

**NATIONAL VOLUNTARY FOREST CERTIFICATION SYSTEM
TECHNICAL DOCUMENT**

**REGULATIONS FOR THE TEMPORARY WORKING
GROUP ON THE DEVELOPMENT AND
IMPLEMENTATION OF NATIONAL VOLUNTARY
FOREST CERTIFICATION SYSTEM**



Association National Voluntary Forest Certification System
5, Starokozacka Str, 44049 Dnipro, Ukraine
tel. +380975565335
Email: info@pefcukraine.com
Website: www.woodcertification.com.ua

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Name of the Document: Regulation for the Temporary Working Group on the Development and Implementation of National Voluntary Certification System

Title of the Document: UA SFM TD 02

Approved by: Council of the Association National Voluntary Forest Certification System

Date: 24.06.2020

Published on : 01.07.2020

Entry into force: 01.07.2020

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1 General Provisions

1.1 The Temporary Working Group on the development of National Voluntary Forest Certification System (hereinafter referred to as the TWG NVFCS) is a temporary collegiate coordinating body for development, implementation of NVFCS and further approval in the PEFC Council.

1.2 The TWG NVFCS is formed, reorganized and liquidated by the order of the Head of the Association National Voluntary Forest Certification System (hereinafter referred to as the Association NVFCS).

1.3 The TWG NVFCS is directly subordinated to the Head of the Association NVFCS.

1.4 In its activity, the TWG NVFCS follows these regulations, Articles of Association, orders and instructions of the Association NVFCS, NVFCS documents and international documents of PEFC Council.

1.5 Decisions made by the TWG NVFCS are binding on all the management bodies and officials of the Association NVFCS, members of the working groups and other persons taking part in formation of NVFCS. Further actions of the responsible persons are controlled by the TWG NVFCS up to implementation of decisions.

2 Functions

2.1 It develops a roadmap on formation of NVFCS.

2.2 It develops financial and communication strategies of NVFCS.

2.3 It develops plans of measures for development, documenting, implementation, launch and approval of the system, in particular plan for documenting NVFCS, plan for training and information measures for the NVFCS members, plan for approbation, plan for internal audit and other plans.

2.4 It coordinates development, implementation and approval activities of NVFCS.

2.5. It monitors and inspects conformity of the measures taken for development, documenting, implementation, launch of NVFCS and further approval with general tasks and plans.

2.6 It determines the priority areas to improve the activity on formation of NVFCS.

2.7. It informs the persons taking part in formation of NVFCS of the decisions made at the meetings of NVFCS.

2.8 It establishes direct relations of the employees of the Association NVFCS, members of working groups and persons taking part in formation of NVFCS with each other.

2.9. It finds and eliminates duplication of different jobs of the employees of the Association NVFCS, members of working groups and persons taking part in formation of NVFCS.

2.10. It acts as an arbitrator in case of disputes between the management bodies of the Association NVFCS, working groups and other persons taking part in formation of NVFCS.

2.11. It interacts with PEFC Council in the course of development, documenting, implementation, launch and approval of NVFCS.

3 Management, Structure and Proceedings

3.1 The TWG NVFCS is headed by the Head of the Association NVFCS who is responsible for formation of NVFCS.

3.2 The TWG PEFC consists of:

- a) the secretary, chief operating officer of the Association NVFCS
- b) the administrator of the Association NVFCS
- c) the Head of the working group on the development of forest management standard.

3.3. The members of the TWG NVFCS are replaced or new members enter in accordance with the order of the Head of the Association NV FCS.

3.4. Meetings of the TWG NVFCS are held on a monthly basis (on the second Tuesday of the month at 11 AM) on the stage of development, documenting, implementation and preparation for approval.

3.5. Decision on an extraordinary meeting of the TWG NVFCS is made by its Head, in particular upon a request of one or several members.

3.6. The meeting of the TWG NVFCS is prepared by the secretary of the TWG NVFCS who informs the members of the TWG NVFCS of the order and procedure to be approved by the Head (with providing all necessary documents to be considered by the TWG NVFCS) not later than three days before the meeting.

3.7. The meetings of the TWG NVFCS are drawn up as minutes by the secretary of the TWG NVFCS. Decisions of the TWG NVFCS are approved by the Head of the TWG NVFCS.

4 Rights

4.1 To make proposals concerning adjustment of the roadmap on formation NVFCS, plans by certain types of work, documents of NVFCS.

4.2 To receive materials and information required for performance of work from the persons taking part in formation of NVFCS.

4.3 To create work groups to solve specific tasks.

4.4 To invite the persons taking part in formation of NVFCS to the meetings.

4.5 To involve third-party consultants and expert for consultations and solving tasks relating to formation of NVFCS.

5 Responsibility

5.1 The members are responsible to the Head of the TWG NVFCS and the General Meeting of the Association NVFCS for non-performance of the tasks pertaining to the TWG NVFCS functions