

# **UKWAS Review & Revision Plan & Timetable 2020-23**

(Approved by Steering Group on 21.05.20)

## **1. In summary: phases of the review & revision processes**

### **1.1 Public announcement of review (by end June 2020)**

Prior to the commencement of the review, revision and consultation process, the Steering Group shall make a public announcement of the beginning of a review process and invite standard users to submit feedback (B4.3). All relevant documents shall be posted on the website (B4.1, B4.3).

### **1.2 Review**

The review process shall be taken forward by the Working Group:

- **Phase 1 Evidence gathering (July-September 2020):** this phase shall include collecting evidence to inform an Interpretation Review (D3a), Technical Review (D3b), Standard Users' Feedback Review (D3c), Risk Review (D3d), Certification Schemes' Requirements Review (D3e).
- **Phase 2 Review of evidence (October 2020):** the Working Group shall review the evidence gathered and decide whether or not a revision is necessary; should the Working Group consider it necessary, it shall proceed with a revision. Should the Working Group consider that a revision is unnecessary, it shall recommend to the Steering Group that a revision is not needed. (B3.7, D1)

### **1.3 Public announcement on revision (December 2020)**

The Steering Group shall publicly announce a decision on whether or not to undertake a revision of the standard (B4.3).

### **1.4 Revision & consultation**

Should the Working Group consider it necessary, it shall proceed with the revision process:

- **Phase 1 (December 2020 – February 2021):** Working Group to prepare Initial Revision Draft (B5a)
- **Phase 2 (March/April 2021):** stakeholder consultation 1 (60 days) (B5a)
- **Phase 3 (May - September 2021):** Working Group to analyse stakeholder feedback and prepare Second Revision Draft including synopsis of stakeholder comments and explanation of proposed changes (B5b)

- **Phase 4 (October/November 2021):** stakeholder consultation 2 (60 days) (B5b)
- **Phase 5 (Dec 2021 – May 2022):** Working Group to analyse stakeholder feedback and prepare Pre-approval Draft including synopsis of stakeholder comments and explanation of proposed changes (B5) and remit to Steering Group (B3.8)

## **1.5 Approval of the Pre-approval Draft by Steering Group**

**(June 2022):** Steering Group to consider Pre-approval Draft and, if thought fit, confirm the draft (B3.1, C4) and remit the finalised Pre-approval Draft to certification schemes (B5).

**3 months' contingency (July – Sept 2022):** Option for further consultation if necessary, at discretion of steering group (B5), or to resolve issues relating to non-consensus (C4, C5.3).

## **1.6 Certification scheme approval**

**(July/October 2022-March 2023):** certification scheme approval phase allowing minimum of 6 months for certification scheme national bodies to prepare documentation as necessary and submit to their international parent bodies for approval and to receive their approval.

## **1.7 Effective date for UKWAS 5**

The 'effective date' is scheduled as 1 April 2023.

### Checklist of actions (subject to change):

#### Note:

- References to the relevant sections of the standard-setting process document are shown as e.g. (B4).

#### November 2019

- **Preparatory:**

- Provisional allocation of key positions (*Steering Group 21/11/19*)
- Confirm revised Standard-setting Process document (*Steering Group 21/11/19*)

#### December 2019

- **Preparatory:**

- Post revised Standard-setting Process document on website (*Secretariat*)
- Initial drafting of UKWAS Review & Revision Plan & Timetable document (*PW*)

#### January - February 2020

- **Preparatory:**

- Ask UKWAS member bodies to confirm steering group appointees (B2) (*Board 12/2/20*)
- Invite certification schemes to participate in the review / revision process (D2) (*Board 12/2/20*)
- Complete detailed step-by-step checklist for UKWAS Review & Revision Plan & Timetable document (B2) (*PW / schemes*)
- Provisional confirmation of UKWAS Review & Revision Plan & Timetable 2020-23 (*Board 12/2/20*)
- Initial announcement of intention to review and, if appropriate, revise UKWAS and inviting stakeholders to express interest in nominating WG members and/or being on list of consultees
- News Release to trade media and UKWAS/FSC/PEFC websites (*by end February*)

#### February – May 2020

- **Establish Working Group:**

- Stakeholder identification mapping (B3.3) (*AW/PW/OD*) (*February/March*)
- Develop text for FSC/PEFC/UKWAS websites and News Release for trade media announcing that stakeholders can nominate persons to be WG members or on list of consultees (*April 1*)
- Issue invitation with explanatory context for stakeholders to nominate persons to be WG members (possible use of Linked-in) (B3.4) (*April 1 with response date of 30 April*) (*FSC UK/PEFC UK to contacts lists and UKWAS to any others*)
- Develop list for SG of nominees and draft options for a well-balanced WG using criteria in B3.4 (*AW/PW/OD*) (*first week of May*)
- Select WG members (B3.4) (*Steering Group 21/5/20*)
- Board to propose SG's nominee as WG chair to WG members (B3.5)
- Appoint WG chair (B3.5)
- Formal confirmation of UKWAS Review & Revision Plan Timetable 2020-23 (*Steering Group 21/5/20*)

#### SG meeting date:

- 21/5/20

#### June 2020

- **Public announcement of review:**

- Prepare for public announcement of beginning of review process and invitation for users to submit feedback (B4.3) (*PW/Board*)
- Issue invitation for users to submit feedback (*Secretariat by 30/6/20*)
- Post all relevant documents (SSP, Timetable, WG members, invitation to make input with contact point, etc.) on website (B4.1, B4.3) (*Secretariat by 30/6/20*)

### July - September 2020

- **Review Phase 1 - Evidence gathering (to conclude by 30/9/20):**
  - Interpretation Review (*Interpretation Panel chair*) (D3a)
  - Technical Review (*Forest Research co-ordinate preparation?*) (D3b)
  - Standard Users' Feedback Review (*Feedback to UKWAS including UKWAS4 publications usability survey; FSC/PEFC input on feedback received; accredited CBs to be asked to input directly to UKWAS*) (D3c)
  - Risk Review (*FSC/PEFC*) (D3d)
  - Certification Schemes' Requirements Review (*FSC/PEFC*) (D3e)
  - Collation and preparation of Issues Paper for WG (*PW*)

### October 2020

- **Review phase 2 – review of evidence:**
  - Review of evidence by WG (B3.7)
  - Confirm whether revision is necessary and advise Steering Group (*by end October*) (B3.7, D1)
  - Make recommendation to steering group on UKWAS publication formats, etc.

#### Provisional WG meeting dates:

- Possible induction meeting afternoon prior to first WG meeting 21.10.20
- Main meeting 22.10.20

### November 2020

- **FSC revision registration:**
  - FSC UK to register any proposed revision process with FSC International – this has to be completed before the decision to revise is publicly announced.

### November 2020

- **Preparation of Initial Revision Draft 0:**
  - Preparation of Initial Revision Draft 0 to include possible text changes in advance of initial WG revision meeting (*PW/AW/OD*)

### December 2020

#### Public announcement on decision to revise or not:

- SG to make public announcement (*December 1 2020*) (B4.3)

#### December 2020 - February 2021 (2-3 WG meetings subject to number and complexity of issues raised)

- **Revision Phase 1 - WG to prepare Initial Revision Draft** (B5a)
- Preparation of supporting consultation documents (*PW*)

#### Provisional WG meeting dates:

- 2-days 8-9.12.20
- 2 days 26-27.01.21
- 1 day 16.02.21

### March/April 2021

- **Revision phase 2 - Stakeholder consultation 1** - 60 days from March 1 (B5a)

### May 2021

- **Revision Phase 3a - Analyse feedback and prepare consultation report** (*PW*) (B5b)

**June – September 2021** (2-3 WG meetings subject to number and complexity of issues raised)

- **Revision Phase 3b - WG to prepare Second Revision Draft including synopsis of stakeholder comments and explanation of proposed changes** (B5b)

**Provisional WG meeting dates:**

- 2-days 15-16.06.21
- 2 days 13-14.07.21
- 2 days 14-15.09.21

**October/November 2021**

- **Revision Phase 4 - Stakeholder consultation 2** - 60 days from October 1 (B5b)

**December 2021/January 2022**

- **Revision Phase 5a - Analyse feedback and prepare consultation report (PW)** (B5b)

**February – May 2022** (1 WG meeting subject to number and complexity of issues raised)

- **Revision Phase 5b - WG to prepare Pre-approval Draft including synopsis of stakeholder comments and explanation of proposed changes** (B5)
- WG decision to confirm Pre-approval Draft (B3.8)
- WG to remit Pre-approval Draft to steering group (B3.8)

**Provisional WG meeting dates:**

- To be confirmed.

**June 2022**

**SG approval:**

- Steering Group to consider Pre-approval Draft and, if thought fit, confirm the draft (mid-June) (B3.1, C4)
- Prepare and publish Revision Report including summary of key changes (PW)

**SG meeting date in mid-June:**

- To be confirmed.

**July-September 2022**

**Conclusion:**

- 3 months' contingency: option for further negotiations or consultation if necessary, at discretion of steering group (B5, C4)
- SG to remit the finalised Pre-approval Draft and Revision Report to certification schemes and publish on UKWAS website (B5)
- SG to remit all records relating to standard-setting process to certification schemes (B6)
- SG to retain all records relating to standard-setting process for at least 7 years and post on website (B6)

**October 2022-March 2023**

**Scheme approval:**

- Schemes' national bodies to be responsible for submitting all necessary documentation required for the certification scheme approval process (D2)
- Liaison and dialogue with parent certification schemes (D2)
- Final version of UKWAS 5 text to be published on UKWAS website immediately following scheme approval.

**April 2023**

**Effective Date:**

- Scheme approval confirmed for UKWAS 5 effective date of April 1 2023 (D2)