

**Policy**

**MFCC P 3 SS**

2019-11-29

v02.00

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## **Standard Setting**



MYANMAR FOREST CERTIFICATION COMMITTEE

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# 1 Policy Background

## 1.1 Introduction

Myanmar Forest Certification Committee (MFCC) is the National Governing Body (NGB) of forest/timber certification schemes in Myanmar. Currently there are two schemes operating in Myanmar which MFCC oversees and manages. These are:

1. The Myanmar Timber Legality Assurance System (MTLAS);
2. The Myanmar Forest Certification Scheme (MFCS).

The objective of this policy is to specify the system for setting and/or revising a MTLAS or MFCS standards and normative documents.

## 1.2 Scope

This document provides the rules to be followed in the standard setting process to develop the standards used in MTLAS and MFCS.

The standard setting process will be carried out at national level.

## 1.3 Normative References

As MFCC is a member of the Programme for the Endorsement of Forest Certification schemes (PEFC), the standard setting process adopted by MFCC will comply with the PEFC Council requirements and MFCC policies and procedures as follows.

PEFC ST 1001:2017 Standard Setting - Requirements; <sup>[1]</sup><sub>SEP</sub>  
 ISO/IEC Guide 59:1994 Code of good practice for standardization; and <sup>[1]</sup><sub>SEP</sub>  
 ISO/IEC Guide 2:1996 Standardisation and related activities—General <sup>[1]</sup><sub>SEP</sub> vocabulary. <sup>[1]</sup><sub>SEP</sub>  
 MFCC P 1 Implementation Arrangements  
 MFCC P 4 Stakeholder Engagement and Public Documents  
 MFCC SOP 2 Complaints, Appeals and Disputes

## 1.4 Definitions

For the purposes of this document, the terms and definitions contained in PEFC ST 1001:2017, and ISO/IEC Guide 2:1996 Standardisation and related activities – General vocabulary apply. <sup>[1]</sup><sub>SEP</sub>

*Affected stakeholder* A stakeholder who might experience a direct change in living and/or working conditions caused by implementation of the standard, or a stakeholder who might be a user of the standard and therefore is subject to the requirements of the standard.

Note 1: Affected stakeholders include neighbouring communities, indigenous people, workers, etc. However, having an interest in the subject matter of the standard (e.g. NGOs, scientific community, and civil society) is not equal to being affected.

Note 2: A stakeholder who might be a user of the standard is likely to become a certified entity, e.g. a forest owner in the case of a forest management standard, or a wood processing enterprise in the case of a chain of custody standard. General agreement characterised by the absence of sustained opposition to

<i>Consensus</i>	substantial issues by any important part of the concerned interest and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. <sup>[SEP]</sup> Note: Consensus need not imply unanimity (ISO/IEC Guide 2)
<i>Disadvantaged stakeholder</i>	A stakeholder who might be financially or otherwise disadvantaged in participating in the standard-setting work. Examples in Myanmar may include those communities with limited access to internet communications, and/or those who speak a minority language.
<i>Enquiry draft</i>	Proposed document that is available for public consultation.
<i>Final draft</i>	A proposed document that is available for formal approval.
<i>Key stakeholder</i>	A stakeholder whose participation is critical to the results of the standard-setting work.
<i>MFCC</i>	Myanmar Forest Certification Committee
<i>MFCS</i>	Myanmar Forest Certification Scheme. MFCS is contained in a range of documents including MFCC policies, Standard Operating Procedures, other supporting system documentation, and the MFCS Forest Certification Standard.
<i>MFCC Employees</i>	In this policy an MFCC employee can refer to full and part time employees, consultants and sub-contractors and volunteers.
<i>MTLAS</i>	Myanmar Timber Legality Assurance System. MTLAS is contained in a range of documents including MFCC policies, Standard Operating Procedures, other supporting system documentation, and the MTLAS Timber Legality Standard.
<i>Normative document</i>	<p>A document that provides rules, guidelines or characteristics for activities or their results.</p> <p>Note 1: The term “normative document” is a generic term that covers such documents as standards, technical specifications, codes of practice and regulations.</p> <p>Note 2: “A document” is to be understood as any medium with information recorded on or in it.</p> <p>Note 3: The terms for different kinds of normative documents are defined considering the document and its content as a single entity (ISO/IEC Guide 2)</p>
<i>Publicly available</i>	<p>Generally accessible to the interested public in any form and without the need for a request.</p> <p>Note 1: When information is available by request only, this is indicated explicitly in the document as available on request.</p> <p>Note 2: Special consideration might be needed for disadvantaged stakeholders to ensure their access, e.g. providing hard copies to stakeholders identified as having no access to electronic media.</p>
<i>Revision</i>	<p>Introduction of all necessary changes to the substance and presentation of a normative document.</p> <p>Note: The results of the revision are presented by issuing a new edition of the normative document (ISO/IEC Guide 2).<sup>[SEP]</sup> SSP 3/2014 7</p>
<i>Review</i>	Activity of checking a normative document to determine whether it is to be reaffirmed, changed or withdrawn.

<i>Stakeholder</i>	<p>A person, group or organisation with an interest in the subject of the standardisation.</p> <p>Note: The nine major groups that have been defined by Agenda 21 of the United Nations Conference on Environment and Development (UNCED) in Rio de Janeiro in 1992 provides an example of stakeholders involved in/concerned by sustainable forest management: (i) business and industry, (ii) children and youth, (iii) forest owners, (iv) indigenous people, (v) local authorities, (vi) NGOs, (vii) scientific and technological community, (viii) women, and (ix) workers and trade unions.</p>
<i>Standard</i>	<p>A document, established by consensus and approved by a recognised body that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree or order in a given context.</p> <p>Note: Standards should be based on the consolidated results of science, technology and experience, and aimed at the promotion of optimum benefits (ISO/IEC Guide 2).</p>
<i>Standardising body</i>	<p>Body that has recognised activities in standardisation (ISO Guide 2).</p> <p>Note: A standardising body for a forest management scheme/standard is a body which is responsible for the development and maintenance of standards for the forest certification scheme. In the case of Myanmar, the standardising body is the PEFC national governing body MFCC.</p>
<i>Working draft</i>	<p>Proposed document that is available generally for comments or voting within a working group/committee.</p>

## 2 Policy Standards

### 2.1 Standardising Body

The development of certification standards will be supported and coordinated by MFCC as the standardisation body and be independent from the certification or accreditation processes.

### 2.2 Standard setting procedure

This policy and related normative documents comprise MFCC's procedures for standard-setting. Elements of the procedure cover:

1. MFCC's status and structure as a PEFC member, and body responsible for consensus building and for formal adoption of a standard;
2. record-keeping;
3. procedures for balanced representation of stakeholders;
4. standard-setting process;
5. mechanism for reaching consensus;
6. revision of standards/normative documents.

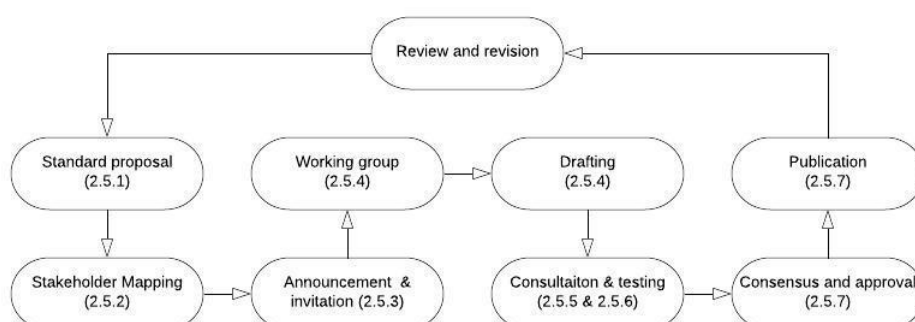
MFCC makes its standard-setting procedures publicly available and will regularly review its standard-setting procedures including consideration of comments from stakeholders. <sup>[1]</sup><sub>SEP</sub>

MFCC will also keep records relating to the standard-setting process providing evidence of compliance with the requirements of this document and the standardising body's own procedures.

The records will be kept for a minimum of five years and will be available to interested parties upon request.

MFCC will follow the same basic standard setting procedure as set out in PEFC ST 1001:2017 Standard Setting – Requirements.

Figure 1: Overview of the Standard setting process



### 2.3 *Formation of working group*

MFCC will establish a permanent or temporary working group/ committee responsible for standard-setting activities. MFCC will accept or refuse nominations based on trying to ensure a balanced representation. MFCC will always aim to consider an appropriate gender balance, relevance of the organization, an individual's competence, an individual's relevant experience and resources available for standard-setting.

The working group/committee will:

1. be accessible to materially affected stakeholders (those who affect MFCC's work and/or are affected by it) in accordance with MFCC P 4 Stakeholder Engagement and Public Documents;
2. have balanced representation and decision-making by stakeholder categories relevant to the subject matter with equal representation of the following stakeholder groups: environmental, economic, social (indigenous peoples), social (workers' union), and relevant government agencies, where single concerned interests will not dominate nor be dominated in the process;
3. include stakeholders with expertise relevant to the subject matter of the standard, those that are materially affected by the standard, and those that can influence the implementation of the standard. The materially affected stakeholders will represent a meaningful segment of the participants.

Outcomes from working groups (such as minutes and agendas) will be recorded and kept for a minimum of five years.

Working groups will also be formed in accordance to MFCC P 4 Stakeholder Engagement and Public Documents with aims to achieve a balanced representation.

### 2.4 *Handling complaints and appeals*

MFCC has established procedures, which are accessible to stakeholders, for dealing with any substantive and procedural complaints relating to the standardising activities.

MFCC CEO will be the responsible for enquires, complaints and appeals relating to its standard-setting activities. Contact details can be found on the MFCC website ([www.mfcc.org.mm](http://www.mfcc.org.mm)). Contact can be made through the MFCC website (<http://www.myanmarforestcertification.org/contact-mfcc/>) or directly to the MFCC CEO – [ceo@mfcc.org.mm](mailto:ceo@mfcc.org.mm).

Upon receipt of the complaint, the standardising body will follow the procedures as defined in MFCC SOP 2 Complaints, Appeals and Disputes.



## 2.5 Standardising Setting Process

### 2.5.1 Standard Proposal

MFCC will establish a standard proposal procedure when new standard creation will be created. This proposal will include:

- a) the scope of the standard;
- b) justification and verification of the standard;
- c) intended outcomes;
- d) risk assessment of potential negative impacts such as the achievement of outcomes are negatively affected, intended outcomes are not fulfilled for the consequences factors and actions to response the risks and;
- e) a description of the stages of the standard development and expected timetable.

### 2.5.2 Stakeholder Identification

MFCC will identify stakeholders relevant to the objectives and scope of the standard-setting work in accordance with MFCC P 4 Stakeholder Engagement and Public Documents. As noted in MFCC P 4 MFCC will identify disadvantaged and key stakeholders. The standardising body will address the constraints of their participation and proactively seek their participation and contribution in the standard-setting activities. <sup>[L]</sup><sub>[SEP]</sub>

### 2.5.3 Public Announcement

MFCC will make a public announcement of the start of the standard- setting process and include an invitation for participation in a timely manner <sup>1</sup> on its website and in suitable media as appropriate to afford stakeholders an opportunity for meaningful contributions.

The announcement and invitation will include:

1. information about the objectives, scope and the steps of the standard-setting process and its timetable;
2. information about opportunities for stakeholders to participate in the process;
3. access to the proposal for the standard;
4. an invitation to stakeholders to nominate their representative(s) to the working group/committee. The invitation to disadvantaged and key stakeholders will be made in a manner that ensures that the information reaches intended recipients and in a format that is understandable;
5. an invitation to comment on the scope and the standard-setting process;
6. reference to publicly available standard-setting procedures.

The standardising body shall review the standard-setting process based on comments received from the public announcement and establish a working group/committee or adjust the composition of an already existing working group/committee based on received nominations.

The acceptance and refusal of nominations shall be justifiable in relation to the requirements for balanced representation of the working group/committee and resources available for the standard-setting. <sup>[L]</sup><sub>[SEP]</sub>

### 2.5.4 Working Group

The work of working groups/committees will be organised in an open and transparent manner where:

1. working drafts shall be equally available to all members of the working group/committee;

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<sup>1</sup> In a timely manner means (at the latest) four weeks before the first standard-setting activity is scheduled to occur.

2. all members of the working group/committee shall be provided with meaningful opportunities to contribute to the development or revision of the standard and submit comments to the working drafts,
3. comments and views submitted by any member of the working group/committee shall be considered in an open and transparent way and their resolution and proposed changes shall be recorded.

2.5.4.1 The decision of the working group/committee to recommend the final draft for formal approval shall be taken on the basis of a consensus. In order to reach a consensus, the working group/committee can utilise the following alternative processes to establish whether there is opposition:

1. a face-to face meeting with a formal balloting process;
2. a telephone conference meeting where there is a verbal yes/no vote;
3. an e-mail meeting where a request for agreement or objection is provided;
4. combinations of the above.

2.5.4.2 In the case of a negative vote which represents sustained opposition to any important part of the concerned interests surrounding a substantive issue, the issue shall be resolved using the following mechanism(s):

1. discussion to find compromise;
2. direct negotiation between the stakeholder(s) with different views to find a compromise;
3. additional round of public consultation to achieve the consensus on unresolved issues and; (Note. The standardising body determines the scope and duration of any additional public consultation); and
4. dispute resolution process according to MFCC SOP 2 Complaints, Appeals and Disputes.

## 2.5.5 Public Consultation

MFCC shall organise a public consultation on the enquiry draft and shall ensure that:

1. the start and the end of the public consultation is announced in a timely manner in suitable media;
2. an invitation is sent to each stakeholder identified by stakeholder identification mapping;
3. the invitation of disadvantaged and key stakeholders shall be made by means that ensure that the information reaches its recipient and is understandable;
4. the enquiry draft is publicly available and accessible;
5. the public consultation is for at least 60 days;
6. all comments received are considered by the working group/committee in an objective manner;
7. a summary of received comments compiled from material issues, including the results of their consideration, is publicly available on the MFCC website and upon request.

MFCC will organise a second round of public consultation at least 30 days for new standards.

## 2.5.6 Pilot testing

MFCC will organise pilot testing of the new standards and the results of the pilot testing shall be considered by the working group/committee.

Note: Pilot testing is not required in case of revision of a standard where experience from its usage can substitute for pilot testing.

## 2.5.7 Approval and publication

Documentation on the implementation of the standard-setting process along with the development report shall be made publicly available.

Standards and normative documents will be formally approved based on evidence of consensus reached by the working group/committee. The approval of the standards and normative documents shall gain the support of at least two-third (2/3) of the membership of the working group/committee of the MFCC Committee.

Approved standards/normative documents shall be published in accordance to MFCC P 4 Stakeholder Engagement and Public Documents.

With Standards MFCC will also ensure that approved standard(s)/normative document(s) are published and made publicly available at no cost other than administrative costs within 14 days of approval.

Within Standard(s) there must be:

- identification of MFCC as the standardising body and MFCC's contact information;
- official language of the standard;
- a note that when there is inconsistency between versions, the English version of the standard as endorsed by the PEFC Council is the reference;
- the approval date and the date of next periodic review.

## 2.6 *Periodic review of Standard*

MFCC standards/normative documents will be reviewed and revised at intervals that do not exceed a five-year period. The revision shall be based on consideration of feedback/comments received during the standard's implementation. If necessary, a stakeholder consultation shall be organized to obtain further feedback and input.

### 2.6.1 *GAP assessment*

MFCC will always ensure that at the start of any review process as there will be a GAP assessment against the appropriate and most current PEFC International Standards/requirements, national laws and regulations and other relevant standards to identify potential gaps.

MFCC will also consider the latest scientific knowledge, research, laws and regulations and relevant emerging issues for not only the creation of new standard but also revision of the standard.

### 2.6.2 *Stakeholder consultation for periodic review of standard*

In cases where there is no feedback/comments or where feedback/comments would indicate there is no need for revision, MFCC will still organise a stakeholder consultation to determine revision needs (if any). The consultation must include at a minimum the GAP analysis (as in 2.6.1).

At the start of the review, MFCC will update the stakeholder identification mapping.

MFCC will also

- a) organise a public consultation for at least 30 days and/or;
- b) run a stakeholder meeting;
- c) Consultations will be carried out in a timely manner.

### 2.6.3 *Decisions*

MFCC will decide whether to reaffirm the standard or whether a revision of the standard is necessary. This decision will be based upon:

- feedback received during the period of a standard's implementation
- the gap analysis
- consultations

The decision will be at MFCC's highest decision making level. For Standard reaffirmation, MFCC will provide a consensus/justification for the decision which must be publically available. Where the decision is to revise the standard, the standardising body shall define the type of revision.

## 2.7 *Revision of Standards and Normative Documents*

### 2.7.1 Normal revision

Normal revision can occur at the periodic review or between periodic reviews but does not include editorial revision and time-critical revision.

### 2.7.2 Editorial revision

Editorial (including branding) revisions can be made without triggering the normal revision process. MFCC will approve editorial changes formally and publish an amendment or a new edition of the standard.

### 2.7.3 Time-critical revision

Time-critical revision can occur when the standard is revised between two periodic reviews using a fast-track process. Time-critical revision can be conducted in the following situations:

- a change in relevant Myanmar laws/regulations ;
- a PEFC instruction.

Time-critical revision will follow these steps;

- a) MFCC will draft the revised standard;
- b) the revised standard will be approved as in 2.6.3;
- c) justification for the urgent changes will occur and the justification publicly available.

MFCC will always recommend stakeholder consultation where possible, but this is not mandatory in the case of time-critical revisions.

### 2.7.4 Application and transition of revised standards

Any approved revision will define the application date and transition period of the revised standard(s)/ normative document(s), which cannot exceed a period of one year after publication.

Sufficient time must be allowed for:

- endorsement
- introduction of change(s),
- information dissemination and training.
- MFCC may determine a longer transitional period when justified by exceptional circumstances.

## 2.8 *Record Keeping*

MFCC will keep all records of the Standard Setting process.

MFCC will keep documented information until completion of the next review or revision of the standard to which they refer. Otherwise the documented information must be kept for a minimum of five years after publication of the standard. Records will include:

- Consultation records (including working groups, workshops, public meetings, invitations etc);
- Stakeholder mapping records;
- Feedback received and summaries of responses and actions;
- Evidence of the review and consensus processes;
- All drafts and final versions of Standards;
- Final approval records.

Documented information will be available to interested parties upon request.

### 3 Document History

Date of Amendment:	Version	Approval date:	Requested by:	Nature of Change	Approved by:
2019.07.01	2.00	2019.11.29	MFCC	<ol style="list-style-type: none"> <li>1. Changed from MFCC website (<a href="http://www.mfcc.com.mm">www.mfcc.com.mm</a>) to (<a href="http://www.mfcc.org.mm">www.mfcc.org.mm</a>).</li> <li>2. Changed from (date, issue date and effective date) into (issue date, version date and effective date).</li> <li>3. <i>Added the definitions</i> (Affected stakeholders and publicly available) and a slightly change “standardising body definition” in section 1.4 Definitions.</li> <li>4. 2.1 Standardising body is separated into 2.2 Standard Setting procedures, 2.3 Formation of working group and 2.4 Handling complaints and appeals.</li> <li>5. 2.2 Standard setting procedure; added the final paragraph “MFCC will follow the same basic.....” and added figure 1: Overview of the standard setting process”.</li> <li>6. Section 2.3 Formation of working group added a sentence that ..... “MFCC will accept or refuse nominations based on trying to ensure a balanced representation. MFCC will always aim to consider an appropriate gender balance, relevance of the organization, an individual's competence, an individual's relevant experience and resources available for standard-setting”.</li> <li>7. Section 2.4 Handling complaints and appeals: the sentence is added that... “MFCC CEO will be the responsible for enquires, complaints and appeals relating to its standard-setting activities. Contact</li> </ol>	MFCC

				<p>details can be found on the MFCC website (<a href="http://www.mfcc.org.mm">www.mfcc.org.mm</a>). Contact can be made through the MFCC website (<a href="http://www.myanmarforestcertification.org/contact-mfcc/">http://www.myanmarforestcertification.org/contact-mfcc/</a>) or directly to the MFCC CEO – <a href="mailto:ceo@mfcc.org.mm">ceo@mfcc.org.mm</a>.”</p> <p>8. <b>2.2</b> Standardising setting process changed into <b>2.5</b> standardising setting process and divided into sections;</p> <p>2.5.1 Standard proposal</p> <p>2.5.2 Stakeholder Identification</p> <p>2.5.3 Public Announcement</p> <p>2.5.4 Working Groups</p> <p>2.5.5 Public Consultation</p> <p>2.5.6 Pilot testing</p> <p>2.5.7 Approval and publication in version 2 SS policy.</p> <p>9. Section 2.5.1 Standard proposal is added that ..”MFCC will establish a standard proposal procedure when new standard creation will be created. This proposal will include.....</p> <p>This proposal will include:</p> <ul style="list-style-type: none"> <li>• the scope of the standard;</li> <li>• justification and verification of the standard;</li> <li>• intended outcomes;</li> <li>• risk assessment of potential negative impacts such as the achievement of outcomes are negatively affected, intended outcomes are not fulfilled for the consequences factors and actions to response the risks and;</li> <li>• a description of the stages of the standard development and expected timetable”</li> </ul> <p>10. Section 2.5.3 Public announcement added a point.....</p> <p>“The announcement and invitation will include:</p> <ul style="list-style-type: none"> <li>• access to the proposal for the standard”</li> </ul>	
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				<p>11. Section 2.5.4 Working Group is separated into 2.5.4.1 and 2.5.4.2.</p> <p>12. Section 2.5.4.2 added a point that ....          “In the case of a negative vote....., the issue shall be resolved using the following mechanism(s):</p> <ul style="list-style-type: none"> <li>• additional round of public consultation to achieve the consensus on unresolved issues</li> </ul> <p>13. Section 2.5.5 Public Consultation added the point ....          “MFCC shall organise a public consultation on the enquiry draft and shall ensure that.....</p> <ul style="list-style-type: none"> <li>• an invitation is sent to each stakeholder identified by stakeholder identification mapping;          MFCC will organise a second round of public consultation at least 30 days for new standards”.</li> </ul> <p>14. Section 2.5.7 Approval and Publication added that..... :</p> <p>“With Standards MFCC will also ensure that approve standard(s)/normative document(s) are published and made publicly available at no cost within 14 days of approval.</p> <p>Within Standard(s) there must be:</p> <ul style="list-style-type: none"> <li>• identification of MFCC as the standardising body and MFCC’s contact information;</li> <li>• official language of the standard;</li> <li>• a note that when there is inconsistency between versions, the English version of the standard as endorsed by the PEFC Council is the reference;</li> <li>• the approval date and the date of next periodic review.”</li> </ul>	
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				<p>15. Section 2.6 Periodic Review of Standard added .....</p> <p>“MFCC standards/normative documents will be reviewed and revised at intervals that do not exceed a five-year period. The revision shall be based on consideration of feedback/comments received during the standard’s implementation. If necessary, a stakeholder consultation shall be organized to obtain further feedback and input.”</p> <p>16. <i>Added 2.6.1 Gap assessment that...</i></p> <p>“MFCC will always ensure that at the start of any review process as there will be a GAP assessment against the appropriate and most current PEFC International Standards/requirements, national laws and regulations and other relevant standards to identify potential gaps.</p> <p>MFCC will also consider the latest scientific knowledge, research, laws and regulations and relevant emerging issues for not only the creation of new standard but also revision of the standard”.</p> <p>17. Section 2.6.2 Stakeholder consultation for periodic review of standard <i>added that...</i> In cases where there is no feedback/comments or where feedback/comments would indicate there is no need for revision, MFCC will still organise a stakeholder consultation to determine revision needs (if any). The consultation must include at a minimum the GAP analysis (as in 2.6.1).</p> <p>At the start of a review, MFCC will update the stakeholder identification mapping. MFCC will also organise a public consultation for at least 30 days and/or run a stakeholder meeting. Consultations will be carried out in a timely manner.”</p>	
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				<p>18. <i>Added section 2.6.3 Decisions that...</i>MFCC will decide whether to reaffirm the standard or whether a revision of the standard is necessary. This decision will be based upon</p> <ul style="list-style-type: none"> <li>• feedback received during the period of a standard's implementation</li> <li>• the gap analysis</li> <li>• consultations</li> </ul> <p>The decision will be at MFCC's highest decision making level. For Standard reaffirmation MFCC will provide a consensus/justification for the decision which must be publically available. Where the decision is to revise the standard, the standardising body shall define the type of revision</p> <p>19. Section 2.3 Revision of Standards and Normative Documents changed into " 2.7 Revision of Standards and Normative Documents" and it is divided into sub headings;</p> <ul style="list-style-type: none"> <li>2.7.1 Normal Revision</li> <li>2.7.2 Editorial Revision</li> <li>2.7.3 Time-critical Revision</li> <li>2.7.4 Application and transition of revised standards</li> </ul> <p>19. <i>Added section 2.7.1 Normal Revision that...</i> "Normal revision can occur at the periodic review or between periodic reviews but does not include editorial revision and time-critical revision.</p> <p>20. Section 2.7.2 Editorial Revision added that.... "Editorial (including branding) revisions can be made without triggering the normal revision process. MFCC will approve editorial changes formally and publish an amendment or a new edition of the standard."</p>	
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				<p>21. Section 2.7.3 Time-critical Revision added that...</p> <p>“Time-critical revision can occur when the standard is revised between two periodic reviews using a fast-track process. Time-critical revision can be conducted in the following situations:</p> <ul style="list-style-type: none"> <li>• a change in relevant Myanmar laws/regulations ;</li> <li>• a PEFC instruction.</li> </ul> <p>Time-critical revision will follow these steps;</p> <ul style="list-style-type: none"> <li>• MFCC will draft the revised standard;</li> <li>• the revised standard will be approved as in 2.6.3;</li> <li>• justification for the urgent changes will occur and the justification publicly available.</li> </ul> <p>MFCC will always recommend stakeholder consultation where possible, but this is not mandatory in the case of time-critical revisions.”</p> <p>21. 2.7.1 Application and transition of revised standard added that .....“Any approved revision will define the application date and transition period of the revised standard(s)/ normative document(s), which cannot exceed a period of one year after publication.</p> <p>Sufficient time must be allowed for:</p> <ul style="list-style-type: none"> <li>• endorsement</li> <li>• introduction of change(s),</li> <li>• information dissemination and training.</li> <li>• MFCC may determine a longer transitional period when justified by exceptional circumstances.”</li> </ul> <p>22. Section 2.8 Record Keeping added that...</p>	
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				<p>“MFCC will keep all records of the Standard Setting process.</p> <p>MFCC will keep documented information until completion of the next review or revision of the standard to which they refer. Otherwise the documented information must be kept for a minimum of five years after publication of the standard. Records will include:</p> <ul style="list-style-type: none"> <li>• Consultation records (including working groups, workshops, public meetings, invitations etc);</li> <li>• Stakeholder mapping records;</li> <li>• Feedback received and summaries of responses and actions;</li> <li>• Evidence of the review and consensus processes;</li> <li>• All drafts and final versions of Standards;</li> <li>• Final approval records.</li> </ul> <p>Documented information will be available to interested parties upon request.”</p>	