Standard Setting Procedure

Thailand Forest Certification Council - TFCC

The Federation of Thai Industries

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Introduction

According to Thailand Forest Certification System (TFCS), forest management certification is based on requirements, defined as Thailand Industrial Standards Institute (TISI) and Thailand Forest Certification Council (TFCC). Sustainable forest management standard is a holistic approach that takes into the balance of ecological, social and economic consideration. National and local stakeholders participation is necessary during development of the standard in terms of open, transparent and consensus baseline with suggestions and recommendations.

TFCC is committed to work with a broad range of stakeholders and to provide them with opportunity for the standard setting process in which performs agreeable and feasible practices amongst the participating stakeholders.

This document is based on ISO/IEC Guide 59 and Guide 2. In addition, the ISEAL Code of Good Practice for Setting Social and Environmental Standards was taken into consideration.

1. Scope

1.1 This document includes procedures for the development of the standard setting process in order to ensure objectivity, efficiency, transparency and consensus among the participating related stakeholders which is applicable to:

a) Development of new standards,

b) Review of standard and

c) Revision of standard

1.2 Standards shall be regularly reviewed and revised every five years or before just in case of ach standard takes into account comments from related stakeholders. The document is publicly available.

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 ST 1001, Standard Setting

TFCC Statute

TFCC PD 007, the Investigation and Resolution of Public Complaints and Appeals Procedure

ISO/IEC Guide 2, Standardization and related activities - General vocabulary

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

3. Terms and definitions

3.1 Consensus

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

<u>Note</u>: Consensus need not imply unanimity (ISO/IEC Guide 2)

3.2 Editorial changes

Changes to a system that do not alter the technical content.

<u>Note</u>: This can include clarifications, guidance and grammatical changes.

3.3 Enquiry draft

A proposed document that is available for public consultation.

3.4 Final draft

A proposed document that is available for formal approval.

3.5 Normative document

A document that provides rules, guidelines or characteristics for activities or their results.

<u>Note 1</u>: The term "normative document" is a generic term that covers such documents as standards, technical specifications, codes of practice and regulations.

<u>Note 2</u>: "A document" is to be understood as any medium with information recorded on or in it.

<u>Note 3</u>: The terms for different kinds of normative documents are defined considering the document and its content as a single entity (ISO/IEC Guide 2).

3.6 Publicly available

Generally accessible to the interested public in any form and without the need for a request.

<u>Note 1</u>: When information is available by request only, this is indicated explicitly in the document as available on request.

<u>Note 2</u>: Special consideration might be needed for disadvantaged stakeholders to ensure their access, e.g., providing hard copies to stakeholders identified as having no access to electronic media.

3.7 Revision

Introduction of all necessary changes to the substance and presentation of a normative document.

<u>Note</u>: The results of the revision are presented by issuing a new edition of the normative document (ISO/IEC Guide 2).

3.8 Review

Activity of checking a normative document to determine whether it is to be reaffirmed, changed or withdrawn. (ISO/IEC Guide 2)

3.9 Stakeholder

A person, group, community or organization with an interest in the subject of the standard.

3.10 Affected stakeholder

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

Note 1: Affected stakeholders include neighboring communities, indigenous people, workers, etc. However, having an interest in the subject matter of the standard (e.g., NGOs, scientific community, and civil society) is not equal to being affected.

Note 2: A stakeholder who might be a user of the standard is likely to become a certified entity, e.g., a forest owner in the case of a forest management standard, or a wood processing enterprise in the case of a chain of custody standard.

3.11 Disadvantaged stakeholder

A stakeholder who might be financially or otherwise disadvantaged by participating in the standard-setting process.

3.12 Key stakeholder

A stakeholder whose participation is critical to the outcome of the standard-setting process.

3.13 Standard

A document, established by consensus and approved by a recognized 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 or order in a given context.

Note: Standards should be based on the consolidated results of science, technology and experience, and aimed at the promotion of optimum benefits (ISO/IEC Guide 2).

3.14 Standardizing body

Body that has recognized activities in standardization (ISO Guide 2). Here is Thai Industrial Standard Institute (TISI) and Thailand Forest Certification Council (TFCC), which are responsible for the development and maintenance of standards for the forest certification system.

3.15 Working draft

Proposed document that is available generally for feedback or voting within a working group.

4. Organisational structure and responsibilities for standard setting

Organisational structure and responsibilities for standard setting shall not allow certification bodies be involved in the standard setting process as governing or decision making body

TISI is the National Standardisation Body who is a member of International Standardization and Organization (ISO) and responsible for national standard setting process. And there is an authority under the National Standardization Act B.E.2551 (2008)

TFCC is the National Governing Body who is a member of the Programme for the Endorsement of Forest Certification (PEFC) with responsible for development of Thailand Forest Certification System (TFCS).

4.1 Standard Setting Process

Refer to PSD-SD01-00 Operation steps : The Standard Setting Procedure TISI is the National Standardisation Body who is responsible for national standard setting process. TFCC represents a representative to act as a member of Technical Committee of TISI and is in charge of some parts of the standard setting process, as detailed in TFCC PD 006 below:

 A. Standard proposal

 B. Stakeholder mapping

 C. Announcement of the standard setting and invitation of related stakeholders

 D. Technical Committee Establishment

 E. Development of a draft standard

 F. Public consultation

 G. Standard testing

 H. Consensus-building

 I. Formal approval of the standard

 J. Publication of the standard

 K. Periodic review & revision of the standard

4.2 Standardising body

Refer to the National Standardization Act B.E.2551 (2008)

4.3 Industrial Product Council (IPC)

Refer to the National Standardization Act B.E.2551 (2008)

4.4 Technical Subcommittee (SC)

Refer to PSD-SD03-00 Appointment and Review Technical Subcommittee and working group, Operation Manual of Technical Committee, Section 7.2

4.5 TFCC Committee

Refer to TFCC Statute, Section 5

4.5.1 TFCC Committee's responsibilities within the standard setting process shall be:

To perform forest certification under TFCC Statute, TFCC Committee shall perform as follows:

(1) To establish policies, procedures, management, and implementation for Thailand's forest certification;

(2) To issue regulations necessary for internal implementation associated with Thailand's forest certification;

(3) To appoint a committee to handle any and all complaints relating to Thailand's forest certification; and

(4) To operate in accordance with the national, regional and international requirements and objectives as the National Governing Bodies (NGB).

4.5.2 TFCC Committee shall be established and reviewed by Chairman of IAI Committee, and TFCC Committee shall report to IAI Committee.

4.6 Standard Version

Standard Version shows in the Table 1 below:

Table 1: Standard Version

Stages	Standard Version		Standard Setting Process
	Name	Abbreviation	
Preparatory stage	Committee Draft	CD	Preparing CD by Sub technical Committee or Drafting committee
Development of standard draft	Committee Draft for Vote	CDV	Considering CD to CDV by Technical Committee providing for public consultation
Consensus-building stage	Final Draft National Standard	FDNS	Revising from public consultation by Technical Committee
Approval stage	National Standard	TIS standard	Approving by the Industrial Product Council and signing by the Minister of Industry

5. Standard setting process

5.1 Standard proposal

5.1.1 For the creation of a new standard, Office of the National Standardization Council of Thailand (ONSC - TISI) and TFCC officers shall develop a proposal including:

a) the scope of the standard,

b) justification of the need for the standard,

c) a clear description of the intended outcomes,

d) a risk assessment of potential negative impacts arising from implementing the standard, such as;

• factors that could affect the achievement of the outcomes negatively,

• unintended consequences of implementation,

• actions to address the identified risks, and

e) a description of the stages of standard development and their expected timetable.

5.1.2 For the revision of a standard the proposal shall cover at least (a) and (e) of clause

5.2 Stakeholder mapping and disadvantaged and key stakeholders identification

ONSC - TISI and TFCC officers shall define stakeholders as following;

5.2.1 The stakeholder mapping of Thailand shall arrange in the way of the compatibility to the country performance and availability such as UNCED or EU FLEGT and relevant to the objectives and scope of the standard setting activities. For each stakeholder group the ONSC - TISI and TFCC officers shall identify the likely key issues, key stakeholders, and which means of communication would be best to reach them. At least the following groups shall be included in the stakeholder mapping:

• forest owners,

• business and industry,

• indigenous people,

• non-government organizations,

• scientific and technological community,

• workers and trade unions.

Other groups shall be added if relevant to the scope of standard-setting activities.

Note: The stakeholder categories should be defined in consistent with the nine major groups relevant to the sustainable forest plantation management, defined by Agenda 21 of the United Nations Conference on Environment and Development (UNCED) in Rio de Janeiro in 1992. a) Business and industry relating to Sustainable Forest Plantation Management, b) Children and youth, c) Forest owners, d) Indigenous people, e) Local authorities or

governmental authorities, including national and international levels, f) Non-governmental organisations, g) Scientific and technological community, h) Women and i) Workers and trade unions.

5.2.2 All stakeholders shall be identified disadvantaged and key stakeholders.

5.2.3 The communication way of stakeholders should be based on the processes of invitation letters, meetings, seminars, emails and feedback channels.

5.2.4 The disadvantaged stakeholders shall participate by the processes of public consultation, meetings or seminars, emails and feedback channels.

5.3 Public announcement of the standard-setting and invitation of related stakeholders

Refer to PSD-SD01-00 Operation steps : The Standard Setting Procedure, Work Instruction for the Notification and Review of Technical Committee Members, Section 5.1.3

5.3.1 ONSC and TFCC officers shall make a public announcement of the start of the standard-setting process and include an invitation for participation in at least four weeks before the standard-setting activity is scheduled to occur on its website and in suitable media as appropriate to afford stakeholders an opportunity for meaningful contributions. The announcement and invitation shall include:

(a) information about the objectives, scope and the steps of the standard-setting process and its timetable,

(b) access to the proposal for standard (refer to 5.1)

(c) information about opportunities for stakeholders to participate in the process,

(d) an invitation to stakeholders to nominate their representative(s) to the working group/committee and participate in the standard setting process. The invitation to disadvantaged and key stakeholders shall be made in a manner that ensures that the information reaches intended recipients and in a format that is understandable,

(e) an invitation to comment on the scope and the standard-setting process, and

(f) reference to publicly available standard-setting procedures.

TFCC officers shall make the announcement process of standard setting by publishing on the website https://tfcc.fti.or.th/

5.3.2 ONSC and TFCC officers shall review the standard-setting process based on feedback received in response to the public announcement.

5.4 Technical Committee Establishment

Refer to PSD-SD03-00 Appointment and Review Technical Subcommittee and working group, Work Instruction for the Notification and Review of Technical Committee, Section 7.1

5.5 Development of a draft standard

Refer to PSD-SD01-00 Operation steps : The Standard Setting Procedure, Work Instruction of Standard Drafting Process, Section 7.2

5.6 Public consultation

Refer to PSD-SD01-00 Operation steps : The Standard Setting Procedure, Work Instruction of Standard Drafting Process, Section 7.2, and;

5.6.1 TFCC officers shall make the public consultation process of CDV by publishing on the website https://tfcc.fti.or.th/ at least 60 days (not include the day of announcement)

5.6.2 TFCC officers shall invite directly to each stakeholder identified by stakeholder identification mapping (refer to 5.2) and disadvantaged and key stakeholders shall be received and are easy to understand.

5.6.3 TFCC officers shall summarize the feedback and public on the website https://tfcc.fti.or.th/ and send to each stakeholder that gave feedback.

5.6.4 For new standards the ONSC and TFCC officers shall organize a second round of public consultation lasting at least 30 days.

5.7 Standard testing

5.7.1 TFCC officers shall be responsible to standard testing process in terms of related standards. It purposes for testing new standards for analyzing and applying to use in the real implementation.

5.7.2 TFCC officers shall submit the standard testing results to TFCC Committee for the consideration before submitting to Technical Committee for the consideration in order to the result's effect to standard.

Note: Standard testing is not required in case of revision of a standard where experience from its usage can substitute for pilot testing.

5.8 Consensus-building

Refer to PSD-SD01-00 Operation steps : The Standard Setting Procedure, Operation Manual of Technical Subcommittee and working group Refer, Section 7.4

A synopsis of received comments compiled from material issues, including the results of their consideration, is publicly available on TISI/TFCC website

5.9 Formal approval of the standard

Refer to PSD-SD01-00 Operation steps : The Standard Setting Procedure, Work Instruction of Standard Drafting Process, Section 7.4.6

5.10 Publication of the standard

Refer to PSD-SD01-00 Operation steps : The Standard Setting Procedure, Work Instruction of Standard Announcement Process, Section 7.5

The formally approved standards shall be publicly available on Royal Thai Government Gazette or TFCC website

6. Periodic review of standards

Refer to TISI (St)-W-RV-01, Work Instruction for the Establishment and Review of standard setting, Section 1

6.1 Feedback mechanism

6.1.1 During conduct meetings, training courses, etc. if there are any feedback of the standard ONSC and TFCC officers shall recorded and considered

6.1.2 TFCC officers shall collecting feedback on the standard via suitable methods e.g., TFCC website, official line or email.

6.2 Gap analysis

6.2.1 At the start of a review, ONSC and TFCC officers shall evaluate the standard against appropriate PEFC International standards, national laws and regulations, and other relevant standards to identify potential gaps in the standard.

6.2.2 ONSC and TFCC officers shall consider the latest scientific knowledge, research and relevant emerging issues.

7. Revision of standards

7.1 Normal revision

Procedures for revision of standard(s)/normative document(s) shall conform to those stated in section 5. A normal revision can occur at the periodic review, or between periodic reviews, but does not include editorial revisions and time-critical revisions.

7.2 Editorial revision

Editorial revisions can be made without triggering the normal revision process. The TISI or TFCC shall approve the editorial changes formally and publish an amendment or a new edition of the standard.

7.3 Time-critical revision

7.3.1 A time-critical revision is a revision between two periodic reviews using a fast-track process.

7.3.2 A time-critical revision can be conducted only in the following situations:

a) Change in national laws and regulations affecting compliance with PEFC International requirements

b) Instruction by PEFC International to comply with specific or new PEFC requirements within a timescale that is too short for a normal revision.

7.3.3 The time-critical revision shall follow these steps:

a) ONSC and TFCC officers shall draft the revised standard,

b) ONSC and TFCC officers may consult stakeholders, but it is not mandatory,

c) The revised standard shall be approved formally at the highest appropriate decision-making level of the TISI or TFCC,

d) ONSC and TFCC officers shall explain the justification for the urgent change(s) and make the justification publicly available via TFCC website.

7.4 Application and transition of revised standards

7.4.1 A revision shall define the application date and transition period of the revised standard(s)/normative document(s).

7.4.2 An application date shall not be more than one year after the publication of the standard.

7.4.3 The transition period shall not exceed one year. The ONSC and TFCC officers may determine a longer period when justified by exceptional circumstances.

8. Documented information system

8.1 TFCC officers shall perform the documented information system, according to TFCC PD 008: 2017.

8.2 TISI's work instructions and documentations, related to standard setting process, shall be listed, according to the master list of external documents below:

- National Standardization Act B.E.2551 (2008) (Attachment 1)

- PSD-SD01-00 Operation steps: The Standard Setting Procedure (Attachment 2)

- PSD-SD03-00 Appointment and Review Technical Subcommittee and working group (Attachment 3)

8.3 ONSC officers shall show the process of record accumulation, index, accession and keeping approximately 10 years or long – lasting, according to The Regulations of the Office of Prime Minister on Procurement 2nd edition, B.E. 2548 (2005) (Attachment 4).

8.4 The latest edition of the referenced documents, including any amendment, shall apply into the master list of documented information with application date and revision edition for the documented information system.

8.5 Documented information shall be available to interested parties upon request.

9. Communication

9.1 TFCC documented information, including standards and requirements, procedures, other documents and documented information, shall be publicly available for Technical Committee and related stakeholders.

9.2 The communication channels shall be mostly in patterns of either website or email to reach for Technical Committee and related stakeholder accession.

Figure 1: Standard Setting Process