Guidance for ISH Group Manager
Independent Smallholder - Land Use Risk Identification (IS-LURI)

The **IS-LURI** is a document that will be used by the RSPO Secretariat to verify areas that are classified as **low risk** and allowed for new planting or expansion. The verification will be carried out based on information provided by the group manager or appointed representative on behalf of the independent smallholder. This document serves as a guide to the information that is required to be submitted.

The group manager or an appointed representative will be required to fill up the information that is required in the **IS-LURI** document. Once all information is provided and the document is submitted, the RSPO Secretariat will assign a case ID for the submission and it will be reviewed.

Section 1: Group Information

1. The RSPO membership number and date of joining will be required as per the group membership details.
   - The membership number and date of joining can also be retrieved from the RSPO website under the search member section. (https://rspo.org/members/all)
2. The location of the ISH Group should include district, province and country.
3. The total area of the ISH group indicated must be of the most recent update.
4. Details of ISH Group members undergoing new planting or expansion of existing plots will be required to be filled up in **'Section 2. Results'** of the reporting template.
5. Georeferenced vector data indicating the legal boundaries of management units shall be submitted as shape files and photographs of the land that is intended for new planting or expansion.
   - A guide on creating polygon shapefiles will be shown in **Section 2** of this guidance.
   - The vector data can also be submitted as .shp, .kmz or .kml file.
6. If Land title deed is available, a scanned copy or a picture clearly displaying the information on the deed should be submitted
7. The relevant report(s) (I.e. HCV assessment) that was used as reference(s) for the **IS-LURI** must be attached when submission is carried out.

Section 2: Results

1. A clearly outlined new polygon shapefile indicating all plots/concession area owned by an independent smallholder that is up to date will be required for the purpose of verification.
2. Polygon shapefiles for existing HCV areas as well as plot intended for new planting or expansion that have been identified will also be required for the purpose of verification.
3. HCV area data can be obtained from the **"Simplified HCV Application"** for ISH which is available in the Google Play store (iOS version is not available as of now).
4. The app allows for the shapefile of the HCV area to be exported. For guidance on the app please use the "Guidance Document on Simplified Tool for Independent Smallholder - HCV App" available at the RSPO web site (https://rspo.org/resources/smallholders-documents/smallholders-key-documents)
5. The polygon shapefiles obtained will be required to be inserted to the Polygon Table Data in the reporting template as an image as well as a separate submission of the extracted polygons in a folder.
6. The Simplified HCV Application allows for the extraction of polygons which can be used for the purpose of this interim measure.
7. Steps to create a new polygon shapefile is shown in the following section.
8. **Please note that the steps below are an alternative to using the Simplified HCV Application that is available in the google play store.**

Procedure to Create Polygon Shapefile:
Step 1: Collecting GPS Coordinates
(Video Guide: https://www.youtube.com/watch?v=zTUsiaiX9jM**)**

1. The first step required to produce the shapefile is to collect GPS coordinates of the concession/expansion area.
2. A mobile phone with GPS capabilities is required for the purpose of mapping the boundary of concession/ area of expansion.
3. To get coordinates, using a phone or tablet, open the Google Maps App. The blue coloured circle represents the current location of the user. The user is required to zoom in on the blue coloured circle to ensure the location is as accurate as possible.
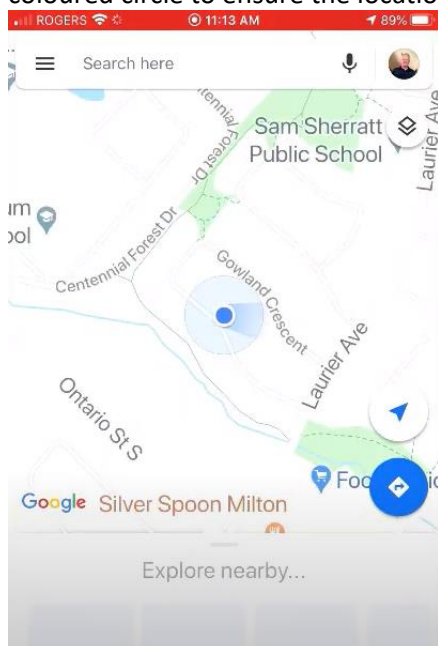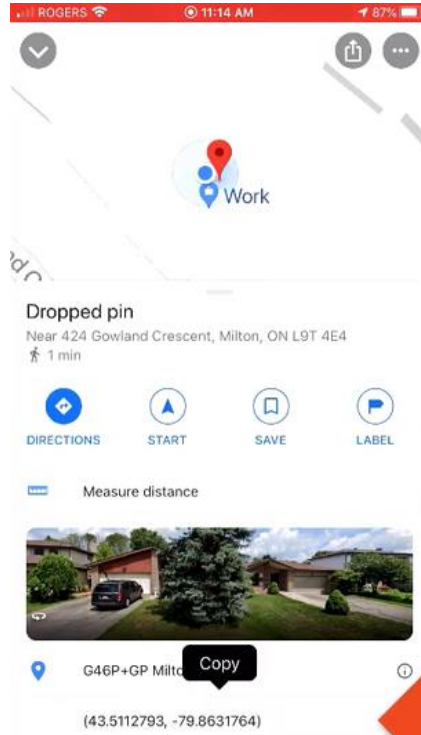
4. Touch and hold on the blue coloured circle in order to create the red coloured drop pin. The drop pin menu appears at the bottom. Click and scroll up on the drop menu.
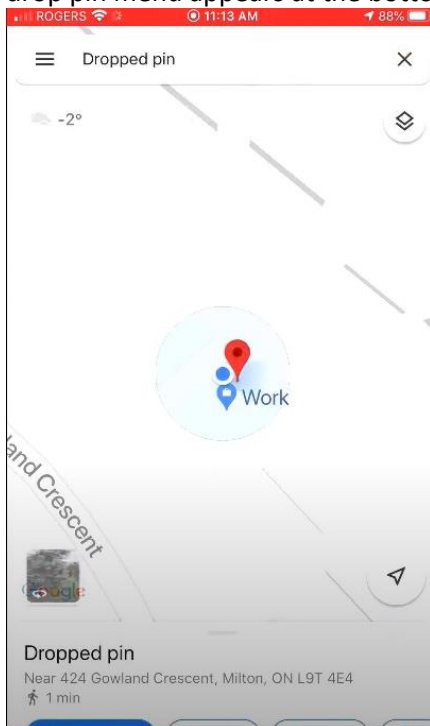
5. The coordinates are listed at the bottom of the drop pin menu.
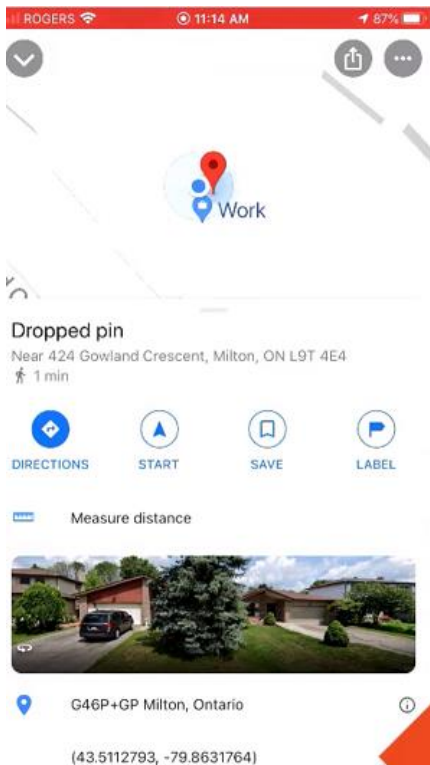
6. Press and hold on the GPS coordinate to copy it.

7. Coordinates are required for every end point of the boundary of the concession/expansion area.

8. Record coordinates for each end point to be used as reference (**To be recorded in provided excel template**).

| Latitude	Longtiude
7.226292°	103.534553°
7.226242°	103.534594°
7.226689°	103.535022°
7.226639°	103.535058°

9. Once coordinates are entered in the template. It should be saved as a CSV (Comma delimited) format file.

Step 2: Creating Polygon Shapefile of concession/expansion area.
(Video Guide: https://www.youtube.com/watch?v=hEAVNTHFrNg**)**
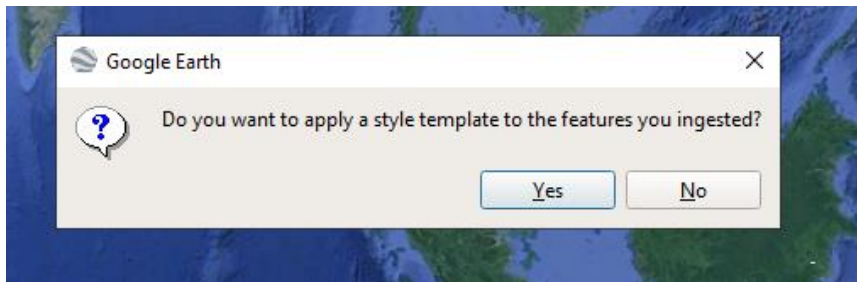
1. The CSV (Comma delimited) file should be imported in to Google Earth. Ensure All Files are selected as shown in the screenshot below.
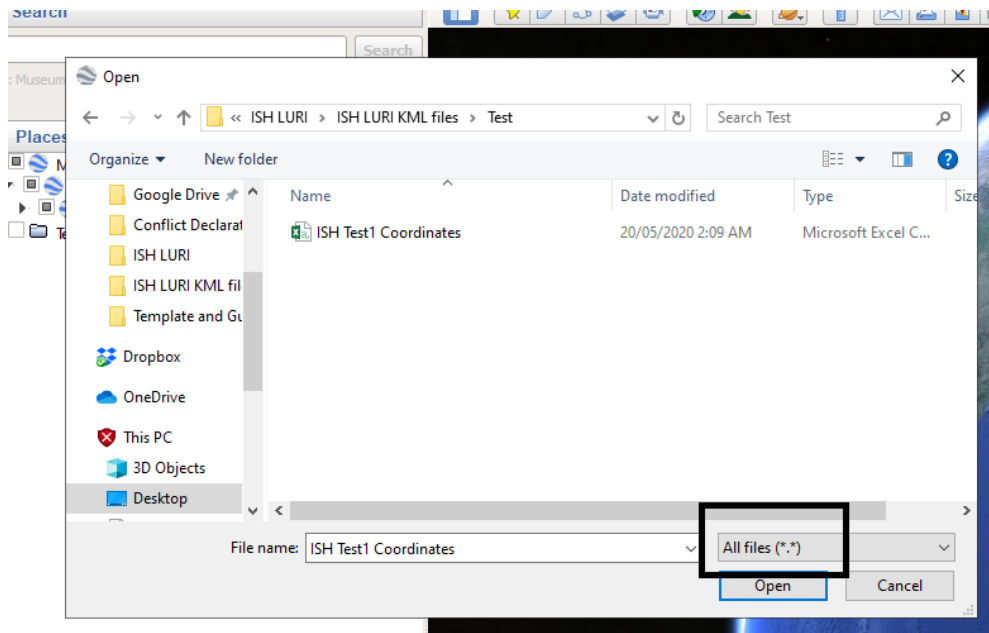
2. Once the CSV file is opened, the Data Import Wizard settings appears. Select Finish.
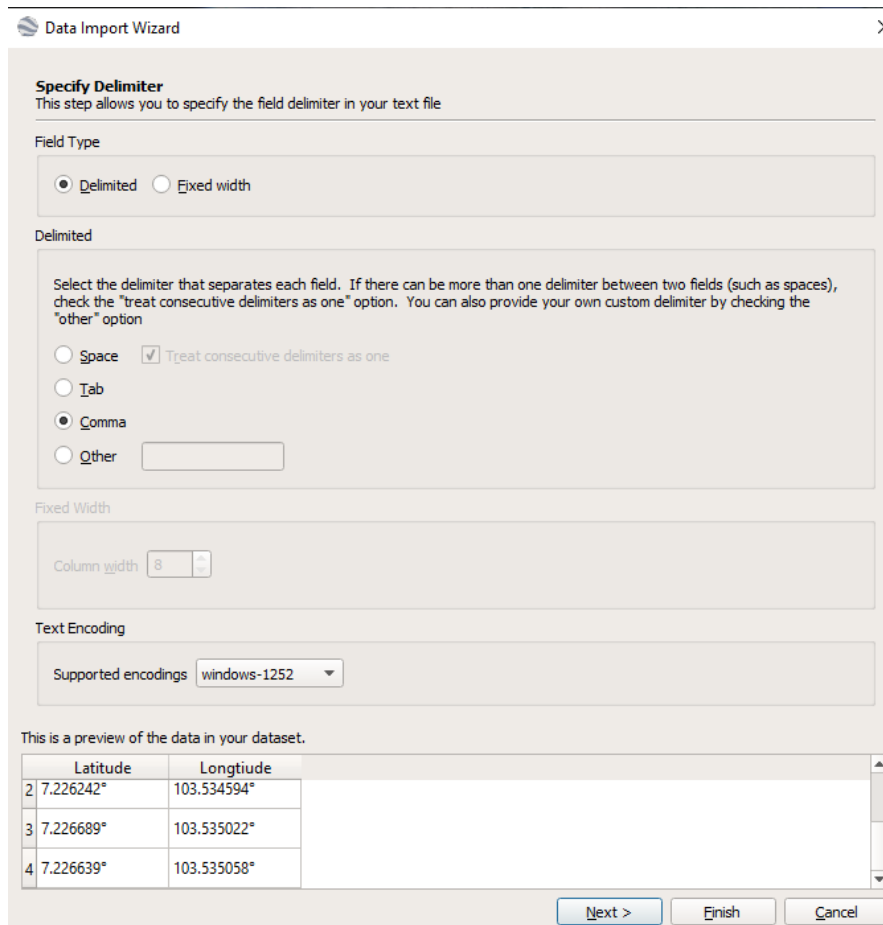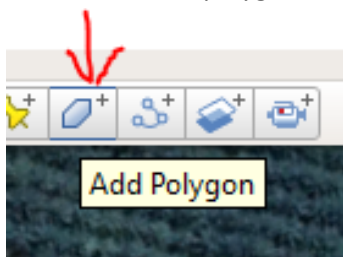
3. Style template appears as the following step. It is advised for style template to not be applied.
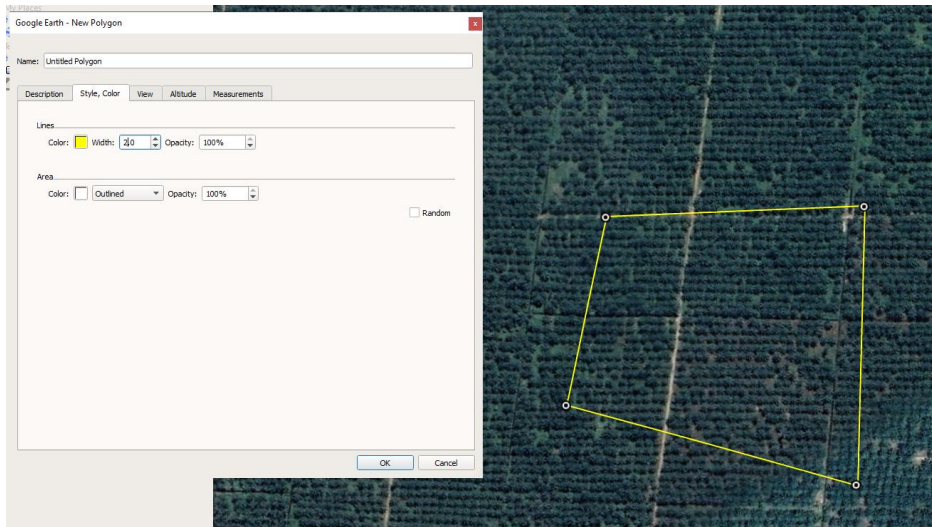

4. The coordinates will be displayed on Google Earth.

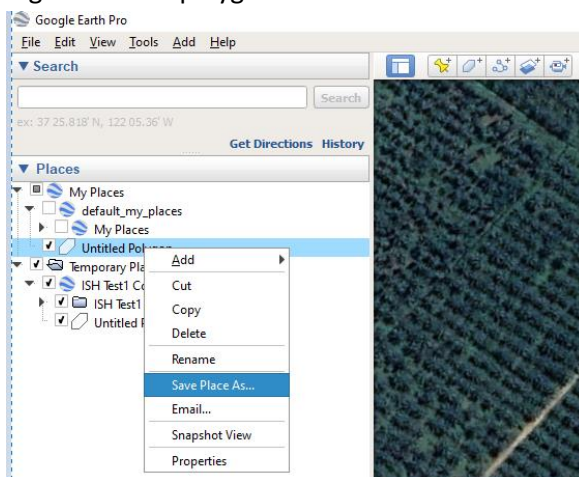5. Click on the add polygon icon in the tools bar to create a polygon.

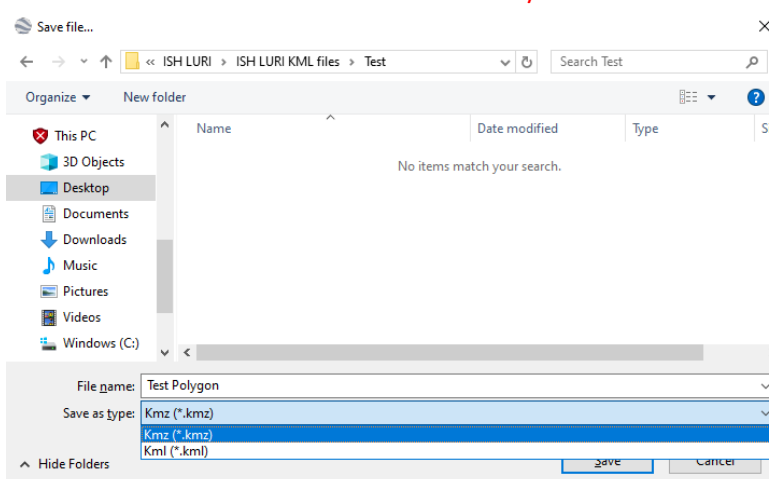6. Using the coordinates as reference, draw the polygon.

7. A new polygon file is created.

8. This polygon will be used as reference in the **data comparison table (2.1).**

9. Right click the polygon in the "Places" tab and select "save place as".

10. The saved file can also be submitted as .kml/.kmz.

11. Submit the output files to the RSPO Secretariat in a folder for:
    a. **Clearly outlined polygon of ISH Concession / Boundaries**
    b. **Polygon of ISH plot intended for new planting or expansion clearly outlined**
    c. **Polygon of HCV area within ISH Plot**

Geo-tagged Field Photographs of Low Risk Areas

1. A minimum of **two (2) sets** of geotagged images consisting of at least **four (4)** photographs in each set are required as evidence of ground checking for each land cover class identified and reported as "**Low Risk**".

2. The four photographs as set out in item 1 above must indicate **the north, south, east** and **west** directions of the "**Low Risk**" area.

3. A folder containing the images should be submitted as annexure with the corresponding photo reference ID

4. Geotagged photos can be captured using smartphones.

5. Guidance on the use of smartphones for geo-tagging provided below:
   - iPhone: Launch Settings --> Privacy --> Location Services --> Camera --> While Using the App
   - Android: Open camera app and tap on Settings. From the Settings, scroll down until you see the option "Geo tags" (or similar option) and enable it.
   - Tutorial to enable geotagging: https://www.youtube.com/watch?v=TpCeOkw2QdY