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Structure of Organization

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1 Executive head and secretariat

- 1.1 For the execution of administrative HFC establishes and operates a Secretariat. The head of the Secretariat is the Executive head who represents the Secretariat and is responsible for the fulfilment of its tasks. HFC may employ employees for the fulfilment of the Secretariat's tasks, as well as may conclude service and works contracts.
- 1.2 In addition to the scope of tasks specified in the Articles of Association and the relevant laws the Secretariat shall fulfil the following tasks:
 - a) invitation of the members of the Hungarian Forest Certification Council
 - b) preparation of the proposal of the standard setting/revision project,
 - c) execution of administrative tasks related to the explore the sphere of concerned parties,
 - d) publishes public call on the commencement of the standard setting process, which shall among others include the invitation to participate of the concerned parties,
 - e) confirmation of the nominations received following the public call,
 - f) shall make publicly available the rules of procedure of the standard setting committee
 - g) transmits the decisions of the standard setting committee to the members of the working groups committee, makes the contact details of the members publicly available,
 - h) administration of the activity of the working groups,
 - i) drawing up protocols on the sessions of the working groups,
 - j) fulfilment of administrative and organizational tasks related to the members of the working groups and the public hearings,
 - k) organization of trial run,
 - l) publication of the adopted documentation,
 - m) create a contact for interested parties, complainants, and those submitting appeals,
 - n) administration of complaints and appeals,
 - o) maintenance of other records related to standard setting,
 - p) publication of the adopted standard.
- 1.3 The scope of responsibilities of the secretariat includes among others the management of the execution of the decisions of the Council made regarding standard setting, ensuring compliance with formal requirements, fulfilment of administrative task and maintaining the necessary records. The secretariat maintains the communication within the organization.

2 Hungarian Forest Certification Council

- 2.1 The HFC Council has 7 members: 6 members are the representatives of the (professional) interest groups related to forest certification (Representatives), and 1 member is the executive head of HFC.
- 2.2 The (professional) interest groups related to forest certification represented in the HFC Council:
 - a) State-owned forest management operators
 - b) Private forest management operators
 - c) Public administration
 - d) Education and research institutes
 - e) Timber industry trading sector
 - f) Environmental protection civil organizations and civil society organizations
- 2.3 The Representatives of the interest groups related to forest certification shall be invited to be members of the HFC Council members by the Executive head.
- 2.4 The invited Representatives and the justification of the invite shall be published by at least publication on the www.pefc.hu site.
- 2.5 The interest group that has no representative despite more attempts may be deleted.
- 2.6 The selection of the Representatives shall occur on the basis of the following aspects, however, a selected Representative does not have to comply with all aspects:
 - a) the Representative shall belong to the interest group concerned, or shall be the representative body of the interest group,
 - b) country-wide scope of competence,

- c) experience in industry political negotiations,
 - d) multiple-year operational experience,
 - e) recognition and reputation among those represented.
- 2.7 The parties concerned may participate in the decision-making of the HFC Council through the Representative of the interest group they consider appropriate.
- 2.8 The Representatives shall be obliged to hear the opinion and proposals of the parties turning to them, conduct preliminary negotiations within the interest group and present the consensual opinion of the group, along with minority and dissenting reports to the Council.
- 2.9 On the www.pefc.hu site contact details shall be provided through which the Representatives are available.
- 2.10 The HFC Council adopts its decisions according to the general corporate procedure detailed in MER 03.
- 2.11 The HFC Council shall fulfil the following tasks:
 - a) requests the secretariat to prepare the proposal related to standard setting (primarily standard setting and standard revision) and thereby initiates the proceeding,
 - b) establishes the Standard Setting Committee,
 - c) may form working groups helping the operation of the system,
 - d) appoints the Arbitration Committee responsible for managing complaints and appeals,
 - e) decides on the acceptance of the standard and system proposal,
 - f) decides on the initiation of the international recognition of the standard
 - g) decides on joining international organizations, and represents MER in international organizations
 - h) makes proposals on the modification of the provisions of these By-Laws, if necessary
- 2.12 Any party concerned shall be entitled to lodge a complaint regarding the operation of the Council, the invitation and activity of the Representatives,, the person and activity of the Chairman, as well as regarding any issue concerning the Council and the Standard Setting, which complaint shall be investigated and the result of the investigation shall be published.

3 Standard Setting Committee

- 3.1 HFC Council shall establish a Standard Setting Committee, or the Council may also fulfil the tasks of the Standard Setting Committee itself.
- 3.2 The Standard Setting Committee shall be responsible for:
 - a) the acceptance of standard setting or revision proposal,
 - b) exploring the sphere of parties concerned by standard setting/revision process,
 - c) determine the sphere of key and disadvantaged interested parties,
 - d) fulfilment of other tasks related to determining the sphere of interest groups,
 - e) for inviting experts for the execution of preparatory draft,
 - f) the establishment of working groups (acceptance and rejection of nominations, nomination of members), of which establishment of a working group responsible for standard setting activity shall be compulsory,
 - g) building consensus.
- 3.3 The Standard Setting Committee shall establish a working group which is responsible for standard setting activities. The Standard Setting Committee may also establish other working groups for the duration of the standard setting process.
- 3.4 The decisions of the Standard Setting Committee shall be made according to the general corporate procedure detailed in MER 03.

4 Working groups

- 4.1 The Working group(s) shall be established by the Standard Setting Committee based on the nominations received for the call published regarding the participation in the standard setting.

- 4.2 Balanced decision-making ratio of the interest groups shall be ensured among the members of the Working group(s).
- 4.3 The decisions of the Working group(s) shall be made according to the general corporate procedure detailed in MER 03.
- 4.4 In each working group the participation of such professionals is necessary who have professional knowledge, experience related to the given standard setting issue, as well as people who have important roles in the application of the standard.
- 4.5 On the www.pefc.hu site contact details shall be provided through which the members of the Working groups and the Representatives are available.
- 4.6 All members of the Working groups shall have the opportunity to get involved in the standard setting work. The members may form an opinion through the Representative of the interest group, the Representative shall be obliged to represent all opinions within the interest group, and forward all opinions.
- 4.7 The administrative activity necessary for the operation of the Working groups shall be carried out by the Secretariat.
- 4.8 Working groups are temporarily established committees that operate during the formation of the certification system and the revision thereof.
- 4.9 Working groups shall be entitled to submit the standard to the Standard Setting Committee if such standard is certifiably based on a procedure aiming at consensual agreement.

5 Requested expert

- 5.1 The requested expert is a person who has significant professional knowledge and experience in the given issues. The requested expert's primary tasks is to prepare a working document fit for negotiations, and then forward it to the Standard Setting Committee, or to fulfil any other preparatory task.
- 5.2 The requested expert may be member of the Working group, may be a specific person, or a legal entity. In case the requested expert is member of the Working group, then he/she/it may be nominated for the chairman position of the Working Group Committee.

6 Arbitration Committee

- 6.1 For the evaluation of complaints and appeals the HFC Council establishes ad hoc Arbitration Committee according to the specific rules in MER 07 v1 Resolution of Complaints.
- 6.2 Arbitration Committee consists at least the Chairman of HFC Council, and two other members.

7 Organization chart

