



PEFC PR 001:2026



PEFC  
PROCEDURE  
DOCUMENT

# PEFC Council Documentation Structure, Development, and Maintenance Process - Internal

**Copyright notice**

© PEFC Council 2026

This PEFC Council document is protected by copyright owned by the PEFC Council. The document is freely available from the PEFC Council website [www.pefc.org](http://www.pefc.org) or upon request.

No part of the document may be changed or amended, reproduced or copied, in any form or by any means for commercial purposes without the permission of the PEFC Council.

The official version of the document is English. Translations of the document can be obtained from the PEFC Council or PEFC National Governing Bodies. In case of any doubt in regard to language interpretation, the English version is the reference.

**Document name:** PEFC Council Documentation Structure, Development, and Maintenance Process - Internal

**Document title:** PEFC PR 001:2026

**Approved by:** PEFC Board of Directors      **Approval date:** 2026-05-10

**Issue date:** 2026-06-12

**Entry into force:** 2026-06-12

**Review date:** 2031-05-10

**Transition:** To be used for any new documents, whenever a new version of an existing document is published, or as needed.

# Contents

1. <b>Scope</b> .....	6
2. <b>Normative references</b> .....	6
3. <b>Terms and definitions</b> .....	7
4. <b>Symbols and abbreviated terms</b> .....	10
5. <b>Structure and content of PEFC Council documentation</b> .....	11
5.1. General.....	11
5.2. PEFC Council documentation coding .....	13
5.3. Content .....	14
6. <b>Development process for PEFC Council documents</b> .....	16
6.1. General stages for the development of PEFC Council documents .....	16
6.2. Specific stages of the development process according to document type .....	20
7. <b>Maintenance process for PEFC Council documents</b> .....	23
7.1. General stages for the maintenance of PEFC Council documents.....	23
7.2. Specific stages of the maintenance process according to document type.....	24
7.3. Periodic review of PEFC Council documents.....	25
7.4. Revision of PEFC Council documents .....	26
8. <b>Organisation of development and maintenance process</b> .....	30
8.1. Organisation structure and responsibilities.....	30
8.2. Consensus building.....	32
9. <b>Document identification and control</b> .....	33
9.1. General.....	33
9.2. Document identification .....	33
9.3. Version control and change management.....	34
9.4. Records management .....	34
9.5. Public availability.....	34
9.6. Confidentiality and data protection.....	34
9.7. Withdrawal of documents .....	35
Bibliography.....	36

## Foreword

PEFC, the Programme for the Endorsement of Forest Certification, is a worldwide organisation promoting sustainable forest management through the endorsement of sustainable forest management and/or trees outside forests (TOF) management standards, chain of custody certification, and labelling of forest and tree-based products. Products carrying a PEFC claim and/or label signal that forest and tree-based raw materials used in their manufacture originate from sustainably managed forests and/or TOF areas, recycled sources, or controlled sources.

The PEFC certification scheme includes additional certification options at supply chain level such as the PEFC Renewable Energy Directive (RED) standards, recognised by the European Commission for the full forest and tree-based supply chain, and PEFC Project Sourcing certification, which enables organisations in the built environment to demonstrate sustainable sourcing of forest and tree-based materials.

This procedure has been prepared by PEFC technical experts, in consultation with PEFC members, and approved by the PEFC Board of Directors.

This document establishes a single, coherent framework for PEFC Council documentation, replacing:

- PEFC GD 1001:2008, *Structure of the PEFC technical documentation – general requirements*
- PEFC GD 1003:2009, *PEFC Council technical documents development procedures – requirements*

The main changes are:

- A revised PEFC Council documentation structure that reflects the extended PEFC Council scheme, formally recognising Module Standards and Implementation Documents, differentiating Procedures from Guidance, and enabling the issuance of Policies.
- The introduction of Intermediate Standards and time-critical revisions to enable the PEFC Council to react quickly to legislative changes, market needs, or integrity issues.
- The extension of the development process to include a feasibility assessment stage and a second round of consultation, reflecting lessons learned from recent years and bringing the procedure into alignment with internationally recognised frameworks, such as the ISEAL Code of Good Practice.
- Clarification of PEFC Council document identification and control.

## Introduction

PEFC Council documentation constitutes the formal framework supporting the governance, implementation, and operation of the PEFC scheme. It includes normative and informative (non-normative) documents, and ensures the consistent functioning of certification, endorsement, and related activities at the international level.

To maintain coherence, credibility, and usability of this framework, PEFC applies a structured and harmonised approach to the classification, development, and maintenance of its documentation.

The development and review of PEFC Council documents is governed by the key principles of:

- a) **Stakeholder engagement:** An opportunity for meaningful participation, open to all stakeholders through participation in working groups, task forces, and public consultations.
- b) **Non-discrimination:** The views of all stakeholders are given equal consideration, without discrimination of any kind, such as on the basis of gender, age, geographic location, race, colour, ethnicity, national or social origin, or other status.
- c) **Member engagement:** PEFC ensures the active involvement of its members in the development and maintenance of documents applicable to them, recognising their practical experience and operational responsibilities.
- d) **Balanced representation in working groups:** No single stakeholder group should dominate or be dominated in the document development process. PEFC strives to ensure meaningful participation of all relevant stakeholder groups, with due consideration of gender, geographical, cultural, and social diversity, including the participation of affected stakeholders who face barriers to engagement.
- e) **Consensus:** Documents are developed, reviewed, and approved based on consensus. Any sustained opposition to specific issues is addressed through dialogue and, where possible, resolved by seeking solutions that accommodate the views and concerns of affected stakeholder groups.
- f) **Stability:** The development and review process for PEFC Council documentation aims to minimise the need for ad hoc changes. Documents undergo a structured development, review, and editorial process to support stability, clarity, neutrality, and inclusive language.
- g) **Transparency:** Relevant documents are publicly available, enabling interested parties to follow developments during and after the document development process.
- h) **Improvement:** The periodic review of PEFC Council documents aims to achieve continual improvement and ensures that the documentation remains relevant and responsive to stakeholder expectations.

In addition, the structure and drafting of PEFC Council documentation follow the principles of ISO/IEC Directives, Part 2.

## 1. Scope

This procedure defines the classification, structure, development, maintenance, including review and revision, organisation of those processes, identification and control of PEFC Council documentation to ensure:

- a) consistency across the PEFC framework
- b) transparency and accessibility for stakeholders
- c) clarity, neutrality, and inclusive language
- d) alignment with international best practice (e.g. ISEAL Code of Good Practice, ISO/IEC Directives Part 2)

In this document, the following verbal forms are used: “shall” indicates a requirement; “should” indicates a recommendation; “may” indicates a permission; “can” indicates a possibility or a capability. Further details can be found in the ISO/IEC Directives, Part 2.

## 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 Statutes

PEFC GL7, PEFC Council procedures for the investigation and resolution of complaints and appeals

PEFC GD 1004, Administration of PEFC scheme

## 3. Terms and definitions

### 3.1 Standard

Document established by consensus and approved by a recognised body that provides, for common and repeated use, rules, guidelines, or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context.

**Source:** ISO/IEC Directives, Part 2

### 3.2 PEFC Council documentation

The complete framework of PEFC Council normative and supporting documents, including PEFC Standards, Module Standards, Intermediate Standards, Policies, Procedures, Implementation Documents, Guidance, and other resources.

### 3.3 PEFC Council document

Any individual document that forms part of the PEFC Council documentation framework.

### 3.4 PEFC Standard (PEFC ST)

Standard with international scope that sets core mandatory requirements to be fulfilled to claim conformity with the PEFC Council system and whose requirements contribute to achieving intended sustainability outcomes. PEFC Standards are developed by multi-stakeholder Working Groups in which the main affected stakeholders are represented.

### 3.5 PEFC Module Standard (PEFC ST-MO)

Standard that builds upon one or more existing PEFC Standards and establishes an additional or alternative set of mandatory requirements applicable only when the Module Standard is invoked, claimed, or required for a defined purpose within the PEFC Council system. PEFC Module Standards are developed by multi-stakeholder Working Groups or Task Forces in which the main affected stakeholders are represented.

### 3.6 PEFC Intermediate Standard (PEFC ST-INM)

Standard of limited scope and/or duration that establishes temporary mandatory requirements to address any of the following extraordinary circumstances:

- a) Time-bound regulatory initiatives affecting PEFC scheme users.
- b) Standard or scheme recognition frameworks where the standard content is mainly determined by the framework itself and/or where the framework owner is continuously adding additional requirements or criteria to the standard.
- c) Urgent market need.
- d) Challenges that pose a serious risk to the integrity, credibility, or applicability of the PEFC scheme.

PEFC Intermediate Standards are developed using a fast-track development process by multi-stakeholder Working Groups or Task Forces in which the main affected stakeholders are represented.

### **3.7 PEFC Policy (PEFC PO)**

Normative document that establishes binding principles, rules, positions, and high-level requirements governing the authority, conduct, constraints, and accepted practices within the PEFC Council organisation and the PEFC Council system. PEFC Policies may regulate, *inter alia*, governance and institutional matters; system-wide positions, commitments, or prohibitions; code of conduct, ethics, impartiality, and conflict of interest, or financial, administrative, or human resources matters. PEFC Policies shall not define detailed processes or implementation steps, which shall be addressed in PEFC Procedures or other operational documents.

### **3.8 PEFC Procedure (PEFC PR)**

Normative document that specifies mandatory processes, responsibilities, and steps to be followed by the PEFC Council, PEFC members, certificate holders, certification bodies, or other relevant stakeholders, depending on the target audience of the procedure, to ensure consistent functioning, implementation, oversight, and maintenance of the PEFC Council operations and functions.

### **3.9 PEFC Implementation Document (PEFC IM)**

Normative document that establishes mandatory operational requirements, tools, or specifications necessary for the consistent implementation of normative documentation, without itself constituting a PEFC Standard or a PEFC Procedure.

**Example:** PEFC product category list, assessment checklist.

**Note:** Implementation Documents define how requirements shall be implemented; Standards, Module Standards, and Intermediate Standards define what requirements apply.

### **3.10 PEFC Guidance (PEFC GD)**

Informative document that provides explanations, clarifications, recommendations, or examples to support understanding or consistent application of Standards, Procedures, Policies, or Implementation Documents.

### **3.11 Other resources**

Informative (non-normative) documents or materials developed, commissioned, or published by the PEFC Council that do not contain normative requirements, are not part of the other types of documentation, and serve to provide support, promotion, or communication on PEFC's scheme.

**Example:** Communication materials, technical reports, presentations, FAQs, explanatory publications.

### **3.12 PEFC Council system**

Framework of requirements, processes, governance, and institutional arrangements established and managed by PEFC Council for the implementation of its certification scheme, including the development and maintenance of standards, procedures, and mechanisms for endorsement, certification, and oversight.

### **3.13 Consensus**

General agreement, characterised by the absence of sustained opposition to substantial issues by any important part of the concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments.

**Note:** Consensus does not need to imply unanimity.

**Source:** ISO/IEC Guide 2:2004

### **3.14 Development report**

Document that summarises the development or revision of a specific PEFC Council document or set of documents. It includes the development or revision process, roles and responsibilities, stages and milestones, stakeholder engagement, evidence of consensus, and a summary of comments received during the consultation stage(s) and explanations of how they were considered and addressed in the final draft.

### **3.15 Implementation framework**

Set of coordinated arrangements established to enable, support, and control the effective and consistent application of a standard or normative document across all relevant levels, including operational and integrity assurance mechanisms.

**Note:** Operations and integrity assurance mechanisms include, among others, coordination of activities between the PEFC Council Secretariat and PEFC NGBs; oversight and governance; training and administration; defined roles and responsibilities; allocation of resources, costs, and fees; database management; and outreach activities.

### **3.16 Stakeholder**

A person, group, community, or organisation with an interest in the subject of a PEFC Council document.

### **3.17 Affected stakeholder**

A stakeholder who might experience a direct change in living and/or working conditions caused by the implementation of a PEFC Council document or a stakeholder who might be a user of the document and therefore is subject to its requirements.

### **3.18 PEFC member**

An organisation holding membership in the PEFC Council, including National Governing Bodies (NGBs) and International Stakeholder Members (ISMs).

### **3.19 PEFC National Governing Body (NGB)**

The PEFC NGBs are independent, national organisations established to develop and implement a PEFC system within their country. A list of the PEFC NGBs and their contact details can be found on the PEFC website.

## 4. Symbols and abbreviated terms

Board	PEFC Council Board of Directors
FD	Final draft
GA	PEFC General Assembly
GD	Guidance
IM	Implementation Document
NGB	National Governing Body
PO	Policy
PR	Procedure
RWD	Revised working draft
ST	Standard
ST-MO	Module Standard
ST-INM	Intermediate Standard
TF	Task Force
WD	Working draft
WG	Working Group

## 5. Structure and content of PEFC Council documentation

### 5.1. General

5.1.1. PEFC Council documentation is structured into six main types:

- a) Standards
  - i. PEFC Standard
  - ii. PEFC Module Standard
  - iii. PEFC Intermediate Standard
- b) Policies
- c) Procedures
- d) Implementation Documents
- e) Guidance
- f) Other resources

5.1.2. PEFC Council documents may be publicly available, or restricted, depending on the scope, purpose, or intended audience.

**Note:** Restricted documents are made available only to the audience specified by the approving body.

5.1.3. Implementation Documents, Guidance, and other resources shall be publicly available when the target audience includes stakeholders who are external to the PEFC Council.

5.1.4. The approving body of each document shall confirm the distribution and availability of the document, based on the rules outlined in Table 1.

5.1.5. External Policies are approved by the Board or the General Assembly, depending on the subject matter of the Policy.

**Table 1: Summary of document types, subtypes, abbreviations, status, availability, and approval**

Type of document	Subtype	Abbreviation	Status	Availability	Approving body
<b>Standards</b>	PEFC Standard	PEFC ST	Normative	Public	General Assembly
	PEFC Module Standard	PEFC ST-MO			General Assembly
	PEFC Intermediate Standard	PEFC ST-INM			Board
<b>Policies</b>	PEFC Policies – external	PEFC PO	Normative	Public	Board/GA
	PEFC Policies – internal (PEFC Council)	PEFC PO	Normative	Restricted	Board
	PEFC Policies – internal (Secretariat)	PEFC PO	Normative	Restricted	Secretary General
<b>Procedures</b>	PEFC Procedures – external	PEFC PR	Normative	Public	Board
	PEFC Procedures – internal (PEFC Council)	PEFC PR	Normative	Restricted	Board
	PEFC Procedures – internal (Secretariat)	PEFC PR	Normative	Restricted	Secretary General
<b>Implementation Documents</b>	PEFC Implementation Document – external	PEFC IM	Normative	Public	Secretary General
	PEFC Implementation Document – internal (PEFC Council)	PEFC IM	Normative	Public or restricted	Secretary General
<b>Guidance</b>	-	PEFC GD	Informative	Public or restricted	Secretary General
<b>Other resources</b>	-	-	Informative	Public or restricted	Secretary General

## 5.2. PEFC Council documentation coding

5.2.1. For PEFC Standards, Module Standards, and Intermediate Standards, the document code shall include the following elements: **Abbreviation XXXX:YYYY**

- a) **Abbreviation:** the document type abbreviation, as applicable (e.g., PEFC ST, PEFC ST-MO, see Table 1).
- b) **XXXX:** a four-digit numerical code, as follows:
  - i. **X:** the first digit indicates the theme of the document (see Table 2)
  - ii. **X:** the second digit indicates the publication sequence within the theme
  - iii. **XX:** the last two digits indicate the target audience of the document (see Table 3)
- c) **YYYY:** the year of publication of the document.

**Table 2: Coding system for the first two digits for standards, according to the document theme**

Theme	First two digits	Examples
Sustainable Forest Management	10XX, 11XX, 12XX...	PEFC ST 10XX, SFM PEFC ST 11XX, SFM Group Requirements
Supply chain	20XX, 21XX, 22XX...	PEFC ST 20XX, Chain of Custody PEFC ST 21XX, Project Sourcing
Trademarks	30XX, 31XX, 32XX...	PEFC ST 30XX, PEFC Trademarks
Biomass	50XX, 51XX, 52XX...	PEFC ST 50XX, RED requirements

**Note:** This table will be updated to incorporate any additional themes as they are identified.

**Table 3: Coding system for the last two digits for standards, according to the target audience**

Target audience	Last two digits	Examples
General	XX01	PEFC ST 3001, Trademarks
Certificate holders	XX02	PEFC ST 2002, Chain of Custody PEFC ST 2102, Project Sourcing PEFC ST-MO 2002-1, PEFC EUDR DDS
Certification bodies	XX03	PEFC ST 5003, CB Requirements for RED
Accreditation bodies	XX04	PEFC ST 2004, AB Requirements for Chain of Custody
PEFC NGBs	XX05	PEFC ST 1005, SFM PEFC ST 1105, SFM Group Requirements

**Note 1:** This table will be updated to incorporate any additional target audiences as they are identified.

**Note 2:** Certain PEFC Standards serve as benchmark requirements for PEFC national or regional systems, which are implemented, assessed, and endorsed in accordance with PEFC requirements for standard setting and for the endorsement and mutual recognition of PEFC systems. Such Standards are commonly referred to as “Benchmark Standards”.

**5.2.2.** For Module Standards and Intermediate Standards, in addition to the elements described in 5.2.1, the coding shall include a hyphen, followed by a number assigned according to the order of first publication, as follows: Abbreviation XXXX-X:YYYY

**Example:** PEFC ST-MO 2002-1:2024 PEFC EUDR DDS

**5.2.3.** For Procedures (PEFC PR) and Policies (PEFC PO), the coding shall consist of three digits assigned in accordance with the order of first publication. The document title shall be followed by a dash and the wording “internal” or “external”, as appropriate, depending on the use, scope, and availability of the document.

**Example:**

PEFC PR 001:2026 PEFC Documentation Structure, Development and Maintenance - Internal

PEFC PR 002:2025 PEFC Members Acceptance - Internal

PEFC PO 001:2025 PEFC Council Secretariat Travel Policy – Internal

**5.2.4.** For Guidance (PEFC GD) and Implementation Documents (PEFC IM), the coding shall follow the theme and order of approval of the document to which the Guidance or Implementation Document relates, followed by two digits corresponding to the target audience, as set out in Table 3, and followed by a hyphen with a sequential number assigned by the Secretariat, a colon, and the year of publication, followed by a space and the name of the document.

**Example:**

PEFC GD 2001-1:2025, PEFC Chain of Custody Clarifications

PEFC IM 2002-2:2025, PEFC Product categories

### **5.3. Content**

**5.3.1.** Each PEFC Council document shall be written in a way that achieves its intended outcome and shall only include requirements relevant to achieving those outcomes.

**5.3.2.** The official language of PEFC Council documentation is English.

**5.3.3.** Language and terminology shall be clear, precise, neutral, and inclusive. Following ISO Directive Part 2, PEFC Council documents shall use the following expressions:

- a) “shall” indicates a requirement
- b) “should” indicates a recommendation
- c) “may” indicates a permission
- d) “can” indicates a possibility or a capability

**5.3.4.** Where external sources are cited within PEFC Council documents, those sources shall be referenced.

**5.3.5.** PEFC Standards shall include requirements and clauses that are practical for standard users to implement and that are auditable, verifiable, and/or measurable. The requirements shall, at a minimum, meet or exceed applicable regulatory requirements.

- 5.3.6.** Requirements addressed to PEFC endorsed national or regional systems, to be implemented in accordance with local conditions (benchmark requirements), shall comply with clause 5.3.4 and 5.3.5 through the national or regional system.
- 5.3.7.** When a document includes annexes, it shall indicate whether they are normative or informative. Annexes shall follow the same revision rules as the main body of the document.

## 6. Development process for PEFC Council documents

### 6.1. General stages for the development of PEFC Council documents

6.1.1. Table 4 describes the general stages in the development of PEFC Council documents. Table 5 specifies which stages apply to each type of document.

6.1.2. PEFC Standards and Module Standards shall follow all the development stages in Table 4.

6.1.3. The development of a PEFC Council document should normally be completed within 36 months.

**Table 4: General stages in the development process for PEFC Council documents**

Stage	Objective	Activities	Output and responsible body
<b>Proposal</b>	Establish the need and justification for developing a document	Analysis of added value and relevance with PEFC objectives and PEFC member needs. The analysis shall: <ul style="list-style-type: none"> <li>a) consider the potential scope, intended sustainability outcomes, possible intended claims</li> <li>b) consider state of the art</li> <li>c) identify existing standards with similar scope and assess opportunities for alignment or complementarity</li> </ul>	<ul style="list-style-type: none"> <li>• Project proposal (Secretariat); approval (Board)</li> </ul>
		Stakeholder identification and engagement planning, including mapping and categorisation of stakeholder groups (e.g., based on Agenda 21).	
		Project proposal preparation, including the previous analysis, stakeholder identification and engagement planning, scope, objectives, justification, responsibilities, resources, and milestones.	
		Approval of project proposal by the Board.	

Stage	Objective	Activities	Output and responsible body
<b>Preparation</b>	Establish the governance and technical foundations for drafting	Drafting process summary preparation, including setting objectives, steps, timelines and clearly identified opportunities for contributing, and an overview of the decision-making procedures.	<ul style="list-style-type: none"> <li>Publicly available drafting process summary (Secretariat)</li> <li>Approved WG and/or TF Terms of Reference (Secretary General)</li> <li>Open and publicly available call for WG and/or TF nominations (Secretariat)</li> <li>Working draft 0 (Project Leader)</li> </ul>
		Public announcement	
		Establishment of one or more Working Group(s) (WG) and/or Task Force(s) (TF). If a WG or TF with the necessary expertise already exists, it may be used.	
		Appointment of Project Leader	
		Working draft 0 preparation	
<b>Conceptualisation and Writing I</b>	Develop a working draft document through a consensus-based process until an enquiry draft version is agreed	Discussion on strategic and technical issues	<ul style="list-style-type: none"> <li>Successive working drafts (Project Leader)</li> <li>WG and/or TF minutes (Project Leader)</li> <li>Enquiry draft for PEFC ST and ST-MO agreement (WG)</li> <li>Final draft for PEFC ST-INM agreement (WG)</li> </ul>
		Clause-by-clause drafting	
		Consensus building	
		Documentation of major technical decisions	
		Alignment check with existing PEFC normative framework	
		Editorial review	
<b>Consultation I</b>	Obtain external stakeholder input and ensure transparency	30-calendar-day PEFC member consultation (if a member and a public consultation are required, they may run in parallel)	<ul style="list-style-type: none"> <li>Outreach to stakeholders (Secretariat and PEFC members)</li> <li>Summary of stakeholder feedback report (Secretariat or Project Leader)</li> </ul>
		60-calendar-day public consultation	
		Direct outreach to PEFC members and identified stakeholder groups, aiming to achieve balanced and diverse participation and proactively seek contributions from stakeholder groups that are under-engaged, under-represented, or face barriers to participation in the consultation.	
		Promotion of the consultation	
		Collection, analysis, and logging of stakeholder feedback	

Stage	Objective	Activities	Output and responsible body
<b>Feasibility Assessment</b>	Assess the technical feasibility, clarity, and auditability of requirements	Feasibility assessment conducted in coordination with PEFC members and stakeholders.	<ul style="list-style-type: none"> <li>Feasibility assessment summary report (Project Leader, or someone appointed by the Project Leader)</li> </ul>
		Pilot testing by potential users, where applicable.	
<b>Conceptualisation and Writing II</b>	Revise the draft based on Consultation I and the Feasibility Assessment	Consideration of comments and feasibility assessment results	<ul style="list-style-type: none"> <li>WG and/or TF minutes (Project Leader)</li> <li>Revised working draft(s) (Project Leader)</li> <li>Comment resolution summary (Project Leader)</li> <li>Second enquiry draft agreement (WG)</li> </ul>
		Documentation of comment resolution and communication to commenters	
		Consensus building	
		Editorial review	
<b>Consultation II</b>	Validate the changes introduced after Consultation I and/or Feasibility Assessment	30-calendar-day public consultation	<ul style="list-style-type: none"> <li>Outreach to identified stakeholders (Secretariat and PEFC members)</li> <li>Updated summary of stakeholder feedback report (Project Leader)</li> </ul>
		Direct outreach to PEFC members and identified stakeholder groups	
		Promotion of the consultation	
		Collection, analysis, and logging of stakeholder feedback	
<b>Draft Finalisation</b>	Finalise the draft and ensure its technical, legal, and structural robustness	Consideration of comments and recommendations	<ul style="list-style-type: none"> <li>WG and/or TF minutes (Project Leader)</li> <li>Comment resolution summary (Project leader)</li> <li>Final draft agreement (WG for Standards and either TF or the corresponding body developing it for all other documents)</li> <li>Implementation framework (Secretariat)</li> </ul>
		Documentation of comment resolution and communication to commenters	
		Consensus building	
		Definition of implementation framework *This activity may continue beyond the draft finalisation stage	
		Editorial review, including assessment of terminology for clarity, neutrality, and inclusive usage.	

Stage	Objective	Activities	Output and responsible body
<b>Approval</b>	Obtain formal approval of the document	Preparation of development report	<ul style="list-style-type: none"> <li>• Development report (Project Leader)</li> <li>• Approved document (Board and/or GA, and/or Secretary General, as corresponds)</li> <li>• Recorded approval decision (Secretariat)</li> </ul>
		Secretary General approval	
		Board approval	
		General Assembly approval	
<b>Publication</b>	Publish the approved document and establish its date of entry into force	Final editorial review	<ul style="list-style-type: none"> <li>• Published document (Secretariat)</li> <li>• Published development report for standards (Secretariat)</li> <li>• Communication materials (Secretariat and PEFC NGBs)</li> </ul>
		Publication	
		Preparation of promotional materials and coordination of outreach with PEFC members	
		Outreach and communication	

**Note 1:** Some of the stages, such as Feasibility Assessment or the definition of the implementation framework, may be conducted in parallel with subsequent stages. It is not necessary to complete each stage before proceeding to the next stage of the development process.

**Note 2:** Where substantive, unresolved issues persist after the consultation rounds, or where insufficient feedback was received in total or from specific stakeholder groups, the Chair of the WG, in discussion with the Secretariat and the Project Leader, may consider additional public and/or targeted consultations, as necessary.

## 6.2. Specific stages of the development process according to document type

6.2.1. The specific development stages to be followed for each document type are set out in Table 5.

**Table 5: Specific stages for the development process according to the document type**

Stage	Activities	Standard and Module	Intermediate Standard	Policies and Procedures			Implementation		Guidance
				External	Internal (Council)	Internal (Secretariat)	External	Internal (Council)	
Project Proposal	Analysis of added value and relevance	X	X	X (as applicable)					
	Stakeholder identification	X	X	X					
	Preparation of project proposal	X	X						
	Project proposal approval (Board)	X	X						
Preparation	Drafting process summary	X							
	Public announcement	X	X						
	Establishment of Working Group/Task Force	X	X						
	Appointment of Project Leader	X	X	X	X	X	X	X	X
	Preparation of working draft 0	X	X	X	X	X	X	X	X
Conceptualisation and Writing I	Discussion on strategic and technical issues	X	X	X	X				
	Clause-by-clause drafting	X	X	X	X	X	X	X	X
	Consensus building	X	X				X	X	X
	Documentation of major technical decisions	X	X				X	X	X
	Alignment check	X	X	X	X	X	X	X	X
	Editorial review	X	X	X	X	X	X	X	X

Stage	Activities	Standard and Module	Intermediate Standard	Policies and Procedures			Implementation		Guidance
				External	Internal (Council)	Internal (Secretariat)	External	Internal (Council)	
Consultation I	30-calendar-day PEFC member consultation	X	X (15 days)	X	X			30-day staff consultation	
	60-calendar-day public consultation	X	X (15 days)						
	Direct outreach	X	X	X	X				
	Consultation promotion	X	X	X	X	X			
	Collection and logging of comments	X	X	X	X	X			
Feasibility Assessment	Feasibility assessment	X							
	Pilot testing (if applicable)	X							
Conceptualisation and Writing II	Consideration of comments and pilot test results (if applicable)	X							
	Documentation of comment resolution	X							
	Consensus building	X							
	Editorial review	X							
Consultation II	30-calendar-day public consultation	X							
	Direct outreach	X							
	Consultation promotion	X							
	Collection and logging of comments	X							

Stage	Activities	Standard and Module	Intermediate Standard	Policies and Procedures			Implementation		Guidance
				External	Internal (Council)	Internal (Secretariat)	External	Internal (Council)	
Draft Finalisation	Consideration of comments	X	X	X	X	X			
	Documentation of comment resolution	X	X	X	X	X			
	Consensus building	X	X						
	Definition of implementation framework	X	X						
	Editorial review	X	X	X	X	X	X	X	X
Approval	Preparation of development report	X	X						
	Secretary General approval					X	X	X	X
	Board approval	X	X	X	X				
	General Assembly approval	X							
Publication	Final editorial review	X	X	X	X	X	X	X	X
	Publication	X	X	X			X		X
	Preparation of promotional materials	X	X	X	X		X		X
	Outreach and communication	X	X	X	X	X	X	X	X

## 7. Maintenance process for PEFC Council documents

### 7.1. General stages for the maintenance of PEFC Council documents

7.1.1. Table 6 describes the general stages in the maintenance process of PEFC Council documents. Table 7 specifies which stages apply to each type of document.

7.1.2. PEFC Standards and Module Standards shall follow all the maintenance stages in Table 6.

**Table 6: General stages in the maintenance process for PEFC Council documents**

Stage	Objective	Activities	Output and responsible body
<b>Initial implementation and monitoring</b>	Monitor early application and detect systemic issues	Deployment of implementation framework	<ul style="list-style-type: none"> <li>• Training materials and support tools (Secretariat)</li> <li>• Operations procedure, if needed (Secretariat)</li> <li>• Social media and promotional tools (Secretariat and members)</li> <li>• Recorded feedback (Secretariat)</li> </ul>
		Outreach and promotion	
		Mechanisms for collection of feedback (for documents with limited target audience, availability limited accordingly)	
		Support to PEFC members and stakeholders	
		Assessment of uptake and financial/resource sustainability	
<b>Consolidation and monitoring</b>	Ensure long-term stability, coherence, and periodic review	Maintenance of implementation framework	<ul style="list-style-type: none"> <li>• Support tools (Secretariat and members)</li> <li>• Social media and promotional tools (Secretariat and members)</li> <li>• Recorded feedback (Secretariat)</li> </ul>
		Mechanisms for collection of implementation feedback, as appropriate	
		Support to PEFC members and stakeholders	
<b>Periodic review and revision, where appropriate</b>	Ensure the regular review of documents	Monitoring of approval date and review dates	<ul style="list-style-type: none"> <li>• Communication on document review (Secretariat)</li> <li>• Initiation of revision cycle, where necessary (Secretariat)</li> <li>• Launch and coordination of review process and revision, where appropriate (Secretariat)</li> </ul>
		Timely initiation of review process, and revision, where appropriate	

**Note:** Once a document is approved after review or revision, it continues with the initial implementation and monitoring and consolidation and monitoring.

## 7.2. Specific stages of the maintenance process according to document type

7.2.1. The specific maintenance stages to be followed for each document type are set out in Table 7.

**Table 7: Specific stages for the maintenance process according to the document type**

Stage	Activities	Standard and Module	Intermediate Standard	Policies and Procedures			Implementation		Guidance
				External	Internal (Council)	Internal (Secretariat)	External	Internal (Council)	
Initial implementation and monitoring	Deployment of implementation framework	X	X				X	X	X
	Outreach and promotion	X	X						
	Mechanisms for collection of implementation feedback (for documents with limited target audience, availability limited accordingly)	X	X	X	X	X	X	X	X
	Support to PEFC members and stakeholders	X	X	X	X	X	X	X	X
	Assessment of uptake and financial/resource sustainability	X	X						
Consolidation and monitoring	Maintenance of implementation framework	X	X						
	Mechanisms for collection of implementation feedback, as appropriate	X	X	X	X	X	X	X	X
	Support to PEFC members and stakeholders	X	X						
Periodic review and revision, where appropriate	Monitoring of approval date and review dates	X	X	X	X	X	X	X	X
	Timely initiation of review process	X	X	X	X	X	X	X	X

**Note:** Table 8 details the specific stages to follow for standards according to the type of revision.

### **7.3. Periodic review of PEFC Council documents**

#### **7.3.1. General**

**7.3.1.1.** PEFC Council documents (except other resources) shall be reviewed at least every five years, counted from the approval date. If necessary, the document shall be revised according to the normal revision process described in this document.

**Note:** A Module Standard may be reviewed before five years to align it with the related PEFC Standard.

**7.3.1.2.** As part of the periodic review, the Secretariat shall check the relevance of the document's outcomes against the PEFC strategy and intended impacts, its continued effectiveness in meeting its stated objectives, and stakeholder expectations.

**7.3.1.3.** The periodic review shall include consideration of feedback received since the current version of the document was approved.

#### **7.3.2. Specific requirements for the periodic review of PEFC Standards, Module Standards, and Intermediate Standards**

**7.3.2.1.** In addition to considering general feedback received according to 7.3.1.3, the periodic review of Standards shall include the following steps:

- a) Public announcement of the review process.
- b) Assessment of integrity monitoring results and any revisions of the document implemented since the last revision of the Standard.
- c) Gap analysis to evaluate the Standard against appropriate relevant legislation, latest scientific knowledge, industry best practice, research and emerging issues, risks, opportunities, and other existing standards to identify potential gaps.
- d) Stakeholder consultation, after updating the stakeholder mapping.

**7.3.2.2.** When an Intermediate Standard includes additional requirements to an existing PEFC Standard or Module Standard, it shall be reviewed together with the related PEFC Standard, regardless of the date of approval of the Intermediate Standard.

#### **7.3.3. Decision-making**

**7.3.3.1.** Based on the results of the periodic review, the body responsible for approving the document shall decide whether the document can be reaffirmed or requires revision. For PEFC Standards, this role shall be carried out by the Board.

**Note:** Reaffirmation means that the document has been reviewed and confirmed as remaining relevant, effective, and suitable for continued use without revision.

**7.3.3.2.** The Secretariat shall record the decision and its justification. Where the document is reaffirmed, the Secretariat shall also establish the date for the next review.

**7.3.3.3.** For PEFC Standards, the decision and its justification shall be made publicly available.

## **7.4. Revision of PEFC Council documents**

### **7.4.1. Normal revision of PEFC Council documents**

- 7.4.1.1.** The revision of a PEFC Council document shall follow the same stages as its development, as set out in 6.2.1.
- 7.4.1.2.** For the revision of a PEFC Standard, Consultation II is conditional and shall take place where substantial changes are introduced after Consultation I, or where significant unresolved opposition remains. The decision to conduct Consultation II remains with the Chair of the WG.
- 7.4.1.3.** The revised document shall include, under the introduction, the rationale of the revision, and a summary of the main changes. This information shall also be made publicly available.

### **7.4.2. Time-critical revision of PEFC Council documents**

- 7.4.2.1.** A time-critical revision is a revision between two periodic reviews using a fast-track process.
- 7.4.2.2.** A time-critical revision shall only be conducted in the following circumstances:
  - a) Any changes in laws and regulations that affect the integrity, credibility, or applicability of PEFC requirements.
  - b) In answer to a specific challenge to the document (such as an integrity issue or unintended negative effects) that affects the integrity or credibility of the PEFC Council within a timescale that is too short for a normal revision.
- 7.4.2.3.** A time-critical revision shall be decided by the Board.
- 7.4.2.4.** The time-critical revision of a PEFC Standard shall follow the corresponding activities of the development stages: Proposal, Preparation, Conceptualisation and Writing I, Consultation I, Draft Finalisation, Approval, and Publication. Consultation I is limited to a 15-calendar-day PEFC member and public consultation.
- 7.4.2.5.** The revised document shall be approved by the Board.
- 7.4.2.6.** For documents other than PEFC Standards, the time-critical revision process can also limit the Consultation stage to a 15-calendar-day.
- 7.4.2.7.** The revised document shall include, under the introduction, the justification for the time-critical revision, the rationale, and a summary of the main changes. This information shall also be made publicly available.
- 7.4.2.8.** A time-critical revision shall not affect the regular review date of the document.

### **7.4.3. Amendments of PEFC Council documents**

- 7.4.3.1.** An amendment is used to modify, add to, or remove technical provisions in a published document. It also applies to documents that are not publicly available.

**Note:** Typical reasons for an amendment are updating technical requirements or adapting a Standard to new technology or practices.

- 7.4.3.2.** An amendment shall be limited to specific requirements or clauses within a single document.
- 7.4.3.3.** Amendments shall be developed following, as minimum, the relevant stages of the development process, namely: Conceptualisation and Writing I, Consultation I (limited to 30-calendar-day PEFC member consultation), Draft Finalisation, Approval, and Publication.
- 7.4.3.4.** Amendments to PEFC Standards, Policies, and Procedures that target an external audience or the PEFC Council, shall be approved by the Board.
- 7.4.3.5.** An amendment shall not change the version of a document. It shall be published either as a separate document or as a separate edition incorporating the amendment as an annex. The amendment shall include a summary of the changes and the rationale. The affected version of the document remains in use.
- 7.4.3.6.** An amendment shall be communicated to PEFC members, users of the document, and stakeholders through appropriate means.
- 7.4.3.7.** No more than two separate amendments shall be published modifying a current PEFC Standard. The development of a third such document shall result in the publication of a new edition of the Standard.
- 7.4.3.8.** An amendment shall not affect the regular review date of a document.

**Table 8: Specific stages for the normal revision, time-critical revision, and amendment processes**

Stage	Activities	Normal revision	Time-critical revision	Amendment
Project proposal	Analysis of added value and relevance	X	X	
	Stakeholder identification and engagement planning	X	X	
	Project proposal preparation	X	X	
	Approval of project proposal by the Board	X	X	
Preparation	Process summary	X	X	
	Public announcement	X	X	
	Establishment of Working Group/Task Force	X	X	
	Appointment of Project Leader	X	X	
	Confirmation of normative references and regulatory mapping	X	X	
	Working draft 0 preparation	X	X	
Conceptualisation and Writing I	Clause-by-clause drafting	X	X	X
	Consensus building	X	X	X
	Documentation of major technical decisions	X	X	X
	Alignment check with existing PEFC normative framework	X	X	X
	Editorial review	X	X	X

Stage	Activities	Normal revision	Time-critical revision	Amendment
Consultation I	30-calendar-day PEFC member consultation (for PEFC Secretariat internal documents, 30-day staff consultation)	X	X (15 days)	X
	60-calendar-day public consultation	X	X (15 days)	
	Direct outreach to PEFC members and identified stakeholder groups	X	X	
	Promotion of the consultation	X	X	X
	Collection and logging of comments	X	X	X
Feasibility Assessment	Feasibility assessment	X	X	
Draft Finalisation	Consideration of all comments and recommendations	X	X	X
	Documentation of comment resolution	X	X	X
	Consensus building	X	X	X
	Definition of implementation framework	X	X	
	Editorial review	X	X	X
Approval	Preparation of development report	X	X	
	Board approval	X	X	X
	General Assembly approval	X		
Publication	Final editorial review	X	X	X
	Publication	X	X	X
	Preparation of promotional materials	X	X	
	Outreach and communication	X	X	X

#### **7.4.4. Editorial revision of PEFC Council documents**

**7.4.4.1.** An editorial revision of a PEFC Council document shall be carried out to correct editorial errors, such as typographical or printing errors. Such revisions shall have no impact on the application of the document and shall not alter its meaning.

**7.4.4.2.** An edited document shall replace the one published on the PEFC website. It is not necessary to indicate the changes within the document.

**7.4.4.3.** An editorial revision shall not affect the regular review date of a document.

#### **7.4.5. Technical corrigendum of PEFC Council documents**

**7.4.5.1.** A technical corrigendum shall be issued where:

- a) An error or ambiguity in a PEFC Council document, inadvertently during its development, could lead to confusion, or to incorrect or unsafe application of the document; or
- b) Information has become outdated since publication, provided that the modification does not affect the normative elements of the document.

- c) Clauses in the document are based on another document and require updating to reflect revisions made to the source document.

- 7.4.5.2.** A technical corrigendum shall not modify normative intent.
- 7.4.5.3.** A technical corrigendum shall be approved by the PEFC Secretary General and, where appropriate, in consultation with the respective Working Group or Task Force.
- 7.4.5.4.** A technical corrigendum shall be published in a separate document or as a separate edition incorporating the amendment as an annex, and named with the code of the document it applies to, followed by a slash, the initials COR, the number of the corrigendum (according to order of publication), and the year of the technical corrigendum.
- 7.4.5.5.** The changes shall be clearly identified and explained in the document.
- 7.4.5.6.** A technical corrigendum shall be publicly available on the PEFC website, together with the document it applies to (unless the document to which it applies is not publicly available on the PEFC website).
- 7.4.5.7.** A technical corrigendum shall be communicated to PEFC members, users of the document, and stakeholders through appropriate means.
- 7.4.5.8.** A technical corrigendum shall not affect the regular review date of a document.
- 7.4.5.9.** A technical corrigendum shall be withdrawn once the revised version of the document to which it applies is published.

## 8. Organisation of development and maintenance process

### 8.1. Organisation structure and responsibilities

#### 8.1.1. PEFC Council Secretariat

The PEFC Council Secretariat shall be responsible, *inter alia*, for the implementation of the documented procedures and other rules governing the PEFC Council activities, including standard setting. For this purpose, the Secretariat shall coordinate all interaction between the Working Groups, Task Forces, the Project Leader, PEFC members, and the Board.

#### 8.1.2. PEFC members

8.1.2.1. The PEFC members shall be responsible for the following tasks within the development and maintenance of PEFC Council documents:

- a) Upon request of the Secretariat, provide support and information to the PEFC Secretariat for the preparation of project proposals.
- b) Submit applications for representatives to participate in WGs and TFs (according to their available resources and technical capacities).
- c) Participate in consultations.
- d) Provide support to the PEFC Council Secretariat to conduct feasibility assessments and pilot testing.
- e) Support the PEFC Secretariat with the direct outreach to stakeholders.
- f) Outreach and promotion of the published documents, including social media.

8.1.2.2. In addition, PEFC National Governing Bodies are responsible for the following tasks:

- a) Prepare and translate communication materials.
- b) Implement any tasks assigned to them under the implementation framework.
- c) Provide support to stakeholders, in coordination with the PEFC Council Secretariat.
- d) Support the Secretariat with the collection of feedback on documents.

#### 8.1.3. Project Leader

8.1.3.1. The Project Leader shall be a person nominated by the Secretary General to lead the development work and, in cooperation with the Secretariat, the Working Group, and any Task Forces, ensure the realisation of the development project.

8.1.3.2. The Project Leader shall be competent to manage the development or revision process.

8.1.3.3. The Project Leader shall be responsible for:

- a) Preparation of the working draft and consequent drafts of the document.
- b) Preparation of activity plan, or parts thereof, of the Working Group and Task Forces.
- c) Coordination of Working Groups and/or Task Forces.
- d) Record-keeping of decisions, minutes, consensus, discussions, and summaries of comments, in cooperation with the Working Group and/or Task Force Chair and/or Secretariat.

e) Preparation of the terms of reference for pilot testing and summary of the feedback received.

**8.1.3.4.** Where no Project Leader is specified, the role may be fulfilled by a member of the Secretariat who is deemed competent to manage the development or revision process.

#### **8.1.4. Working Group**

**8.1.4.1.** A permanent or temporary Working Group shall be established by the Board or the Secretary General. The Working Group shall report to the Board.

**8.1.4.2.** The Working Group shall be composed to ensure balanced and diverse representation across stakeholder categories and geographies, such that no single interest dominates the process.

**8.1.4.3.** The composition of the Working Group shall reflect the subject matter of the document and include stakeholders knowledgeable and experienced in the subject matter and/or implicated in the implementation, use, and impact of the document.

**8.1.4.4.** A representative of the Secretariat and the Project Leader shall be members of the Working Group.

**8.1.4.5.** The objective of the Working Group shall be to achieve consensus among participating stakeholders and/or experts on the requirements of a new or revised document.

**8.1.4.6.** In addition, for the maintenance of a Standard, the Working Group shall support the provision of clarifications on the document and keeping the PEFC scheme up to date.

**8.1.4.7.** The Board or the Secretary General may establish joint Working Groups with other organisations (for example, Global ACI) for the purposes of avoiding or eliminating possible or actual overlap in technical work.

**8.1.4.8.** Each Working Group shall have a Chair, appointed by the Board.

#### **8.1.5. Task Force**

**8.1.5.1.** Working Groups or the Secretariat may establish Task Forces for specific tasks. A Task Force shall report to the Working Group that established it, or the Secretariat.

**8.1.5.2.** The body to which the Task Force reports shall be determined when the Task Force is established.

**8.1.5.3.** A Task Force shall comprise a limited number of experts who apply through an open call for applications.

**8.1.5.4.** The Secretary General approves the selection of Task Force members.

**8.1.5.5.** Task Forces operate under the principle of consensus, however, Task Forces comprised of experts may be expected to give a range of opinions to the Working Group or body they report to.

## **8.2. Consensus building**

**8.2.1.** To reach consensus, the following processes can be used to establish whether there is opposition to the working draft or final draft:

- a) Meeting-based processes (including in-person, virtual, and hybrid meetings):
  - i. A verbal yes/no vote.
  - ii. A show of hands for a yes/no vote.
  - iii. A secret ballot of members on a yes/no vote.
  - iv. A statement on consensus from the Chair where there are no dissenting voices or votes.
- b) Written processes:
  - i. An email where a request for agreement is provided to members and the members provide a written response.
  - ii. A formal balloting process where votes are collated for the collective consensus decision.

**8.2.2.** For Working Groups, the Chair of the Working Group, in consultation with the Project Leader and the Secretariat where necessary, shall be responsible to judge whether consensus has been reached. Where a Task Force does not have a Chair, it shall be the responsibility of the Project Leader, together with the Secretariat.

**8.2.3.** No single concerned interest shall be allowed to dominate the process.

**8.2.4.** Where a negative vote represents sustained opposition by an important part of the concerned interests to a substantive issue, the issue shall be resolved using the following mechanisms:

- a) Finding a compromise through discussion and negotiation on the disputed issue within the Working Group.
- b) Finding a compromise through direct negotiation between the stakeholder(s) making the objection and stakeholders with a different view on the disputed issue.
- c) An additional round(s) of public consultation (if necessary) where further stakeholder input can help to achieve consensus on unresolved issues.

**8.2.5.** When a substantial issue cannot be resolved and sustained opposition persists, the PEFC Council shall initiate a dispute resolution process.

## 9. Document identification and control

### 9.1. General

9.1.1. The Secretariat shall ensure that all official documentation and records relating to the development, approval, publication, review, and revision of PEFC Council documents are identified, controlled, maintained, and retrievable in a consistent and secure manner.

9.1.2. Document control shall ensure:

- a) traceability of versions and changes
- b) protection of document integrity
- c) accessibility of publicly available documents
- d) confidentiality of restricted information where applicable
- e) retention of records necessary to demonstrate compliance with this procedure and with applicable international requirements
- f) control of access and editing rights

### 9.2. Document identification

9.2.1. Each PEFC Council document shall include:

- a) document title
- b) document code and classification (as defined in Chapter 5)
- c) edition number
- d) approval body
- e) date of approval
- f) issue date
- g) date of entry into force
- h) transition period (for revised documents)
- i) next scheduled review date (for standards)
- j) document status
- k) document scope or applicability
- l) document owner

### **9.3. Version control and change management**

- 9.3.1.** The Secretariat shall maintain records of changes to published documents, indicating:
- a) type of change (normal revision, time-critical revision, editorial, technical corrigendum, or amendment)
  - b) date of change approval
  - c) approval body
  - d) justification
- 9.3.2.** For PEFC Standards and other publicly available normative documents, a summary of changes and the justification shall be included in the introduction of the revised edition and made publicly available.
- 9.3.3.** Obsolete versions shall be clearly marked as superseded and archived to prevent unintended use.

### **9.4. Records management**

- 9.4.1.** The Secretariat shall maintain documented records of the development, review, and revision processes of all formal document types outlined in this document, as well as the outputs specified in the applicable development procedures.
- 9.4.2.** Records shall be retained at least until completion of the next review cycle of the relevant document, and for a minimum of five years after publication, whichever period is longer.
- 9.4.3.** Records shall be stored in a manner that ensures:
- a) security and protection against loss or unauthorised alteration
  - b) controlled access in accordance with the applicable confidentiality level
  - c) retrievability upon request by authorised personnel

### **9.5. Public availability**

- 9.5.1.** Publicly available PEFC Council documents shall be accessible through the official PEFC website or other designated public platforms.
- 9.5.2.** Where a document is classified as restricted, its availability and conditions of access shall be clearly defined within its scope.

### **9.6. Confidentiality and data protection**

- 9.6.1.** Personal data and confidential information collected during stakeholder consultations, pilot testing, complaints handling, or other stages of the development process shall be handled in accordance with applicable data protection legislation and PEFC internal policies.
- 9.6.2.** Where comments are published, personal data shall be anonymised unless explicit consent has been obtained.

## **9.7. Withdrawal of documents**

**9.7.1.** When a PEFC Council document is withdrawn, the Secretariat shall:

- a) remove it from the list of active documents
- b) clearly mark it as withdrawn in public registers
- c) archive the document and related records
- d) communicate withdrawal to affected stakeholders where relevant, together with the justification of the withdrawal

## Bibliography

ISEAL Code of Good Practice

ISO/IEC Directives, Part 1: Procedures for the technical work — Consolidated ISO Supplement — Procedures specific to ISO

ISO/IEC Directives, Part 2: Principles and rules for the structure and drafting of ISO and IEC documents

ISO/IEC Guide 2:2004(en): Standardization and related activities — General vocabulary

ISO/IEC Guide 59, *Code of good practice for standardization*

United Nations Conference on Environment and Development, Rio de Janeiro, Brazil, 1992, AGENDA 21

**PEFC Council**  
ICC Building C1  
Route de Pré-Bois 20  
1215 Geneva 15  
Switzerland

[info@pefc.org](mailto:info@pefc.org)  
[www.pefc.org](http://www.pefc.org)  
T +41 22 799 45 40