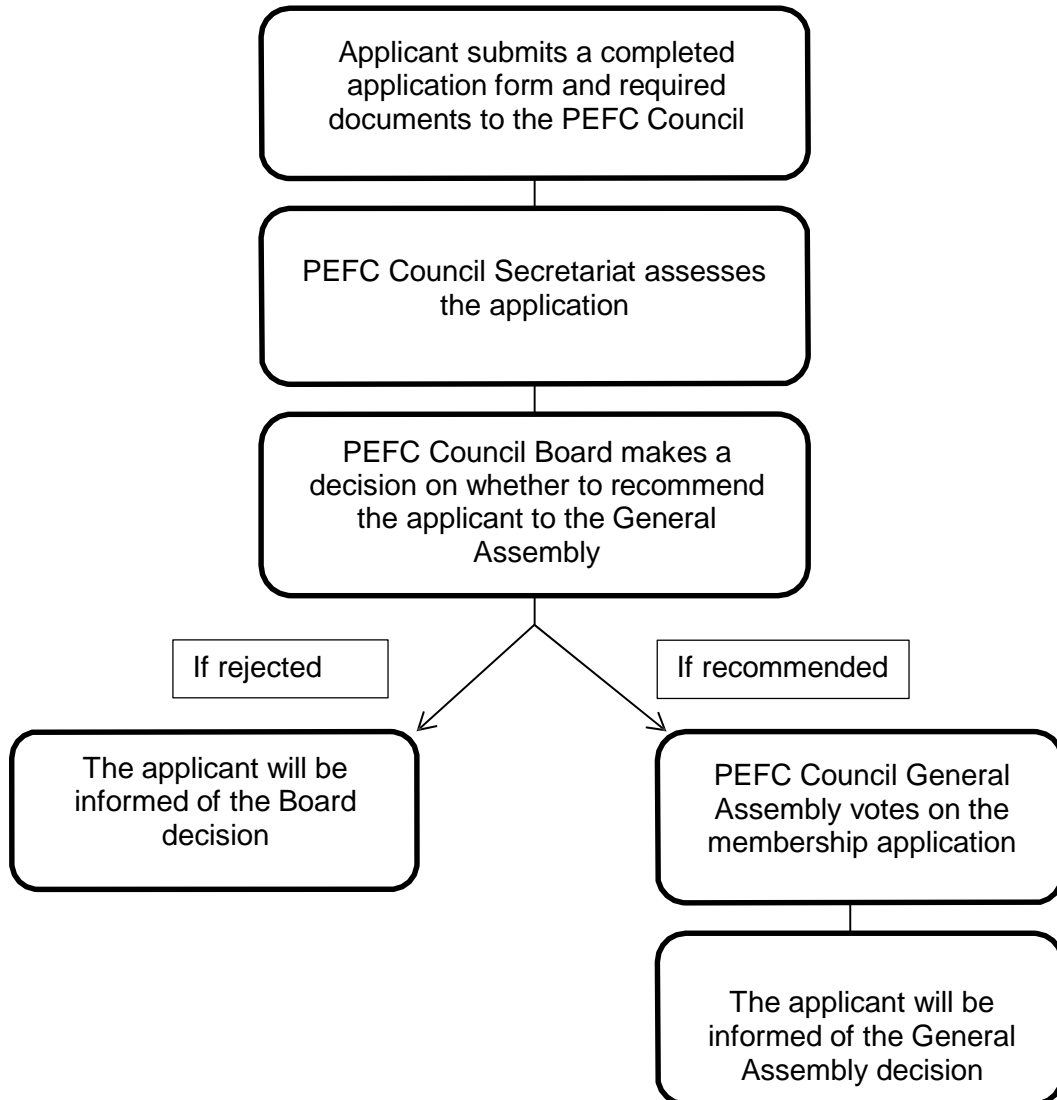
- a) be a legal entity (PEFC Council Technical Document, 3.2)
- b) have its own statutes which do not conflict with the PEFC Council Statutes (PEFC Council Technical Document, 3.2),
- c) include amongst its objectives the implementation of the PEFC scheme within its country (PEFC Council Statutes, Art. 3 A 1),
- d) have made a commitment to follow the PEFC Council rules and requirements (PEFC Council Statutes, Art. 3.2)
- e) have the support of national forest owner's or national forestry organisation (PEFC Council Statutes, Art. 3 A 1),
- f) provide participating interested parties with a fair, ongoing and appropriate possibility to influence the organisation's decision making (PEFC Council Technical Document, 3.2).

### 3.2 PEFC International Stakeholder Members

The candidate organisations for International Stakeholder membership in the PEFC shall:

- a) have legal operating presence in two and more countries, be registered as an international organisation (PEFC Council Statutes, Art. 3 B 2) or demonstrate international scope and representation (Annex 2),,
- b) be proposed by two existing members of the PEFC Council (PEFC Council Statutes, Art. 3 B 3 i),
- c) have made a commitment to support the principles of the PEFC Council (PEFC Council Statutes, Art. 3 B 3 iv),
- d) have made a declaration that the organisation is not knowingly in breach with the PEFC Council requirements in respect to certification and associated processes, applicable to the organisation (PEFC Council Statutes, Art. 3 B 3 v)."

#### 4 Procedure for Acceptance of PEFC membership



Annex 1:

## APPLICATION FOR PEFC NATIONAL GOVERNING BODY MEMBERSHIP

### I. Candidate organisation's identification data

<b>Organisation name</b>			
<b>Organisation's representative</b>			
<b>Address</b>	<b>Street, No.</b>		
	<b>City</b>	<b>Zip</b>	
	<b>Country</b>		
<b>Designated contact person</b>			
<b>Telephone</b>		<b>Fax</b>	
<b>E-mail</b>		<b>Http</b>	

### II. Information and documents required for Application Processing

<b>Organisation's objectives</b> <i>(as stated in the organisation's statutes or other formal documentation)</i>

<b>Organisation's areas of activities</b> <i>(as stated in the organisation's statutes or other formal documentation)</i>

**Information on the organisation's establishment** (including information on the support of national forest owners organisation /or national forestry organisation)

**Documents required for the application processing**

- A document confirming the organisation's official registration as a legal entity
- A list of the organisation's members (if applicable)
- Organisation's statutes (in English, or its English translation verified by a qualified professional translation)
- Evidence such as a letter of support from the major forest owners organisations as per PEFC Statutes Article 3 5A1

**III. Commitment:**

I hereby confirm that:

- I have read the PEFC Council's rules and regulations and accept them,
- the organisation has amongst its objectives the implementation of the PEFC scheme within its country and is committed to follow all PEFC Council rules and regulations applicable to the organisations,
- the data included in this application can be provided by the PEFC Council to a third party without the organisation's consent,
- the data included in this application are complete and truthful.

Signature of applicant's representative  
(given in Section I)

Annex 2:

## APPLICATION FOR PEFC INTERNATIONAL STAKEHOLDER MEMBERSHIP

### I. Candidate organisation

<b>Organisation name</b>			
<b>Organisation's representative</b>			
<b>Address</b>	<b>Street, No.</b>		
	<b>City</b>	<b>Zip</b>	
	<b>Country</b>		
<b>Designated contact person</b>			
<b>Telephone</b>		<b>Fax</b>	
<b>E-mail</b>		<b>Http</b>	
Is the candidate organisation specified above, the international headquarters? <i>Y/ N</i>			

### II. Information and documents required for Application Processing

<b>Organisation's objectives</b> <i>(as stated in the organisation's statutes or other formal documentation)</i>

<b>Organisation's areas of activities</b> <i>(as stated in the organisation's statutes or other formal documentation)</i>



Organisation's value proposition in joining PEFC (explain the motivation, contribution and expectation for joining PEFC Council)

Information on the Organisational Status (please mark one category)		
<input type="checkbox"/>	For-Profit	< 15 million CHF annual turnover
<input type="checkbox"/>		> 15-150 million CHF
<input type="checkbox"/>		> 150-750 million CHF
<input type="checkbox"/>		> 750 million CHF
<input type="checkbox"/>	Non-Profit	1-100 employees
<input type="checkbox"/>		> 100-200 employees
<input type="checkbox"/>		> 200 employees

Documents required for processing the application
<input type="checkbox"/> A document confirming the turnover for the last year (required by: For-Profit Organisations)
<input type="checkbox"/> A document confirming number of employees (required by: Non-Profit Organisations)
<input type="checkbox"/> A document(s) confirming support of the organisation's membership by two PEFC Council members
<b>To confirm International Stakeholder eligibility:</b>
<input type="checkbox"/> Official document(s) confirming that the organisation has legal operating presence in two or more countries (including the registered headquarters), <b>or</b>
<input type="checkbox"/> Official document(s) demonstrating the international scope of the applicant's operations and mandate, (ie Statutes, registration document, annual report etc) <b>and</b>
<input type="checkbox"/> Official document(s) confirming that the organisation's structure/governance reflects its mandate to represent constituents from two or more countries at international level (ie Articles of Association/Incorporation, Statutes, etc)

**III. Commitment:**

I hereby confirm that:

- I have read the PEFC Council's rules and regulations and accept them,
- the organisation is supporting the principles of the PEFC Council and is committed to follow all PEFC Council rules and regulations applicable to the organisations,
- the organisation is not knowingly in breach of the PEFC Council requirements in respect to certification and associated processes, applicable to the organisation,
- the data included in this application can be provided by the PEFC Council to a third party without the organisation's consent,
- the data included in this application are complete and truthful.

Signature of applicant's representative  
(given in Section I)

### Annex 3: Membership Fee Structure National Governing Bodies

The PEFC membership fee is payable at the start of each calendar year, which is also the PEFC financial year. When a new PEFC National Governing Body member joins the PEFC Council, the membership fee to be paid for the current year shall be equivalent to one twelfth of the total membership fee for every full month remaining until the end of the current year, as of the date of membership approval.

The PEFC membership fee consists of two parts:

Part 1 – subscription fee based on annual total harvest of the member’s country

Part 2 - development fee based on certified organisation levy

#### Part 1: PEFC subscription fee

The annual subscription fee is calculated based on the member country’s latest three year rolling average roundwood production figures according to the official UNECE/FAO statistics. This determines which subscription fee category the member will be included in as follows:

Member category	Annual roundwood production
XX Small (XXS)	0-1 million m <sup>3</sup>
X Small (XS)	> 1-5 million m <sup>3</sup>
Small (S)	> 5-10 million m <sup>3</sup>
Medium (M)	> 10-30 million m <sup>3</sup>
Large (L)	> 30-50 million m <sup>3</sup>
XLarge (XL)	> 50-100 million m <sup>3</sup>
XX Large (XXL)	Over 100 million m <sup>3</sup>

The annual subscription fee for each member category is decided by the General Assembly as a part of the PEFC Council’s annual budget.

New PEFC National Governing Body members joining after 1<sup>st</sup> January 2016 who are listed as Non- Annex 1 parties to the UNFCCC (United Nations Framework Convention on Climate Change) (see [http://unfccc.int/parties\\_and\\_observers/parties/non\\_annex\\_i/items/2833.php](http://unfccc.int/parties_and_observers/parties/non_annex_i/items/2833.php) or Annex 7) are eligible to apply for a 50% subscription fee reduction for a period of up to three years after joining. Each application will be considered by the Board on a case by case basis, based on their ability to pay.

In exceptional circumstances the General Assembly can approve a special reduction in subscription fee based on a proposal by the Board. The Board considers applications from members on a case by case basis in conjunction with the preparation of the annual budget. As the Board plans the budget for each successive year in June, applications for reductions shall only be considered when the application has been submitted in writing by the PEFC National Governing Body, **prior to 28<sup>th</sup> February in the year preceding the budget year**, stating the reasons why the special reduction is being sought. Applications are to be submitted to the Secretary General via the application form in Annex 5.

#### Part 2: Development fee

The development fee is based on a levy per organisation certified against a PEFC endorsed certification scheme and / or PEFC International chain of custody standard (PEFC ST 20022013) and is calculated based on certified area and number of chain of custody certificates under the relevant scheme / PEFC National Governing Body as per the table below:

	PEFC development fee (annual)
Forest management certifications	x (CHF) per hectare of certified forest
Chain of custody certifications	y (CHF) per chain of custody certificate

The development fee per PEFC National Governing Body is calculated using the following formula:

$$DF_{\text{total}} = (CA_{\text{total}} * x) + (N * y)$$

Where: **DF<sub>total</sub>** is PEFC Council development fee per PEFC National Governing Body, **CA<sub>total</sub>** is total certified area under the PEFC endorsed scheme(s) of the PEFC National Governing Body, and **N** is total number of chain of custody certificates.

Figures on PEFC certification valid as of 30 April of the current year are used for the calculation of the development fee per PEFC National Governing Body for the following calendar year. The amount (CHF) per certified forest area (x) and per chain of custody certificate (y) is decided by the General assembly as a part of the PEFC Council's annual budget.

#### **Maximum level of PEFC membership fees for PEFC National Governing Body members**

The maximum membership fee that any one PEFC National Governing Body member is obliged to pay is equivalent to 11.5% of the total of all the PEFC National Governing Body Members' Fees (as per the voting rights in the PEFC Statutes (Article 5, 13)).

The Board may, as necessary and prudent, propose to the General Assembly a cap of the maximum membership fee that is below the 11.5% for a pre-determined time period of up to a maximum of three years. This cap shall be based on a fixed CHF fee or a percentage basis or a combination of both with the option of an incremental fixed or variable percentage of CHF rate increase over a range of years not exceeding the three years. Such a proposal must be approved by the General Assembly separately from the annual budget decision.

#### **Application for the reduction of current membership fee obligation**

In exceptional circumstances the Board may approve the reduction of the current membership fee that has already been decided by the PEFC Council General Assembly as a part of the annual budget based on written application of the PEFC National Governing Body. The application shall include:

- a) requested level of the fee reduction,
- b) reasons for the fee reduction,
- c) annual budget of the PEFC National Governing Body for the year to which the fee reduction applies,
- d) 3 years budget plan for the PEFC National Governing Body.

The Board may approve a reduction or cancellation of the Membership fee provided that:

- a) the submitted application form (see Annex 6) is complete,
- b) the rejection of the application would result in situation where the PEFC National Governing Body loses its ability to continue in its PEFC membership and effective development and / or governance of the PEFC scheme,
- c) the submitted 3 years plan provides sufficient confidence that the PEFC National Governing Body would be able to meet its future financial obligations towards the PEFC Council.

The reduction or cancellation of the membership fee is communicated to the PEFC Council General Assembly as a part of the PEFC Council accounts.

#### **Annex 4: Membership Fee Structure for International Stakeholder members**

The PEFC membership fee is payable at the start of each calendar year, which is also the PEFC financial year. When a new PEFC International Stakeholder member joins the PEFC Council, the membership fee to be paid for the current year shall be equivalent to one twelfth of the total membership fee for every full month remaining until the end of the current year, as of the date of membership approval.

Membership fees for International Stakeholder members are set by the following categories

<b>For-Profit</b>	< 15 million CHF annual turnover
	15-150 million CHF
	> 150-750 million CHF
	> 750 million CHF
<b>Non-Profit</b>	1-100 employees
	101-200 employees
	>200 employees

The fee amount per category is decided by the General Assembly.

## Annex 5: Temporary Subscription Fee Reduction Application Form

Every section of this form needs to be completed clearly and fully to ensure that the PEFC Council Board has sufficient information for the assessment of applications.

<b>Subscription Fee Reduction for Year:</b>	
<b>Member Name:</b>	
<b>Contact Name:</b>	
<b>Email Address:</b>	
<b>Membership Fee without Reduction (CHF):</b>	
Subscription Fee (CHF):	
Development Fee (CHF):	
Amount of Reduction Requested (CHF):	
<b><u>Financial details to justify request above based on last financial year:</u></b>	
<b>Breakdown of Total Income</b> Membership Fees (CHF): Chain of Custody Fees (CHF): Logo Fees (CHF): Notification Fees (CHF): Other income (CHF) – give details:	
<b>Total Income for last financial year (CHF):</b>	
<b>Breakdown of Total Expenses</b> PEFC Membership Fees (CHF): Office expenses (CHF): Personnel costs (CHF): Travel (CHF): Marketing/advertising (CHF): Scheme Development (CHF): Assessment Costs (CHF): Other – give details (CHF):	
<b>Total Expenses last financial year (CHF):</b>	
Current Bank Balance (CHF):	

Please give brief outline of any outstanding circumstances that you feel have led to the current financial situation and specifically justify the need for a special reduction in your subscription fee:

**Projected Income and Expenditure**

	This year	Next year
<p><b>Breakdown of Total Income</b></p> <p>Membership Fees (CHF):</p> <p>Chain of Custody Fees (CHF):</p> <p>Logo Fees (CHF):</p> <p>Notification Fees (CHF):</p> <p>Other income (CHF) – give details:</p> <p><b>Total Income (CHF):</b></p>		
<p><b>Breakdown of Total Expenses</b></p> <p>PEFC Membership Fees (CHF):</p> <p>Office expenses (CHF):</p> <p>Personnel costs (CHF):</p> <p>Travel (CHF):</p> <p>Marketing/advertising (CHF):</p> <p>Scheme Development (CHF):</p> <p>Assessment Costs (CHF):</p> <p>Other (CHF) – give details:</p> <p><b>Total Expenses (CHF):</b></p>		

Details of your funding model and plans to ensure that the National Governing Body is able to pay its full Membership Fee in the near future including how and when this is planned to happen:

I hereby certify that the financial information that I have provided in this application is to the best of my knowledge a true and fair view of the finances of the Member indicated in section 1 above.

Date:

Signed:



## Annex 6: Special request for reduction in current membership fee obligation - application Form

Every section of this form needs to be completed clearly and fully to ensure that the PEFC Council Board has sufficient information for the assessment of applications.

<b>Membership Fee reductions may be granted by the PEFC Board in severe cases where circumstances arise which could not have been foreseen</b>		
<b>Each application is considered on a case by case basis</b>		
<b>Member Name:</b>		
<b>Contact Name:</b>		
<b>Email Address:</b>		
<b>Membership Fee Payable</b>		
<b>Subscription Fee (CHF):</b>		
<b>Development Fee (CHF):</b>		
<b>Less Amount of Reduction <u>already granted</u> for current year (CHF):</b>		
<b>Total Membership Fee Payable (CHF):</b>		
<b>Amount paid to date (CHF):</b>		
<b>AMOUNT of REDUCTION REQUESTED (CHF):</b>		
<b>Financial details of current year</b>	<b>Budget (expected)</b>	<b>Actual to date</b>
<b>INCOME</b>		
<b>Membership Fees (CHF):</b>		
<b>Chain of Custody Fees (CHF):</b>		
<b>Logo Fees (CHF):</b>		
<b>Notification Fees (CHF):</b>		
<b>Other income (CHF) – give details:</b>		
<b>Total Income (CHF):</b>		
<b>EXPENSES</b>		
<b>Office expenses (CHF):</b>		
<b>Personnel costs (CHF):</b>		
<b>Travel (CHF):</b>		

<b>Marketing/advertising (CHF):</b>		
<b>Scheme Development (CHF):</b>		
<b>Assessment Costs (CHF):</b>		
<b>Other (CHF) – give details:</b>		
<b>Total Expenses (CHF):</b>		
<b>Current Bank Balance (CHF):</b>		

**Please give brief outline of the special circumstances which have arisen in the current financial year (which could not have been foreseen) and that justify the need for a special relief in your membership fee:**

**Projected Income and Expenditure**

	Next year	Following year
<b>Breakdown of Total Income</b> Membership Fees (CHF): Chain of Custody Fees (CHF): Logo Fees (CHF): Notification Fees (CHF): Other income (CHF) – give details: <b>Total Income (CHF):</b>		
<b>Breakdown of Total Expenses</b> PEFC Membership Fees (CHF): Office expenses (CHF): Personnel costs (CHF): Travel (CHF): Marketing/advertising (CHF): Scheme Development (CHF): Assessment Costs (CHF): Other (CHF) – give details: <b>Total Expenses (CHF):</b>		

Details of your funding model and plans to ensure that the National Governing Body is able to pay its full Membership Fee in the near future including how and when this is planned to happen:

I hereby certify that the financial information that I have provided in this application is to the best of my knowledge a true and fair view of the finances of the Member indicated in section 1 above.

Date:

Signed:

## Annex 7 - Non- Annex 1 parties to the UNFCCC (United Nations Framework Convention on Climate Change)

Afghanistan	Guinea-Bissau	Saint Kitts & Nevis
Albania	Guyana	Saint Lucia
Algeria	Haiti	Saint Vincent and the Grenadines
Andorra	Honduras	Samoa
Angola	India	San Marino
Antigua & Barbuda	Indonesia	Sao Tome & Principe
Argentina	Iran	Saudi Arabia
Armenia	Iraq	Senegal
Azerbaijan	Israel	Serbia
Bahamas	Jamaica	Seychelles
Bahrain	Jordan	Sierra Leone
Bangladesh	Kazakhstan	Singapore
Barbados	Kenya	Solomon Islands
Belize	Kiribati	Somalia
Benin	Kuwait	South Africa
Bhutan	Kyrgyzstan	South Sudan
Bolivia	Lao People's Democratic Republic	Sri Lanka
Bosnia and Herzegovina	Lebanon	Sudan
Botswana	Lesotho	Suriname
Brazil	Liberia	Swaziland
Brunei Darussalam	Libya	Syrian Arab Republic
Burkina Faso	Madagascar	Tajikistan
Burundi	Malawi	Thailand
Cambodia	Malaysia	The former Yugoslav Republic of Macedonia
Cabo Verde	Maldives	Timor-Leste
Cameroon	Mali	Togo
Central African Republic	Marshall Islands	Tonga
Chad	Mauritania	Trinidad and Tobago
Chile	Mauritius	Tunisia
China	Mexico	Turkmenistan
Colombia	Micronesia (Federated States of)	Tuvalu
Comoros	Mongolia	Uganda
Congo	Montenegro	United Arab Emirates
Cook Islands	Morocco	United Republic of Tanzania
Costa Rica	Mozambique	Uruguay
Cuba	Myanmar	Uzbekistan
Côte d'Ivoire	Namibia	Vanuatu
Democratic People's Republic of Korea	Nauru	Venezuela
Democratic Republic of the Congo	Nepal	Viet Nam
Djibouti	Nicaragua	Yemen
Dominica	Niger	Zambia
Dominican Republic	Nigeria	Zimbabwe
Ecuador	Niue	
Egypt	Oman	
El Salvador	Pakistan	
Equatorial Guinea	Palau	
Eritrea	Palestine	
Ethiopia	Panama	
Fiji	Papua New Guinea	
Gabon	Paraguay	
Gambia	Peru	
Georgia	Philippines	
Ghana	Qatar	
Grenada	Republic of Korea	
Guatemala	Rep. of Moldova	
Guinea	Rwanda	