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**Keurhout**

**Keurhout procedure**  
for  
**Revision of Keurhout protocols**

DRAFT - August 23, 2019 -

for consultation

# **Keurhout procedure**

for

## **Revision of Keurhout protocols**

### **1. PREFACE**

Keurhout has set itself the goal of establishing and managing a reliable and practice-oriented system for the control of the Chain of Custody of timber and timber products. To this end, various certifications have been admitted to the Keurhout system for which the sustainability of management and / or legal origin can be guaranteed from forests to end consumers (KH-CoC). The requirements of the Keurhout system have been defined in a series of protocols covering subjects as Chain of Custody requirements, logo use, and assessment and validation of certificates and certification systems for legal and sustainable forest management. This protocol describes the Keurhout requirements for revision of the Keurhout protocols.

The Keurhout system is owned by the Royal Netherlands Timber Trade Association (NTTA). The Keurhout organization is headed by a Management Authority (KH-MA), which has the role of establishing protocols, facilitating the overall management of the Keurhout system and taking management decisions. The Managing director of NTTA acts as Director of the KH-MA. NTTA as owner of Keurhout is fully registered.

Standard revisions are managed by a Body of Experts (BoE), but the actual revision can be done by independent consultants that are supervised by the KH-MA and the Body of Experts.

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

### **2. PROTOCOL REVISION**

#### **2.1. Revision periods**

The Keurhout protocols are reviewed at intervals that do not exceed a five-year period. A normal revision can occur at the periodic review, or between periodic reviews, but does not include editorial revisions and time-critical revisions.

#### **2.2. Public announcement**

The revision process is started through a public announcement of the start of the standard-setting process. This announcement includes an invitation to stakeholders to participate in the process. The announcement will be made at least 4 weeks before the start of the standard-setting activities. Communication of the announcement will be done through various channels, including (1) direct emails, (2) Keurhout website, and (3) Houtwereld (magazine).

### **2.3. Body of Experts**

Keurhout starts the revision process with putting together a Body of Experts. The Body of Experts is a body responsible for supervision of the standard revision and comprises the various relevant stakeholder groups.

When putting together the Body of Experts, the KH-MA identifies stakeholder groups relevant to the objectives and scope of the Keurhout standard under revision.

Keurhout aims to have representation of relevant interested groups in the BoE that serve the economic, social and environmental interests without undue dominance of one interest.

For each stakeholder group the likely key issues, key stakeholders, potential limitations to participate in the standard revision process, and which means of communication would be best to reach them are identified.

### **2.4. First draft**

Either the BoE or an independent consultant commissioned by the KH-MA starts the actual revision of the protocols. The revision includes consideration of feedback received during the standard's implementation. Feedback on the standard's implementation must be submitted to Keurhout in writing, and is collected by the Keurhout secretariat. Contact details of the Keurhout secretariat are published on the website and in the Keurhout standards. The Keurhout secretariat provides the inputs to the BoE, and, where applicable, the independent consultant doing the actual revision.

### **2.5. Public consultation**

After drafting the revised protocols, a stakeholder consultation is organized to obtain further feedback and input.

As part of the revision process a 60-days public consultation on the draft standard will be held.

The public consultation will be communicated through at least the following channels: (1) direct emails, (2) Keurhout website, and (3) at least one well known third party wood sector oriented publication (e.g. Houtwereld). During the entire consultation period the draft documents are publicly available on the Keurhout website.

Public inputs can be received in writing and verbally. All inputs are recorded and further considered by the Body of Experts in the finalization of the revised standard.

### **2.6. Decision making**

The decision of the BoE to recommend the final draft for formal approval shall be taken on the basis of consensus. If consensus is not reached, majority voting applies. In order to determine whether there is any sustained opposition, the BoE can utilize the following methods:

- a) face-to face meeting(s) where there is a verbal yes/no vote, a show of hands for a yes/no vote; an

- b) e-mail request to the working group for agreement or objection where the members provide a formal (written) response (vote), or
- c) a combinations of these methods.

## **2.7. Approval and publication**

Once the BoE has come to a final version of the revised protocols, it is recommended for approval by the KH-MA. A document cannot be approved by the KH-MA when it is not recommended for final approval by the BoE. When protocols are approved, they are published on the website of Keurhout<sup>1</sup>. Publication is done within 2 weeks after the date of approval by the KH-MA.

## **2.8. Documented information**

The KH-MA keeps the following documented information relevant to the protocol revision and review process:

- a) Protocol revision procedures,
- b) Stakeholder identification records,
- c) Contacted and/or invited stakeholders
- d) Minutes of BoE meetings, including participants and evidence of consensus in decision-making,
- e) Feedback received and a synopsis of how feedback was addressed,
- f) All drafts and final versions of the protocols,
- g) Final approval by the KH-MA.

In addition, a summary report is made of the revision process including the received input and how it is dealt with. A summary of this report is freely available upon request.

The documented information shall be kept until completion of the next revision of the protocol, but at the minimum for a period of five years after publication of the standard.

## **3. OBJECTIONS AND APPEAL**

Keurhout participants or any other party with an established interest in the outcome of the revision process, may raise objections against a particular decision of the KH-MA. Such parties shall be able to demonstrate that they have a reasonable interest in the decision of the BoE and/or KH-MA. Objections shall be filed with the KH-MA within 4 weeks of the date of publication of a decision and must be substantiated by verifiable factual information relevant to the specific case and be documented. The objecting party may ask for confidential access to all documents used in the specific decision of the KH-MA. In case of substantial doubt about the legality to provide the information, the KH-MA may decide to deny partial or full access to the requested documents.

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<sup>1</sup> <http://www.keurhout.nl/actuele-documenten>

A deposit of € 2,000 shall be made by the party raising the objection in order to cover the costs of the objection procedure. The KH-MA only discusses the objection after receipt of the deposit and comes to a judgement within 6 weeks. The KH-MA may reconsider its earlier judgement. In case the objection is considered justified, the deposit is refunded and the earlier decision of the KH-MA is annulled.

In case the KH-MA declares the objection unfounded, the objecting party may start an Appeal Procedure with the independent Appeals Board (AB). An independent Appeals Board (AB) is, in case of an appeal, installed by the KH-MA to handle possible appeals against decisions taken by the KH-MA. The AB consists of experts with a juridical and/or thematically related background. The AB has its own independent secretariat at Raad van Arbitrage Bouw (RvAB)<sup>2</sup>. This body works with counselors and a judging person who takes the final decision. The final decision of the Appeals Board is binding.

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<sup>2</sup> <https://raadvanarbitrage.nl/home/14/0/home.html>