

RSPO

Roundtable on
Sustainable Palm Oil

2021

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RSPO NEW PLANTING PROCEDURE (NPP) 2021*

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*revised to rectify consistency in section 1.3.2 with Chart 1 of this document.



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LIST OF ACRONYMS

ALS	Assessor Licensing Scheme
CB	Certification Body
CSPO	Certified Sustainable Palm Oil
FFB	Fresh Fruit Bunch
FPIC	Free, Prior and Informed Consent
GHG	Greenhouse Gas
HCS	High Carbon Stock
HCSA	High Carbon Stock Approach
HCV	High Conservation Value
HCVN	HCV Network
IS-LURI	Independent Smallholder - Land Use Risk Identification
LUCA	Land Use Change Analysis
LURI	Land Use Risk Identification
NI	National Interpretation
NPP	New Planting Procedure
P&C	Principles and Criteria
RSPO	Roundtable on Sustainable Palm Oil
SEIA	Social and Environmental Impact Assessment

1. INTRODUCTION

The New Planting Procedure (NPP) was introduced to provide a framework for the responsible development of new lands into oil palm. The concept was first proposed to the RSPO General Assembly in November 2008 and formalised in May 2009. It was approved by the RSPO Executive Board in September 2009 and came into force for all new oil palm plantings from 1 January 2010.

The RSPO P&C is updated every five years. NPP (2009) was then updated based on the newly revised RSPO P&C (2013) in 2015 and approved by the RSPO Board of Governors on 20 November 2015. The RSPO P&C (2018) became effective after adoption by the RSPO 15th General Assembly (GA15) on 15 November 2018, requiring an update of NPP (2015) to comply with the new requirements introduced in the RSPO P&C (2018).

This updated NPP aims to (1) consolidate relevant requirements into one comprehensive document; (2) improve clarity of the NPP requirements and processes; (3) ensure consistency with the RSPO P&C (2018) (refer to Annex 2) and other supporting documents; as well as (4) provide clarity on its applicability, especially to smallholders.

NPP 2021 may be amended when required, based on revised RSPO Standards, requirements, strategies or decisions produced by RSPO.

NPP 2021 replaces the earlier version which was published in 2015 and it is effective 6 (six) months from 15 July 2021.

Any NPP related processes initiated based on NPP (2015) yet to be completed as of 15 July 2021 can be registered at the RSPO Secretariat by a grower. Documented evidence (e.g., contract with assessor) must be provided with a documented start date of the relevant assessment. Registered NPP cases are then to be completed in compliance with NPP (2015); otherwise NPP (2021) is to be applied.

1.1 WHAT IS THE RSPO NEW PLANTING PROCEDURE (NPP)?

The RSPO New Planting Procedure (NPP) consists of a set of processes that involve assessments to be conducted by growers followed by a verification by certification bodies (CB) prior to any new oil palm development. The intention is that new oil palm plantings will not negatively impact High Conservation Values (HCV) areas, High Carbon Stocks (HCS) areas, peatland, fragile and marginal soils or impact the rights of local peoples, including their rights on the land being developed. A successful implementation of the NPP ensures that applicable and relevant indicators of the RSPO Principles and Criteria (P&C) are being implemented and complied with when the new development starts.

The key output of the NPP is a report that proposes how and where new oil palm plantings should proceed, or not, for a given management area and proposed integrated management plan. The NPP report is verified by CB, vetted by the RSPO Secretariat before a 30-day posting period on the RSPO website and on-site notice boards for public comment. Planting and any associated development can only begin once the NPP notification is completed and RSPO approval is granted, as well as all applicable local legal requirements are met.

1.2 WHEN AND HOW DOES THE NPP APPLY?

NPP must be implemented before a grower commences land preparation, including any associated development, for new oil palm plantings, from 1 January 2010 (except Independent Smallholders pursuing RSPO Independent Smallholder Standard).

NPP applies on all **new oil palm plantings and associated development (hereinafter referred to as “proposed new development”)**, wherein:

- RSPO members have a majority shareholding in and/or management control (Refer to Certification System).

The RSPO Independent Smallholder Standard (2019) is only applicable to Independent Smallholders as defined by the Standard and relevant national interpretation. Independent Smallholders pursuing RSPO Independent Smallholder Standard do not need to apply NPP, but to demonstrate compliance with relevant requirements for new plantings /developments as outlined within the standard during certification process.

- It is a new land acquisition by RSPO members.
- The area falls outside of RSPO certified areas.
- It is a new area of smallholder(s) and/or independent growers (growers without a mill), supported by an RSPO member company (either through existing group member(s) or new recruitment into existing group)
- It is an area where new members of smallholder(s) or independent grower(s) join an existing scheme/organised smallholders or group of growers certified through group certification, managed by an appointed Group Manager (not company).

If there is an active land clearing at the time of acquisition, once it is under the company's management control, all operations related to the development must cease and the NPP requirements shall follow for any area that has not yet been converted/cleared.

However, evident preventive and/or control measures and management for fire, pests and/or invasive species are allowed.

Note:

RSPO is exploring options and mechanisms to be more inclusive and applicable to independent growers without a mill, who are not defined as smallholders. Until such mechanisms or options are made available, the current NPP requirements are applied.

NPP is not applicable for:

- Oil palm plantings and associated development that took place **before 1 January 2010**
- **Replanting**: replacing oil palm with a subsequent oil palm crop.
- **Independent Smallholder(s)** pursuing certification under RSPO Independent Smallholder Standard (2019) and/or applicable National/Local Interpretation.
- Oil palm plantings and associated development by **non-RSPO member**.
- Proposed new development on land area, newly acquired, with **completed and approved NPP** by the company and/or previous owner.
- *New oil palm planting and/or associated development within an **RSPO certified management unit**.
- *Oil palm plantings and associated development planned on **Land Re-clearing of actively managed areas** as defined in Annex 1 of this document.

Note:

For scenarios marked with * above, although NPP is not applicable for the above listed scenario, compliance with RSPO P&C (2018) requirements are mandatory during the certification process (Refer Annex 4 for more details).

For Land Re-clearing of monoculture, or replacing infrastructure, HCS assessment is not necessary as per the HCSA toolkit (Version 2).

Box 1. Scenario where NPP is not applicable

The NPP is implemented through a process of identifying and understanding the environmental and social values present in the proposed new development area, and how to protect, monitor and manage those values based on RSPO standards, in a responsible and sustainable manner. This is done through synthesising a set of relevant technical assessments conducted by a competent assessor and stakeholder engagement (including an FPIC process) to produce an applicable development and integrated management plan at a given area.

The area to which the NPP applies must be calculated based on the development permit or land deed (i.e., total area considered for oil palm and associated development). For instance, if the permit is for 1,000 ha of land, an NPP should be submitted covering the 1,000 ha, and the different assessments must be conducted for 1,000 ha. The area (ha) of a permit or land deed cannot be separated into several different NPP reports.

NPP report(s) and plan(s) are to be verified by an accredited CB and posted on the RSPO website for a 30-day public comment period. Upon satisfactory completion of the 30-day public comment period with resolution of all comments, the RSPO Secretariat will approve the proposed new plantings. New planting and any associated development can then commence subject to applicable legal requirements being met.

Table 1. NPP implementation requirements, guided by different new development scenarios

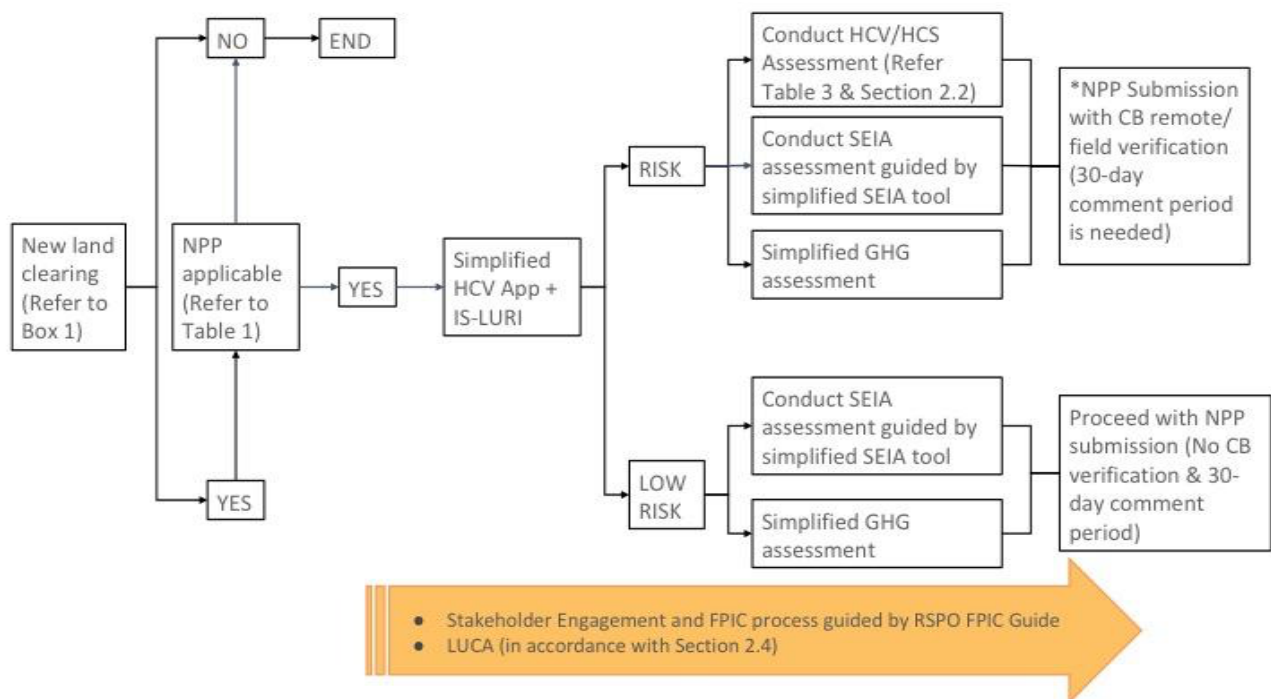
Proposed new development taking place on the following: Land use land cover scenarios at the time of NPP submission	Certification Body (CB) Verification Needed?	30-day Public Comment Period Needed?
Natural Ecosystems	Yes	Yes
Abandoned Land Re-clearing (unmanaged for more than 3 years)	Yes	Yes

1.3 HOW IS NPP IMPLEMENTED BY SMALLHOLDERS?

NPP is applicable to any proposed new development (except for scenarios in which NPP is not applicable as shown in Box 1) by smallholders (not pursuing the RSPO Independent Smallholder Standard). If a company leads the certification process for groups of smallholders, then the company is responsible for ensuring the NPP is complied with. In the case of Group Certification¹, the Group Manager is responsible for ensuring that the NPP is complied with, including coordination of assessments, verification by the CB and communication with the RSPO Secretariat.

RSPO recognises the need to provide simple and straightforward guidance, as well as cost-effective mechanisms and tools to facilitate compliance of smallholders to NPP. Hence, smallholders are to apply a Risk-Based Approach (refer to flowchart below) guided by applicable simplified toolkits (refer to Annex 2 for the list of supporting documents and tools) for relevant assessments demonstrating compliance to NPP.

Chart 1. NPP applicability on new land clearing by smallholders



¹ Refer to the RSPO system which allows growers to certify their Fresh Fruit Bunches (FFB) through group certification against the RSPO P&C together under a single certificate. Details as outlined in the RSPO Management System Requirements for Group Certification of FFB Production.

Note:

In countries where there is a clear national requirement on SEIA, no additional assessment is needed using the RSPO simplified SEIA tool.

The RSPO FPIC Guide (2015) is currently under review. The revised version of the document shall take precedence.

The LUCA is to be done in accordance with Section 2.6 of this document, and can be done alongside IS-LURI.

*The CB shall conduct field verification if the area is near protected areas, HCVs are present, there are local people with claims to land and resources, greenfield developments, or if any inconsistency in assessment conclusions are found.

The categorisation of risk according to the land cover class are as listed below:

- Low Risk:
- a. Bare land/ no vegetation existed
 - b. Pasture - Field covered with grass/ herbage that is suitable for grazing by livestock
 - c. Agriculture or monocrop tree plantations which have not been abandoned > 3 years
 - d. Infrastructure - Roads/ Bridges

Risk: Any other area apart from those identified as 'Low Risk' are considered as Risk areas.

1.3.1 NPP SUBMISSION BY SMALLHOLDERS: LOW RISK

The Independent Smallholder - Land Use Risk Identification (IS-LURI) enables smallholders to proceed with relevant NPP submission to the RSPO Secretariat in areas identified as 'Low Risk' with no CB verification but 30-day comment period needed. Final submission shall contain the following:

- NPP notification statement (Template 1 of this document)
- Digital map of legal boundary, NPP area and (if present) HCS, HCV, peatlands, riparian buffer, steep terrain, marginal and fragile soil
- Full assessment reports (SEIA, HCV+IS-LURI, soil suitability & topographic, GHG) guided by relevant simplified toolkits
- LUCA in accordance with Section 2.6 of this document
- Relevant legal document verifying legal use rights
- Relevant document relating to stakeholder engagement and FPIC processes
- Integrated management plan

Such submissions will be directed to the RSPO Secretariat @nppsubmission@rspo.org by growers. The RSPO Secretariat shall: (i) check to ensure completeness of the NPP submission (complete set of reports, complete information, and data provided as per requirements) and (ii) conduct desktop verification to ensure all NPP requirements (assessments and processes) are met. Any gaps identified by the RSPO Secretariat are to be communicated directly to the grower within 10 (ten) working days. The NPP submission is only considered completed if identified gaps are verified and resolved by the grower.

Complete NPP submission will proceed to the next step of posting for 30-day public comment (refer to Section 4 below). The RSPO Secretariat shall notify the CB of the satisfactory completion of NPP (approval) with a notice of NPP completion posted on the RSPO website within 10 (ten) working days. The new planting and any associated development can then commence subject to applicable legal requirements being met.

1.3.2 NPP SUBMISSION BY SMALLHOLDERS: RISK

'Risk' areas identified through IS-LURI will require HCV-HCSA assessment to be conducted in accordance with Table 3 requirements (refer to Section 2.2 of this document) and NPP submission is to be verified by CB (remotely and/or through desktop review). A 30-day comment period is needed for these NPP submissions.

Upon CB verification that all NPP requirements have been met, the CB shall submit the final NPP report together with the CB's verification statement to the RSPO Secretariat. The final NPP report shall contain:

- NPP notification statement (Template 1 of this document)
- Summary of assessment reports (Template 2 of this document)
- Summary of integrated management plans (Template 3 of this document)

- Digital map of legal boundary, NPP area and (if present) HCS, HCV, peatlands, riparian buffer, steep terrain, marginal and fragile soil

Upon verification that all NPP requirements have been complied with, the CB shall submit the final NPP reports to the RSPO Secretariat @ nppsubmission@rspo.org. The RSPO Secretariat shall check to ensure the completeness of the NPP submission (complete set of reports required and complete information and data provided as per template). Any submission gaps identified by the RSPO Secretariat are to be communicated to the appointed CB within 10 (ten) working days. The NPP is only considered completed if identified gaps are verified and resolved by the CB within 60 calendar days. Complete NPP submission will proceed to the next step of posting for 30-day public comment (refer to Section 4 below).

The RSPO Secretariat shall notify the CB of the satisfactory completion of NPP (approval) with a notice of NPP completion posted on the RSPO website within 10 (ten) working days. The new planting and any associated development can then commence subject to applicable legal requirements being met.

1.4 INTEGRATION OF NPP PROCESSES WITH NATIONAL LEGAL PROCESSES

RSPO National Interpretations (NI) will give guidance on how the required assessments can be combined and carried out, taking into account national laws, regulations and procedures. Relevant RSPO NI working groups or task forces are to be informed and may regroup for discussion on whether the current regulations in the NI are adequate to address NPP matters, and recommend to the Secretariat on the proposed action if inadequacies are identified.

The NPP process can be initiated while any applicable national legal requirements (e.g., AMDAL in Indonesia) are underway. However, NPP submission to RSPO must be based on completed assessments in accordance with requirements stated within this document.

Completion of the NPP does not necessarily mean that land development can commence immediately. All relevant legal requirements must be met before land clearing activities take place. In cases where assessments are legal requirements (e.g., AMDAL in Indonesia), the assessments must be approved by the relevant authority.

Note:

In the case of Indonesia, the NPP can only be submitted when Ijin Usaha Perkebunan (IUP) and where applicable, Izin Pelepasan Kawasan Hutan (IPHK) have been obtained.

1.5 SANCTIONS

For any new oil palm plantings and associated development (not part of RSPO certified management unit) which have taken place (including land preparation commenced, new oil palm plantings in progress) after 1 January 2010 and after the join date as an RSPO member, without an approved NPP, sanctions will be applied accordingly. Sanctioned growers with sanctioned areas will not be able to trade FFB produced from the sanctioned areas as Certified FFB for the first three (3) years of certification. Sanction areas are defined as areas of production that have been excluded from certified production. This ONLY applies to areas developed without an approved NPP submission. FFB produced from sanctioned areas can be sold as non-certified FFB; and processed be sold as non-certified oil (CPO).

Any failure to have an approved NPP prior to land development will be reported in the relevant Certification Assessment by the responsible CB, stating the areas sanctioned and year(s) the sanction was applied; and ensure that the production is excluded from the certified volume claimed. NPP sanctions are applied on top of (if any) non-compliance to RSPO P&C certification requirements.

2. ASSESSMENTS AND MANAGEMENT PLAN REQUIREMENTS

The following comprehensive and participatory assessments and management plan are required for inclusion in the NPP submission to ensure that the proposed new development is done through a process of identifying and understanding the environmental and social values present and the protection, monitoring and management of those values based on RSPO standards:

- Social and Environmental Impact Assessment (SEIA);
- High Conservation Value (HCV) and High Carbon Stock Approach (HCSA) assessment (hereinafter refer to as HCV-HCSA assessment);
- Stakeholder Engagement and FPIC process;
- Soil suitability and topographic survey;
- Greenhouse Gas (GHG) assessment; and
- Land use change analysis (LUCA)
- NPP integrated Management plan

Required assessments should cover the minimum areas of proposed new development (NPP areas only). However, if there is a specific requirement to fulfil the assessment based on applicable laws, regulations, methodology or approach (i.e. assessment based on wider landscape approach; refer to respective assessment requirements outlined in this section) it shall be followed accordingly.

The requirement for these assessments and management plan applies to relevant applicable proposed developments and applicable smallholders (refer to section 1.3 for applicability of assessments for smallholders).

The following subsections provide detailed guidance and information on the assessments and management plan requirements. It is the responsibility of the grower to select and appoint competent assessors (refer to Table 2) as per the requirements outlined (refer to Table 3).

Table 2. Guidance for assessments requirements (assessors competency and assessment validity)

	Assessor/ Assessing Team Competencies	Assessment Validity
<p>Social and Environmental Impact Assessment (SEIA)</p> <p>SEIAs must always comply with any relevant national laws.</p>	<p>SEIA lead assessor is compliant with national requirements</p> <p>In countries where there are no clear national requirements; SEIA lead assessors (internal or independent) should have:</p> <p>Conducted at least 3 assessments (either SEIA, HCV or HCS)</p> <p>Expertise with remote sensing and mapping</p> <p>Expertise on social aspects</p> <p>Knowledge on applicable relevant laws and regulations</p>	<p>Assessment can be older than three years at the time of NPP submission, as long as the findings are still valid.</p> <p>Assessment is to be guided following Additional Guidance (Annex 2) for Criteria 3.4 of applicable National Interpretation of RSPO P&C (2018) and/or generic RSPO P&C (2018) for countries without a NI.</p>
<p>HCV-HCSA Assessment or Standalone HCV and Standalone HCSA</p>	<p>Led by HCVN ALS Licensed Assessor (Assessor to ensure compliance to HCVN ALS Code of Conduct for Licensed Assessors)</p> <p>Refer to Section 1.3 of the HCVNs "HCV-HCSA Assessment Manual" for requirements of the HCV-HCSA assessment team competencies.</p>	<p>HCV-HCSA assessment obtained a 'satisfactory' status by a HCVN Quality Panel remains valid regardless of the year of the assessment</p> <p>The newest HCV-HCSA assessment findings (if any) overrides the previous report and will be used.</p>

	Standalone HCSA assessment: HCSA registered practitioners affiliated with HCSA registered organisations. (refer to HCSA website for latest list of qualified practitioners)	Guided by RSPO Interpretation of Indicator 7.12.2 and Annex 5 of P&C 2018 Standalone HCSA Assessment: Assessment must undergo the HCSA peer review process AND the final version of the HCSA assessment summary available at the HCSA website.
FPIC	FPIC is a process. Refer to subsection 2.3 for more detailed requirements.	
Soil Suitability and Topographic Survey	The surveyor shall be able to identify all areas of marginal and fragile soils, as well as areas too steep to plant and areas requiring precautionary practices in order to be planted.	The survey report can be older than three years at the time of the NPP.
GHG Assessment	The assessment team should consist of assessors with: Knowledge of carbon emission accounting methodologies for above and below ground carbon stocks including peat. Experience in verifying land cover maps and/or conducting carbon stock assessment in agriculture and/or forestry sectors. Experience and expertise in using remote sensing technology to estimate carbon stocks.	Assessment older than three years at the time of NPP submission should be reviewed and updated to reflect changes on the ground. Assessment is to be conducted in accordance with RSPO GHG Assessment Procedure for New Development, Version 4.
LUCA	The assessor must have expertise in interpreting remote sensing imagery.	The assessment must be current at the time of the NPP submission (less than two years old).

Table 3 Guidance for assessments (internal or independent)

	HCV-HCSA* or Standalone HCV & HCSA	SEIA	FPIC	Soil and Topographic	GHG	LUCA
Proposed new development areas (below or equal to 500 ha)	Internal or independent assessment allowed as long as assessor is ALS licensed	Internal Assessment is allowed. Assessor must meet the competency stated in Table 2 above.				
Proposed new development areas (>500 ha)		Independent assessment	Internal Assessment is allowed. Assessor must meet the competency stated in Table 2 above.			

Note:

Where internal assessments identify significant environmental and/or social risks, an independent assessment must be undertaken.

The NPP must be conducted for the total area according to the land title or deed and cannot be divided into multiple parcels (<500 ha each) to avoid certain requirements for independent assessments.

* Where a company has its own ALS licensed assessor, the assessment can be done internally. The requirement for ALS Quality review (HCV-HCSA assessment) and HCSA Peer Review (HCSA assessment) remain valid. The requirements

regarding conflict of interest for both HCVN and HCSA apply (refer to the HCVN Assessor Code of Conduct and the HCSA Quality Review Process document for details).

2.1 SOCIAL AND ENVIRONMENTAL IMPACT ASSESSMENT (SEIA)

RSPO P&C (2018) Criteria 3.4 calls for a comprehensive Social and Environmental Impact Assessment (SEIA) to be undertaken prior to new plantings or operations, a social and environmental management and monitoring plan is implemented and regularly updated in ongoing operations.

In most cases, SEIA is governed through national regulations (in certain countries, there may be regulation covering EIA and SIA separately); hence SEIA shall be comprehensive, participatory² and led by an assessor, who have met necessary competency requirements by the relevant national requirements (if applicable), and arranged directly by the grower. These SEIA assessments are deemed valid regardless of size and can be conducted by competent internal assessors for areas below or equal to 500 ha (see Table 3).

In countries where there is no clear national requirement on SEIA lead assessors, a competent independent lead assessor and/or with a team of assessors should have conducted at least three (3) relevant assessments, have expertise with remote sensing, mapping and social aspects and have knowledge of applicable relevant laws and regulations.

Where internal assessments identify significant environmentally or socially sensitive areas or issues, an independent assessment must be undertaken.

Assessments older than three years at the time of NPP submission must be reviewed and, if needed, have the findings updated to reflect any changes on the ground. Assessment is to be guided following Additional Guidance (Annex 2) for Criteria 3.4 of applicable National Interpretation of the RSPO P&C (2018) and/or generic RSPO P&C (2018) for countries without a NI.

2.2 HIGH CONSERVATION VALUE (HCV) AND HIGH CARBON STOCK (HCS) ASSESSMENTS (HCV-HCSA)

RSPO P&C (2018) Indicator 7.12.2 states any new land clearing after 15 November 2018 must be preceded by an HCV-HCSA assessment, for the purpose of identification of HCVs, HCS forests and other conservation areas. The output of HCV and HCSA assessments details the identification and locations of areas with both environmental and social values (e.g., HCVs, HCS forests, peat, local people's lands). The assessment(s) serve as the foundation for growers, communities and other stakeholders to proceed with development while conserving these areas identified as having significant values.

When conducting NPP, a grower must complete either of the following:

- Integrated HCV-HCSA assessment
- ALS HCV assessment and Standalone HCSA assessment (refer to RSPO 'Interpretation of Indicator 7.12.2 and Annex 5 document for eligible scenarios)

All assessments must be conducted by licenced assessors (refer to Table 2) and shall undergo and/or pass their respective quality review processes, refer to the following:

- Integrated HCV-HCSA assessments and ALS HCV assessments shall undergo and obtain a result of 'Satisfactory' in the HCVN ALS Quality Review. The status and public version of the assessment reports can be found in the HCVN ALS website, <https://hcvnetwork.org/find-a-report/>.
- Standalone HCSA assessments must undergo the HCSA Quality Assurance Process, and the final version of the HCSA assessment public summary (incorporating recommendations from Peer Reviewers) shall be available on the HCSA website, <http://highcarbonstock.org/hcs-approach-quality-review-process/>.

Integrated HCV-HCSA, ALS HCV and Standalone HCSA assessments include considerations and activities related to FPIC (e.g., Land Tenure and Land-use studies, social baseline studies). It is important for companies to take note of these pre-requirements and ensure they are met prior to initiation of the above assessment(s), (refer to HCSA toolkit V2.0 & HCVN Integrated HCV-HCSA manual for details).

² Where it has been identified that there are local communities or groups of people who may be affected/potentially affected by the development, where necessary, these groups of people must be included in the SEIA assessments.

Note:

For Standalone HCSA assessment - RSPO and HCSA are developing a pass/fail mechanism for standalone HCSA assessments conducted for the purpose of NPP. Until the mechanism has been completed and endorsed by both organisations, the above applies.

The No Deforestation Task Force (NDF) is developing a document which shall specify how HCV-HCSA assessments, relevant HCSA Social Requirements (SR) and Integrated Conservation and Land Use Plan (ICLUP) elements are integrated with existing RSPO processes. This document is expected for completion by December 2021. Until this document is completed and endorsed, the identification of HCV areas and HCS forests shall follow the requirements specified within the HCSA toolkit v2.0 and HCVN Integrated HCV-HCSA manual.

2.3 STAKEHOLDER ENGAGEMENT AND FPIC PROCESS³

Free, Prior and Informed Consent (FPIC) has been a central requirement of the RSPO Principles and Criteria since it was adopted in 2005. Respect for the right to FPIC is designed to ensure that RSPO certified sustainable palm oil comes from areas without land conflicts or 'land grabs' and do not involve human rights violations. The general requirement of FPIC is that members engage in a process that involves discussions, consultations, mapping and consent with communities, prior to any oil palm plantation development. RSPO P&C Principle 4, Criterion 4.5, requires that 'No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their FPIC. This is dealt with through a documented system that enables these and other stakeholders to express their views through their representative institutions'⁴.

The NPP is meant to be participatory, with meaningful involvement of the directly affected stakeholders. Local peoples holding legal, customary or user rights to the area, have the right to grant or withhold consent (say 'no') to operations planned on their land. When a grower submits the NPP report to RSPO, it shall demonstrate that the FPIC process is properly established and the plan has been accepted by the affected right holders.

The community engagement and FPIC process should continue during all steps of the NPP process, and local people should have free access to the results of the various assessments, studies and mapping exercises, which will inform their ultimate decision to grant or withhold consent for the planned development. The NPP submission needs to demonstrate the following:

- Documents showing identification and assessment of demonstrable legal, customary and user rights are available and accessible;
- FPIC is obtained for oil palm development through a comprehensive process, including full respect for their legal and customary rights to the territories, lands and resources via local communities' own representative institutions, all the relevant information and documents are made available, with an option of resourced access to independent advice through a documented, long-term and two-way process of consultation and negotiation;
- Evidence that directly affected local peoples understand their right to say 'no' to operations planned on their lands or to conserve their land as a HCV-HCS area before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the grower is signed and ratified by these local peoples. Negotiated agreements are non-coercive and entered into voluntarily and carried out prior to new operations;
- To ensure local food and water security, as part of the FPIC process, participatory SEIA and participatory land-use planning with local peoples, the full range of food and water provisioning options are considered. There is transparency of the land allocation process;
- Evidence is available that the grower has communicated to the affected communities and rights holders have had the option to access information and advice that is independent of the grower, concerning the legal, economic, environmental and social implications of the proposed operations on their lands;
- Evidence that the communities (or their representatives) gave consent to the initial planning phases of the operations prior to the issuance of a new concession or land title to the operator (where applicable/ possible);
- New lands will not be acquired for plantations and mills after 15 November 2018 as a result of recent (2005 or later) expropriations in the national interest without consent (eminent domain), except in cases of smallholders

³ For a detailed guidance, please refer to the RSPO Free, Prior, Informed Guide for RSPO Members (2021) Revised

⁴ See Tool 1 Flowchart of the FPIC Journey in RSPO Free, Prior, Informed Guide for RSPO Members (2021) Revised

benefitting from agrarian reform or anti-drug programmes. (This is applicable for countries that have these issues);

- New lands are not acquired in areas inhabited by communities in voluntary isolation.

FPIC is a continuous process that allows local peoples¹ to give or withhold consent to a project that may affect them or their territories. However, when a grower submits the NPP report to RSPO, it must be established that the minimum building blocks for FPIC should be properly established and the plans should be accepted by the affected stakeholders.

Minimum building blocks for an adequate FPIC process include, but are not limited to the following:

- Documented consent by communities and/or rights holders to pursue the project.
- There is evidence that growers have been informed by the communities of the composition of their self-selected designated representatives and or representative institutions where land acquisition is planned.
- There is evidence that communities have meaningfully participated⁵ in the elaboration of the SEIA and the HCV-HCSA Assessment.
- The HCV Assessment has clearly recommended which areas need to be managed to maintain and enhance the full range of HCVs, including HCVs 4, 5, and 6, only where these HCVs have been assessed to exist and relate to the relevant communities involved in the FPIC process.
- There are plans, mutually agreed upon by the grower and the communities, represented through their chosen representatives or directly in broad community meetings, on how land tenure assessments, participatory community mapping, and negotiations over land will be carried out.

2.4 SOIL SUITABILITY AND TOPOGRAPHIC SURVEY

Soil suitability and topographic information are used for site planning and the results are incorporated into plans and operations. The soil suitability and topographic survey should identify areas of:

- Marginal and fragile soils where extensive planting⁶ should be avoided, or, if necessary, done in accordance with the soil management plan for best practices.
- Riparian buffers are not to be cleared: The exact width of riparian buffers are to be in reference to respective National Interpretation and/or RSPO Manual on Best Management Practices (BMPs) for the Management and Rehabilitation of Riparian Reserves in the absence of National Interpretation.
- Steep terrain (>25 degrees) is not to be cleared. Changes in slope limits that can be decreased or increased must be justified on the basis of soil structure and management.
- Peatlands (regardless of depth) are not to be cleared

The definition of peat is provided within the respective country's National Interpretation of the RSPO P&C (2018). The generic RSPO definition of peat is to be used for countries with no NI, as follows:

“Histosols (organic soils) are soils with cumulative organic layer(s) comprising more than half of the upper 80 cm or 100 cm of the soil surface containing 35% or more of organic matter (35% or more Loss on Ignition) or 18% or more organic carbon”.

The survey can be conducted by a competent assessor (internal or independent) and can be carried out as part of the SEIA, HCV/HCS or separately. The survey report can be older than three years at the time of the NPP, so long as the findings are still valid.

2.5 GREENHOUSE GAS (GHG) ASSESSMENT

RSPO P&C (2018) Criteria 7.10 states, “starting 2014, the carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development are estimated and a plan to minimise them prepared and implemented (following the RSPO GHG Assessment Procedure for New Development). The greenhouse gas (GHG) assessment shall:

- identify and estimate carbon stocks and major potential sources of emissions in the proposed development area (also called the carbon stock assessment), and

⁵ Meaningfully participated is where local people are informed, understood and able to provide feedback freely without any form of discrimination/exploitation of their rights to participate in each step as a decision maker

⁶ Refer to National Interpretation or refer to Annex 1. Definition for more guidance.

- include a plan to minimise net GHG emissions as a result of the planned development using the RSPO GHG Assessment Procedure for New Development

Above ground biomass (AGB) is calculated as part of the integrated HCV-HCSA assessment (or standalone HCSA assessment where applicable) while the identification of Below ground biomass (BGB) can be combined with the vegetation survey carried out as part of the HCV/HCS assessment or done separately, based on the discretion of the grower. In scenarios where standalone HCSA or Integrated HCV-HCSA are not applicable (refer to RSPO Interpretation of Indicator 7.12.2 and Annex 5 document), growers may estimate the AGB using either RSPO default values (as per the GHG calculator for New Development), Regional/National specific values (if any) or local values through field assessment. Details of the assessment can be referred to in the RSPO 'GHG Assessment for New Development Version 4'.

The GHG assessment can be conducted by the grower internally as long as the assessment team is equipped with relevant competency (refer to Table 2). The GHG assessment must be current at the time of the NPP submission, i.e., not more than three years old.

2.6 LAND USE CHANGE ANALYSIS (LUCA)

A land use change analysis (LUCA) should use historical remote sensing imagery (of land cover) to demonstrate there has been no conversion of primary forest or any area required to maintain or enhance HCVs since November 2005 and HCS from November 2018. This should be carried out in coordination with the HCV-HCSA assessment. LUCA can be conducted by the grower or by an independent consultant regardless of size. It is recommended that the LUCA builds on the conclusions of the other environmental studies, in particular the HCV-HCSA assessment.

The dates for the LUCA should follow the proxy dates as follows:

- Nov 2005 – Nov 2007
- Dec 2007 – Dec 2009
- 1 Jan 2010 – 9 May 2014
- 9 May 2014 – 15 Nov 2018
- 15 Nov 2018 – Current (not more than two years from the date of NPP submission)

In cases where there is too much cloud cover in the satellite image, the grower can choose the next best date that depicts clearer imaging in between the proxy dates above. LUCA can be done by both internal or external parties regardless of the size of the development area in accordance with Annex 3: LUCA Guidance of RSPO Remediation and Compensation Procedure. The CB would need to verify that those analyses are accurate following those proxy dates.

2.7 NPP INTEGRATED MANAGEMENT PLAN

It is important that the management plan is comprehensively developed covering the whole proposed new development areas. Findings from the various assessments and the FPIC processes shall be incorporated into the development and operations planning of the proposed new development; and management recommendations from the various assessments and FPIC processes shall be integrated into the NPP Integrated management plan.

The integrated management plan shall take into consideration as a minimum, but is not limited to the following:

- Impact of the development on any established legal and/or customary rights of local peoples which have been identified through the assessments and related FPIC processes.
- Exclude planting on areas identified through the HCV-HCSA assessment.
- Exclude planting on peatlands and riparian buffers.
- Provide for the maintenance and/or enhancement of all identified HCVs, HCS forest, riparian buffers and peatlands that have been agreed upon through the FPIC process and/or following appropriate management recommendations from relevant assessments.
- Avoid extensive planting on steep terrain and/or marginal and fragile soils and provide for appropriate management of these soils to protect them from adverse impacts.
- Minimise net GHG emissions from the development in ways which take into account the avoidance of land areas with high carbon stocks and/or maximise sequestration options.

For NPP submission, a summary of the integrated management plan shall indicate at a minimum, but not be limited to the following:

- Key findings of the various assessments (e.g., potential minor environment and/or social risk requiring mitigation actions; total conservation areas)
- Key mitigation and monitoring regime, covering both the environmental and social aspects
- Evidence of FPIC and key agreements with local communities (if any)
- An action plan describing operational actions consequent to the findings of the various assessments, referencing the grower's relevant operational procedures
- Designation of the management team and responsible person for the implementation

The integrated management plan should be reviewed and updated if there are significant changes on the development plan and deemed necessary by growers.

Note:

RSPO is in the process of reviewing the Integrated Management Plan, including mapping the requirements of the integrated management plan and HCSA ICLUP, so as to harmonise the requirements and integrate them in the NPP process.

3. REPORTING AND VERIFICATION REQUIREMENTS

No land preparation shall commence at this stage.

The grower is responsible for obtaining verification from an RSPO P&C accredited CB that the NPP process and the content of the assessments and plan(s) are comprehensive, of professional quality and in compliance with relevant RSPO P&C and NPP. The verification process must be led by an RSPO P&C qualified lead auditor assigned by a grower appointed accredited RSPO CB. The requirement of a Lead Auditor is as stated in the currently effective RSPO Certification System for P&C and RSPO Independent Smallholder Standard (2020).

When carrying out NPP assessments, the CB must demonstrate that there is no conflict of interest with their client for RSPO certification in keeping with the RSPO certification system requirements - i.e., the SEIA or HCV assessors that developed the implementation plans for NPP cannot conduct verification of the same assessments and plans.

Full assessment reports (SEIA, HCV-HCSA, soil suitability & topographic, GHG) and digital map of land cover, land use, as well as the summaries of NPP reports and files stated above must be submitted to the selected accredited RSPO CB. The RSPO CB shall undertake a desktop assessment and field verification, if required, based on findings of risk assessment. Field verification is mandatory if the area is near protected areas, HCVs are present, there are local people with claims to land and resources, greenfield developments, or if any inconsistency in conclusions of assessments are found.

Field verification should preferably be done by the Lead Auditor, but it can also be conducted by a local expert appointed by the CB. However, the responsibility of verification and its recommendation lies with the Lead Auditor. The findings by the CB shall be documented and reported to the RSPO member who will then ensure that all NPP requirements have been met.

The verification process shall include (but is not limited to) the following:

- The proposed development boundaries as per the maps submitted, and relevant comprehensive digital maps are provided;
- All identified protection areas are maintained (including HCVs, HCS forest, peatlands, steep terrain, riparian buffer zone);
- The land cover land use at the time of verification reflected the full NPP requirements and are verified complied and process followed (i.e., assessment requirements);
- HCV-HCSA assessment conducted by an ALS licensed assessor and that the report obtained a “satisfactory” result from HCVN ALS – this can be verified on the website: <https://hcvnetwork.org/find-a-report/>
- Confirmation of the legal ownership or lease of the land tenure;
- The comprehensiveness and quality of all assessments carried out which are not subject to an external quality review process (conducted by internal and independent assessors);
- SEIA was carried out following national requirements including requirements as per relevant NIs or RSPO P&C;
- Adequate stakeholder engagement and FPIC processes have taken place, verified through independent interviews with the affected groups;
- Completeness of information and data as per NPP reporting templates (NPP notification statement, summary assessment reports, summary of integrated management plans);
- Integrated management plan addresses all the identified risks with appropriate management measures minimising negative impacts (i.e., management plan for HCV and HCV-HCS should be verified considering whether it has followed the management recommendations (in the satisfactory HCV or HCV-HCSA assessment report) or not;
- Verify any field reports from local experts (if Lead Auditor did not conduct field visits);

Upon verification that all NPP requirements have been met, the CB shall submit the final NPP report together with the CB’s verification statement to the RSPO Secretariat. The final NPP report shall contain:

- NPP notification statement (Template 1 of this document)
- Summary of assessment reports (Template 2 of this document)
- Summary of integrated management plans (Template 3 of this document)
- Digital map of legal boundary, NPP area and (if present) HCS, HCV, peatlands, riparian buffer, steep terrain, marginal, fragile soil and community area

Upon verification that all NPP requirements have been complied with, the CB shall submit the final NPP reports to the RSPO Secretariat @nppsubmission@rspo.org. The RSPO Secretariat shall check to ensure the completeness of the NPP submission (complete set of reports required and complete information and data provided as per template) within 10 (ten) working days. Any submission gaps identified by the RSPO Secretariat are to be communicated to the appointed CB and rectified within 60 calendar days.

NPP submissions must be in English (the official working language of RSPO). The documents required in English are:

- NPP notification statement (Template 1 of this document)
- Summary of assessment reports (Template 2 of this document)
- Summary of integrated management plans (Template 3 of this document)
- Map of legal boundary

Complete NPP submission will proceed to the next step of posting for 30-day public comment (refer Section 4 below). RSPO encourages duplicate NPP reports to be prepared in applicable languages to facilitate engagement and collaborations. RSPO shall publish the English version, alongside with all other language versions on the RSPO website.

4. NPP SUBMISSIONS: 30-DAY PUBLIC COMMENT

The grower shall not commence any land preparation, any new planting or infrastructure development, before the end of the 30-day period and official approval to proceed by RSPO.

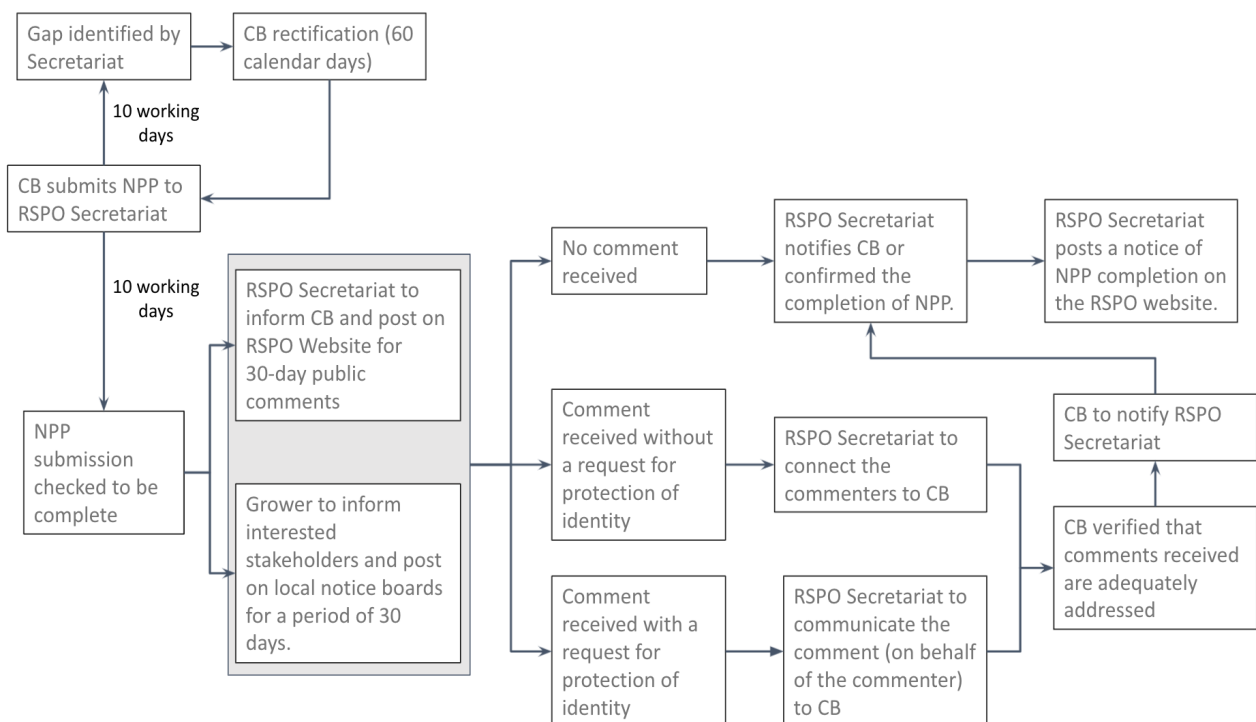
Complete NPP submissions (verified by CBs) will be posted on the RSPO website for a 30-day public comment period. A confirmation email from the RSPO Secretariat will inform the start and end date of either commenting or notification period of a NPP submission. Growers should adequately keep interested stakeholders (including those consulted during the assessments) informed in a timely manner when the NPP is up for comment.

Growers are required to post the NPP notification (both for commenting or notification period) at local notice boards for a period of 30 days. Examples of local notice boards include community hall, district office, local websites, mills, local media (newspapers), etc. Any local notices must clearly state the commenting periods (specific start and end dates); details of CB and respective auditors; commenters shall make a declaration whether protection of identity is required or otherwise, along with justification and comments shall be sent to nppcomments@rspo.org within the specified periods.

Any comment(s) and/or dispute(s) over the contents of the NPP [the results, processes or procedures of assessment(s) and/or plan(s)] and/or verification statement by the CB, may be received from any party via official letter or electronically through nppcomments@rspo.org. Commenter(s) shall make a declaration whether protection of identity is required or otherwise with justification. Comment(s) and dispute(s) can be sent in respective languages understood by affected stakeholders. All comments and/or dispute(s) shall reach the RSPO Secretariat within the specified 30-day period as announced. No Comment(s) and/or dispute(s) received after the specified 30-day period will be accepted.

On satisfactory completion of the 30-day public comment period with resolution of any comments deemed acceptable by the CB, the RSPO Secretariat will approve the proposed new plantings. The RSPO Secretariat shall notify the CB of the satisfactory completion of NPP (approval) with a notice of NPP completion posted on the RSPO website within 10 (ten) working days. The new planting and any associated development can then commence subject to applicable legal requirements being met.

Refer to Chart 2 for the flow of NPP submissions and management of NPP comments:



Note:

For comments relating to CB performance during NPP verification, an incident report can be lodged using <https://www.asi-assurance.org/s/incidents>

4.1 MANAGEMENT AND RESOLUTION OF NPP COMMENTS RECEIVED

All comments received by the RSPO Secretariat shall be forwarded to the respective CB based within five (5) working days upon receipt. The RSPO Secretariat will connect the commenters to the respective CB and/or growers to engage commenters in resolving the comment(s) and/or dispute raised.

Where the commenter requests for anonymity, such a request shall be respected provided a relevant justification is provided to the RSPO Secretariat. For comments received from commenters who have requested for protection of identity, the RSPO Secretariat would act as an intermediary to resolve the comment(s) and/or dispute raised.

In the event where there is a need to waive anonymity, the commenter will be consulted and consent must be given before any action is taken to reveal the commenter's identity. Either party (the commenter and/or CB or grower) may request for an independent mediator (appointment of mediator is to be agreed by both parties) to stand in the dispute resolution process, at any stage (cost to be borne by both parties).

RSPO is committed to the safeguarding individual identities and confidential information shared by the parties. RSPO will respect a party's explicit request for confidentiality and, to the fullest extent of the law, protect the party's right to confidentiality for as long as they choose to engage in this RSPO process and after it has been closed.

It is the CB's responsibility to ensure comments received are adequately addressed by growers and documented (if any) follow-up actions needed from growers are specified; and/or the mutually agreeable way forward between the grower and commenter. Once all comments are deemed adequately resolved, the CB shall put forward the decision made to approve the relevant NPP to the RSPO Secretariat, with a documented summary of the process and any specified follow-up actions needed from growers. The RSPO Secretariat shall approve the NPP based on the CB decision through email confirmation within 10 (ten) working days. New planting and any associated development can then commence subject to applicable legal requirements being met.

ANNEX 1. DEFINITIONS

Term	Definition	Source
Actively managed	Any activities within three (3) years in areas that have diversified farming and forestry practices. The area has created accessibility, vegetation structure, and/or functional activities, such as grazing, mining, timber harvest, fire protection, crop production, conservation, and social functions. This includes to support horticulture, improve habitat for important plant and animal resources, and procure wood resources. The areas can be either managed or owned by RSPO members or non-RSPO members. This includes the areas owned by local communities.	RSPO NPP Revision Subgroup (2021)
Associated development	Development includes establishing mills, kernel crushers, nurseries, housing/camps and offices, roads/tracks, drainage, effluent treatment plants, fruit collection centres, terracing, earthworks, scheme smallholdings/outgrower plots and any other development relevant to the operations of the new oil palm development.	RSPO NPP (2015)
Digital map	Shapefiles, which include files like shp. shx. dbf. prj. The shapefiles must be in the WGS84 coordinate system. Where there are legal restrictions to the sharing of shapefiles, the following file formats are accepted: KML/KMZ, GeoPDF, PDF, JPEG, GDB, or PNG. Resolution and scale are to be specified. In cases where there is a limitation of capability in GIS software, the grower can request assistance from the RSPO GIS Unit on how to develop such file types. The information will be used as RSPO internal monitoring only and not for public consumption.	RSPO NPP Revision Subgroup (2021)
Extensive planting	Extensive planting on steep terrain – any individual contiguous planted area on steep terrain (25 degrees) greater than 25 ha within the new development area and the total area of planting on steep terrain shall be no more than 1% of a new development area. Extensive planting on fragile soils – total area of planting on fragile soil within a new development should not be greater than 100 ha. Recognising that small growers have fewer options, for the development of 500 ha or less, no more than 20% of the total area should be on fragile soil (excluding peat). Refer to respective National Interpretation	RSPO NPP Revision Subgroup (2021)
Fragile soil	A soil that is susceptible to degradation (reduction in fertility) when disturbed. A soil is particularly fragile if the degradation rapidly leads to an unacceptably low level of fertility or if it is irreversible using economically feasible management inputs. (See also definition for ‘marginal soil’).	RSPO P&C (2018)
Group manager	Person, group of people or organisation responsible for running the internal control system and managing the group. This can be a mill, an organisation or an individual.	RSPO Independent Smallholder Standard (2019)

IS-LURI	The IS-LURI is an interim measure provided to ISH group members intending to clear plots of land for new planting, or expansion of existing plots. This interim measure is applicable while the simplified combined HCV-HCS approach is developed. The measure is in place to identify low risk areas in which new plantings will be allowed in.	RSPO IS-LURI Guidance (2020)
Land clearing	Conversion of land from one land use to another. Clearing actively managed oil palm plantations to replant oil palm is not considered land clearing. Within existing certified units, clearing of less than 10 ha is not considered new land clearing.	RSPO P&C (2018)
Land Re-clearing	Clearing of land previously converted/ developed and neither a new development nor new land clearing (Refer to Table 1).	RSPO NPP Revision Subgroup
Land Use Risk Identification (LURI)	This is an activity conducted by RSPO members to identify “low risk” and “risk areas”, in conjunction with the “Interpretation of the 2018 RSPO Principles and Criteria: Indicator 7.12.2 and Annex 5” document (approved by the RSPO BOG on 12 June 2019).	RSPO No Deforestation Task Force
Local people	Local people here are Indigenous Peoples, local communities, and other land users — this must be guided by a legal framework.	RSPO FPIC Guidance 2015

What is a ‘community’ and who are ‘Indigenous Peoples’?

The term ‘local communities’ can be used to refer to a community in a particular place where local people share common concern around local facilities, services and environment and which may at times depart from traditional or State definitions. Generally, local communities attach particular meaning to land and natural resources as sources of culture, customs, history and identity, and depend on them to sustain their livelihoods, social organisation, culture and traditions, beliefs, environment and ecology. The term ‘Indigenous Peoples’, as understood by modern international organisations and legal experts includes priority in time with respect to the occupation and use of a specific territory; the voluntary perpetuation of cultural distinctiveness; self-identification, as well as recognition by other groups, or by State authorities, as a distinct collectivity; and an experience of subjugation, exclusion or discrimination, whether or not these conditions persist. Both groups will tend to use and manage land in accordance with customary tenure systems and associated rights, and should therefore be treated as rights holders over such lands and the natural resources therein, regardless of whether such rights are formal or informal. Note that both groups may also sustain close relationships with incomers and migrants through kinship and inter-marriage, which usually has implications for land use and ownership rights, thus the distinction between Indigenous and non-Indigenous Peoples is best ascertained from the community itself. The RSPO standard refers to both ‘Indigenous Peoples and local communities’ and requires the same processes and respect for rights of both groups by members, including notably in relation to respect for the right to give or withhold FPIC. The nature and composition of any particular community is best identified by that community itself through its freely self-chosen representatives. Iterative consultations with communities and carrying out comprehensive and detailed social and tenure surveys are key ways to ascertain what and who a community refers to in any particular context and region.

Sources: RSB 2010; Daes 1996.

Low-risk areas	Areas identified as bare land, pasture, infrastructure, agriculture, and monocrop tree plantations that have not been abandoned for more than three (3) years through the Land Use Risk Identification		RSPO No Deforestation Task Force
Marginal soil	A soil that is unlikely to produce acceptable economic returns for the proposed crop at reasonable projections of crop value and costs of amelioration. Degraded soils are not marginal soils if their amelioration and resulting productivity is cost effective. (See also definition for ‘fragile soil’.)		RSPO P&C (2018)
Natural ecosystems	All land with natural, native vegetation, including but not limited to native forests, riparian vegetation, natural wetlands, peatlands, grasslands, savannahs, and prairies.		RSPO P&C (2018)
New planting	New planting planned or proposed planting on land not previously cultivated with oil palm.		RSPO P&C (2018)
Risk areas	Areas that are not identified as ‘low risk’ areas through the Land Use Risk Identification (LURI) as per 7.12.2 and Annex 5 interpretation document.		RSPO No Deforestation Task Force
Smallholders	Independent Smallholder	All smallholder farmers that are not considered to be Scheme Smallholders [see definition for Scheme Smallholders below] are considered Independent Smallholder farmers.	RSPO Independent Smallholder Standard (2019)
	Scheme Smallholder	Smallholder farmers, landowners or their delegates that do not have the: <ul style="list-style-type: none"> enforceable decision making power on the operation of the land and production practices; and/or freedom to choose how they utilise their lands, type of crops to plant, and how they manage them (how they organise, manage and finance the land). 	RSPO Independent Smallholder Standard (2019)

ANNEX 2. RSPO SUPPORTING DOCUMENTS

- I. RSPO Certification Systems for P&C and Independent Smallholder Standard (November 2020)
- II. RSPO GHG Assessment Procedure for New Development, Version 4
- III. New Development GHG Calculator
- IV. Greenhouse Gas (GHG) Assessment Procedure for New Development (Reference Tool for Smallholder), Version 1 (December 2017)
- V. RSPO Interpretation of Indicator 7.12.2 and Annex 5
- VI. Smallholder-Friendly Manual for Social and Environmental Impact Assessment (SEIA) Tool , Version 1 (December 2017)
- VII. (Interim Measure) Simplified High Conservation Value (HCV) Approach for Independent Smallholder
- VIII. (Interim Measure) Independent Smallholder - Land Use Risk Identification (IS-LURI)
- IX. RSPO FPIC Guide (2015)

The latest version of the above takes precedence.

ANNEX 3. NPP AND RSPO P&C 2018

NPP REQUIREMENTS	RSPO P&C (2018) Indicators
Legal Requirement(s)	2.1.1, 2.1.3
Development Planning	3.3.1, 3.3.2, 4.5.7, 4.5.8
Continuous Improvement	3.2.1
Mapping	4.4.3
Social and Environmental Impact Assessment (SEIA)	3.4.1, 3.4.2, 3.4.3
Human Rights	4.1.2, 4.2.1
Sustainable Development	4.3.1
Free, Prior and Informed Consent (FPIC)	4.4.1, 4.4.6, 4.5.1, 4.5.2, 4.5.3, 4.7.1
Affected Stakeholders	4.6.1, 4.8.1, 4.8.2, 4.8.3
Environmental	7.5.1, 7.5.3, 7.6.1, 7.6.2, 7.6.3, 7.7.1, 7.10.1, 7.10.2, 7.11.1, 7.11.3, 7.12.1, 7.12.2, 7.12.3, 7.12.4, 7.12.8

ANNEX 4. COMPLIANCE TO P&C 2018 FOR SCENARIO 6 & 7

All P&C requirements are mandatory for certification. However, the below are mandatory indicators to be complied with for the scenario below (Scenario 6 & 7 of Box 1):

Scenario 6: New oil palm planting and/or associated development within an **RSPO certified management unit**.


Scenario 7: Oil palm plantings and associated development planned on **Land Re-clearing of actively managed areas** as defined in Annex 1 of this document.

Legal Requirement(s)	2.1.1, 2.1.3
Development Planning	3.3.1, 3.3.2
Continuous Improvement	3.2.1
Mapping	4.4.3
Social and Environmental Impact Assessment (SEIA)	3.4.2, 3.4.3
Human Rights	4.1.2, 4.2.1
Sustainable Development	4.3.1
Free, Prior and Informed Consent (FPIC)	4.4.1, 4.4.6, 4.5.1, 4.5.2, 4.5.3, 4.7.1
Affected Stakeholders	4.6.1, 4.8.1, 4.8.2, 4.8.3
Environmental	7.5.1, 7.5.3, 7.6.1, 7.6.2, 7.6.3, 7.7.1, 7.10.1, 7.11.1, 7.11.3, 7.12.1, 7.12.2* , 7.12.3, 7.12.4, 7.12.8

Note:

* For Scenario 7, refer to RSPO Interpretation of Indicator 7.12.2 and Annex 5 for no new planting scenarios.

TEMPLATE 1: RSPO NPP NOTIFICATION STATEMENT

New Planting Procedure – Notification Statement		
 Roundtable on Sustainable Palm Oil	[Insert RSPO Member's Company Logo]	[Insert CB's Company Logo (if applicable)]
NPP Reference Number	[this should be the same as the notification statement]	
Country of the NPP Submission:		
RSPO Membership Number		
Name of Subsidiary (if any):		
Name of Management Unit:		
Name(s) of Estate(s) covered under this management plan:		
Location of NPP area:	(Country, State, District)	
Address of NPP area:		
Business/operation Permit Reference Number and Issuing Authority:		
Size information (ha)	a) Total area as per permit:	
	b) Area for new planting:	
	c) HCV area (if any):	

	d) HCS forest (if any):	
	e) Peatland (if any):	
	f) Steep terrain (if any):	
	g) Riparian buffer (if any):	
	h) Marginal and fragile soil (if any):	
Projected GHG emissions	(in tonne CO ₂ e, tCO ₂ e/tFFB, or tCO ₂ e/tCPO)	
Geospatial Coordinates	(Degree Minutes and Seconds)	

Boundary Maps

(Note: must be at least 300 dpi. Include clear relevant legends, title, scale)


Areas and proposed time for new planting

Location	Proposed Time Plan for Development		Approx. size of clearing
	Month	Year	

Note: Please add rows if there are more locations planned. This section is an indicative plan by RSPO members on the land clearing that will be conducted. This information is also useful for growers to monitor their own progress and to plan for their Time-bound Plan for certification.

Summary of the NPP Verification by CB		
Acknowledgement by RSPO Member	<p>[Management Unit Name] of [Company Name] acknowledges that this NPP submission had been conducted in accordance with the New Planting Procedure [Year]. All assessments had been carried out accordingly and without any prejudice. [Company Name] will ensure all legal requirements are continuously met pre, during and post development of this NPP area.</p>	
Confirmation by Certification Body	<p>The work recorded in this NPP submission by [Company Name] at this [location] has been verified by [Name of CB Company] and has been carried out in accordance with the requirement of the RSPO New Planting Procedure [Year] for the time being in force and in that respect that this area is considered satisfactory for development of new plantings.</p>	
Signatures	RSPO Members	Certification Body
	Name of Person Responsible:	Name of Lead Auditor:
	Designation:	Designation:
	Signature:	Signature:
	Date:	Date:

TEMPLATE 2: RSPO NPP SUMMARY OF ASSESSMENTS

New Planting Procedure - Summary of Assessments		
 Roundtable on Sustainable Palm Oil	[Insert RSPO Member's Company Logo]	[Insert CB's Company Logo (if applicable)]
NPP Reference Number:	[this should be the same as the notification statement]	
Country of the NPP submission:		
RSPO Membership Number:		
Section 1: General Information		
<p><i>Guidance Note: In this section, the growers need to provide all the necessary information in relation to the new development projects. This includes the type of assessment conducted, location of the project, the type of permit currently obtained, the rights to use the land information, and all relevant information. The land clearing plans will be included in this section as well.</i></p>		

Section 2: Maps

Guidance Note: Please include the following maps here with minimum 300 dpi resolution

- *Boundary Maps owned by the company*
- *Proposed NPP area Maps*
- *Proposed NPP area Maps overlay with HCV and HCS areas*

Section 3: SEIA

Guidance Note: This section is where the summary findings of SEIA is captured. References and pictorial evidence are recommended. What are the methodology(ies), people involved in the process, date of assessment and findings? Note: Should an assessment carried out by internal staff, just fill the name of the staff and his/her designation.

Date of assessment:

Name of Assessor:

Assessor Designation and Company:

**Section 4: HCV-HCSA Assessment; OR
ALS HCV and Standalone HCSA assessment**

RSPO Note: A reference should be made to the full report. All the related maps should be included here. What are the methodology(ies), people involved in the process, date of assessment and findings? Note: Should an assessment carried out by internal staff, just fill the name of the staff and his/her designation.

ALS Satisfactory Date Obtained (ALS HCV & HCV-HCSA assessment):

HCSA peer review completion date and link to HCSA summary report (HCSA website):

Name of Assessor:

ALS Number:

Section 5: FPIC

Guidance Note: This section is where the information on stakeholder mapping is put and all required information that the building blocks for FPIC have been conducted. References and pictorial evidence are recommended. What are the methodology(ies), people involved in the process, date of assessment and findings?

Section 6: Soil and topography

RSPO Note: This section should indicate the type of soil identified and the area of it. Sampling points should be indicated. Topographic maps will be included here as well. Any potential areas identified as steep terrain according to the P&C 2018 definition should be mentioned accordingly. What are the methodology(ies), people involved in the process, date of assessment and findings? Note: Should an assessment carried out by internal staff, just fill the name of the staff and his/her designation.

Date of Assessment:

Name of Assessor:

Assessor Designation and Company:

Section 7: Greenhouse Gas (GHG)

RSPO Note: this section should be used to explain the findings that come out from the usage of the New Development GHG calculator. Please include what are the significant sources and type of emissions expected from this area. What are the methodology(ies), people involved in the process, date of assessment and findings? Note: Should an assessment carried out by internal staff, just fill the name of the staff and his/her designation.

Date of Assessment:

Name of Assessor:

Assessor Designation and Company:

Section 8: Land Use Change Analysis (LUCA)

RSPO Note: This section will be used to analyse that there has been no land clearing in the area before the NPP is submitted. Arrangement should be following the proxy dates indicated in section 2.2.7 of the current NPP Document. Please ensure that the minimum resolution is 300 dpi. What are the methodology(ies), people involved in the process, date of assessment and findings? Note: Should an assessment carried out by internal staff, just fill the name of the staff and his/her designation.

Date of RSPO approval as satisfactory:

Name of Assessor:

Assessor Designation and Company:

Section 9: Conclusions


RSPO Note: Please conclude all the findings of the assessment and how this will be translated into a management plan. If there is any known significant issue, the RSPO member needs to acknowledge its existence and ensure it is a priority for the management to address those issues.

Section 10: Confirmation of Report

RSPO Note: This section is used to confirm that all findings are accepted by the grower company and will be responsible for its ownership and development process for as long as it is within their control

Date of Completion	
Signature	
Name	
Position	

TEMPLATE 3: RSPO NPP SUMMARY OF INTEGRATED MANAGEMENT PLAN

New Planting Procedure - Summary of Integrated Management Plan											
 Roundtable on Sustainable Palm Oil	[Insert RSPO Member's Company Logo]	[Insert CB's Company Logo (if applicable)]									
NPP Reference Number	[this should be the same as the notification statement]										
Country of the NPP submission:											
RSPO Membership Number											
Reference to the management unit management plan	[grower company to make reference to which management plans that this NPP submission is integrated into]										
Name(s) of estate(s) covered under this management plan:											
Guidance Notes: This summary management plan shall indicate at a minimum but not be limited to the following: <ul style="list-style-type: none"> ● Key findings of the various assessments (e.g., potential minor environment and/or social risk requiring mitigation actions; total conservation areas). ● Key mitigation and monitoring regime, covering both the environmental and social aspects. ● Evidence of FPIC and key agreements with local communities (if any). ● An action plan describing operational actions consequent to the findings of the various assessments, referencing the grower's relevant operational procedures. ● Designation of the management team and responsible person for the implementation. 											
1	SEIA	<table border="1"> <thead> <tr> <th>Objective(s)</th> <th>Action(s)</th> <th>Timeline</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Objective(s)	Action(s)	Timeline						
Objective(s)	Action(s)	Timeline									

2	HCV areas and HCS forests			
		Objective(s)	Action(s)	Timeline
3	Stakeholder and local people engagement (FPIC process)			
		Objective(s)	Action(s)	Timeline
4	Soil and Topography			
		Objective(s)	Action(s)	Timeline
5	GHG			
		Objective(s)	Action(s)	Timeline

6	Acceptance of Management Plans	Name of Person Responsible		
		Designation		
		Signature		
		Date		

RSPO is an international non-profit organisation formed in 2004 with the objective to promote the growth and use of sustainable oil palm products through credible global standards and engagement of stakeholders.

www.rspo.org



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