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# **PEFC Council**

# **Technical Document**

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## **1 OBJECTIVE**

*The Technical Document* defines the common elements and requirements, which have to be met by certification schemes wishing to take part in and use the trademark of the PEFC Council. These minimum requirements will help to promote sustainable forest management and assure consumers that products with a PEFC label come from or promote sustainably managed forests.

## 2 SCOPE AND STRUCTURE OF PEFC DOCUMENTATION

This document was adopted by the General Assembly of the PEFC Council on 22 November 2002 and revised on 31 October 2003, 29 October 2004, 28 October 2005, 27 October 2006 and 5 October 2007.

In order to ensure a sufficient degree of equivalency and comparability, minimum requirements are defined for the following aspects of forest certification:

- scheme development
- certification criteria
- scheme implementation
- audit and certification procedures
- chain of custody certification
- PEFC Council endorsement and mutual recognition procedures.

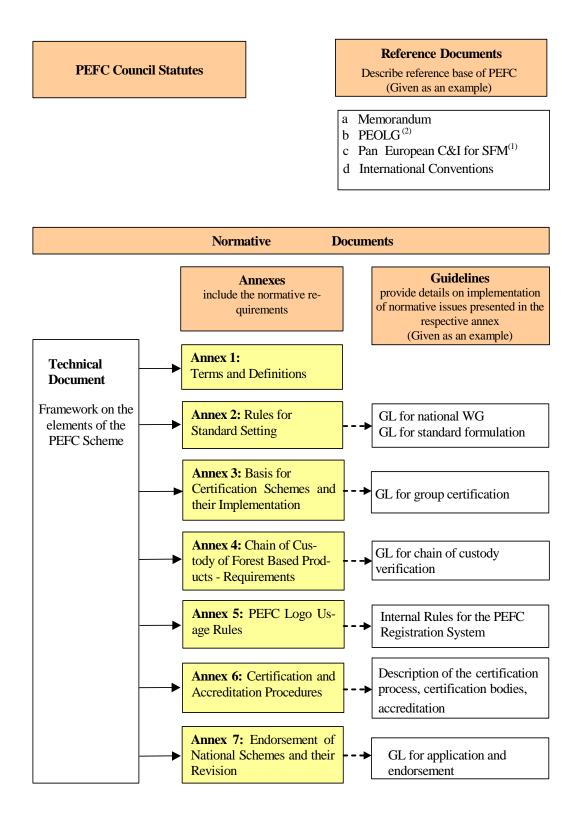
*The Technical Document* includes the normative documentation for the development, elaboration and implementation of PEFC endorsed and mutually recognised forest certification schemes. The general part of the document presents the framework for the documentation and the normative requirements are listed in the respective Annexes.

Additional Guidelines help the interpretation and implementation of the requirements and give examples of the application of the PEFC requirements in national or subnational schemes.

*The Technical Document* and its Annexes are adopted by the General Assembly of the PEFC Council according to *the Statutes* of PEFC Council. Additional Guidelines and Internal Rules of Procedures are adopted based on the decision of the PEFC Council Board of Directors and then presented to the PEFC Council's General Assembly which is the highest decision making body.

The term "shall" is used throughout the PEFC Council documentation to indicate those provisions that are mandatory. The term "should" is used to indicate those provisions that are expected to be adopted and implemented.

#### Figure 1 Structure of PEFC-Documentation

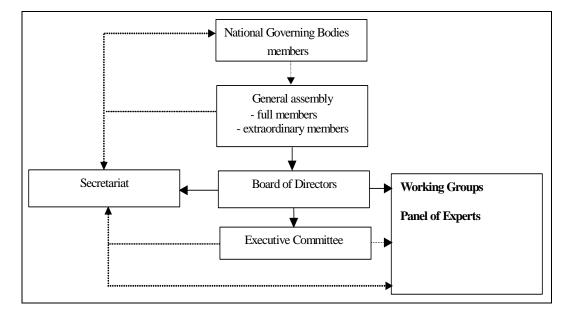


## **3 ORGANISATIONAL ARRANGEMENTS OF PEFC**

#### 3.1 International Level

The PEFC Council co-ordinates the development and implementation of the PEFC framework at international level. It operates in close contact with the independent PEFC National Governing Bodies. The organisational arrangements are laid down in *the Statutes*. The organisation chart of the PEFC Council (PEFCC) is presented in Figure 2.

Figure 2 Organisation Chart of the PEFC Council



PEFC National Governing Bodies are the members of the PEFC Council. Each member may nominate a voting delegate for the General Assembly (GA) and two non-voting observers.

Other interested international organisations may apply for the status of "extraordinary member" who do not have a voting right in the General Assembly. The General Assembly is the highest authority of the PEFC Council and its tasks are defined in *the Statutes*.

The PEFC Council is administered and managed by the PEFC Council Board of Directors, which is elected by the General Assembly. The members of the PEFC Council Board of Directors have no voting rights in the General Assembly. The tasks of the PEFC Council Board of Directors are defined in *the Statutes*.

The PEFC Council Board of Directors appoints an Executive Committee comprising the Chairman and Vice-Chairmen of the PEFC Council. Other members of the PEFC Council Board of Directors may be co-opted as and when required. The Executive Committee undertakes certain of the Board's duties and functions delegated to it by the PEFC Council Board of Directors The Secretary General of the PEFC Council is responsible for the work of the secretariat and is appointed by and responsible to the PEFC Council Board of Directors.

#### 3.2 National Level

At the national level, national forest owners' organisations or national forestry sector organisations having the support of the major forest owners' organisations in that country, are responsible for inviting national organisations representing all relevant interested parties to constitute such a PEFC National Governing Body as a legal entity and apply for membership of the PEFC Council.

The PEFC National Governing Bodies elaborate their own statutes, but have the responsibility to ensure that in doing so they do not contravene the Statutes of the PEFC Council. All participating interested parties shall be provided a fair, ongoing and appropriate possibility to influence the decision making of the PEFC National Governing Body. The participatory elements in the PEFC framework are applied predominantly at national and sub-national level.

English translations of the current and amended PEFC National Governing Body's statutes shall be submitted to the PEFC Council. All official documentation and correspondence to the PEFC Council shall be provided in English.

The PEFC National Governing Bodies apply to the PEFC Council for a license, issued under contract, to use the PEFC trademark and the right to issue, on behalf of the PEFC Council and under contract, licenses for the use of the PEFC trademark within their country (see *Annex 5, PEFC Logo Usage Rules*).

## 4 BASIS FOR CERTIFICATION CRITERIA

#### 4.1 General

The certification criteria shall cover all relevant aspects of sustainable forest management. The certification criteria cover the whole range of forest functions including all economic, ecological and social functions. They will cover the conditions of forests and the elements of management or administrative systems, which are relevant for the implementation of Sustainable Forest Management (SFM).

## 4.2 Pan European Operational Level Guidelines

The certification criteria to be used in PEFC endorsed and mutually recognised national or sub-national schemes in Europe are based on the current Pan-European Criteria for Sustainable Forest Management<sup>(1)</sup> as a common framework. The Pan European Operational Level Guidelines (PEOLG)<sup>(2)</sup> interprets the six criteria for practical forest management. The PEFC Council adopts these base documents as amended in periodic revisions of national schemes.

The current Pan-European Operational Level Guidelines<sup>(2)</sup> will form the reference basis when national or sub-national certification criteria are elaborated or revised. The forest certification criteria shall be compatible with the PEOLG. In case any of the guidelines of PEOLG are not relevant in national or sub-national conditions, detailed justifications for possible incompatibilities shall be presented in the scheme application. For the purposes of PEFC assessment and endorsement of national or sub national forest certification schemes the terms "should" used in the PEOLG shall be interpreted as "shall".

#### 4.3 ATO/ITTO Principles, criteria and indicators for the sustainable forest management of African natural tropical forests (ATO/ITTO PCI)

ATO/ITTO PCI<sup>(10)</sup> have been developed by ATO and ITTO for the management of natural tropical forests in the ATO member countries: Angola, Cameroon, Central African Republic, Congo, Cote d'Ivore, Equatorial Guinea, Gabon, Ghana, Liberia, Sao Tome and Principe, Tanzania and Zaire.

The current ATO/ITTO PCI will form the reference basis when national or subnational certification criteria are elaborated or revised in countries covered by ATO/ITTO PCI. The forest certification criteria shall be compatible with ATO/ITTO PCI. If any of the requirements of ATO/ITTO are not relevant in national or subnational conditions, detailed justifications for possible incompatibilities shall be presented in the scheme application.

#### 4.4 ITTO guidelines on sustainable forest management

The following ITTO guidelines, which are based on ITTO C&I, have been developed by ITTO for the management of natural tropical forests and planted tropical forests and will form the reference basis when national certification criteria are elaborated or revised in the ITTO producing member countries except those which are covered by the ATO/ITTO PC&I as per chapter 4.3.

The forest certification criteria for forest management of natural tropical forests shall be compatible with:

- ITTO guidelines on the sustainable management of natural tropical forests (1992)<sup>(11)</sup> and
- ITTO guidelines on the conservation of biological diversity in tropical production forests (1993)<sup>(12)</sup>.

The forest certification criteria for forest management of planted tropical forests shall be compatible with ITTO guidelines for the establishment and sustainable management of planted tropical forests (1993)<sup>(13)</sup>.

Any deviations in the compatibility of the certification criteria with the relevant ITTO guidelines, e.g. non-adherence of a specific issue, shall be explicitly justified. Requirements for the use of ITTO guidelines as required for the PEFC endorsement process are presented in *Annex 3 (Basis for Certification Schemes and their Implementation)*.

#### 4.5 Criteria and Indicators for Other Sustainable Forest Management Processes

The other inter-governmental processes listed below have produced criteria and related indicators for sustainable forest management. These criteria should establish the basis for the development of national certification standards in the countries participating in the relevant process(es).

As these processes have not, to date, produced operational level guidelines the applicant shall indicate documentation equivalent to the PEOLG<sup>(2)</sup> and have it approved by the PEFC Council prior to the endorsement and mutual recognition assessment. If such documentation is not indicated and approved by the PEFC Council, the PEOLG shall be used as a reference basis in the endorsement and mutual recognition assessments (see *Annex 7, Endorsement and Mutual Recognition of National Schemes and their Revision*).

This applies to sustainable forest management processes such as

- Montreal Process (Criteria and Indicators for the Conservation and Sustainable Management of Temperate and Boreal Forests)
- Near East Process, Lepaterique Process,
- Regional Initiative of Dry Forests in Asia,
- Criteria and Indicators for Sustainable Management in Dry-zone Africa,
- Tarapoto Proposal: Criteria and Indicators for the Sustainable Management of Amazonian Forests.

#### 4.6 International Conventions and Legislation

National forest certification criteria and certified forest management shall respect the relevant legal requirements, national policies and programmes. Certification schemes may not contradict legislation and any apparent violations of legislation shall be taken into consideration.

The fundamental Conventions of the ILO, (outlined below) as amended, whether ratified or not, shall be respected in the implementation of SFM.

- The fundamental ILO Conventions<sup>(3)</sup> are as follows:
  - No 29: Forced Labour, 1930
  - No 87: Freedom of Associations and Protection of the Right to Organise, 1948
  - No 98: Right to Organise and Collective Bargaining, 1949
  - No 100: Equal Remuneration. 1951
  - No 105: Abolition of Forced Labour, 1957
  - No 111: Discrimination (Employment and Occupation), 1958
  - No 138: Minimum Age for Admission to Employment, 1973
  - No. 182: Worst Forms of Child Labour, 1999

If the country in which the scheme is operational has ratified the fundamental ILO Conventions, their requirements shall be considered to be covered by the legislation. In cases where the fundamental ILO Conventions are not ratified, their requirements relevant to forest management shall be covered by the certification criteria.

The ILO Code of Practice on Safety and Health in Forestry Work<sup>(4)</sup> is recognised as a helpful document, which should be considered when developing national and regional certification criteria.

## 4.7 Other International Conventions

Other international conventions relevant in forest management and ratified by the country will be respected through the legislative framework. Such conventions include amongst others, e.g., Convention on Biological Diversity<sup>(5)</sup>, Kyoto Protocol and Carbon Sinks<sup>(6)</sup>, Convention on International Trade in Endangered Species of Wild Fauna and Flora<sup>(7)</sup> and Biosafety Protocol<sup>(8)</sup>.

The requirements agreed on in the conventions, even if they are not ratified, will be respected in the certification criteria to the degree they are covered in  $PEOLG^{(2)}$  or other reference basis approved by the PEFC Council.

## 5 STANDARD SETTING PROCESS

Certification criteria shall be elaborated and adopted at a national or sub-national level. All relevant interested parties shall be invited to participate in the standard setting and the PEFC principles on transparency and consultations shall be respected. Requirements for standard setting procedures are based on ISO Guide 59<sup>(9)</sup> and are listed in *Annex 2 (Rules for Standard Setting)*.

## 6 IMPLEMENTATION ARRANGEMENTS IN FOREST CERTIFICATION

## 6.1 General

With due regard of the principles of non-discrimination, voluntariness and costeffectiveness, certification units are defined as appropriate in national conditions. The implementation procedures and the certification areas shall be clearly documented in all optional implementation arrangements. The optional implementation levels in PEFC certification are described in the subsequent chapters below and the related PEFC rules are presented in *Annex 3 (Basis for Certification Schemes and their Implementation)*.

## 6.2 Approaches in Forest certification

## 6.2.1 Regional Certification

Regional certification is the multi-site certification of forests within delimited geographic boundaries, being applied for by the authorised organisation (the applicant) for the specified region; and providing access for the voluntary participation of individual forest owners and other actors.

In a number of countries regional certification is the best method to avoid discrimination against small-scale forest holdings. In this case, the authorised actors (the applicant) who can apply for regional certification shall be clearly identified. The applicant should represent forest owners/managers representing or managing more than 50 % of the forest area in the region. Individual forest owners and other actors shall have the possibility to participate in the certification on a voluntary basis. The commitment of forest owners/managers to participate in the certification shall be based either on an individual commitment by the forest owners/managers, or on a majority decision of a forest owner's organisation on behalf of the forest owners/managers they represent in the region. Regardless of the basis of the

commitment, participation in certification is fully voluntary and a forest owner or other actors may at any stage resign from it.

Only the forests of participating forest owners/managers shall be considered as certified; their area counted as certified area and the forest raw material coming from thereof will be considered as certified raw material.

All actors involved in regional certification shall comply with the requirements of the relevant PEFC endorsed and mutually recognised scheme.

The identified applicant in regional certification has the responsibility to ensure the appropriate registration of forest owners/managers/other actors and forest areas participating in the certification. Requirements for registering are listed in *Annex 5* (*PEFC Logo Usage Rules*).

## 6.2.2 Group Certification

Forest owners, forest owners organisations or forest managers and others responsible for the management of forests can apply for multi-site certification as a group (multisite organisation). The applicant and participants in group certification shall be clearly defined.

In group certification all group members commit themselves to comply with the requirements of the relevant PEFC endorsed and mutually recognised scheme.

A register recording all group members and forest areas participating in the group certification shall be established and maintained by the relevant body. The total forest area participating in group certification shall be recorded. For detailed requirements see *Annex 3 (Basis for Certification Schemes and their Implementation)*.

#### 6.2.3 Individual Certification

A forest owner or forest manager or forest organisation applying for individual certification shall do so directly to a certification body that fulfils the basic requirements established by PEFC Council (see *Annex 6, Certification and Accreditation Procedures*).

## 6.3 Testing of Certification Standards

The forest certification standards shall be tested by means of a pilot study prior to the submission of an application for PEFC endorsement and mutual recognition. The PEFC Council recommends that the standards be formally finalised only after the results of the testing are available, because these procedures may indicate the need for revisions. In the case of a revision of the standards, experience gained from the application of the standards can substitute pilot testing.

## 7 CHAIN OF CUSTODY CERTIFICATION AND PEFC TRADEMARK

## 7.1 Chain of custody Certification

Chain of custody certification is needed to create an information link between the raw material included in a forest based product and the origin of that raw material. Chain of Custody certification is a precondition for the usage of the PEFC logo and product

labelling. The PEFC rules for chain of custody certification and verification are presented in *Annex 4* (*Chain of Custody of Forest Based Products -Requirements*).

Chain of custody certification is required from suppliers of forest based products which use the PEFC claims and declarations (including labelling) on the content of PEFC certified raw material in their products.

Chain of custody certification recognised by the PEFC Council shall be carried out against:

- (a) Annex 4 (Chain of Custody of Forest Based Products -Requirements) including appendix 1 (or an alternative PEFC Council Appendix to Appendix 1) of this Annex;
- or
- (b) Annex 4 (Chain of Custody of Forest Based Products -Requirements) and a scheme specific definition of the origin which has been endorsed by the PEFC Council as being compatible with Appendix 1 (or an alternative PEFC Council Appendix to Appendix 1) of this Annex;

or

(c) a scheme specific chain of custody standard which has been endorsed by the PEFC Council as being compatible with the *Annex 4 (Chain of Custody of Forest Based Products -Requirements)* including appendix 1 (or an alternative PEFC Council Appendix to Appendix 1) of this Annex.

Options (b) and (c) are applicable only in case of those forest certification schemes, which have developed chain of custody rules for their own label(s) and /or declaration(s).

Chain of custody certification shall be implemented either as

(a) individual or

(b) multi-site certification.

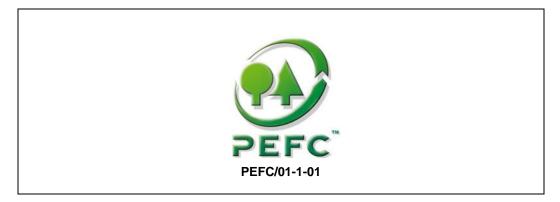
Multi-site certification of the chain of custody is based on Appendix 4 of *Annex 4* (*Chain of Custody of Forest Based Products -Requirements*). Multi-site certification approach also covers the certification of groups of small independent enterprises (group certification).

## 7.2 PEFC Trademark

A common collective PEFC trademark and PEFC trademark figurative logo have been registered and are owned by the PEFC Council.

The trademark and logo, shall only be used under contract in accordance with the PEFC rules, as communication tools including the labelling of products, which come from forests certified under certification programmes recognised as meeting the PEFC requirements.

#### Figure 3 PEFC-Label



The specific rules for the use of the trademarks are presented in *Annex 5 (PEFC Logo Usage Rules)*. The rules specify:

- who is the owner and governor of the Logo;
- who has the right to use PEFC Trademark and Logo;
- what kind of claims may be used in connection with the Logo;
- in what kind of on- and off product communication the Logo can be used;
- what are the specifications as regards the reproduction of PEFC Logo in the printed and published forms;
- how the use of the logo and accompanying certification will be registered and published and the coding system used.

The PEFC Council issues on a contractual basis licenses to PEFC National Governing Bodies to issue licenses for the logo use in the relevant country on behalf of the PEFC Council.

## 8 CERTIFICATION PROCEDURES

#### 8.1 General Scope

Auditing and certification procedures applied within the PEFC-framework are based on international standards of management systems or product certification.

The procedures of participating certification schemes are documented and provided to the applicants and certified suppliers. The documentation shall contain a description of the rights and duties of the applicants.

The PEFC rules for certification procedures and competence of certification bodies are presented in *Annex 6 (Certification and Accreditation Procedures)*.

#### 8.2 Certification Body

Certification bodies are impartial and independent third parties, and have the necessary technical competences in certification procedures, sufficient know-how on forest management or forest based products procurement and processing in general,

and have a good understanding of the national forest certification scheme certification criteria.

PEFC only recognises the results of certificates issued by accredited certification bodies which are notified by the PEFC Council or PEFC National Governing Bodies.

- In forest certification the certification body assesses the compliance of forest management with national certification criteria and issues a certificate if compliance can be established.
- In the chain of custody certification the certification body assesses the credibility in the tracking of the origin of the forest based raw material, in the procurement of forest based raw material and the use of the PEFC trademark on products according to the PEFC Council rules.

The tasks of the certification bodies include:

- Carrying-out of independent audits
- Issuance, suspension and withdrawal of certificates (including the chain of custody) concerning the forest certification scheme (i.e. forest management and/or chain of custody certification) recognised by the PEFC Council and informing the PEFC National Governing Body or the PEFC Council thereof.
- Control of the use of the forest management and/or chain of custody certificate and the use of the PEFC trademark.

#### 8.3 Certification Process

The certification process is defined in the international standards that establish the basis for PEFC certifications *[see Annex 6 (Certification and Accreditation Procedures)]*. The main steps in certification are the following:

- Application for certification.
- Assessment process by an audit team.
- Reporting (written audit report).
- Decision on certification is made by a representative of the certification body who has not participated in the audits. The decision is based on the audit report.
- Documents specifying the issuance, suspension, withdrawal or denial of a certificate are provided to the applicant.

Periodic surveillance and re-assessment audits in forest management and chain of custody certifications are carried out as required in the applied international standard defining requirements for certification bodies [see Annex 6 (Certification and Accreditation Procedures)].

#### 9 ACCREDITATION AND PEFC NOTIFICATION

The PEFC Council only recognises forest management and chain of custody certificates issued by accredited and PEFC notified certification bodies within the scope of certification bodies' accreditation (accredited certification). The PEFC Council's requirements for accreditation and PEFC notification are described in

Annex 6 (Certification and Accreditation Procedures). Accredited forest and chain of custody certificates shall bear an accreditation symbol [see Annex 6 (Certification and Accreditation Procedures)] and shall be given to the relevant PEFC National Governing Bodies when applying for PEFC logo-use licenses [see Annex 5 (PEFC Logo Usage Rules)].

#### 10 APPEALS, COMPLAINTS AND DISPUTE PROCEDURES

The right for appeals and appropriate grievance procedures related to the implementation of the certification, ensures fair and impartial scheme implementation and certification.

The PEFC National Governing Bodies shall establish and have documented procedures for an independent dispute settlement body that takes care of those complaints arising from scheme implementation that cannot be addressed in the dispute settlement procedures of the relevant certification and accreditation body.

Appeals, disputes and complaints concerning the certification process or its results are dealt with by the certification body according to the requirements covered by an accreditation.

Appeals, disputes and complaints concerning the accreditation process and fulfilment of requirements covered by accreditation are dealt with by the relevant accreditation body.

The PEFC Council rules for appeals procedures are presented in Annex 3 (Basis for Certification Schemes and their Implementation).

<sup>&</sup>lt;sup>(1)</sup> **Pan-European Criteria and Indicators for Sustainable Forest Management – PE C&I** (PEFCC reference document C) adopted by the Third Ministerial Conference on the Protection of Forests in Europe in Lisbon/Portugal in June 1998 as annex 1 of the Resolution L2 (Pan-European Criteria, Indicators and Operational Level Guidelines for Sustainable Forest Management (http://www.mcpfe.org)

<sup>&</sup>lt;sup>(2)</sup> **Pan-European Operational Level Guidelines for Sustainable Forest Management - PEOLG** (PEFCC reference document B) adopted by the Third Ministerial Conference on the Protection of Forests in Europe in Lisbon/Portugal in June 1998 as annex 2 of the Resolution L2 (Pan-European Criteria, Indicators and Operational Level Guidelines for Sustainable Forest Management (http://www.mcpfe.org)

<sup>&</sup>lt;sup>(3)</sup> **The fundamental ILO Conventions** (PEFCC reference documents D) as adopted by the International Labour Organisation (<u>www.ilo.org</u>).

<sup>&</sup>lt;sup>(4)</sup> **Safety and Health in Forestry Work: ILO Code of Practice.** As adopted by a meeting of experts held in Geneva from 23 to 30 September (Published in 1998, ILO, Geneva, International Labour Office, ISBN 92-2-110826-0).

<sup>&</sup>lt;sup>(5)</sup> Convention on Biological Diversity as adopted on June 5, 1992 at the UN Conference on Environment and Development in Rio de Janeiro (<u>http://www.biodiv.org/convention/articles.asp</u>)

<sup>&</sup>lt;sup>(6)</sup> **Kyoto Protocol and Carbon Sinks** as adopted at the third session of the Conference Parties to the UNFCCC (the United Nations Framework Convention Climate Change) in Kyoto, Japan, on 11 December 1997 (<u>http://www.unfccc.int/</u>)

<sup>&</sup>lt;sup>(7)</sup> Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) as adopted at a meeting of 80 countries in Washington DC., United States of America, on 3 march 1973, and entered in force on 1 July 1975. (<u>http://www.cites.org/eng/disc/text.shtml</u>)

<sup>(8)</sup> **Biosafety Protocol** (Cartagena Protocol on Biosafety) as adopted at the Conference of the Parties of the Convention on Biological Diversity as a supplementary agreement to the Convention on 29 January 2000 (http://www.biodiv.org/biosafety/protocol.asp)

<sup>(9)</sup> ISO/IEC Guide 59:1994 Code of good practice for standardization

<sup>(10)</sup> ATO/ITTO Principles, criteria and indicators for the sustainable forest management of African natural tropical forests (<u>http://www.itto.or.jp</u>)

<sup>(11)</sup> **ITTO guidelines on the sustainable management of natural tropical forests** as adopted by International Tropical Timber Organisation in 1992 (*http://www.itto.or.jp*)

<sup>(12)</sup> **ITTO guidelines on the conservation of biological diversity in tropical production forests** as adopted by International Tropical Timber Organisation in 1993 (<u>http://www.itto.or.ip</u>)

<sup>(13)</sup> **ITTO guidelines for the establishment and sustainable management of planted tropical forests** as adopted by International Tropical Timber Organisation in 1993 (<u>http://www.itto.or.jp</u>)