

### Attendees:

Jenny McInnes, Defra  
Marigold Norman, Defra  
Ruth Nussbaum, ProForest (CPET)  
Rachel Butler, ProForest (CPET)  
Sofie Tind Nielsen, ProForest (CPET)  
Saskia Ozinga, FERN (left at 14.00 pm)  
Andy Roby, TTF  
John White, TTF  
Beatrix Richards, WWF UK  
Martin Gale, Independent Consultant/Confor  
Hugh Speechly, Dfid

### Apologies:

Claire Treliving, Defra

### Agenda items

The following agenda items were agreed upon for the meeting

1. Introductions-new personnel
2. EU harmonisation and social criteria update
3. Peer Review Panel and Category A update.
4. Policy consultation results
  - Discussion of report and proposed solutions
  - Recommendations
  - Publishing the policy recommendations
  - Time frame
5. CPET activities update
6. Any other business

#### 1) Introductions-new personnel

Jenny McInnes welcomed John White and Hugh Speechly as new Reference Board members. John White, Chief Executive TTF takes over from Andy Roby who is leaving. Hugh Speechly has, as FLEGT specialist representing Dfid, been invited to the board to provide advice on FLEGT and international policy issues.

## 2) EU harmonisation and social criteria update

Jenny McInnes updated the board on the harmonisation process. Following a meeting in Hague with Government representatives from Holland and Denmark, it was agreed to develop a common framework for policies, with CPET to conduct an initial comparison of the individual MS criteria (based on NL's recent changes), with the eventual goal for NL, DK and UK to harmonise the language on those criteria deemed to be the same. The common framework can be presented to other member states as a basis for their own policies.

In addition it has been decided to have a seminar in Denmark early 2008 to discuss the social criteria, this as an open meeting with stakeholders from EU, National Government, NGOs and trade.

A brief update on the continuing discussion on social criteria was provided.

Following the Business and Biodiversity Conference in Lisbon in the beginning of October Marigold Norman informed the board that Spain and Portugal are developing procurement policies on timber. This was recognised as a positive step as Spain and Portugal have influence in South America and can encourage the fight against illegal logging.

<b>Actions</b>	<b>Who</b>	<b>Date</b>
<ul style="list-style-type: none"><li><i>Date on social seminar in Denmark to be provided to the Reference Board members</i></li></ul>	CPET	When available

## 3) Peer Review Panel and Category A update.

The methodology of using a Peer Review Panel for the upcoming reviews of timber certification schemes was presented and supported by the Reference Board. It was highlighted by board members that the terms of reference should clearly outline the scope of the panel. A full report method will be developed and published and a summary will be published. The panel will be provided with documents and guidance to score the certifications schemes, meet to discuss the findings and develop recommendation which will be presented to Defra who will make the final decision. A report which summarises the comments and results will be public domain.

In addition the time table, budget and person specification was discussed and it was agreed that the panel would probably consist of 4 members.

<b>Actions</b>	<b>Who</b>	<b>Date</b>
<ul style="list-style-type: none"><li><i>List potential peer review panel members</i></li></ul>	CPET	Next RB meeting
<ul style="list-style-type: none"><li><i>Provide biography on potential peer review panel members</i></li></ul>	CPET	Next RB meeting
<ul style="list-style-type: none"><li><i>Produce ToR for the peer review panel members</i></li></ul>	CPET	Next RB meeting

#### 4) Policy consultation results

Prior to the meeting the Reference Board had been provided with a document listing and categorising all the 282 comments received in addition to a report outlining the main comments received and some key questions identified by CPET. The comments and key questions were discussed along with the solutions proposed by stakeholders.

CPET will circulate specific wording for the new policy guidance note to the Reference Board members for comments. A final draft guidance note will be prepared for the next Reference Board meeting.

Some comments received during the consultation did not relate directly to the policy change. The comments on the implementation will be integrated in the construction sector study report and comments related to the assessment of certification schemes will be taken into account for the next review. Comments on the social criteria, the policy in general, related to EU member states will be summarised by CPET in a document together with the facts listed and provided to Defra.

<b><i>Actions</i></b>	<b><i>Who</i></b>	<b><i>Date</i></b>
<ul style="list-style-type: none"><li><i>Draft text on policy guidance and consult Reference Board members by email.</i></li></ul>	<i>CPET</i>	<i>Dec 07</i>
<ul style="list-style-type: none"><li><i>Finalise text for guidance</i></li></ul>	<i>CPET</i>	<i>Next RB meeting</i>
<ul style="list-style-type: none"><li><i>Develop implementation strategy</i></li></ul>	<i>Defra/CPET</i>	<i>Next RB meeting</i>
<ul style="list-style-type: none"><li><i>Publish comments on policy including response on the CPET Website</i></li></ul>	<i>CPET</i>	<i>Jan 08</i>
<ul style="list-style-type: none"><li><i>Respond to stakeholders on comments</i></li></ul>	<i>CPET</i>	<i>Jan 08</i>
<ul style="list-style-type: none"><li><i>Summarise comments received not related directly to the policy change in report for Defra together with a document on facts provided through the consultation.</i></li></ul>	<i>CPET</i>	<i>Jan 08</i>

#### 5) CPET activities update

Sofie Tind Nielsen provided the Reference Board with an overview of CPET's activities. The CPET website has had more than 12,000 visits of which 50% is from the UK. The US and Canada are next on the list of main users as is other European countries, but also Japan makes it on the top 10 countries visiting the website. In total the website have had visits from 116 countries. Suppliers and central Government make up each about 25% of the helpline enquiries in the past year and 11% have been from local authorities. Sofie listed presentations and workshops given in the past months and informed the board that the construction sector study draft report will be sent out for comments in the following weeks and discussed more in detail with Defra.

<i>Actions</i>	<i>Who</i>	<i>Date</i>
<ul style="list-style-type: none"> <li>• <i>Send construction sector draft report out to stakeholders for comments</i></li> </ul>	<i>CPET</i>	<i>Dec 08</i>

6) **Any other business**

It was noted that a replacement for Beatrix Richards, WWF, who will be on maternity leave, should be identified and invited to the next Reference Board meeting.

<i>Actions</i>	<i>Who</i>	<i>Date</i>
<ul style="list-style-type: none"> <li>• <i>Identify and brief replacement from WWF</i></li> </ul>	<i>Beatrix Richards</i>	<i>Next RB meeting</i>

7) **Next meeting**

The next Reference Board meeting is to be scheduled for the first weeks of February 2008 (10am) in London. Invitations will be send out.