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)