

WP 6 Draft

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EFESC Handbook



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Handbook EFESC

1 Background and objectives

1.1 Sectoral developments

Mobility of forest and green area workers within the European Union is gradually growing. Some countries have reliable certification systems to test the knowledge and skills of those people, but by no means have all countries such a certificate.

5 Moreover it is difficult to assess the merits of foreign certificates. The development of European standards would allow national certificates to add a European recognition to their brand, thus increasing the value for workers wanting to work in other member states across the EU. A European standard would also give other countries that do not have such a certificate now, the opportunity to participate in an interna-
10 tionally recognised system. This would increase transparency and mobility within the European trade area and thus strengthen the forestry, arboricultural and green area management sector with regard to chainsaw use. In some countries certification is also wanted by non frequent chainsaw users which will enhance the safety and health among non professional target groups.

15 Since June 2009 Europe a new organisation is active knowing as: the European Forestry and Environmental Skills Council. EFESC has been formed as a result of the Leonard project : “Evaluation And Implementation Of Chainsaw Operators Certification”.

The EFESC is an organisation in which delegates are represented from various
20 stakeholders throughout Europe. Organisations are presented from training centres, EU branch organisations, clients, knowledge centres and certifiers. In total 16 EU countries represent the council.

At this stage the council is focusing on chainsaw users in all kind of professions.

1.1 Objectives

25 The objective of this council is to:

- Develop minimal qualification standards in professions like forestry, landscaping, tree-work and or horticulture.
- improve safety due to standards setting
- improve mobility due to interchange ability of the certificates
- 30 - Improves the profession
- Harmonise chainsaw qualification in Europe

1.2 Organisational Framework

The delegates of the EFESC are all members of the General Assembly and have elected chairpersons in three committees/ bodies, knowing as:

- Executive board
- 35 • Standards committee
- Accreditation committee

The council has a secretariat which is hosted by KWF Germany.

1.3 National Agency

In order to assure Quality of issuing the ECC certificate or logo within each country, the Council will appoint National Agencies in each country. The National Agency
40 will approve and audit national training providers to deliver qualifications.

1.4 Training Provider

The training providers on their hand can use an ECC certificate and/or can use the ECC logo on their own certificate if they comply to the criteria set by the council.

2 ECC modules

The standards committee has developed 4 chainsaw modules known as European Chainsaw Certificates. The modules have been approved by the General Assembly.

2.1 The modules are: to be added in the up to date version

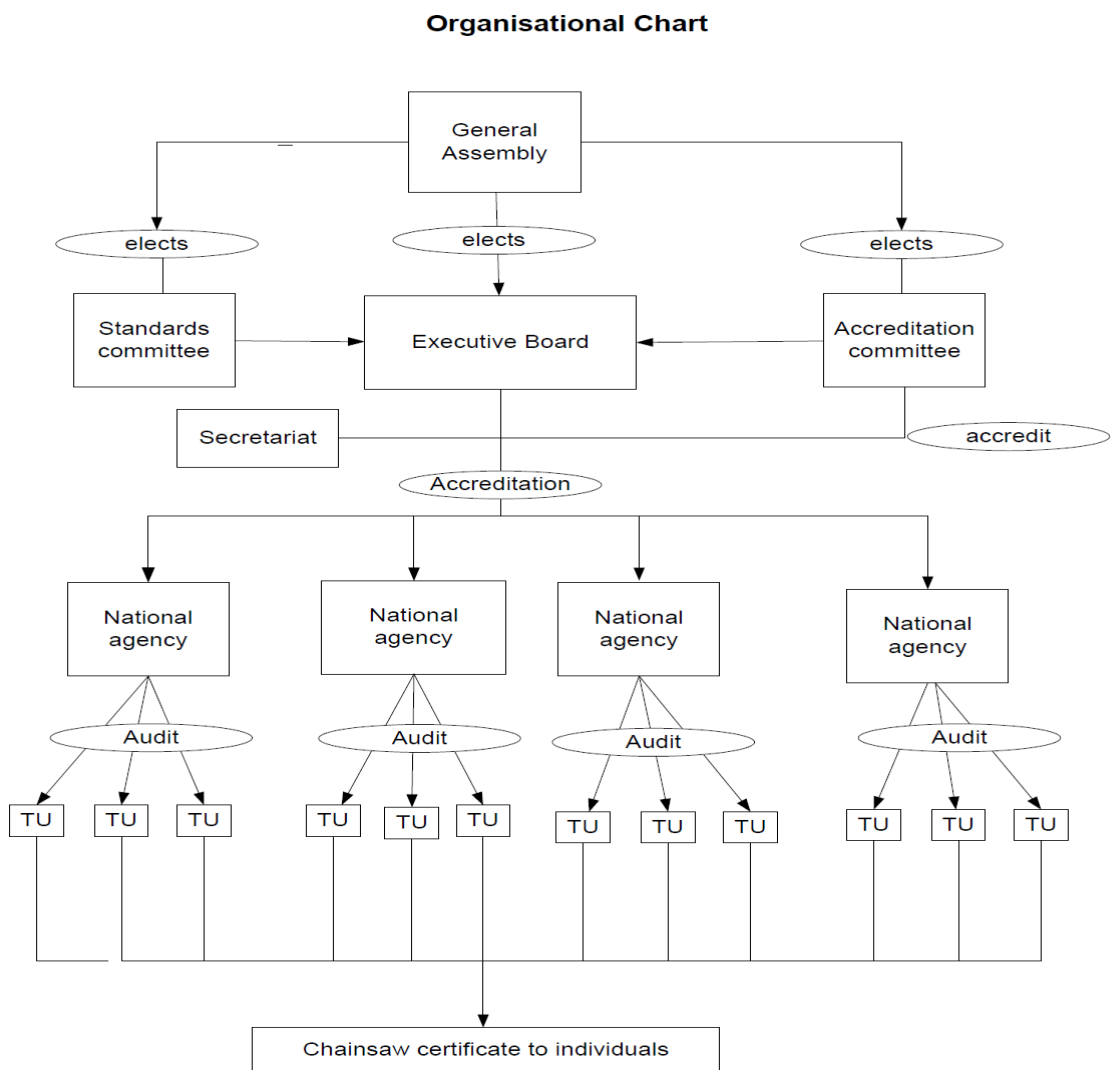
- 45
- ECC 1 – Chainsaw maintenance and crosscutting
 - ECC 2 – Basic Felling
 - ECC 3 – Advanced Felling
 - ECC 4 – Windblown trees

2.2 Testing rules to be added

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3 Organisational Structure

The Organisational Structure is made up of different bodies. The OS describes the functions and explains what they have to do and what kind of duties and responsibilities they have.



3.1 General Assembly (GA)

3.1.1 Definition

The GA is the highest body in terms of taking decisions. In the first stage the members of the GA will be the representatives of different organisations/companies/centres that have been involved in the start-up of the process. On a mid-term basis the aim is to involve national branch organisations and European organisations since it's they who define the market and who have influence on the end users of the product. There is no maximum set on the number of members, but we will make sure a balanced membership is maintained. The members of the GA meet once a year and elect their own chairman. As a member of the GA you can put yourself to seat in the Standards Committee (SC) and/or the Accreditation Committee (AC).

3.1.2 Membership fee and voting rights

The representatives seating in the GA will have to pay a membership fee of 250€/yr.

60 One membership fee equals 1 vote. Member should be mandated by their organisation to seat in the GA and per organisation 1 vote can be obtained.

The voting majority will be 50% +1 on general decisions, except for legal matters it is required to have a 2/3 majority. At least 50% of the members have to be present or give a mandate to someone else to obtain a valid voting system; if not the will have to be postponed or the voting procedures can be changed for that particular occasion.

65 There is no money available for people searing in the GA.

3.1.3 Preconditions to become a member of the GA

1. you should be able to prove a clear link with forestry or environmental training on a professional basis or a forestry management related field
2. you have to be involved in the sector of

- 70
- a. forestry
 - b. construction
 - c. arboriculture
 - d. fire combat
 - e. landscape activities
 - f. ...
- 75

3. you have the entity of a

- a. branch organisation on a European level (e.g. NGO, trade union, employers' federation, forest owners' association...)
- 80 b. a **training provider** or representatives of **training providers**
- c. a representative of regional, federal or European government
- d. a chainsaw manufacturing company (Stihl, Husqvarna, Makita,...)
- 85 e. an NA
- f. a certification body on national or European level
- g. ...

3.1.4 *What are the tasks of the GA?*

In general the GA endorses the proposals made by the EB.

- 90
- To decide the legal status of the certificate
 - To decide organizational structures and processes
 - To decide standards
 - To decide about accreditation and certification procedures
 - To decide about budget
 - 95 - To make decisions on the proposals of the Executive Board (EB), Standards Committee (SC) and the Accreditation Committee (AC)

- To work out the preconditions and procedure for new members to join the ECS-network (e.g. fill out information sheet, engage to attend the annual meeting, membership approved by consensus or majority?,...)
- 100 - As a member of the GA you can put yourself to seat in the Standards Committee (SC) and/or the Accreditation Committee (AC)
- To elect the chairmen for the GA
- **To elect the members of Executive Board**

3.2 *The Executive **Board** (EB)*

3.2.1 *Definition*

105 Definition

The EB is the representative heart of the ECS-project, it is constituted of three persons: 1 executive (or managing) director (in close connection to the secretary), 1 chairman of the GA, 1 vice chairperson. The chairman of the SC and the AC can be asked to join a meeting to advise on standards or accreditation matters. They meet 3 times a year in person and have additional video conference/ 110 skype meetings a year.

The secretariat operates under the EB, gets its tasks from the EB and is responsible to the EB. Each NA gets its tasks through the secretariat; in case of problems, the NA can appeal to the EB.

3.2.2 *Preconditions and election procedures for the members of the EB:*

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- There can be no more than 3 members in the EB (due to limited financial budget, cfr. NOTA Financial plan)
- The members of the EB are 2-annually (re-)elected by the GA after Sept 2011. To keep some continuity it is recommended that 1 or 2 of the mem- 120 bers are re-elected.

3.2.3 *What are the tasks of the EB?*

- Prepare policy and recommendations for GA
- Executes policy and decisions of GA
- Implementation and setting of budget
- 125 - Prepares and presents international PR activities
- To work out the rules of procedure for GA to be followed
- Defines the organizational structures and processes
- Prepare the contract to define role, tasks, budget, etc for the secretariat
- Issuing of accreditation for NA
- 130 - ...

3.3 *The Standards Committee (SC)*

3.3.1 *Definition*

Body with a core group of maximum 5 experts (members of the general assembly) who draft and maintain the standards. These experts can invite other experts, engineers,... to join the board.

135 They meet once a year at the same time as the GA.

3.3.2 *Preconditions and election procedures for the members of the SC:*

- You have a seat in the expert group of the SC if:
 - o you are a member of the GA and are elected/appointed/approved by the GA as member of SC
- The members of the SC are 2-annually (re-)elected by the GA
- 140 - The members of the SC will elect a representative who will be the contact person of the board and is the coordinator

Steve Hewitt is candidate to represent the SC for the first period

3.3.3 *What are the tasks of the SC?*

- To set the ECS-levels
- To fine-tune the levels after initial try-out(s)

- 145
- To update the levels as a continuing process
 - To define criteria for the chainsaw exams
 - ...

3.4 *The Accreditation Committee (AC)*

3.4.1 *Definition*

150 The AC is a group of 3 experts whose role it is to define and maintain the accreditation, certification and auditing procedures within the EFESC. The AC-members are elected by the general assembly. The AC reports to the GA by playing an *advisory role* to the EB on relevant matters; the members of AC are independent from the EB. The AC can invite other members of the GA for advice and consultation. The AC meets once a year, at the time as the GA. The chairperson of the AC can be invited
155 to the meetings of the EB.

3.4.2 *Preconditions and election procedures for the members of the AC*

- You have a seat in the AC if:
 - you are a member of the GA and are elected/appointed/approved by the GA as member of AC
 - you are politically independent
- 160 - The members of the AC are 2-annually (re-)elected by the GA
- The members of the AC will elect a representative who will be the contact person of the board and is the chairperson
- The persons should be elected b GA when the decision about the AC has been made

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3.4.3 *What are the tasks of the AC?*

- Define terms accreditation, auditor, audit
- To write out the accreditation procedures for centre approval assessor approval

- To write out the certification and auditing procedures
- 170 - To implement **the accreditation** of NA's
- ...

3.5 *The Secretariat (S)*

3.5.1 *Definition*

The secretariat is the hosting organisation of the ECC. The S gets its tasks from the EB and is responsible to the EB. Their role is to implement organisational, administrative and PR activities. There will only be one Secretariat for the or-
175 ganisation.

In the contract (that will be drawn up by the EB) terms and conditions will be stipulated. An initial term will run for at least two years, later on this period can be extended.

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KWF, Germany is willing to take up the role of S until Sept 2011.

3.5.2 *What are tasks and responsibilities of the S?*

- Administrative work
- Organisation of meetings etc.
- Implements PR activities
- 185 - Website construction and maintenance
- Issuing of accreditation for national representatives
- Establishment and maintenance of database for certificates
- Coordination of random peer audits
- Look for sponsoring
- 190 - Prepare the file for obtaining a legal status + protection name and logo
- ...

3.6 The National Agency (NA)

3.6.1 Definition

195 Organisation who *is accredited* by the AC and who is entitled to issue certificates to the **training providers** that offer chainsaw courses after they had been audited by an auditor. National Agencies work as a facilitating infrastructure, a go-between the AC and the **training providers**. National representatives can be forestry training centres, individual-**professional**- enterprises, governmental organisations,... If there is no NA in a country, a NA of a neighbouring country can fulfil its role.

3.6.2 Criteria to become an NA:

- The organisation should be well integrated within the national support. They must represent the various interest organizations.
- 200 - They must have a legal entity
- They must have manpower in order to act as a role as facilitator organiser
- They must be financially sound
- They must have qualified personnel
- They must have a quality support system
- 205 - They must agree to the EU standards
- They must have **experience** of training and/or certification in chainsaw use related skills

3.6.3 **Accreditation** Procedures to become an NA:

- 210 - Each country interested in joining the organisation has to meet the above criteria
- **The AC will accredit the organization and after successful accreditation the EB will issue the accreditation document to the National Agency.**

215 Note: For organisational reasons there will be 1 NA per country possible, one national contact point. The NA can choose how they arrange the organisational structure within the country with e.g. regional offices.

3.6.4 *What are the tasks and responsibilities of the NA?*

- Appoint and manage auditors that will audit the **TU's / TP'S**
- Keep database of certified candidates linked to a European database
- Keep database of **training providers**
- 220 - Approve and QA assessment process for **training providers**
 - a. recruitment system for auditors
- Manage the financial situation
- Promotion of the EU-standards (all PR-activities)
- **If any major change occurs in one of the above mentioned criteria this**
- 225 **should be reported to the AC. AC decides whether a new accreditation**
procedure has to be implemented.

3.7 *Centre Approval Method (Certified Training Providers)*

3.7.1 *Definition*

The training **providers** are institutions, organisations that offers training courses and/or can perform assessments.

3.7.2 *Preconditions/ criteria to become a certified training provider:*

- 230 - has its own Quality Assurance procedure for instructors and assessors
- has its own Quality Assurance procedure for the training (client evaluation scheme)
- must have the necessary resources (e.g. access to trees)
- have an administration system
- 235 - have published policies (e.g. health & safety)
- have qualified instructors to national standards and/ or assessors
- the provider must use exclusively approved assessors who are up to date on the latest certification regulations
- you have to work according to an assessment scheme/protocol

3.7.3 *Tasks*

- The training **providers** trains and assesses candidates according to the minimal standards set
- The training **providers** can issue an EU certificate/ or EU Logo to those candidates who meet the ECS standard after being assessed by a qualified assessor.

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3.7.4 *Procedure:*

- The training providers are audited by the National Agency. In case a National Agency does not exist in the respective country, another NA can perform the audit
- After successful audit the training provider can issue respective EU certificates to successful participants. In case an existing certificate is used, an additional EU logo can be applied
- The certified training providers will be mentioned in a national database of the NA and on the website of the European organisation at least every three years the training providers receives an external audit
- The provider can lose its licence whenever the external audits are contradictory to the initial criteria

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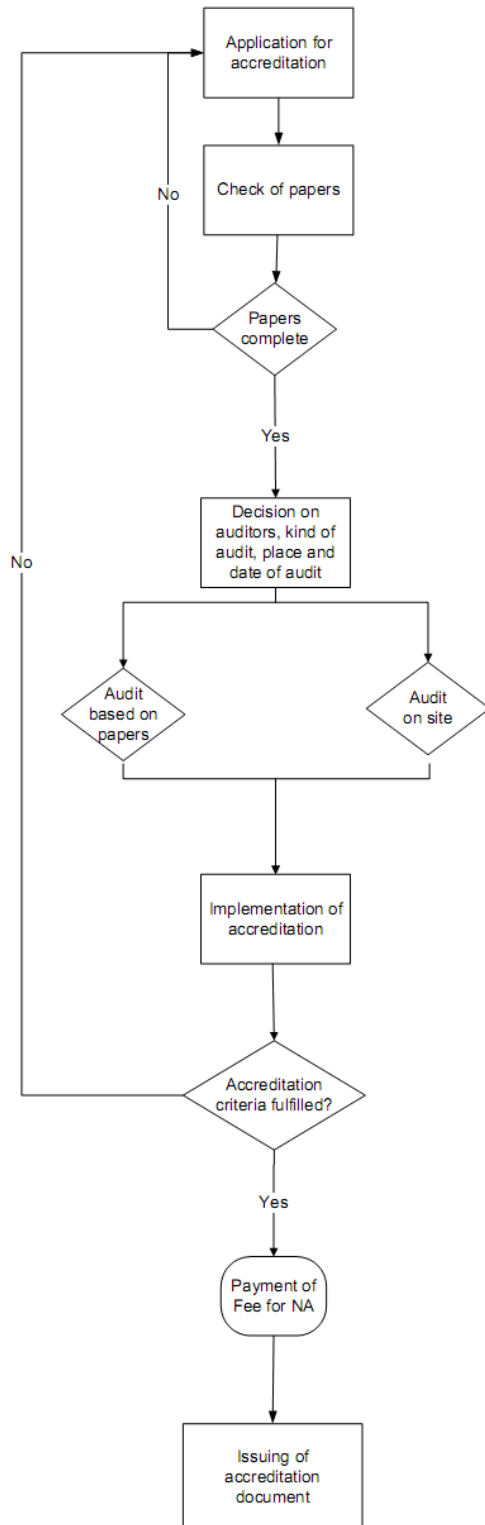
4 Operational Structure

The Operational Structure describes how the organization processes works , who is responsible for what and what documents are needed by whom.

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4.1 Process accreditation NA

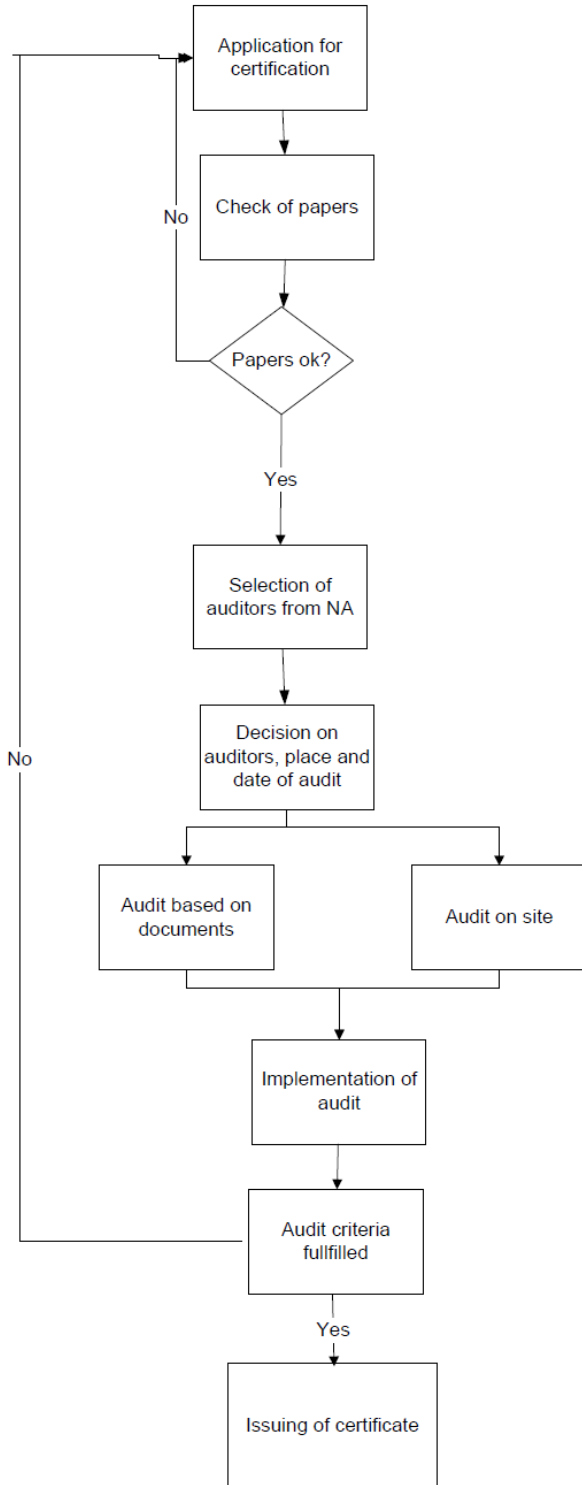
Process accreditation National Agency



Responsible	Information	Documents
National agency		Letter of application
Accreditation Committee	National agency	Checklist
Accreditation Committee	National agency	
Accreditation Committee	National agency	Accreditation Report
National Agency	Secretariat	Confirmation of receipt of money
Executive board	National agency Secretariat (database)	Accreditation Document

4.2 Process certification Training Providers

Process certification training providers ECS



Responsible	Information	Documents
Training provider		Ressources Infrastructure Quality assurance
National agency	Training unit	
National agency	Auditors	
National agency	Training unit	
Auditors	Training unit	Audit Report
National agency	Auditors Secretariat	Certificate

4.3 Implementation of Tests is to be added in the up to date version

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