

Annex B Minimum requirements for stakeholder consultation

- 1 Where a consultation process is conducted, it shall be implemented adequate to the size and scale of the organization's operation, based on the following:
 - 1.1 Stakeholder identification: The organization shall identify affected and interested stakeholders in relation to the forest management activities of their suppliers and the identified risk, including the stakeholder groups provided below (Section 3).
 - 1.2 Stakeholder notification: Identified stakeholders shall be invited to participate in the consultation at least six (6) weeks prior to the management activity that is the subject of the consultation. The organization shall employ effective means to inform stakeholders, using culturally appropriate consultation techniques, and the language spoken by the recipients. The FSC network partner shall also be notified, if one exists.
- NOTE: Techniques may include: face to face meetings, personal contacts by phone, email, or letter, notice published in the national and/or local press and on relevant websites, local radio announcements, or local customary notice boards.
- 1.3 Stakeholder consultation: All identified stakeholders shall be provided access to information that is relevant to the consulted issue no later than six (6) weeks prior to the management activity that is subject of the consultation. The organization shall only exclude information that is considered confidential¹⁸. Stakeholders shall be asked to provide their consent to the publication of their comments.
- NOTE: Examples of consultation techniques include: arrangements for individual or group meetings, structured interview by telephone, contact by mail or email with a request for written comments to a predetermined set of specific questions.
- 1.4 Stakeholder feedback: Within sixty (60) days after the end of the consultation period, the organization shall respond to all stakeholders who participated in the consultation process explaining how their comments were taken into account.
 - 1.5 Consultation records: The organization shall maintain records of the consultation process, including a list of stakeholders consulted and the comments provided, and evidence that the consultation was carried out in conformance with the requirements of this standard.
- 2 The organization shall prepare a summary of the consultation process, which shall include:
 - a) The areas for which the stakeholder consultation has been conducted (e.g. geo-reference data, state, province, supply unit);
 - b) A list of the stakeholders groups invited by the organization to participate in the consultation;
 - c) A summary of the stakeholder comments received. Comments shall only be published with prior consent from the consulted stakeholder and not associated with stakeholder identifiable information;

¹⁸ A justification for the confidential nature of the information shall be presented to the relevant FSC-accredited certification body.

- d) A description of how the organization has taken stakeholder comments into account;
- e) The organization's justification for concluding that the material sourced from these areas can be used as controlled material or sold with the FSC Controlled Wood claim.

NOTE: The summary of the consultation process is included in the public summary of the certification process, according to Section 6 of this standard.

3 Stakeholders representing the interests listed below, who are relevant, and according to identified risk, should be identified and notified during the consultation process. Each group specified may be represented by an unlimited number of representatives, subject to balanced consideration of the input received during the consultation. The list is not comprehensive and any other stakeholder groups relevant to the certification process shall be identified and notified.

3.1 Economic interests

- a) Forest owners and/or managers of large, medium and small forests, and high, medium, and low-intensity managed forests;
- b) Forest contractors (including loggers);
- c) Representatives of forest workers and forest industries;
- d) FSC certificate holders.

3.2 Social interests

- a) NGOs involved or with an interest in social aspects of forest management and other related operations;
- b) Forest workers;
- c) International, national and local trade/labour unions;
- d) Representatives of local communities involved or with an interest in forest management, including those relevant for HCVs 5 and 6;
- e) Representatives of Indigenous Peoples and/or traditional peoples (if present and/or holding rights), including those relevant for HCVs 5 and 6;
- f) Representatives of recreational interests.

3.3 Environmental interests

- a) NGOs involved or with an interest in the environmental aspects of forest management. Consultation should target the following areas of interest and expertise:
 - Biological diversity
 - Water and soil
 - HCVs 1-4
- b) Local communities and Indigenous Peoples' representatives (HCVs 5 and 6).

3.4 FSC-accredited certification bodies active in the country

3.5 National and state forest agencies

3.6 Experts with expertise in controlled wood categories

- 3.7 Research institutions and universities
- 3.8 FSC regional offices, FSC network partners, registered standard development groups and NRA working groups in the region¹⁹.

¹⁹ Africa, Asia and Pacific, Europe, Europe and Russia (CIS), Latin America and North America (as of 2015).