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## ROUNDTABLE ON SUSTAINABLE PALM OIL

### Control Union Certifications Local Indicators for an Individual Project.

<b>Country for adaptation:</b>	<b>Ivory Coast.</b>
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<b>Single project applicable:</b>	<b>SARL AGRIVAR: Agro Industrie Variée</b>		
<b>Co-Operatives included in the project:</b>			
<b>Name</b>	<b>Location</b>	<b>Area ha</b>	<b>Members</b>
BIOPALM	Bonoua, (National A100, à environ 5km de la ville de Bonoua), axe Bonoua Côte d'Ivoire,	363.50	56
COCAFE	Bonoua, centre ville, centre commercial KADJO Pierre. Côte d'Ivoire,	353.00	59
COOPPLATO	Bonoua., imeuble OTTRON Jean-Baptist BP 400 Bonoua.	5362.12	1342
COOPHAM	Maferé BP 722 Aboisso Cote D'Ivoire.	2070.00	430
<b>Note: Not all the FFB produced by these co-operatives is sold to the palm oil mill below.</b>			

<b>Palm Oil Mill included in the project.</b>		
<b>Name of POM</b>	<b>Location</b>	<b>Annual CPO</b>
Usine SAMO	Côte d'Ivoire, Bonoua, (National A100, à environ 5km de la ville de Bonoua), axe Bonoua - Aboisso	5760 tonnes

#### Contents:

1. The Oil Palm Industry of Ivory Coast.
2. Introduction to these Local Indicators.
3. Clarification of the scope of this Local Indicators.
4. Consultative process.
5. Summary of the process.
6. Submission of this LI to the RSPO Secretariat..
7. Endorsement.

#### Annexes:

1. Stakeholders consulted.
2. Relevant laws, regulations and guidelines.
3. International laws.
4. Procedure for the preparation of a Local Indicators of the RSPO International Principles and Criteria.
5. Definitions.

#### Translations.

All consultation documents were prepared in both French and English and local dialects were used during meetings with stakeholders. The final agreed document is in both French and English but only the English version is published on the RSPO web site for purposes of Intellectual copyright.

## 1. The Oil Palm industry of Ivory Coast.

There are about 200,000 ha of oil palm grown in Ivory Coast of which 50,000 ha is considered to be industrial plantations. The majority of the plantations are owned by Independent Smallholders with individual holdings ranging from less than 1 ha to 50 ha. The yield per ha of fresh fruit bunches from the small holder plantations varies from as little as 4 tonnes/ha/yr to 17 tonnes/ha/yr. Many factors influence the yield and it anticipated that, for example the adaptation of best practices; improved extension services and correct fertiliser regimes, which will take place as a direct result of RSPO certification, will contribute to enhanced yields and greater wealth for families and their communities.

## 2. Introduction to these Local Indicators.

In the absence of a National Interpretation of the International RSPO Principles and Criteria for **Ivory Coast**, Control Union Certifications has prepared a procedure for the preparation of a Local Indicators. See *annex 5: Document 6.5 Local Interpretation of International Criteria*. Once endorsed by the RSPO, this Local Indicators can **only** be used by Control Union Certifications for this specific project. It is **not** a National Interpretation and it is not permitted to be used by other certification bodies or companies as the RSPO Principles and Criteria for any other project Ivory Coast.

## 3. Clarification of the scope of these Local Indicators.

It must be fully understood that these Local Indicators and must not be confused with a full National Interpretation that requires a more extensive period of stake-holder consultation and field trials. However, in preparing these Local Indicators, it is hoped that the work can be used as a solid the foundation for the preparation of National Interpretation.

## 4. Consultative process.

Control Union Certifications and Sarl Agrivar have developed these local indicators through a consultative process and in accordance with CUC procedure 6.5. (See Annex XX)

## 5. Summary of the process.

### 5.1 May 2011.

A working committee was formed to ensure that all procedures, communications and actions taken have been fully documented and recorded.

### 5.2 May / June 2011.

Identification of all relevant national and local stakeholders.

### 5.3 May / June 2011.

The RSPO endorsed National Interpretation for Ghana was identified as being the most suitable baseline document to use due to the close proximity of the two countries and similar working practices.

A draft Local Indicators was prepared in English and French for stakeholders to review and to make comment.

### 5.4 Invite all stakeholders to an open meeting.

A comprehensive list of stakeholders were circulated with the draft Local Indicators and an invitation to comment and to attend an open stakeholder meeting. (See annex 1 for list of stakeholders).

### 5.5 Local meetings. 2011.

**20<sup>th</sup> June.** Meeting of co-operatives to explain the RSPO principles and criteria. 54 attendees.

**21<sup>st</sup> June.** Meeting of 6 local Chiefs who represent the Chief of Chiefs (known locally as The King). Explanation of RSPO and the objectives of Local Indicators of the RSPO International Principles and Criteria. 42 attendees.

**22<sup>nd</sup> June.** Meeting with local consultants to review the local and national laws already known.

**22<sup>nd</sup> June.** Meeting with the Ministry of the Environment and Agriculture.

### 5.6 Open stakeholder meeting.

**23<sup>rd</sup> June 2011.**

Attended by 104 people from a diverse range of interests including: Community Chiefs representing the Chief of Chiefs (The local King); Local Government; Consultants; Co-Operatives; Environmental organisations; Oil palm companies and interested individuals from the local communities.

The objectives of the meeting:

- To continue with the identification of all applicable local and national laws.
- To review all the indicators and to make suggestions for changes.
- To include applicable details in the guidance notes at a local level.

The stakeholders formed 4 working groups under the direction of individual chairmen to consider indicators for the principles and criteria.

A smaller working group, with representatives from each working group, then further considered the indicators with the support of the meeting.

The findings were then incorporated into this Local Indicators and approved by the attendees.

## 6. Submission of this LI to the RSPO secretariat.

Review by RSPO.

## 7. Endorsment by RSPO.

## Smallholder Definitions.

Definition of **Smallholders** for Ivory Coast:

*“Farmers growing oil palm, sometimes along with subsistence production of other crops, where the family provides the majority of labour and the farm provides the principal source of income and where the planted area of oil palm is usually below 15 hectares in size.”*

Definition of **Scheme Smallholders** for Ivory Coast:

*“Scheme Smallholders (i.e. “Smallholders” or “Outgrowers” in Ivory Coast context), while also very diverse, are characterised as Smallholders who are structurally bound by contract, by credit agreement or by planning to a particular mill. Scheme Smallholders are obliged to sell their FFB to that particular mill. Furthermore, Scheme Smallholders are often not free to choose which crop they develop, are supervised in their planting and crop management techniques, and are often organised, supervised or directly managed by the managers of the mill, estate or scheme to which they are structurally linked. The difference between the Ivory Coast terms “Smallholder” and “Outgrower” is that “Smallholders” cultivate oil palm on a portion of the company’s nucleus estate or on land acquired by the Government, while “Outgrowers” cultivate oil palm outside the nucleus estate on their own land or as a tenant on a third party’s land.”*

Definition of **Independent Smallholders** for Ivory Coast:

*“Independent Smallholders (i.e. “Private Farmers” in Ivory Coast context) while very varied in their situations are characterised by their: freedom to choose how to use their lands, which crops to plant and how to manage them; being self-organised, self-managed and self-financed; and by not being contractually bound to any particular mill or any particular organisation. They may, however, receive support or extension services from government and private agencies.”*

## Glossary.

a.i	Active ingredient.
ASEAN	The Association of Southeast Asian Nations.
BOD	Biological Oxygen Demand.
CBD	Convention on Biodiversity.
CPO	Crude Palm Oil.
CRS	Community Relations Strategy.
EFB	Empty Fruit Bunches.
EIA	Environmental Impact Assessment.
EMP	Environmental Management Plan.
EPA	Environmental Protection Agency.
FFB	Fresh Fruit Bunches.
GAP	Good Agricultural Practices.
HCV	High Conservation Value.
ILO	International Labour Organisation.
IPM	Integrated Pest Management.
ISO	International Standard Organisation.
IUCN	International Union for Conservation of Nature and Natural Resources.
KW	Kilowatt.
LD50	Lethal Dose 50.
LTA	Lost time Accident.
MSDS	Material Safety Data Sheet.
NGO	Non-Government Organisation.
OER	Oil Extraction Rate.
OSH	Occupational Safety and Health.
POME	Palm Oil Mill Effluent.
PPE	Personal Protective Equipment.
PER	Preliminary Environmental Report.
P&C	Principles and Criteria.
RSPO	Roundtable on Sustainable Palm Oil.
SEIA	Social and Environmental Impact Assessment.
SOP	Standard Operating Procedure.

## Definitions.

**Customary rights:** Patterns of long standing community land and resource usage in accordance with indigenous peoples’ customary laws, values, customs and traditions, including seasonal or cyclical use rather than formal legal title to land and resources issued by the State. (From World Bank Operational Policy 4.10).

**Environmental Impact Assessment:** a process of predicting and evaluating the effects of an action or series of actions on the environment, then using the conclusions as a tool in planning and decision-making.

**High Conservation Value Forest (HCVF):** The forest necessary to maintain or enhance one or more High Conservation Values (HCVs):

- HCV1. Forest areas containing globally, regionally or nationally significant concentrations of biodiversity values (e.g. endemism, endangered species).
- HCV2. Forest areas containing globally, regionally or nationally significant large landscape level forests, contained within, or containing the management unit, where viable populations of most if not all naturally occurring species exist in natural patterns of distribution and abundance.
- HCV3. Forest areas that are in or contain rare, threatened or endangered ecosystems.
- HCV4. Forest areas that provide basic services of nature in critical situations (e.g. watershed protection, erosion control).
- HCV5. Forest areas fundamental to meeting basic needs of local communities (e.g. subsistence, health).
- HCV6. Forest areas critical to local communities’ traditional cultural identity (areas of cultural, ecological, economic or religious significance identified in cooperation with such local communities).

(See: 'The HCVF Toolkit' – available from <a href="http://www.proforest.net">www.proforest.net</a> )
<b>ISO Standards:</b> Standards developed by the International Organization for Standardization (ISO: see <a href="http://www.iso.ch/iso">http://www.iso.ch/iso</a> ).
<b>Natural vegetation:</b> Areas where many of the principal characteristics and key elements of native ecosystems such as complexity, structure and diversity are present.
<b>Plantation:</b> The land containing oil palm and associated land uses such as infrastructure (e.g., roads), riparian zones and conservation set-asides.
<b>Primary Forest:</b> A primary forest is a forest that has never been logged and has developed following natural disturbances and under natural processes, regardless of its age. Also included as primary, are forests that are used inconsequentially by indigenous and local communities living traditional lifestyles relevant for the conservation and sustainable use of biological diversity. The present cover is normally relatively close to the natural composition and has arisen (predominantly) through natural regeneration. National interpretations should consider whether a more specific definition is required. (From FAO Second Expert Meeting On Harmonizing Forest-Related Definitions For Use By Various Stakeholders, 2001, <a href="http://www.fao.org/documents/show_cdr.asp?url_file=/DOCREP/005/Y4171E/Y4171E11.htm">http://www.fao.org/documents/show_cdr.asp?url_file=/DOCREP/005/Y4171E/Y4171E11.htm</a> ).
<b>Prophylactic:</b> A treatment or course of action applied as a preventive measure.
<b>Restore:</b> Returning degraded or converted areas within the plantation to a semi-natural state.
<b>Stakeholders:</b> An individual or group with a legitimate and/or demonstrable interest in, or who is directly affected by, the activities of an organisation and the consequences of those activities.
<b>Outgrowers:</b> Farmers, where the sale of FFB is exclusively contracted to the grower/miller. Outgrowers may be Smallholders.
<b>Undue influence:</b> The exertion by a third party of any kind of control such that a person signs a contract or other agreement which, absent the influence of the third party, he would not have signed.
<b>Use rights:</b> Rights for the use of forest resources that can be defined by local custom, mutual agreements, or prescribed by other entities holding access rights. These rights may restrict the use of particular resources to specific levels of consumption or particular harvesting techniques.

Classification of indicators as Major or Minor	
Indicator:	
<b>Major</b>	<p>Details of the indicator against which compliance will be sought during the audit.</p> <p>“Major” in the left hand column indicates that this indicator must be complied with prior to a certification decision being possible.</p> <p>Major non-compliance identified after the awarding of a certificate must be closed within one month of notification to the certificate holder. Failure to close out the non-compliance after one month will result in suspension of the certificate and ultimate withdrawal of the certificate if closure is not completed within 3 months of notification.</p>
<b>Minor</b>	<p>If “Minor” appears in the left hand column, then non-compliance will result in a minor non-compliance being raised.</p> <p>Minor non-compliances will be closed out at the time of the annual surveillance audit. Failure to do so will result in the minor being raised to the status of a major non-compliance with the associated implications.</p>
<p><b>Guidance.</b></p> <p><i>The guidance given in this section throughout the standard includes guidance for scheme Smallholders as well as independent growers. Whilst there are no scheme Smallholders in this project, it has been decided to leave this guidance in place to facilitate a National Interpretation or to facilitate a future Local Indicators which may include scheme Smallholders.</i></p>	

<b>Principle 1: Commitment to Transparency.</b>	
<b>Criterion 1.1: Oil Palm growers and millers provide adequate information to other stakeholders on environmental, social and legal issues relevant to RSPO criteria, in appropriate languages and forms to allow for effective participation decision making.</b>	
<b>Indicator:</b>	
<b>1.1.1 Major</b>	Evidence of a system whereby growers and millers respond constructively and promptly to requests for information of stakeholders. Records of requests and responses must be maintained.
<p><i>Growers and millers should respond constructively and promptly to requests for information from stakeholders. See criterion 1.2 for requirements relating to publicly available documentation. See also criterion 6.2 relating to consultation.</i></p> <p><b>Scheme Smallholders guidance:</b>  <i>Scheme managers must ensure that participant Smallholders are provided copies of:</i></p> <ul style="list-style-type: none"> <li>- <i>Contracts between scheme managers and Smallholders (criterion 1.2);</i></li> <li>- <i>Up-to-date records of debts and repayments, charges and fees (criterion 6.10).</i></li> </ul> <p><i>Scheme managers must have database of land titles/Smallholders' user rights.</i>  =&gt; <i>For outgrower schemes, the individual farmer must proof that he is entitled to the land before he can join the scheme. The scheme manager has copies of the land title/smallholder's user rights.</i>  =&gt; <i>For smallholder schemes, the scheme manager has a copy of the land title covering the concession available for Smallholders.</i></p> <p><i>Scheme manager must ensure that copies of following documents are available at vantage points (e.g. through association representatives, in office of extension staff):</i></p> <ul style="list-style-type: none"> <li>- <i>Training materials in IPM and safe use of agro-chemicals (criterion 4.6);</i></li> </ul> <p><i>Health and safety plan (criterion 4.7);</i></p> <ul style="list-style-type: none"> <li>- <i>Plans and impact assessments relating to environmental and social impacts (criteria 5.1, 6.1, 7.1, 7.3)</i></li> <li>- <i>Pollution prevention plans (criterion 5.6);</i></li> <li>- <i>Details of complaints and grievances (criterion 6.3);</i></li> <li>- <i>Negotiation procedures (criterion 6.4);</i></li> <li>- <i>Procedure for calculating prices, and for grading FFB (criterion 6.10);</i></li> <li>- <i>Continuous improvement plan (criterion 8.1).</i></li> </ul> <p><i>Brief summaries of the documents mentioned above can be made available to all participant Smallholders.</i></p> <p><i>Independent SH guidance:</i>  <i>Group managers must provide documents showing compliance with Section 2.1 of the RSPO Standard for Group Certification as well as a continuous improvement plan (criterion 8.1). Group managers must ensure that each participant smallholder is provided a copy of the agreements between them and the group (criterion 1.2) and up-to-date records of sales and prices of their produce, and the balance of any amount owed/ or credited for purchase to the group (criterion 6.10).</i>  <i>Group managers should also provide all group members with simplified training materials in a format and language understood by the group members on:</i></p> <ul style="list-style-type: none"> <li>- <i>IPM and safe use of agro-chemicals (criterion 4.6)</i></li> <li>- <i>Health and safety plan (criterion 4.7)</i></li> <li>- <i>Plans and impact assessments relating to environmental and social impacts (criteria 5.1, 6.1, 7.1, 7.3)</i></li> <li>- <i>Pollution prevention plans (criterion 5.6)</i></li> <li>- <i>Details of complaints and grievance procedures (criterion 6.3)</i></li> <li>- <i>Procedures for pricing and grading members' FFB (criterion 6.10)</i></li> </ul> <p><i>Official versions are kept centralized at group manager level for reference and all group members are made aware of this. Training shall be identified and provided where appropriate in relation to these documents (criterion 4.8).</i></p>	
<b>Criterion 1.2: Management documents are publicly available except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</b>	
<b>Indicator:</b>	
<b>1.2.1 Major</b>	<p>This concerns management documents relating to environmental, social and legal issues that are relevant to compliance with RSPO Criteria. Documents that must be publicly available include, but are not necessarily limited to:</p> <p>Company policies.</p> <ul style="list-style-type: none"> <li>• Land titles/user rights (criterion 2.2).</li> <li>• Health and safety plan (criterion 4.7).</li> <li>• Plans and impact assessments relating to environmental and social impacts. Environmental management plan (criteria 5.1, 6.1, 7.1, 7.3).</li> <li>• Pollution prevention plans (criterion 5.6).</li> <li>• Details of complaints and grievances (criterion 6.3).</li> <li>• Negotiation procedures (criterion 6.4).</li> <li>• Continuous improvement plan (criterion 8.1).</li> <li>• Community Relations Strategy/CRS.</li> <li>• Labour force information.</li> </ul>
<p><i>Examples of commercially confidential information include financial data such as costs and income, and details relating to customers and/or suppliers. Data that affects personal privacy should also be confidential.</i></p> <p><i>Examples of information where disclosure could result in potential negative environmental or social outcomes include information on sites of rare species where disclosure could increase the risk of hunting or capture for trade, or sacred sites which a community wishes to maintain as private. It must be noted that non-disclosure of such information must be as a last resort after educating the parties involved. Hard copies and electronic copies should be available on site for review by relevant stakeholders with legal or public interest. However, copies are at a cost.</i></p> <p><i>Documents (e.g. policies &amp; plans) can be made available on the company website or in the company journal.</i></p> <p><i>The system used should be appropriate to the scale of the organization.</i></p> <p><i>Every undertaking involving land clearing of more than 40 hectares in area for agricultural purposes or every undertaking involving the construction of crude oil or oil processing facilities, must be registered by the Environmental Protection Agency (Environmental Protection Agency Act, Act 490, 1994) and must obtain an environmental permit from the agency before commencement (Environmental Assessment Regulations, 1999).</i></p> <p><i>One of the preconditions to obtain an environmental permit, is the development and submission of an Environmental Impact Assessment (EIA) (or a Preliminary Environmental Report (PER) for small scale projects). The content of the EIA or PER is determined by the ANDE Environmental Assessment &amp; Audit Department in cooperation with other relevant departments.</i></p> <p><i>One of the permit conditions is the submission of an Environmental Management Plan (EMP) within 18 months after commencement and</i></p>	

thereafter every 3 years. The content of the EMP is determined by the following ANDE departments: 1) Natural Resources Department, 2) Manufacturing Industries Department and 3) Built Environment Department. The content covers the majority of the policies, plans and procedures stated in the indicator. The EMP is a confidential document, but extracts can be made available to the public to ensure compliance with indicator.

**Scheme SH guidance:**

Scheme managers have shared and explained management plans to Smallholders and/or their cooperatives, including documents summarising complaints and grievance procedures and land acquisition processes. Smallholders have contracts from the scheme managers.

**Independent SH guidance:**

Group managers must also have shared and explained the relevant RSPO Standard for Sustainable Palm Oil Production as set out in this document or in an approved national interpretation to group members. Group Smallholders have agreements with the group managers.

Group Manager must provide a copy of the agreement (mutually agreed) to each smallholder in the group.

Group Management Documentation is made available to group members by the group manager upon request.

Additional management documents (e.g. related to marketing, pricing, purchasing of inputs, etc.) should be made available for all group members.

## Principle 2: Compliance with applicable laws and regulations.

### Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.

#### Indicator:

**2.1.1 Major** Evidence of compliance with relevant legal Indicators.

**2.1.2 Major** A mechanism for ensuring that relevant legal requirements are implemented.

**2.1.3 Minor** A documented system, which includes written information on legal requirements.

**2.1.4 Minor** A system for tracking any changes in the law.

Implementing all legal requirements is an essential baseline requirement for all growers whatever their location or size. Relevant legislation includes, but is not limited to, regulations governing land tenure and land-use rights, labour, agricultural practices (e.g. chemical use), environment (e.g. wildlife laws, pollution, environmental management and forestry laws), storage, transportation and processing practices. It also includes laws made pursuant to a country's obligations under international laws.

Furthermore, where countries have provisions to respect customary law, these must be taken into account.

The system used to ensure compliance to legal requirements should be appropriate to the scale of the organization and should include the following:

(1) List all applicable laws including international laws and conventions ratified by the Ivory Coast government.

(2) Display applicable licenses and permits including their conditions.

(3) Identify person(s) responsible to monitor compliance to both (1) and (2).

**Scheme SH guidance:**

Scheme managers must ensure that their organized Smallholders are aware of and comply with relevant legal requirements. This would require provision of information (e.g. up-to-date list and summary) regarding relevant legal requirements to participant Smallholders or their appointed representatives and the extension staff.

**Independent SH guidance:**

Group managers must hold an up-to-date list of applicable laws and regulations, which is known to be available for reference by group members. Through periodic assessments, group managers must ensure Smallholders can show evidence of compliance with all relevant legal requirements including the acquisition or holding of lands. Group Smallholders should be aware of and understand the intent of applicable laws and regulations.

For example, environmental laws, land title registration laws, labour laws.

### Criterion 2.2: The right to use the land can be demonstrated and is not legitimately contested by local communities with demonstrable rights.

#### Indicator:

**2.2.1 Major** Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land.

**2.2.2 Major** Evidence that legal boundaries are clearly demarcated and visibly maintained.

**2.2.3 Major** Where there are, or have been, disputes, proof of resolution or progress towards resolution by conflict resolution processes acceptable to all parties are implemented (criteria 6.3 and 6.4).

All operations should cease on land planted beyond the legal boundary.

For any conflict or dispute over the land, the extent of the disputed area should be mapped out in a participatory way.

Where there is a conflict on the condition of land use as per land title, growers should show evidence that necessary action has been taken to resolve the conflict with relevant parties.

Ensure a mechanism to solve the conflict (criteria 6.3 and 6.4).

**Scheme SH guidance:**

Scheme managers have maps or other documents showing land allocations for scheme Smallholders and can show these lands are not claimed or contested by third parties with legitimate claims.

**Independent SH guidance:**

Group managers have maps or other documents showing the lands held by group Smallholders and can show these lands are not claimed or contested by third parties with legitimate claims.

Documents include: Land Title or Tenancy Agreement. Often, these documents are accompanied by a "Customary Transfer" document.

The later document is sent to the Court Registrar.

If a person does neither have a Land Title document, nor a Tenancy Agreement, he/she has the possibility to swear possession of land before the Commission of Oaths. The outcome is a document called "Affidavit".

### Criterion 2.3 Use of land for oil palm does not diminish the legal or customary rights of other users without their free, prior and informed consent.

#### Indicator:

<b>2.3.1 Major</b>	Maps of an appropriate scale showing extent of recognized customary rights (criteria 2.3, 7.5 and 7.6).
<b>2.3.2 Major</b>	Copies of negotiated agreements detailing process of consent (criteria 2.3, 7.5 and 7.6).
<p>Where lands are encumbered by legal or customary rights, the grower must demonstrate that these rights are understood and are not being threatened or reduced.</p> <p>This criterion should be considered in conjunction with criteria 6.4, 7.5 and 7.6.</p> <p>Where customary rights areas are unclear these are best established through participatory mapping exercises involving affected and neighbouring communities.</p> <p>This criterion allows for sales and negotiated agreements to compensate other users for lost benefits and/or relinquished rights. Negotiated agreements should be non-coercive and entered into voluntarily, carried out prior to new investments or operations and based on an open sharing of all relevant information in appropriate forms and languages, including assessments of impacts, proposed benefit sharing and legal arrangements.</p> <p>Communities must be permitted to seek legal counsel if they so choose. Communities must be represented through institutions or representatives of their own choosing, operating transparently and in open communication with other community members.</p> <p>Adequate time must be given for customary decision-making and iterative negotiations allowed for, where requested.</p> <p>Negotiated agreements should be binding on all parties and enforceable in the courts. Establishing certainty in land negotiations is of long-term benefit for all parties.</p> <p>For definition of 'customary rights', see definitions.</p> <p><b>Scheme SH guidance:</b> Scheme managers can show that lands acquired for Smallholders do not diminish legal or customary rights. Where others' customary or legally owned lands have been taken-over there is documentary proof of transfer of rights (e.g. sale) and of payment or provision of agreed compensation.</p> <p><b>Independent SH guidance:</b> Group managers can show that lands acquired for group Smallholders do not diminish legal or customary rights of other users. Where others' customary or legally owned lands have been taken-over there is documentary proof of transfer of rights (e.g. sale) and of payment or provision of agreed compensation.</p> <p>Documents include: Land Title or Tenancy Agreement. Often, these documents are accompanied by a "Customary Transfer" document. The later document is sent to the Court Registrar.</p> <p>If a person does neither have the Land Title document, nor a Tenancy Agreement, he/she has the possibility to swear possession of land before the Commission of Oaths. The outcome is a document called "Affidavit".</p>	

<b>Principle 3: Commitment to long-term economic and financial viability.</b>	
<b>Criterion 3.1: There is an implemented management plan that aims to achieve long-term economic and financial viability.</b>	
<b>Indicator:</b>	
<b>3.1.1 Major</b>	A documented business or management plan (minimum 5 years).
<b>3.1.2 Minor</b>	A replanting programme, where applicable, projected for a minimum of 5 years with yearly review.
<p>Whilst it is recognized that long-term profitability is also affected by factors outside their direct control, top management must be able to demonstrate attention to economic and financial viability through long-term management planning.</p> <p>The business or management plan may contain:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Attention to quality of planting materials.</li> <li><input type="checkbox"/> Crop projection = FFB yield trends.</li> <li><input type="checkbox"/> Mill extraction rates = OER trends.</li> <li><input type="checkbox"/> Cost of Production = cost per tonne of CPO trends.</li> <li><input type="checkbox"/> Marketing plan (e.g. forecast prices, forecast sales).</li> <li><input type="checkbox"/> Financial indicators.</li> <li><input type="checkbox"/> Suggested calculation – trends in 3-year running mean over the last decade (FFB trends may need to allow for low yield during major replanting programmes).</li> </ul> <p>Growers should have a system to improve practices in line with new information and techniques.</p> <p><b>Scheme SH guidance:</b> Scheme managers have a documented management plan for scheme Smallholders (minimum 3 years), the plan is shared with them in appropriate languages. The scheme management will be expected to provide their members with information on significant improvements.</p> <p><b>Independent SH guidance:</b> Group managers have a documented annual business plan which shows economic benefits for the group and sets out expansion plans (see criterion 7.1). This plan is shared with the group members in an appropriate format.</p> <p>The Business Plan should include information on the Smallholders' annual average FFB yields, the forecast production for the coming year, and the future schedule for replanting.</p>	

<b>Principle 4: Use of appropriate best practices by growers and mills.</b>	
<b>Criterion 4.1 Operating procedures are appropriately documented and consistently implemented and monitored.</b>	
<b>Indicator:</b>	
<b>4.1.1 Major</b>	Standard Operating Procedures for estates and mills are documented.
<b>4.1.2 Major</b>	A mechanism to check consistent implementation of procedure is in place.
<b>4.1.3 Minor</b>	Records of monitoring and the actions taken are maintained.
<p><b>Scheme SH guidance:</b> Scheme managers should ensure that Standard Operating Procedures for smallholder schemes, which are developed with participation of Smallholders, are available and there should be evidence of education/training of scheme Smallholders to ensure that working practices are consistent with the procedures. Scheme managers must do the monitoring of farmers activities on a regular basis.</p> <p><b>Independent SH guidance:</b> Group managers can show how they document, monitor and manage the implementation of best practices by group Smallholders e.g.</p>	

<p>through internal assessment of group members. The Group manager can show that awareness training took place to address the non-compliant Smallholders and these Smallholders were included in the continuous improvement plan. Three years will be given for Smallholders to comply.  Training should be provided under criterion 4.8.  The Internal Control System manual should include practices, details on monitoring and documentation of monitoring.</p>	
<p><b>Criterion 4.2 Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</b></p>	
<p style="text-align: center;"><b>Indicator:</b></p>	
4.2.1 Minor	Records of fertilizer inputs and application are maintained.
4.2.2 Minor	Evidence of periodic tissue and soil sampling to monitor changes in nutrient status.
4.2.3 Minor	A nutrient recycling strategy should be in place.
<p>Long-term fertility depends on maintaining the structure, organic matter content, nutrient status and microbiological health of the soil. Managers should ensure that best agricultural practice is followed. Thereby, the establishment of cover crops is highly recommended. In addition, leaf fronds should be stacked in the field.  Nutrient efficiency must take account of the age of plantations and soil conditions.  The nutrient recycling strategy should include EFB, POME, palm residues after replanting and any use of biomass for by-products or energy production.  It is advised that leaf sampling is done annually and soil sampling at least every 5 years.</p> <p><b>Scheme SH guidance:</b>  Scheme managers can show that land is prepared for smallholdings in a way that soil fertility is maintained.  Scheme managers can show that they have carried out trainings with scheme Smallholders to explain best practices (see criterion 4.8) and they can monitor and verify effective implementation. Evidence of effective implementation can be: stacking of fronds, establishment of cover crop, zero burning, etc.  Scheme Smallholders should be able to demonstrate that they have an understanding of the techniques required to maintain soil fertility and that they are being implemented (e.g. checking soil types, slopes, buffer zones).  The use of covers crops is recommended however early intercropping of certain crops should be accepted as specified by the scheme manager.  In regard to leaf sampling, farmers may request analysis, done by the processor, at their own expense.</p> <p><b>Independent SH guidance:</b>  Group managers can show that they have carried out trainings with group Smallholders to explain best practices to maintain soil fertility (see criterion 4.8) and monitor and verify effective implementation.  When fertilizer is being used, records should be kept.  The establishment of cover crops should be promoted.  Nutrient strategy should include stacking of palm fronds along the contours in the farm.</p>	
<p><b>Criterion 4.3 Practices minimise and control erosion and degradation of soils.</b></p>	
<p style="text-align: center;"><b>Indicator:</b></p>	
4.3.1 Minor	Maps of fragile soils must be available, indicating topography and soil types.
4.3.2 Minor	Slopes between 0 and 16° are suitable. A management strategy should exist for plantings on slopes between 17 and 30° (i.e. marginal soils). There will be no planting on slope above 30° (i.e. unsuitable soils).
4.3.3 Minor	Presence of road maintenance programme.
4.3.4 Minor	A management strategy should be in place for other fragile and problem soils (e.g. sandy, low organic matter).
<p>Techniques that minimize soil erosion are well-known and should be adopted, wherever appropriate. This may include practices such as ground cover management, biomass recycling, terracing, and natural regeneration or restoration instead of replanting.  Amongst others the following should be taken into account upon constructing roads: wetlands, culverts, contours.  Management strategy for fragile soils must include EFB application to improve soil structure.  Fragile soils are mainly shallow soils and/or steep slopes, catchment areas around water bodies, lowland without any drainage (waterlogged).</p> <p><b>Scheme SH guidance:</b>  Scheme managers can show that lands prepared for smallholdings have been chosen so as to minimise and control soil erosion and soil degradation in accordance with the indicators. Scheme managers should be able to demonstrate that their participant Smallholders have an understanding of the techniques required to manage their soils and that they are being implemented. Techniques may be: the use of cover crops and lemon grass (a deep rooting plant) and/or arrangements of fronds across the slope to avoid soil degradation.</p> <p><b>Independent SH guidance:</b>  Group managers can show (with documentary evidence) that they have carried out trainings with group Smallholders to explain best practices to minimise and control the erosion and degradation of soils (see criterion 4.8) and monitor and verify effective implementation.  Examples of practices that show compliance are the stacking of palm fronds along the contours, the establishment of cover crops and zero-burning.</p>	
<p><b>Criterion 4.4 Practices maintain the quality and availability of surface and ground water.</b></p>	
<p style="text-align: center;"><b>Indicator:</b></p>	
4.4.1 Major	Apply to DRE (Department for Water Resources) to ensure that the implemented Water Management Plan is in line with DRE ONEP (National Drinking Water Office) requirements.
4.4.2 Major	Protection of local water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones, as per DRE guidelines.
4.4.2 Major	Monitoring and documentation of effluent parameters.
4.4.4 Minor	Monitoring of mill water use per tonne of FFB.
<p>Growers and millers should address the effects of their use of water and the effects of their activities on local water resources.  In accordance to the Law n° 98-755 December, 23rd 1998 Republic of Côte d'Ivoire water regulation a person may obtain a permit from the Water Resource Commission for various types of water use. The permit is subject to the conditions specified in the permit to the applicant.</p>	



The permit holder shall keep records and shall furnish the Commission at all times with these records.

The Water Management Plan may include:

- Taking account of the efficiency of use and renewability of sources.
- Ensuring that the use of water does not result in adverse impacts on other users.
- Avoiding contamination of surface and ground water through run-off of soil, nutrients or chemicals, or as a result of inadequate disposal of waste including POME.
- Appropriate treatment of mill effluent and regular monitoring of discharge quality, which should be in compliance with national regulations.

- Implementation of the National Buffer Zone Policy – the recommendations on the buffer with are:

1. Municipal reservoir shoreline protective buffer: 60 to 90 meters (e.g. Weija Dam, Lake Bosomtwe);
2. Major perennial rivers/streams: 10 to 60 meters (e.g. Volta, Tano, Offin);
3. Minor perennial streams: 10 to 15 meters;
4. Important intermittent streams: 10 to 20 meters;
5. Stream within forest reserves: 10 to 50 meters.
6. Wetland will require a buffer zone of 30 meters around the perimeter as defined from the high water elevation.

Note: The slope affects the buffer zone: slope of 15-20 %, add 3 meters; slope of 20-25 %, add 10 meters, and slope of 25-30 %, add 20 meters.

The monitoring results of effluent parameters should be part of the quarterly monitoring returns to ANDE (in accordance with the ANDE permit conditions) and the ANDE Effluent Guidelines should be followed.

**Scheme SH guidance:**  
Scheme managers can show they have chosen and prepared lands allocated for smallholdings so as to maintain the quality and availability of surface and ground water and have carried out trainings with scheme Smallholders to explain best practices (and see criterion 4.8) and can monitor, manage and verify effective implementation by Smallholders.

Buffer zone areas along rivers/streams have to be chosen in compliance with the National Buffer Zone Policy. Scheme managers shall encourage Smallholders to implement manual weeding of palm circles at locations where palms are already established in riparian buffer zones.

**Independent SH guidance:**  
Group managers shall ensure that group members are maintaining riparian buffer zones and are not contributing to water quality degradation. This is monitored and overseen by the group manager. Where existing smallholdings are already established in riparian buffer zones, these areas should be restored with natural vegetation at replanting.

Group managers shall encourage Smallholders to implement manual weeding of palm circles at locations where palms are already established in riparian buffer zones.

Examples of practices that show compliance are:

- Implementation of National Buffer Zone Policy
- Prohibit washing of fertilizer bags and pesticide containers in streams
- Discouraging illegal logging of economic trees along streams.

<b>Criterion 4.5 Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate integrated Pest Management (IPM) techniques.</b>	
<b>Indicator:</b>	
<b>4.5.1 Minor</b>	An IPM plan is documented and current.
<b>4.5.2 Minor</b>	Monitoring extent of IPM implementation including training. (e.g. Oryctes and leaf miner checks).
<b>4.5.3 Minor</b>	Monitoring of pesticide toxicity units (a.i. / LD 50 per tonne of FFB or per hectare).
<p>Growers should apply recognized IPM techniques, incorporating cultural, biological, mechanical or physical methods to minimize use of chemicals.</p> <p>Native species should be used in biological control wherever possible.</p> <p><b>Scheme SH guidance:</b> Scheme managers should provide regular training to scheme Smallholders in IPM techniques (incorporating cultural, biological, mechanical or physical methods – see criterion 4.8) to minimise use of chemicals and provide appropriate assistance for application of agro-chemicals. Due to problems in the accuracy of measurement, monitoring of pesticide toxicity is not applicable to Smallholders.</p> <p><b>Independent SH guidance:</b> Group managers should provide regular training to group Smallholders in IPM techniques (incorporating cultural, biological, mechanical and physical methods – see criterion 4.8) to minimise use of chemicals and provide appropriate assistance for application of agro-chemicals.</p> <p>Training should include farm sanitation, Good Agricultural Practices and scout before pesticide application.</p>	
<b>Criterion 4.6 Agrochemicals are used in such a way that does not endanger health or the environment. There is no prophylactic use, and where agrochemicals are used that are categorised as World Health Organisation Type 1A or 1B, or are listed by the Stockholm or Rotterdam Conventions, growers are actively seeking to identify alternatives, and this is documented.</b>	
<b>Indicator:</b>	
<b>4.6.1 Major</b>	Only agrochemicals registered by the Environmental Protection Agency are used.
<b>4.6.2 Minor</b>	Documented justification of all agrochemical use should be in line with the IPM plan.
<b>4.6.3 Major</b>	Records of pesticide use (including active ingredients used, area treated, amount applied per ha and number of applications).
<b>4.6.4 Major</b>	Documentary evidence that use of chemicals categorized as World Health Organisation type 1A or 1B, or listed by the Stockholm or Rotterdam Conventions, and paraquat, is eliminated.
<b>4.6.5 Major</b>	Chemicals should only be applied by qualified persons who have received the necessary training and should always be applied in accordance with the product label. Appropriate safety equipment must be provided and used. All precautions attached to the products should be properly observed, applied, and understood by workers. Also see criterion 4.7 on health and safety. .
<b>4.6.6 Major</b>	Storage of all chemicals is prescribed in FAO or GIFAP Code or Practice (see Annex 2). All chemical containers must be properly disposed of and not used for other purposes (see criterion 5.3).
<b>4.6.7 Minor</b>	Application of pesticides by proven methods that minimize risk and impacts. Pesticides are applied aerially only where there is a documented justification.

<b>4.6.8 Minor</b>	Proper disposal of waste material, according to procedures that are fully understood by workers and managers.
<b>4.6.9 Minor</b>	Specific annual medical surveillance for pesticide operators, and documented action to eliminate adverse effects. .
<b>4.6.10 Major</b>	No work with pesticides for pregnant and breast-feeding women.
<b>4.6.10 Major</b>	Use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species should be used where available. However, measure to avoid the development of resistance (such as pesticide rotations) are applied.
<p><i>The list of agrochemicals registered by the Law n°14 MINIGRA February, 26th 2002, authorizing applications of pesticides, assigns treatment JORCI N°34 DU 22/08/2002, P.595 should be reviewed every six months.</i></p> <p><i>Use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species should be used where available. However, measures to avoid the development of resistance (such as pesticide rotations) are applied.</i></p> <p><i>Major producers should inform the Ministry of Agriculture when in possession of obsolete chemicals.</i></p> <p><i>To import chemicals, the major producers need to obtain a Chemicals Import License as required by the ANDE.</i></p> <p><i>Material Safety Data Sheets of all chemicals used; need to be available on site.</i></p> <p><b>Scheme SH guidance:</b></p> <p><i>Scheme managers will provide regular training to scheme Smallholders on agrochemical use (see criterion 4.8), especially on how:</i></p> <ul style="list-style-type: none"> <li>- <i>If one person is predominantly used for herbicide application, then a medical check-up must be arranged every 12 months.</i></li> </ul> <p><i>Chemicals should only be applied in accordance with product label.</i></p> <ul style="list-style-type: none"> <li>- <i>Appropriate safety equipment can be acquired and used (or provided by nucleus estates).</i></li> <li>- <i>All precautions attached to the products should be properly observed, applied and understood.</i></li> <li>- <i>Chemicals should be securely and safely stored. All chemical containers must be properly disposed of and not use for other purposes (and see criterion 5.3).</i></li> <li>- <i>Pesticides should be applied by proven methods that minimise risk and impacts.</i></li> <li>- <i>Proper disposal of waste material, according to procedures that are fully understood by workers and managers. (Also see criterion 5.3 on waste disposal).</i></li> <li>- <i>The pesticide register of the Ministry of Agriculture should be made available to the farmers (e.g. by posting it at the collection centres).</i></li> </ul> <p><i>Scheme manager's records will also show:</i></p> <ul style="list-style-type: none"> <li>- <i>Justification of all chemical use.</i></li> <li>- <i>List of all agro-chemicals used.</i></li> <li>- <i>Records of pesticides supplied to Smallholders.</i></li> <li>- <i>Documented evidence that the use of chemicals categorised as World Health Organisation Type IA or IB, or listed in the Stockholm or Rotterdam Conventions, and paraquat are eliminated.</i></li> <li>- <i>Evidence of CPO residue testing, as required by the supply chain.</i></li> <li>- <i>Annual health screening for all Smallholders using or handling agrochemicals categorised as World Health Organisation Type IA or IB, or listed in the Stockholm or Rotterdam Conventions, and paraquat.</i></li> <li>- <i>There should be no chemical spraying by pregnant women or children, and children should not have access to the field during spraying activities.</i></li> </ul> <p><i>Scheme managers should inform the Environmental Protection Agency and the Ministry of Food and Agriculture when in possession of obsolete chemicals.</i></p> <p><i>To import chemicals, the scheme managers need to obtain a Chemicals Import License as required by the ANDE.</i></p> <p><i>Material Safety Data Sheets of all chemicals used, need to be available on site.</i></p> <p><b>Independent SH guidance:</b></p> <p><i>Group managers will provide regular training to group Smallholders on agro-chemical use (see criterion 4.8), especially on:</i></p> <ul style="list-style-type: none"> <li>- <i>How chemicals should only be applied in accordance with the product label.</i></li> <li>- <i>Appropriate safety equipment can be acquired and used.</i></li> <li>- <i>All precautions attached to the products should be properly understood, applied and observed.</i></li> <li>- <i>The dangers of use of chemicals categorised as World Health Organisation Type IA and IB, or listed by the Stockholm or Rotterdam Conventions, and paraquat.</i></li> <li>- <i>Chemicals should be securely and safely stored. All chemical containers must be properly disposed of and not used for other purposes (see criterion 5.3).</i></li> <li>- <i>Pesticides should be applied by proven methods that minimise risk and impacts.</i></li> <li>- <i>Proper disposal of waste material, according to procedures that are fully understood by workers and managers (also see criterion 5.3 on waste disposal).</i></li> <li>- <i>There should be no chemical spraying by pregnant women or children, and children should not have access to the field during spraying activities.</i></li> </ul> <p><i>Note: How can group members be provided with safety equipment?</i></p> <ul style="list-style-type: none"> <li>- <i>It could be available at Group Manager's office for hiring.</i></li> <li>- <i>It could be available at Group Manager's office for purchasing.</i></li> <li>- <i>Establishing a treatment team consisting of group members or external persons (e.g. from cocoa spraying programs). If the latter are contracted, the Group Manager must proof that they are properly trained.</i></li> </ul> <p><i>Education on the re-use of empty pesticide containers and fertilizer bags will be highly necessary.</i></p> <p><i>Group Manager's records will also show:</i></p> <ul style="list-style-type: none"> <li>- <i>List of all agrochemicals used by group members.</i></li> <li>- <i>Documentary evidence that use of chemicals categorised as World Health Organisation (Type IA and IB) or listed by Stockholm or Rotterdam Conventions, and paraquat is eliminated and alternatives identified where possible by the group manager in accordance with the dangers identified of these chemicals.</i></li> <li>- <i>They have assessed the options for regular health screening for all group Smallholders and workers they employ (if any) using or handling agro-chemicals to develop guidance.</i></li> </ul> <p><i>Group managers should consider operation of a centralized pesticide store.</i></p> <p><i>Group managers should inform the Ministry of Agriculture when in possession of obsolete chemicals.</i></p> <p><i>To import chemicals, the group managers need to obtain a Chemicals Import License as required by the ANDE.</i></p> <p><i>Material Safety Data Sheets of all chemicals used; need to be available on site.</i></p>	
<b>Criterion 4.7 An occupational health and safety plan is documented; effectively communicated and implemented.</b>	
<b>Indicator:</b>	
<b>4.7.1</b>	A health and safety policy, which is implemented and monitored.

<b>Major</b>	
<b>4.7.2 Major</b>	All operations where health and safety is an issue have been risk assessed and procedures and actions are documented and implemented to address the identified issues. All precautions attached to products should be properly observed and applied to the workers.
<b>4.7.3 Major</b>	All workers involved in the operations have been adequately trained in safe working practices (see also criterion 4.8). Adequate and appropriate protective equipment should be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, land preparation, harvesting, etc. and, if it is used, burning.
<b>4.7.4 Major</b>	A responsible person should be identified. There are records of regular meetings between the responsible person and workers where concerns of all parties about health, safety and welfare are discussed. Records detailing the occurrence and issues raised should be kept.
<b>4.7.5 Major</b>	Accident and emergency procedures should exist and instructions should be clearly understood by all workers. Accident procedures should be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations and first aid equipment should be available at worksites. Records should be kept of all accidents and periodically reviewed. Workers should be covered by accident insurance.
<b>4.7.6 Minor</b>	Recording of occupational injuries/diseases/illness/disorders. Calculation of Lost Time Accident (LTA) rate should be standardized (either specify acceptable maximum, or demonstrate downward trend).
<p><i>Growers and millers should ensure that the workplaces, machinery, equipment, transport and processes under their control are safe and without undue risk to health.</i></p> <p><i>Growers and millers should ensure that the chemical, physical and biological substances and agents under their control are without undue risk to health when appropriate measures are taken.</i></p> <p><i>A safe and healthy working environment should be provided for all workers, whether they are employees or contractors, and visitors.</i></p> <p><i>The health and safety plan should also reflect guidance in ILO convention 184 and relevant policies (see Annex 2).</i></p> <p><b>Scheme SH guidance:</b></p> <p><i>Scheme managers will conduct a risk assessment for their schemes and as an outcome develop a work related health and safety plan for scheme Smallholders and their families which is managed, implemented and monitored. There are records of regular meetings between the responsible person and Smallholders where concerns about health, safety and welfare are discussed. Accident/incident and emergency procedures should exist and instructions should be clearly explained to all scheme Smallholders (and see criterion 4.8) and provided in written form to all scheme Smallholders in appropriate languages. For example, booklets and posters can be used that are posted at the collection centres or that are distributed during extension meetings. Scheme managers should ensure that Smallholders understand and implement health and safety procedures. The Health and Safety Plan must include at minimum issues such as HIV/AIDS, Malaria and Health &amp; Safety on the plantation/farms.</i></p> <p><b>Independent SH guidance:</b></p> <p><i>The Group Manager will identify the risk related to the group smallholdings and will address them in awareness training for the Smallholders (and see 4.8). Major risks only will be addressed through emergency procedures.</i></p> <p><i>The group should develop an occupational health and safety policy. The group should have simplified safety operational procedures and should measure indicators related to major risks identified.</i></p>	
<b>Criterion 4.8 All staff, workers, Smallholders and contractors are appropriately trained.</b>	
<b>Indicator:</b>	
<b>4.8.1 Major</b>	A formal training programme that includes regular assessment of training needs should be documented.
<b>4.8.2 Minor</b>	Records of training for each employee are kept.
<p><i>The training programme should be appropriate to the scale of the organization.</i></p> <p><i>Training should be given to all staff, workers and contractors by growers and millers to enable them to fulfil their jobs and responsibilities in accordance with documented procedures, and in compliance with the requirements of these principles, criteria and guidance.</i></p> <p><b>Scheme SH guidance:</b></p> <p><i>Scheme managers should provide a formal training and awareness raising programme that includes regular assessment of training needs, documentation of the programme and records of the training should be provided to each scheme smallholder on a regularly basis, e.g. during extension meetings. This training includes how to fulfil their tasks and responsibilities in accordance with documented procedures, and in compliance with the requirements of the RSPO principles, criteria and guidance for Smallholders. Training and awareness raising should also be provided through extension services and through scheme Smallholders' organisations such as cooperatives or community institutions. Training methods must be effective utilising adult education methods. It is recommended that scheme Smallholders are trained in record keeping.</i></p> <p><i>Training should cover:</i></p> <ul style="list-style-type: none"> <li>- The relevance of the RSPO standard;</li> <li>- Legal compliance (see criterion 2.1);</li> <li>- Operating procedures (see criterion 4.1);</li> <li>- Soil and water management (see criterion 4.2, 4.3 &amp; 4.4);</li> <li>- Integrated Pest Management (see criterion 4.5);</li> <li>- Agrochemical use (see criterion 4.6);</li> <li>- Occupational health and safety (see criterion 4.7);</li> <li>- Use of fire and relevant regulations (see criterion 5.5).</li> </ul> <p><b>Independent SH guidance:</b></p> <p><i>Group managers should raise awareness on relevant issues and should identify training needs, and provide training to Smallholders where needed. Areas for assessment of training include:</i></p> <ul style="list-style-type: none"> <li>- The functioning of groups and the responsibilities of group members (including sanctions);</li> <li>- The Group Management Documentation (i.e. Code of Practice);</li> <li>- The relevance of the RSPO standard;</li> <li>- Legal compliance (see criterion 2.1);</li> <li>- Operating procedures (see criterion 4.1);</li> <li>- Soil and water management (see criterion 4.2, 4.3 &amp; 4.4);</li> <li>- Integrated Pest Management (see criterion 4.5);</li> <li>- Agrochemical use (see criterion 4.6);</li> <li>- Occupational health and safety (see criterion 4.7);</li> <li>- Use of fire and relevant regulations (see criterion 5.5).</li> </ul>	

<b>Principle 5: Environmental responsibility and conservation of natural resources and biodiversity.</b>	
<b>Criterion 5.1 Aspects of plantation and mill management that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement.</b>	
<b>Indicator:</b>	
<b>5.1.1 Major</b>	Documented Environmental Impact Assessment (according to Decree 96-894 8 <sup>th</sup> November 1996).
<b>5.1.2 Minor</b>	Obtain environmental permit (according to Decree 96-894 8 <sup>th</sup> November 1996) or 2005-03 of 06 January 2005.
<b>5.1.3 Minor</b>	Where the identification of impacts requires changes in current practices, in order to mitigate negative effects a timetable for changes should be developed and implemented.
<p><i>Environmental impact assessment should cover the following activities, where they are undertaken, but not limited to:</i></p> <ul style="list-style-type: none"> <li>- Building new roads, processing mills or other infrastructure.</li> <li>- Putting in drainage or irrigation system.</li> <li>- Replanting or expansion of planting area.</li> <li>- Disposal of mill effluents (see criterion 4.4).</li> <li>- Clearing of natural vegetation.</li> </ul> <p><i>Impact assessment may be a non-restrictive format e.g. ISO 14001 EMS and/or EIA report incorporating elements spelt out in this criterion and raised through stakeholder consultation. Documented management action plans addressing issues raised from the above impact assessment, which is monitored annually.</i></p> <p><i>Environmental impacts may be identified on soil and water resources air quality (see criterion 5.6), biodiversity and ecosystems, and people's amenity (see criterion 6.1 for social impacts), both on and off-site.</i></p> <p><i>Stakeholder consultation has a key role in identifying environmental impacts. The inclusion of consultation should result in improved processes to identify impacts and to develop any required mitigation measures.</i></p> <p><i>It is important that where activities, techniques or operations change over time, identifications of impacts, and any required mitigation, are updated as necessary.</i></p> <p><b>Scheme SH guidance:</b></p> <p><i>Scheme managers must undertake and document an impact assessment, developed with the participation of Smallholders, that includes all the scheme smallholdings and sets out appropriate management planning and operational procedures for each impact identified which requires changes in current practice. They have a timetable for the implementation of required actions, which are monitored to demonstrate continuous improvement. Impact assessments will include consideration of:</i></p> <ul style="list-style-type: none"> <li>- Buildings and maintenance of roads to service smallholdings and provide access to mills.</li> <li>- Implement drainage or irrigation systems.</li> <li>- Replanting or expansion of Smallholders.</li> <li>- Clearing of natural vegetation and the need to avoid the use of fire (see 5.5).</li> </ul> <p><b>Independent SH guidance:</b></p> <p><i>Group managers must undertake and document a simplified impact assessment, developed with the participation of Smallholders and local communities, which includes all the group smallholdings and sets out appropriate actions to address each impact identified when:</i></p> <ul style="list-style-type: none"> <li>- Replanting or expanding smallholdings</li> <li>- Clearing natural vegetation and the need to avoid the use of fire (see criterion 5.5).</li> </ul>	
<b>Criterion 5.2 The status of rare, threatened or endangered species and high conservation value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and their conservation taken into account in management plans and operations.</b>	
<b>Indicator:</b>	
<b>5.2.1 Major</b>	Presence of protected areas that could be significantly affected by the grower or miller.
<b>5.2.2 Major</b>	Conservation status (e.g. IUCN status), legal protection, population status and habitat requirements of rare, threatened, or endangered species, which could be significantly affected by the grower or miller.
<b>5.2.3 Major</b>	Identification of high conservation value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower or miller.
<b>5.2.4 Minor</b>	Ensuring that any legal requirements relating to the protection of the species or habitat are met.
<b>5.2.5 Minor</b>	Avoiding damage to and deterioration of applicable habitats.
<b>5.2.6 Minor</b>	Evidence of a commitment to discourage any illegal or inappropriate hunting, fishing or collecting activities; and developing responsible measures to resolve human-wildlife conflicts (e.g. incursions by elephants).
<p><i>This information gathering should include checking available biological records and consultation with relevant government departments, research institutes and interested NGOs if appropriate. Depending on the biodiversity values that are present, and the level of available information, some additional field survey work may be required.</i></p> <p><b>Scheme SH guidance:</b></p> <p><i>Scheme managers will compile information about the status of these aspects for scheme smallholdings, as well as the associated mill and directly managed estate (if any). This information should be provided to scheme Smallholders and should cover:</i></p> <ul style="list-style-type: none"> <li>- Presence of protected areas that could be significantly affected by smallholdings.</li> <li>- Conservation status (e.g. IUCN status), legal protection, population status and habitat requirements of rare, threatened, or endangered species that could be significantly affected by smallholdings.</li> <li>- Identification of high conservation value habitats, such as rare and threatened ecosystems, that could be significantly affected by smallholdings.</li> </ul> <p><i>If rare, threatened or endangered species, or high conservation value habitats, are present, appropriate measures for management planning and operations will include:</i></p> <ul style="list-style-type: none"> <li>- Ensuring that any legal requirements relating to the protection of the species or habitat are met.</li> <li>- Avoiding damage to and deterioration of applicable habitats.</li> <li>- Evidence of a commitment to discourage any illegal or inappropriate hunting, fishing or collecting activities; and developing responsible measures to resolve human-wildlife conflicts.</li> </ul> <p><b>Independent SH guidance:</b></p> <p><i>Group managers will compile information about the status of critical aspects as listed in National Interpretations within the area of group smallholdings. This information should be provided to group Smallholders and should cover:</i></p>	

<p>- Presence of protected areas that could be significantly affected by smallholdings.</p> <p>- Conservation status (e.g. IUCN status), legal protection, population status and habitat requirements of rare, threatened, or endangered species, which could be significantly affected by the smallholdings.</p> <p>- Identification of high conservation value habitats, such as rare and threatened ecosystems, that could be significantly affected by the smallholdings.</p> <p>If rare, threatened or endangered species, or high conservation value habitats, are present, appropriate protection measures must be adopted by group managers in accordance with the NI and the relevant laws.</p>	
<b>Criterion 5.3 Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.</b>	
<b>Indicator:</b>	
<b>5.3.1 Minor</b>	Documented identification, characterization and quantification of all waste products and sources of pollution, sending the waste report each 6 months to S-DIIC.
<b>5.3.2 Minor</b>	Having identified wastes, a waste management and disposal plan must be developed and implemented, to avoid or reduce pollution.
<b>5.3.3 Minor</b>	Documented and implemented procedures for the safe disposal of pesticide containers.
<p>The waste management and disposal plan should include measures for:</p> <ul style="list-style-type: none"> <li>- Identifying and monitoring sources of waste and pollution.</li> <li>- Improving the efficiency of resource utilization and recycling potential wastes as nutrients or converting them into value-added products (e.g. through animal feeding programmes).</li> <li>- Appropriate disposal of hazardous chemicals and their containers. Surplus chemical containers should be disposed of or cleaned in an environmentally and socially responsible way (e.g. returned to the vendor) such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's labels should be adhered to.</li> </ul> <p><b>Scheme SH guidance:</b> Scheme managers must develop and implement a plan for the management and disposal of waste from smallholdings including the safe disposal of pesticide containers. This waste management and disposal plan should include measures for:</p> <ul style="list-style-type: none"> <li>- Identifying and monitoring sources of waste and pollution from Smallholders and mills which process their FFB.</li> <li>- Improving the efficiency of resource utilization and recycling potential wastes as nutrients or converting them into value-added products (e.g. through animal feeding programmes). EFB will be brought back to the field of Smallholders, due to the distance the EFB are not being brought to outgrower farms; in addition the EFB can be composted.</li> <li>- Appropriate disposal of hazardous chemicals and their containers. Surplus chemicals and their containers should be disposed of or cleaned in an environmentally and socially responsible way (e.g. returned to the vendor), such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's labels should be adhered to.</li> </ul> <p><b>Independent SH guidance:</b> Group managers shall ensure that group members are made aware of the need to identify all waste and dispose it off in a responsible manner. This is monitored and overseen by the group manager. There should be appropriate disposal of hazardous chemicals and their containers. Surplus chemical containers should be disposed of in such that there is no risk of contamination of water sources or human health. The disposal instructions on manufacturer's labels should be adhered to. It is advised that group managers should buy chemicals from major suppliers who agree to take back the empty containers. If the chemical supplier does not agree to take back the empty pesticide containers, the group manager should request the processing mill to accept them for disposal with the mill scheduled waste to a licensed contractor. Only as a second option, disposal by means of appropriate incineration will be tolerated. It is advised that the group manager keeps records of the chemical applications that are being carried out by group members.</p>	
<b>Criterion 5.4 Efficiency of energy use and use of renewable energy is maximised.</b>	
<b>Indicator:</b>	
<b>5.4.1 Minor</b>	Regular monitoring and documentation of renewable energy use per tonne of CPO or palm product in the mill. .
<b>5.4.2 Minor</b>	Monitoring and documentation of direct fossil fuel use per ton of CPO (or FFB where the grower has no mill).
<p>Growers and mills should assess the direct energy use of their operations, including fuel and electricity, and energy efficiency of their operations. This should include estimation of fuel use by contractors, including all transport and machinery operations. Records on energy generation and use are to be measured on a daily basis, collected on a monthly basis and reported to ANDE at a frequency determined by the Agency. The feasibility or collecting and using biogas should be studied if possible.</p> <p><b>Scheme SH guidance:</b> Scheme managers should develop provisions for improving the efficiency of energy use by scheme Smallholders. This provision may not apply to scheme Smallholders who only use manual labour to care for and harvest FFB.</p> <p><b>Independent SH guidance:</b> This criterion is not applicable to group Smallholders.</p>	
<b>Criterion 5.5 Use of fire for waste disposal and for preparing land for replanting is avoided except in specific situations, as identified in the ASEAN guidelines or other regional best practice.</b>	
<b>Indicator:</b>	
<b>5.5.1 Major</b>	Documented assessment where fire has been used for preparing land for replanting.
<p>Fire should be used only where an assessment has demonstrated that it is the most effective and least environmentally damaging option for minimizing the risk of severe pest and disease outbreaks, and with evidence that fire-use is carefully controlled.</p> <p><b>Scheme SH guidance:</b> Scheme managers will carry out training and provide extension support to scheme Smallholders to ensure smallholder awareness and that fire is not used except in accordance with ASEAN guidelines or other regional best practice (see criterion 4.8).</p> <p><b>Independent SH guidance:</b> Group managers shall ensure that group members are not utilizing fire in operations. This is monitored by the group manager.</p>	
<b>Criterion 5.6 Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.</b>	
<b>Indicator:</b>	
<b>5.6.1 Major</b>	A register and assessment of all polluting activities must be conducted, including gaseous emissions, particulate/soot emissions and effluent (see also criterion 4.4). Significant pollutants and emissions must be identified and plans to reduce them implemented.

<b>5.6.2 Minor</b>	A monitoring system must be in place for these significant pollutants to ensure national compliance as a minimum.
<b>5.6.3 Minor</b>	The treatment methodology for POME and effluent quality is recorded.
<p><i>The Environmental Management Plan contains plans to reduce pollution, including greenhouse gases. Note: RSPO needs to address all issues relating to Greenhouse Gas emission.</i></p> <p><b>Scheme SH guidance:</b> Scheme managers must include an assessment of all polluting activities of scheme smallholdings in their overall plans for pollution and emissions abatement. Significant pollutants and emissions from scheme smallholdings must be identified and plans to reduce them implemented. The assessment results and plans should be part of the impact assessment (criterion 5.1). Possible pollutants and emissions could be: smoke (gas), chemicals...</p> <p><b>Independent SH guidance:</b> This criterion is not applicable to group Smallholders.</p>	

<b>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and mills.</b>	
<b>Criterion 6.1 Aspects of plantation and mill management that have social impacts are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement.</b>	
<b>Indicator:</b>	
<b>6.1.1 Major</b>	A documented social impact assessment including records of meetings. Evidence that the assessment has been done with the participation of affected parties. Particular attention paid to the impacts of outgrower schemes (where the plantation includes such a scheme).
<b>6.1.2 Minor</b>	A timetable with responsibilities for mitigation and monitoring, reviewed and updated as necessary, in those cases where the assessment has concluded that changes should be made to current practices.
<p><i>Identification of social impacts should be carried out by the grower with the participation of affected parties, including women and migrant workers as appropriate to the situation. The involvement of independent experts should be sought where this is considered necessary to ensure that all impacts (both positive and negative) are identified.</i></p> <p><i>Participation in this context means that affected parties are able to express their views through their own representative institutions, or freely chosen spokespersons, during the identification of impacts, reviewing findings and plans for mitigation, and monitoring the success of implemented plans.</i></p> <p><i>Potential social impacts may result from activities such as: building new roads, processing mills or other infrastructure; replanting with different crops or expansion of planting area; disposal of mill effluents; clearing of remaining natural vegetation; changes in employee numbers or employment terms.</i></p> <p><i>The documentation, participation and monitoring of such impact assessments should be included into the EMP.</i></p> <p><i>Plantation and mill management may have social impacts (positive or negative) on factors such as:</i></p> <ul style="list-style-type: none"> <li>- Access and use rights.</li> <li>- Economic livelihoods (e.g. paid employment) and working conditions.</li> <li>- Subsistence activities.</li> <li>- Cultural and religious values.</li> <li>- Health and education facilities.</li> </ul> <p><i>And other community values, resulting from changes such as improved transport/communication or arrival of substantial migrant labour force.</i></p> <p><b>Scheme SH guidance:</b> Scheme managers must be able to demonstrate that scheme smallholdings participated in the development of impact assessments for smallholder schemes. Scheme managers must provide:</p> <ul style="list-style-type: none"> <li>- A documented social impact assessment.</li> <li>- Evidence that the assessment has been done with the participation of scheme Smallholders. Participation in this context means that scheme Smallholders are able to express their views through their own representative institutions during the identification of impacts, reviewing findings and plans for mitigation, and monitoring the success of implemented plans.</li> <li>- A timetable with responsibilities for mitigation and monitoring, reviewed and updated as necessary, in those cases where the assessment has concluded that changes should be made to current practices.</li> </ul> <p><i>The involvement of independent experts should be sought where this is considered necessary to ensure that all impacts (both positive and negative) are identified.</i></p> <p><b>Independent SH guidance:</b> Group managers must be able to demonstrate that group Smallholders participated in the development of a simplified impact assessment for their group holdings. Group managers must provide:</p> <ul style="list-style-type: none"> <li>- A documented simplified social impact assessment.</li> <li>- Evidence that the assessment has been done with participation of group Smallholders, local communities and stakeholders.</li> <li>- A timetable with responsibilities for mitigation and monitoring, reviewed and updated as necessary, in those cases where the assessment has concluded that changes should be made to current practices.</li> </ul>	
<b>Criterion 6.2 There are open and transparent methods for communication and consultation between growers and/or mills, local communities and other affected or interested parties.</b>	
<b>Indicator:</b>	
<b>6.2.1 Major</b>	Documented consultation and communication procedures.
<b>6.2.2 Minor</b>	A nominated management official responsible for these issues.
<b>6.2.3 Minor</b>	Maintenance of a list of stakeholders, records of all communication and records of actions taken in response to input from stakeholders. <i>antes.</i>
<p><i>Decisions that the growers or mills are planning to make should be made clear, so that local communities and other interested parties understand the purpose of the communication and/or consultation.</i></p> <p><i>Communication and consultation mechanisms should be designed in collaboration with local communities and other affected or interested parties. These should consider the use of existing local mechanisms and languages. Consideration should be given to the existence/formation of a multi-stakeholder forum. Communications should take into account differential access to information of women as compared to men, village leaders as compared to day labourers, new versus established community groups, and different ethnic groups.</i></p>	

<p>Consideration should be given to involving third parties, such as disinterested community groups, NGOs, or government (or a combination of these), to facilitate smallholder schemes and communities, and others as appropriate, in these communications.</p> <p><b>Scheme SH guidance:</b>  Scheme managers must have documentary evidence that they have clear, implemented procedures for regular communications and consultations with scheme Smallholders, including:  - A nominated manager responsible for these issues.  - Maintenance of a list of scheme Smallholders, records of all communications and records of actions taken in response to input from scheme Smallholders.  Communication and consultations should make use of existing local mechanisms and languages.</p> <p><b>Independent SH guidance:</b>  Group managers must have documentary evidence that they have clear, implemented procedures for regular communications with, and assessments of, group Smallholders in line with the requirements of the RSPO Standard for Group Certification and liaise with local communities.</p>	
<p><b>Criterion 6.3 There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all parties.</b></p>	
<p style="text-align: center;"><b>Indicator:</b></p>	
<p><b>6.3.1 Major</b></p>	<p>A documented system open to all affected parties which resolves disputes in an effective, timely and appropriate manner and records the outcome.</p>
<p>Dispute resolution mechanisms should be established through open and consensual agreements with relevant affected parties. Complaints may be dealt with by mechanisms such as Joint Consultative Committees (JCC), with gender representation. Grievances may be internal (employees) or external.</p> <p><b>Scheme SH guidance:</b>  Scheme managers have a documented system to resolve disputes concerning scheme smallholdings in an effective, timely and appropriate manner. Documents exist of both the process by which a dispute was resolved and the outcome showing the process was open to any affected parties.  These dispute resolution mechanisms should be established through open and consensual agreements with Smallholders. In case a dispute cannot be resolved between the affected parties, an intermediate person who will be chosen by the affected parties may be invited.</p> <p><b>Independent SH guidance:</b>  Group managers have a documented system to resolved disputes concerning group smallholdings in an effective, timely and appropriate manner. Documents exist of both the process by which a dispute was resolved and the outcome showing the process was open to any affected parties.  These dispute resolution mechanisms should be established through open and consensual agreements with Smallholders. In addition, the dispute resolution mechanisms must be consistent with the national laws.</p>	
<p><b>Criterion 6.4 Any negotiations concerning compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stake holders to express their views through their own representative institutions.</b></p>	
<p style="text-align: center;"><b>Indicator:</b></p>	
<p><b>6.4.1 Major</b></p>	<p>Establishment of a procedure for identifying legal and customary rights and a procedure for identifying people entitled to compensation.</p>
<p><b>6.4.2 Major</b></p>	<p>A procedure for calculating and distributing fair compensation (monetary or otherwise) is established and implemented.</p>
<p><b>6.4.3</b></p>	<p>The process and outcome of any negotiated agreements and compensation claims is documented and made publicly available.</p>
<p>This criterion should be considered in conjunction with criterion 2.3 and the associated guidance.  The procedure for calculating and distributing fair compensation takes into account gender differences in the power to claim rights, ownership and access to land; difference of transmigrates and long-established communities; differences in ethnic groups' proof of legal versus communal ownership of land.  Compensation payments should be timely.</p> <p><b>Scheme SH guidance:</b>  Smallholder schemes are located within the concession for which compensation should be paid according to the three indicators of Criterion 6.4.  Outgrower contracts are signed upon proof of land title or tenancy agreement. Therefore, no compensation payments are to be made.  This criterion should be considered in conjunction with criterion 2.3 and the associated guidance.</p> <p><b>Independent SH guidance:</b>  Group managers must be able to show that group members have acquired land by legal or accepted customary means. This includes:  - Establishment of a procedure for identifying legal and customary rights and a procedure for identifying people entitled to compensation.  - A procedure for calculating and distributing fair compensation (monetary or otherwise) is established and implemented.  These procedures should take into account gender differences in the power to claim rights, ownership and access to land; differences in transmigrants and long-established communities and; differences in ethnic group's proof of legal versus communal ownership of land.  Compensation should be in line with fair market value or replacement cost.  This criterion should be considered in conjunction with Criterion 2.3 and the associated guidance.</p>	
<p><b>Criterion 6.5 Pay and conditions for employees and for employees of contractors always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.</b></p>	
<p style="text-align: center;"><b>Indicator:</b></p>	
<p><b>6.5.1 Major</b></p>	<p>Documentation of pay and conditions.</p>
<p><b>6.5.2 Major</b></p>	<p>Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g., working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) are available in the languages understood by the workers or explained carefully to them by a management/union official.</p>
<p><b>6.5.3 Minor</b></p>	<p>Growers and millers provide adequate housing, water supplies, medical, educational and welfare amenities to national standard or above, where no such public facilities are available or accessible (not applicable to Smallholders).</p>
<p>Law No 95-15 of 12th January 1995 labour regulation, modified by law 97-400 of 11th July 1997.  Where temporary or migrant workers are employed, a special labour policy should be established. This labour policy would state the non-discriminatory practices; no contract substitution; post arrival orientation program to focus especially on language, safety, labour laws, cultural practices etc.; decent living conditions to be provided. Migrant workers are legalized, and a separate employment agreement</p>	

<p>should be drawn up to meet immigration requirements for foreign workers, and international standards. Deductions do not jeopardize a decent living wage. Forced labour is not used (see ILO conventions 29 and 105, Annex 2).</p> <p><b>Scheme SH guidance:</b> Scheme managers must ensure that workers employed to service Smallholders enjoy the same rights, conditions and protections as estate and mill employees in accordance to RSPO P&amp;C.</p> <p><b>Independent SH guidance:</b> Group managers must ensure that workers employed to service Smallholders enjoy rights, conditions and protections stipulated in the respective National Interpretations.</p>	
<p><b>Criterion 6.6 The employer respects the right of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</b></p>	
<p style="text-align: center;"><b>Indicator:</b></p>	
<b>6.6.1 Major</b>	A published statement in English (explained in local languages) recognizing freedom of association.
<b>6.6.2 Minor</b>	Documented minutes of meetings with main trade unions or workers representatives.
<p><i>The right of employees and contractors to form associations and bargain collectively with their employer should be respected, in accordance with Conventions 87 and 98 of the International Labour Organisation.</i> <i>Labour laws and union agreements or in their absence, direct contracts of employment detailing payments and other conditions are available in the languages understood by the workers or explained carefully to them by a management official.</i></p> <p><b>Scheme SH guidance:</b> Scheme managers must respect the right of scheme Smallholders to form and represent themselves through their own representative associations and/or trade unions and accept them as parties to participatory processes, consultations, communications and negotiations in the management of the scheme.</p> <p><b>Independent SH guidance:</b> This criterion is not applicable to individual Smallholders.</p>	
<p><b>Criterion 6.7 Children are not employed or exploited. Work by children is acceptable on family farms, under adult supervision, and when not interfering with education programmes. Children are not exposed to hazardous working conditions.</b></p>	
<p style="text-align: center;"><b>Indicator:</b></p>	
<b>6.7.1 Major</b>	Documentary evidence that minimum age requirement is met.
<p><i>Growers and millers should clearly define the minimum working age, together with working hours.</i> <i>Only workers above the minimum school leaving age in the country or who are at least 15 years old may be employed, with the stated exception of family farms.</i> <b>The minimum age of workers will not be less than stated in the Children's Act, Act 560, 1998. Convention 138 of the International Labour Organisation (ILO) 1973 for minimum age, Convention N°182 of International Organisation for Labour about worsen forms of child labour, 1999.</b></p> <p><b>Scheme SH guidance:</b> Scheme managers will train scheme Smallholders in the national and ratified international legal requirements for avoiding use of child labour. Light work by children on family smallholdings within the scheme is only acceptable under adult supervision and when not interfering with education programmes and if permitted by national and ratified international laws.</p> <p><b>Independent SH guidance:</b> Group managers will train group Smallholders in the national and ratified international legal requirements for avoiding the use of child labour. Light work by children on family smallholdings within the scheme is only acceptable under adult supervision and when not interfering with education programmes and if permitted by national and ratified international laws.</p>	
<p><b>Criterion 6.8 Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.</b></p>	
<p style="text-align: center;"><b>Indicator:</b></p>	
<b>6.8.1 Major</b>	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment.
<b>6.8.2 Minor</b>	Evidence that employees and groups have not been discriminated against.
<p><i>The right of employees and contractors to form association and bargain collectively with their employer should be respected, in accordance with ILO Conventions 87 and 98.</i> <i>The grievance procedures detailed in criterion 6.3 apply.</i> <i>Positive discrimination to provide employment and benefits to specific communities is acceptable as part of negotiated agreements.</i></p> <p><b>Scheme SH guidance:</b> Scheme managers must ensure that there is no discrimination in the recruitment and employment of workers employed to service Smallholders. Scheme managers will not allocate smallholdings or recruit Smallholders in a discriminatory way, except where local communities have negotiated to be provided smallholdings in accepting the establishment of schemes on their lands. Scheme managers must ensure that women, indigenous people and minorities participate in negotiating processes.</p> <p><b>Independent SH guidance:</b> Group managers must provide training to group members about the need to avoid discrimination in the recruitment of employment of workers employed by, or to assist, Smallholders.</p>	
<p><b>Criterion 6.9 A policy to prevent sexual harassment and all other forms of violence against women and to protect their reproductive rights is developed and applied.</b></p>	
<p style="text-align: center;"><b>Indicator:</b></p>	
<b>6.9.1 Major</b>	A public statement and policy on sexual harassment and violence and records or implementation.
<b>6.9.2</b>	A specific grievance mechanism is established.



<b>Major</b>	
<p>Convention 100 of the ILO 1951.  There should be a clear policy developed in consultation with employees, contractors and other relevant stakeholders, and the policy should be publicly available.  Progress in implementing the policy should be regularly monitored, and the result of monitoring activities should be recorded.  A gender committee specifically to address areas of concern to women may be requested to comply with the criteria.  This committee, to have representatives from all areas of work, will consider matters such as; trainings on women's rights, counselling for women affected by violence, child care facilities to be provided by the growers and millers, women to be allowed to breastfeed up to nine months (check national law) before resuming chemical spraying or usage tasks, and women to be given specific break times to enable effective breastfeeding.</p> <p><b>Scheme SH guidance:</b>  Scheme managers must ensure that this provision applies to personnel employed to service Smallholders, as well as those working in mills and estates as well as Smallholders and those they employ.</p> <p><b>Independent SH guidance:</b>  Group managers must provide training to group members about the need to prevent sexual harassment and the abuse of women among both Smallholders and any workers employed by them.</p>	
<b>Criterion 6.10 Growers and mills deal fairly and transparently with Smallholders and other local businesses.</b>	
<b>Indicator:</b>	
<b>6.10.1</b>	Current and past prices paid for FFB shall be publicly available.
<b>6.10.2</b>	Pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation).
<b>6.10.3</b>	Evidence shall be available that all parties understand the contractual agreement they enter into, and that contracts are fair, legal and transparent.
<b>6.10.4</b>	Agreed payments shall be made in a timely manner.
<p>Transactions with Smallholders should consider issues such as the role of middle men, transport and storage of FFB, quality and grading. The need to recycle the nutrients in FFB (under criterion 4.2) should also be considered; where it is not practicable to recycle wastes to Smallholders, compensation for the value of the nutrients exported might be made via the FFB price.  Smallholders must have access to the grievance procedure under criterion 6.3, if they consider that they are not receiving a fair price for FFB, whether or not middle men are involved.  The need for a fair and transparent pricing mechanism is particularly important for outgrowers, who are contractually obliged to sell all FFB to a particular mill.  If mills require Smallholders to change practices to meet the RSPO criteria, consideration must be given to the costs of such changes, and the possibility of advance payments for FFB could be considered.</p> <p><b>Scheme SH guidance:</b>  Scheme managers must ensure that:</p> <ul style="list-style-type: none"> <li>- Current and past prices paid for FFB are publicly available.</li> <li>- Fair and transparent pricing mechanisms must be established.</li> <li>- Pricing mechanisms for FFB and inputs/services are documented (where these are under the control of the mill or plantation).</li> <li>- Evidence is available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal, transparent and in appropriate languages and all costs, fees and levies are explained and agreed in advance.</li> <li>- Agreed payments are made in a timely manner.</li> <li>- Debt repayment schemes are fair and fully transparent.</li> <li>- Where Smallholders pay relevant service fee, those services must be delivered in a timely manner (e.g. road maintenance, transport, research, pest &amp; disease management).</li> <li>- Renegotiations over second plantings or extensions are commenced with an adequate lead in time.</li> </ul> <p>Transactions with scheme Smallholders should deal fairly with issues such as the role of middle men, transport and storage of FFB, quality and grading, and inputs from family labour.  Smallholders must have access to the grievance procedure under criterion 6.3, if they consider that they are not receiving a fair price for FFB, whether or not middle men are involved.  If mills require Smallholders to change practices to meet RSPO criteria, consideration must be given to the costs of such changes, and the means of meeting these costs.</p> <p><b>Independent SH guidance:</b>  Group managers must ensure that:</p> <ul style="list-style-type: none"> <li>- Current and past prices paid for FFB are freely available to the group members and other parties.</li> <li>- Fair and transparent mechanisms must be established to pay members and other parties for their FFB.</li> <li>- Agreed payments are made in a timely manner.</li> </ul> <p>Transactions with group Smallholders should deal fairly with issues such as the role of middle men, transport and storage of FFB, quality and grading, purchases of fertilizer, tools and pesticides, and inputs from family labour.  Smallholders must have access to grievance procedure under criterion 6.3, if they consider that they are not receiving a fair price for FFB, whether or not middle men are involved.</p>	
<b>Criterion 6.11 Growers and mills contribute to local sustainable development wherever appropriate.</b>	
<b>Indicator:</b>	
<b>6.11.1</b>	<b>Demonstrable contributions to local development that are based on the results of consultation with local communities.</b>
<b>Minor</b>	
<p>Contributions to local development should be based on the results of consultation with local communities. See also criterion 6.2.  Such consultation should be based on the principles of transparency, openness and participation, and should encourage communities to identify their own priorities and needs, including the different needs of men and women.  The local authority should always be involved in community development projects.  Where candidates for employment are of equal merit, preference should always be given to members of local communities. Positive discrimination should not be recognized as conflicting with criterion 6.8.</p> <p><b>Scheme SH guidance:</b>  Scheme managers are encouraged to facilitate the identification of local sustainable development needs. Contributions to local sustainable development should be based on the results of consultation with local communities and should be entered into on a free will basis. See also criterion 6.2.  Such consultation should be based on the principles of transparency, openness and participation, and should encourage communities to</p>	

identify their own priorities and needs, including the different needs of men and women.

Funds should where possible be used in ways that are sustainable, productive, build community capacity and ownership, do not create dependency and seek to achieve long-term, quality of life improvements for local communities.

**Independent SH guidance:**

This criterion is not applicable to group Smallholders.

**Principle 7: Responsible development of new plantings.**

**Criterion 7.1 A comprehensive and participatory independent social and environmental impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.**

**Indicator:**

<b>7.1.1 Major</b>	Independent environmental and social impact assessment, undertaken through a participatory methodology including external stakeholder groups (if > 40 ha).
<b>7.1.2 Minor</b>	Appropriate environmental and social management planning and operational procedures through the development of the Environmental Management Plan (EMP).
<b>7.1.3 Minor</b>	Where the development includes an outgrower/smallholder scheme, the impacts of the scheme and the implications of the way it is managed should be given particular attention.

See also criteria 5.1 and 6.1

The terms of reference should be defined by the Environmental Protection Agency (ANDE) of Ivory Coast and impact assessment should be carried out by qualified independent experts, in order to ensure an objective process. Both should not be done by the same body.

A participatory methodology including external stakeholder groups is essential to the identification of impacts, particularly social impacts. Stakeholders such as local communities, government departments and NGOs should be involved, through the use of interviews and meetings, and by reviewing findings and plans for mitigation.

The potential impacts of all major proposed activities should be assessed prior to development. Stakeholders identified will be assessed by the ANDE to ensure its comprehensiveness.

The assessment should include, in no order of preference, as a minimum:

- Assessment of the impacts of all major planned activities, including planning, mill operations, roads and other infrastructure.
  - Assessment, including stakeholder consultation, of High Conservation Values (see criterion 7.3) that could be negatively affected.
  - Assessment of potential effects on adjacent natural ecosystems of planned developments, including whether development or expansion will increase pressure on nearby natural ecosystems.
  - Identification of water courses and assessment of potential effects on hydrology by planned developments. Measures should be planned and implemented to maintain the quantity of water resources.
  - Baseline soil surveys and topographic information, including the identification of marginal and fragile soils, areas prone to erosion and slopes unsuitable for planting.
  - Analysis of type of land to be used (forest, degraded forest, cleared land).
  - Analysis of land ownership and user rights.
  - Analysis of current land use patterns.
  - Assessment of potential social impact on surrounding communities of a plantation, including an analysis of differential effect on women versus men, ethnic communities, migrant versus long-term residents.
- Assessment of above and below ground carbon storage is important but beyond the scope of an EIA. Note: This aspect will be considered by an RSPO Greenhouse Gas Working Group.

Plans and field operations should be developed and implemented to incorporate the results of the assessment. One potential outcome of the assessment process is that the development should not proceed, because of the magnitude of potential impacts.

**Scheme SH guidance:**

Where the proposed new plantings include schemes for Smallholders, scheme managers should ensure that local communities, indigenous people and prospective Smallholders participate actively in impacts assessments. In addition to the consideration outlined in the RSPO P&C such assessments must include participatory consideration of:

- Land use planning and land allocations to Smallholders and arrangements regarding land acquisition.
- Identification and mitigation of environmental impact, road building and road maintenance.
- Debt provisions and payments, FFB pricing procedures, transport and grading.
- Conservation Values (see criterion 7.3) that could be negatively affected.
- Assessment of potential effects on adjacent natural ecosystems of planned smallholding developments, including whether development or expansion will increase pressures on nearby natural ecosystems.
- Identification of watercourses and assessment of potential effects on hydrology by planned smallholding developments. Measures should be planned and implemented to maintain the quantity and quality of water resources.
- Baseline soil surveys and topographic information, including the identification of marginal and fragile soils, areas prone to erosion and slopes unsuitable for planting.
- Analysis of type of land to be used (forest, degraded forest, cleared land).
- Analysis of land ownership and user rights.
- Analysis of current land use patterns.
- Assessment of potential social impact on surrounding communities of a plantation and associated smallholdings, including an analysis of differential effect on women versus men, ethnic communities, migrant versus long-term residents.

Plans and field operations should be developed and implemented with the participation of Smallholders to incorporate the results of the assessment.

**Independent SH guidance:**

Where groups plan to expand their aggregate holdings by more than 500 hectares in any one year, group managers should ensure that local communities, indigenous peoples and prospective Smallholders participate actively in impacts assessments. In addition to considerations outlined in the RSPO P&C such assessments must include participatory consideration of:

- Land use planning and land allocations to Smallholders and arrangements regarding land acquisition.
- Identification and mitigation of environmental impact, road building and road maintenance.
- Conservation Values (see criterion 7.3) that could be negatively affected.
- Assessment of potential effects or adjacent natural ecosystems of planned smallholding developments, including whether developments or expansion will increase pressure on nearby natural ecosystems.
- Identification of watercourses and assessment of potential effects on hydrology by planned smallholding developments. Measures should be planned and implemented to maintain quantity and quality of water resources.
- Baseline soil surveys and topographic information, including identification of marginal and fragile soils, areas prone to erosion and slopes

<p>unsuitable for planting, where such data already exist.</p> <ul style="list-style-type: none"> <li>- Analysis of type of land to be used (forest, degraded forest, cleared lands).</li> <li>- Analysis of land ownership and user rights.</li> <li>- Analysis of current land use patterns.</li> <li>- Assessment of potential social impact on surrounding communities of a plantation and associated smallholdings, including an analysis of differential effect on women, versus men, ethnic communities, migrant versus long-term residents.</li> </ul> <p>Where groups plan to expand their aggregate holdings by less than 500 hectares in any one year, group managers should carry out a simplified social and environmental impact assessment which assesses HCVs, identifies suitable lands and other rights holders.</p>	
<p><b>Criterion 7.2 Soils surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.</b></p>	
<p style="text-align: center;"><b>Indicator: Indicateur:</b></p>	
<p><b>7.2.1 Major</b></p>	<p>Soil suitability maps or soils surveys adequate to establish the long-term suitability of land for oil palm cultivation should be available.</p>
<p><b>7.2.2 Major</b></p>	<p>Topographic information adequate to guide the planning of drainage and irrigation system, roads and other infrastructure should be available.</p>
<p>These activities may be linked to the SEIA (criterion 7.1) but need not be done by independent experts.</p> <p>Soil suitability maps or soils surveys should be appropriate to the scale of operation and should include information on soil types, topography, rooting depth, moisture availability, stoniness, fertility and long-term soil sustainability.</p> <p>Soils unsuitable for planting or those requiring special treatment should be identified. This information should be used to plan planting programmes, etc.</p> <p><b>High Suitability:</b>  Features: Free of gravel stone, good moisture holding capacity.  Phyllite: Temang (Kokofu).  Granit: Akroso.  FAO: Haplic.</p> <p><b>Moderate Suitability:</b>  Features: Limitation by gravel, low rooting depth.  Phyllite: Nzima, Bekwai (uplands).  Granit: Kumasi, Asuansi.  FAO: Ferric Lquisol/Ferric Acrisol.</p> <p><b>Low Suitability:</b>  Features: Severe limitation by gravel, water.  Phyllite: Oda (poor drainage).  Granit: Nta / Ofin.  FAO: Gley Soil/Arenosol.</p> <p>Measures should be planned to minimize erosion through appropriate use of heavy machinery, terracing on slopes, appropriate road construction, rapid establishment of cover, protection of riverbanks, etc.</p> <p><b>Scheme SH guidance:</b>  Scheme managers must ensure that they apply the same procedures required for mills and new estates to all associated smallholder schemes. Information on soils may be collected and provided by the scheme management or the mill that purchases the scheme's FFB.</p> <p><b>Independent SH guidance:</b>  Where groups plan to expand their aggregate holdings by more than 500 hectares in any one year, group managers must ensure that these requirements are applied to all group members planning to expand their holdings or acquire new ones.  Where groups plan to expand their aggregate holdings by less than 500 hectares, in any one year, only simplified soil survey is required (see criterion 7.1).</p>	
<p><b>Criterion 7.3 New plantings since November 2005, have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.</b></p>	
<p style="text-align: center;"><b>Indicator:</b></p>	
<p><b>7.3.1 Major</b></p>	<p>An HCV assessment, including stakeholder consultation, is conducted prior to any conversion.</p>
<p><b>7.3.2 Major</b></p>	<p>Dates of land prepared and commencement are recorded.</p>
<p>This activity could be integrated with the SEIA required by 7.1.</p> <p>This criterion applies to forests and other vegetation types. This applies irrespective of any changes in land ownership of farm management that have taken place after this date.</p> <p>High Conservation Values (HCVs) may be identified in restricted areas of a landholding, and in such cases new plantings can be planned to allow the HCVs to be maintained or enhanced.</p> <p>The HCV assessment process requires appropriate training and expertise, and must include consultation with local communities, particularly for identifying social HCVs.</p> <p>HCVs assessments should be conducted according to the National Interpretation of the HCV criteria or according to the Global HCV Toolkit if a National Interpretation is not available [see Definitions].</p> <p>Land conversions that took place in the period from November 2005 until the date when this LI is approved are only acceptable if a full, legal EIA was undertaken prior to the clearance and a retrospective assessment in relation to HCVs concludes that HCVs are unlikely to have been destroyed.</p> <p>New plantings must be in compliance with existing regulatory requirements that relate to social and environmental impact assessment i.e. SIEA (criterion 7.1) and also comply with the legalized land spatial planning.</p> <p>Specific guidance for plantation development in period November 2005 until date when Ivory Coast NI is approved:</p> <ul style="list-style-type: none"> <li>- Record the date of land preparation and the beginning of operation.</li> <li>- Conduct an historic assessment of HCV to identify whether HCV was cleared at that time.</li> <li>- Undertake to enter any HCV areas lost into a compensation process with the RSPO.</li> <li>- Assess HCV in the plantation currently.</li> <li>- In case where there is a HCV within oil palm plantation, prepare a rehabilitation plan to conserve such area for RSPO certification</li> <li>- Other fields can still be certified.</li> </ul> <p>Development should actively seek to utilize previously cleared and/or degraded land.</p> <p>Plantation development should not put indirect pressure (as determined by accredited HCV assessors) on forests through the use of all available agricultural land in an area.</p> <p>Where landscape level HCV maps have been developed, these should be taken into account in project planning, whether or not such maps</p>	

<p>form part of government land use plans. For definition of 'High Conservation Values', see definitions. <b>Scheme SH guidance:</b> Scheme managers must ensure that this criterion is applied to scheme smallholdings. <b>Independent SH guidance:</b> Group managers must ensure that this criterion is applied to group smallholdings. This criterion also applies to independent Smallholders who later seek to become members of smallholder groups seeking certification.</p>	
<p><b>Criterion 7.4 Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.</b></p>	
<p style="text-align: center;"><b>Indicator:</b></p>	
7.4.1 <b>Major</b>	No planting on slopes above 30 °.
7.4.2 <b>Minor</b>	Maps identifying marginal and fragile soils, including excessive gradients, should be available.
7.4.3 <b>Minor</b>	Where limited planting on fragile and marginal soils is proposed, plans shall be developed and implemented to protect them without incurring adverse impacts.
<p><i>This activity may be integrated with the SEIA required by 7.1. Planting on fragile soils should be avoided (see also criterion 4.3). Adverse impacts may include hydrological risks or significantly increased risks (e.g. fire risk) in areas outside the plantation (criterion 5.5).</i> <b>Scheme SH guidance:</b> Scheme managers must ensure that no lands are allocated to scheme Smallholders on steep terrain and/or marginal and fragile soils. Where limited planting is proposed it must be fully justified and must not push people into poverty, and must be done in accordance with the indicators. <b>Independent SH guidance:</b> Where groups plan to expand their aggregate holdings by more than 500 hectares in any one year, group managers must ensure that no new lands are acquired by existing group members on steep terrain and/or on marginal and fragile soils.</p>	

<p><b>Criterion 7.5 No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.</b></p>	
<p style="text-align: center;"><b>Indicator:</b></p>	
7.5.1 <b>Major</b>	This activity should be integrated with the SEIA required by 7.1.
<p><i>Refer to criteria 2.2, 2.3, 6.2, 6.4 and 7.6 for indicators and guidance on compliance. Where new plantings are considered to be acceptable, management plans and operations should maintain sacred sites. Agreements with indigenous peoples, local communities and other stakeholders should be made without coercion or other undue influence (see guidance for 2.3). Relevant stakeholders include those affected by or concerned with the new plantings.</i> <b>Scheme SH guidance:</b> This criterion must be considered with criteria 2.2, 2.3, 6.4, and 7.6. Scheme managers must ensure that they first identify local owners of any and all lands for proposed scheme smallholdings. Scheme managers must provide: - Maps showing extent of recognised customary rights (criteria 2.3, 7.5 and 7.6). - Copies of negotiated agreements detailing process of consent (criteria 2.3, 7.5 and 7.6). Where lands are encumbered by legal or customary rights the scheme manager must demonstrate that these rights are understood and are not being threatened or reduced. This criterion should be considered in conjunction with criteria 6.4 and 7.6. Where customary rights areas are unclear these are best established through participatory mapping exercises involving affected and neighbouring communities. This criterion allows for sales and negotiated agreements to compensate other users for lost benefit, and/or relinquished rights and also provide alternative livelihood. Negotiated agreements to acquire lands for scheme smallholdings should be non-coercive and entered into voluntarily, carried out prior to new investments or operations and based on an open sharing of all relevant information in appropriate forms and languages, including assessments of impacts, proposed benefit sharing and legal arrangements. Communities must be permitted to seek legal counsel if they so choose. Communities must be represented through institutions or representatives of their own choosing, operating transparently and in open communication with other community members. Adequate time must be given for customary decision-making and iterative negotiation allowed for, where requested. Negotiated agreements should be binding on all parties and enforceable in the courts. Scheme managers have maps or other documents showing land allocations for scheme Smallholders and can show these lands are not claimed or contested by third parties with legitimate claims. Scheme managers can show that lands acquired for Smallholders do not diminish legal or customary rights. Where others' customary or legally owned lands have been taken-over there is documentary proof of transfer of rights (e.g. sale) and of payment or provision of agreed compensation. <b>Independent SH guidance:</b> This criterion must be considered with criteria 2.2, 2.3, 6.4 &amp; 7.6. Group managers must ensure that members first identify local owners of any and all lands for the expansion or acquisition of new group smallholdings. Where lands are encumbered by legal or customary rights, the group manager must demonstrate that these rights are understood by group members and are not being threatened or reduced. This criterion should be considered in conjunction with criteria 6.4 and 7.6. This criterion allows for sales and negotiated agreements to compensate other users for lost benefits and/or relinquished rights. Negotiated agreements to acquire lands for group smallholdings should be non-coercive and entered into voluntarily, carried out prior to new investments or operations and based on an open sharing of all relevant information in appropriate forms and languages, including assessments of impacts, proposed benefit sharing and legal arrangements. Those selling or leasing lands must be permitted to seek legal counsel if they so choose. Communities selling or leasing lands must be represented through institutions or representatives of their own choosing, operating transparently and in open communication with other community members. Adequate time must be given for customary decision-making and iterative negotiations allowed for, where requested. Negotiated agreements should be binding on all parties and enforceable in the courts. Group managers have maps or other documents showing the land holdings of group Smallholders and can show these lands are not claimed or contested by third parties with legitimate claims. Group managers can show that lands acquired for Smallholders do not diminish legal or customary rights. Where others' customary or legally owned lands have been taken-over there is proof of transfer of rights (e.g. sale or lease) and of payment or provision of agreed</p>	

<i>compensation.</i>	
<b>Criterion 7.6 Local people are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.</b>	
<b>Indicator:</b>	
<b>7.6.1 Major</b>	This activity should be integrated with the SEIA required by 7.1.
<b>7.6.2 Major</b>	Documented identification and assessment of legal and customary rights.
<b>7.6.3 Major</b>	Establishment of a documented system for identifying people entitled to compensation.
<b>7.6.4 Major</b>	Establishment of a system for calculating and distributing fair compensation (monetary or otherwise).
<b>7.6.5 Minor</b>	Communities that have lost access and rights to land for plantation expansion are given opportunities to benefit from plantation development.
<b>7.6.6 Minor</b>	The process and outcome of any compensation claims should be documented and made publicly available.
<p><i>Refer also to 2.2, 2.3 and 6.4 associated guidance.</i>  <i>This requirement includes indigenous peoples (see Annex 1).</i>  <i>A Resettlement Action Plan or a Community Development Plan should be in place. Other benefits include compensation payment, provision of alternative livelihood, and development of outgrower/smallholder schemes.</i></p> <p><b>Scheme SH guidance:</b>  <i>See criterion 7.5 above.</i>  <i>This is not applicable for the farmlands in outgrower schemes as during initial land inspection, each land has to be covered by a land title or a tenancy agreement between the applicant and the landowner.</i></p> <p><b>Independent SH guidance:</b>  <i>See criterion 7.5 above.</i></p>	

<b>Criterion 7.7 Use of fire in the preparation of new plantings is avoided other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.</b>	
<b>Indicator:</b>	
<b>7.7.1 Major</b>	This activity should be integrated with the SEIA required by 7.1.
<b>7.7.2 Minor</b>	No evidence of land preparation by burning, but where the use of fire for land preparation became necessary a documented assessment must be in place.
<b>7.7.3 Minor</b>	Evidence of approval of controlled burning as specified in ASEAN guidelines or other regional best practice.
<p><i>Fire should be used only where an assessment has demonstrated that it is the most effective and least environmentally damaging option for minimizing the risk of severe pest and disease outbreaks, and with evidence that fire-use is carefully controlled.</i>  <i>Extension/training programmes for Smallholders may be necessary.</i></p> <p><b>Scheme SH guidance:</b>  <i>Scheme managers must ensure that no fire is used to establish new plantings.</i>  <i>Fire should be used only where an assessment has demonstrated that it is the most effective and least environmentally damaging option for minimising the risk of severe pest and disease outbreaks during the preparation of new plantings, and with evidence that fire-use is carefully controlled.</i></p> <p><b>Independent SH guidance:</b>  <i>Group managers must ensure that no fire is used to establish new plantings.</i>  <i>Fire should be used only where an assessment has demonstrated that it is the most effective and least environmentally damaging option for minimising the risk of severe pest and disease outbreaks during the preparation of new plantings, and with evidence that fire-use is carefully controlled.</i></p>	

<b>Principle 8: Commitment to continual improvement in key areas of activity.</b>	
<b>Criterion 8.1 Growers and millers regularly monitor and review their activities and develop and implement action plans that allow demonstrate continual improvement in key operations.</b>	
<b>Indicator:</b>	
<b>8.1.1 Major</b>	<p>The action plan for continual improvement should be based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and should include a range of indicators covered by these principles and criteria. It should be part of the Environmental Management Plan (EMP). As a minimum, these must include, but not necessarily be limited to:</p> <ul style="list-style-type: none"> <li>• Reduction in use of certain chemicals (criterion 4.6)</li> <li>• Waste reduction (criterion 5.3)</li> <li>• Pollution and emissions (criterion 5.6)</li> <li>• Social impacts (criterion 6.1).</li> </ul>
<p><i>Growers and millers should have a system to improve practices in line with new information and techniques and a mechanism for disseminating this information throughout the workforce.</i></p> <p><b>Scheme SH guidance:</b>  <i>Scheme managers must develop an action plan for continual improvement, in a participatory manner with Smallholders, based on a consideration of the main social and environmental impacts and opportunities of the smallholdings, and should include a range of indicators covered by these principles and criteria.</i></p> <p><b>Independent SH guidance:</b>  <i>Group managers must develop an action plan for continual improvement, developed in a participatory manner with group Smallholders, based on a consideration of the main social and environmental impacts and opportunities of the smallholdings, and should include a range of indicators covered by these principles and criteria.</i></p>	

<b>Annex 1. Stakeholders consulted.</b>	
<b>Communautés locales</b>	<b>Local communities</b>
Sous-préfecture de Bonoua	Local government administrator of Bonoua
Conseil général Grand Bassam	General council of Grand Bassam
Mairie de Bonoua	City hall of Bonoua
La cour royale	Royal court
Les N'Mans	
Le Chef de Village de Samo	Samo chief of village
L'association des jeunes de Bonoua	Youth Association of Bonoua
L'association des femmes de Bonoua	Women association of Bonoua
Les chefs ethniques	Ethnics chiefs
Le chef de quartier de Koumassi	Chief of Koumassi neighbourhood
Le chef de quartier de Begnerie	Chief of Begnerie neighbourhood
Le chef de quartier de Bronoukro	Chief of Bronoukro neighbourhood
Les chefs de communauté	Communities chiefs
<b>Structures étatiques</b>	<b>Government services</b>
Direction des Impôts de Bonoua	Taxes department of Bonoua
Agence de la CNPS de Bonoua	Social security department of Bonoua
Commissariat de police de Bonoua	Police station of Bonoua
Brigade de Gendarmerie de Bonoua	Police station of Bonoua
Inspection du travail d'Aboisso	Labour inspection department of Aboisso
Secteur du Développement Rural de Bonoua	Rural development sector of Bonoua
Direction Départementale de l'Agriculture de Bassam	Agriculture regional department of Grand Bassam
Direction Départementale de l'Agriculture d'Adiaké	Agriculture department of Adiaké
Direction Régionale de l'Agriculture d'Aboisso	Agriculture regional department of Aboisso
SODEFOR Bonoua	Forest Development Public Company of Bonoua
Agence Nationale de l'Environnement	National Environment Agency
Sous-Direction de l'Inspection des Installations Classées	Sub-directorate for classified facilities inspection
Eaux et Forêts	Forest and Water Ministry
<b>Structures de finances</b>	<b>Financial organisations</b>
CICE Bonoua	CICE Bonoua
COOPEC	COOPEC
BNI	BNI
BIAO	BIAO
BIT	BIT
<b>Structures de recherche</b>	<b>Research centre</b>
IRHO, CNRA	
<b>Industriels du palmier</b>	<b>Palm oil activities stakeholders</b>
Control Union Certification	Control Union Certifications.
Secrétariat de la RSPO	RSPO Secretariat.
AGRIVAR	Agrivar.
PALMAFRIQUE	PALMAFRIQUE
SANIA	SANIA
Ivoire Agro	Ivoire Agro
Dekel Oil	Dekel Oil
BIOPALM	BIOPALM
COCAFE	COCAFE
COOPLATO	COOPLATO
COOPHAM	COOPHAM
COOPPHA	COOPPHA
HOM&TER	HOM&TER

<b>Annex 2. Relevant laws, regulations and guidelines. Lois importantes, règlements et lignes directrices:</b>	
<b>CONSTITUTION IVOIRIENNE</b>	<b>ENGLISH VERSION</b>
<b>LOI</b>	<b>LAWS</b>
LOI N° 99-477 DU 2 AOUT 1999 PORTANT CODE DE PREVOYANCE SOCIALE	Law N° 99-477 August, 2nd 1999 on Social Security
LOI N° 95-15 du 12 janvier 1995 PORTANT CODE DU TRAVAIL Modifiée par la LOI N° 97-400	Law N° 95-15 January, 12th 1995 on Labour code amended by Law N° 97-400 du 11 July 1997
Loi cadre n° 96-766 du 3 octobre 1996 portant Code de l'Environnement en République de Côte d'Ivoire	Law n° 96-766 October, 3rd 1996 Republic of Côte d'Ivoire Environment Code
Loi n° 98-755 du 23 décembre 1998 portant Code de l'Eau en République de Côte d'Ivoire	Law n° 98-755 December, 23rd 1998 Republic of Côte d'Ivoire water Code
Loi N°92-469 du 30 juillet 1992 portant répression des fraudes en matières de produits pétroliers	Law N°92-469 July, 30th 1992 Fraud control for oil products
Loi n° 88-651 du 7 juillet 1988 portant protection de la santé PUBLIQUE ET DE L'Environnement CONTRE LES EFFETS DES DECHETS INDUSTRIELS TOXIQUES ET NUCLEAIRES ET DES SUBSTANCES NOCIVES	Law n° 88-651 July, 7th 1988 public health and environment protection from toxic industrial waste, nuclear and harmful substances effects
Loi n°65-255 du 4 Août 1965 relative a la protection de la faune et de l'exercice de la chasse	Law n°65-255 August, 4th 1965 related to fauna protection and practice of hunting
Loi no 65-425 du 20 décembre 1965 portant Code Forestier	Law no 65-425 December, 20th 1965 forestry code
Loi n° 95-553 du 18 juillet 1995 portant Code Minier	Law n° 95-553 July, 18th 1995 Mining Code
Loi n° du 19 portant Code Pétrolier	Law n° du19 Oil Code
<b>DECRET</b>	<b>DECREE</b>
Décret n° 96-894 du 8 novembre 1996 déterminant les règles et procédures applicables aux études relatives à l'Impact Environnemental des projets de développement	Decree n° 96-894 November, 8th 1996 determining rules and procedures for environmental impact studies applicable for project development
Décret n° 98-43 du 28 janvier 1998 relatif aux Installations Classées pour la Protection de l'Environnement	Decree n° 98-43 January, 28th 1998 related to environment protection for classified facilities
Décret n° 2005 - 03 du 6 janvier 2005 portant Audit Environnemental	Decree n° 2005 - 03 January, 6th 2005 for Environmental Audit
Décret n°83-60 du 26/01/1983, Fixant les conditions de commercialisation des produits du palmier à huile et de certains produits du cocotier JORCI N°9 DU 03/03/1983, P.117	Decree n°83-60 January, 26th 1983, establishing the marketing conditions of palm oil and coconut products JORCI No. 9 of 03/03/1983, P.117
Décret n°90-295 du 15/05/1991, fixant les conditions de commercialisation des produits du palmier à huile et de certains produits du cocotier pour le premier et réglementant l'approvisionnement du marché intérieur en huile brute de palme, de palmiste, de coprah et en graines de coton pour le second. JORCI N°21 DU 16/05/1991, P.256	Decree n°90-295 May, 15th 1991, establishing the marketing conditions of palm oil and coconut products and regulating crude palm oil, palm kernel, copra and cotton seed internal market supply JORCI N°21 05/16/1991, P.256
Décret n°91-296 du 15/05/1991, Fixant les conditions de commercialisation des produits du palmier à huile et de certains produits du cocotier, et réglementant l'approvisionnement du marché intérieur en huiles brutes de palme, de palmiste, de coprah et en graines de coton - entreprises nationales - négocient - directement - producteurs - JORCI N°21 DU 16/05/1991, P.256	Decree n°91-296 of 15/05/1991, May, 15th 1991, establishing the marketing conditions of palm oil and coconut products and regulating crude palm oil, palm kernel, copra and cotton seed internal market supply- directly negotiated with producers JORCI N°21 05/16/1991, P.256
Décret N° 66-122 du 31 mars 1966, déterminant les essences forestières, dites protégées	Decree N° 66-122 March 31th 1966, determining protected forest species
Décret n° 66-428 du 15 septembre 1966 fixant les procédures de classement et de déclasserment des forêts domaniales	Decree n° 66-428 September, 15th 1966 establishing procedures for classification and declassification of national forests
Décret n° 66-52 du 8 mars 1966 fixant les modalités de mise a feu autorisées	Decree n° 66-52 March, 8th 1966 establishing procedures for authorized firing
<b>ARRETE</b>	<b>DECISION</b>
Arrêté n°00972 du 14 novembre 2007 relatif à l'application du décret n°96-894 du 08 novembre 1996 déterminant les règles et procédures applicables aux études relatives à l'impact environnemental des projets de développement	Law n°00972 November , 14th 2007 related to the decree n°96-894 of November, 8th 1996 determining rules and procedures for environmental impact studies applicable for project development
Arrêté n°00973 du 14 novembre 2007 relatif à l'application du décret n°2005-03 du 06 janvier 2005 portant audit environnemental	Law n°00973 November , 14th 2007 related to the decreen°2005-03 January, 6th 2005 on environmental audit
Arrêté N°01164/MINEF/CIAPOL/SDIIC du 04 Novembre 2008 portant Réglementation des rejets et émissions des installations Classées pour la Protection de l'Environnement	Law N°01164/MINEF/CIAPOL/SDIIC November, 4th 2008 related to discharges and classified facilities emission regulation for environment protection
Arrêté N°0673/MIP/DENT du 16 août 1989 portant autorisant la société AGRIVAR.	Law N°0673/MIP/DENT August, 16th 1989 authorizes the company AGRIVAR
Arrêté interministériel n°262 MINAGRA MEF du 12/11/1996, Portant création de l'organe transitoire de gestion du secteur villageois de palmier à huile JORCI N°10 DU 06/03/1997, P.228	Law n°262 MINAGRA MEF November, 12th 1996, Creation of the transitional body managing of village sector of palm oil JORCI N°10 DU 06/03/1997, P.228
Arrêté n°14 MINIGRA du 26/02/2002, autorisant les applications de produits phytosanitaires, cessionnaires de traitement JORCI N°34 DU 22/08/2002, P.595	Law n°14 MINIGRA February, 26th 2002, authorizing applications of pesticides, assigns treatment JORCI N°34 DU 22/08/2002, P.595
<b>INSTRUCTION</b>	<b>INSTRUCTION</b>
Instruction interministérielle n°070/INT/PC du 13 mai 1994 : plan ORSEC sinistre technologique (Plan d'urgence)	Inter-ministerial Instruction n°070/INT/PC May, 13th 1994 : plan ORSEC emergency plan for technological disaster

<b>PRESCRIPTION</b>	<b>PRESCRIPTION</b>
Prescriptions environnementales types applicables aux Installations Classées	Environmental requirement applicable to classified facilities
<b>CONVENTION</b>	<b>CONVENTION</b>
Convention sur la conservation des espèces migratrices appartenant à la faune sauvage, 1979	Convention on migratory species and wildlife conservation, 1979
Convention de Vienne pour la protection de la couche d'ozone de 1985 ; Protocole de Montréal, de 1987; Amendement de Londres (1990)	Convention of Vienna 1985, for the protection of ozone layer. Montréal Protocol, 1987; London amendment 1990
Convention sur l'interdiction d'importer en Afrique des déchets dangereux et sur le contrôle de leurs mouvements transfrontaliers et de leur gestion en Afrique (1991)	Convention on the prohibition of the Import into Africa of Hazardous Wastes and the Control of its transboundary Movement and management in Africa (1991)
Convention-cadre des Nations Unies sur les changements climatiques (UNFCCC) 1994	Convention United Nations Framework on Climate Change (UNFCCC) in 1994
Convention concernant la protection du patrimoine mondial, culturel et naturel (Paris le 23 Novembre 1972)	Convention on the protection of cultural and natural worldwide heritage (Paris November, 23th 1972)
Convention relative aux zones humides d'importance internationale, particulièrement comme habitat de la sauvagine (Ramsar le 2 février 1971)	Convention on Wetlands of International Importance as Waterfowl Habitat especially (Ramsar February 2, 1971)
Amendement au protocole de Montréal relatif aux substances qui appauvrissent la couche d'ozone (Londres le 29 juin 1990 )	Amendment to the Montreal Protocol on Substances that impoverish the Ozone Layer (London June 29, 1990)
Convention de Rio sur la diversité biologique (Rio le 5 juin 1992)	Convention of Rio biological diversity (Rio June, 5th 1992)
Convention sur la désertification (Paris le 17 juin 1994)	Convention on desertification (Paris June, 17th 1994)
Convention sur les polluants Organiques Persistants (20 janvier 2004 )	Convention on Persistent Organic Pollutants (Jan. 20, 2004)
Le protocole de Kyoto (23 avril 2007)	Kyoto protocol (April 23, 2007)
Convention Cadre des Nations Unies sur les changements climatiques (New York le 9 mai 1992)	United Nations Convention on Climate change (New York May, 9 1992)
Liste Rouge de l'UICN (Union internationale pour la conservation de la nature) des espèces floristiques et des espèces protégées en Côte d'Ivoire	IUCN Red List (International Union for Conservation of Nature) of flora species and protected species in Côte d'Ivoire
Convention N°182 de l'OIT sur les pires formes de travail des enfants, 1999	Convention N°182 of International Organisation for Labour about worsen forms of child labour, 1999
Convention N°138 de l'OIT sur l'âge minimum d'admission à l'emploi et au travail	Convention N°138 of International Organisation for Labour about minimum age require for wok and employment
Déclaration de l'OIT relatives aux principes et droits fondamentaux au travail	International Organisation for Labour declaration related to fundamental labour rights and principles
<b>ORDONNANCE</b>	<b>ORDINANCE</b>
Ordonnance n°2000-758 du 11/10/2000, Portant suppression de la taxe sur la valeur ajoutée sur les engrais et les produits phytosanitaires JORCI N°42 DU 26/10/2000, P.815	Law n°2000-758 October, 11th 2000, suppression of the value added tax on fertilizers and pesticides JORCI N°42 DU 26/10/2000, P.815
<b>RSPO</b>	<b>RSPO</b>
RSPO: Table Ronde pour la Production durable d'Huile de Palme	Roundtable for sustainable production of palm oil. International Principles and Criteria.



<b>Annex 3. International Laws.</b>			
<b>Principles</b>	<b>International Standards</b>	<b>Key provisions</b>	<b>Summary of Protections</b>
Just Land Acquisition	ILO Convention 169 (1989) on Indigenous and Tribal Peoples	Articles 13-19	Respect and safeguard rights to lands and natural resources traditionally occupied and used; respect for customs of inheritance; no forced removals; compensation for loss and injury.
	UN Declaration on the Rights of Indigenous Peoples (2007)	Articles 25, 26	Right to distinctive relationship with land; right to own, use, develop and control their lands, territories and other resources.
	UN Convention on Biological Diversity (1992)	Article 10(c)	Protect and encourage customary use of biological resources in accordance with traditional practices.
Fair Representation And Participation of Indigenous and Tribal Peoples	ILO Convention 169 (1989) on Indigenous and Tribal Peoples	Articles 6-9	Represent themselves through their own representative institutions; consultations with objective of achieving agreement or consent; rights to decide their own priorities, retain their own customs and resolve offences according to customary law (compatible with international human rights).
	UN Declaration on the Rights of Indigenous Peoples (2007)	Articles 10, 11(2), 19, 28(1), 29(2) and 32(2).	Right to free, prior and informed consent to any project affecting their lands as expressed through their own representative institutions.
	Convention on the Elimination of All Forms of Racial Discrimination, International Covenant on Economic, Social and Cultural Rights, Inter American Human Rights System.	UN CERD Committee, UN Committee on Social Cultural and Economic Rights, Inter-American Commission on Human Rights 3	Free, Prior and Informed Consent for decisions that may affect indigenous peoples. (This standard has been widely accepted as a 'best practice' standard by bodies such as World Commission on dams, Extractive Industries Review, Forest Stewardship Council, UNDP, CBD, IUCN and WWF).
No Forced Labour	ILO Convention 29 (1930) Forced Labour	Article 5	No concession to companies shall involve any form of forced or compulsory labour.
	ILO Convention 105 (1957) Abolition of Forced Labour	Article 1	Not make use of any form of forced or compulsory labour.
Protection of Children	ILO Convention 138 (1973) Minimum Age	Articles 1-3	Abolition of child labour and definition of national minimum age for labour not less than 15-18 years (depending on occupation).
	ILO Convention 182 (1999) Worst Forms of Child Labour	Articles 1-7	Abolition of child slavery, debt bondage, trafficking and procurement for prostitution; suitable methods to monitor and enforce compliance.
	UN Declaration on the Rights of Indigenous Peoples (2007)	Articles 17(2), 21, 22(2)	No exploitation or exposure to hazard or discrimination against indigenous women and children.
Freedom of Association and Collective Bargaining	ILO Convention 87 (1948) Freedom of Association and Protection of Right to Organise	Articles 2- 11	Freedom to join organisations federations and confederations of their own choosing; with freely chosen constitutions and rules measures to protect the right to organise.
	ILO Convention 98 (1949) Right to Organise and Collective Bargaining	Articles 1-4	Protection against anti-union acts and measures to dominate unions; established means for voluntary negotiation of terms and conditions of employment through collective agreements
	LO Convention 141 (1975) Rural Workers' Organizations	Articles 2-3	Right of tenants, sharecroppers and Smallholders to organize; freedom of association; free from interference and coercion.
	UN Declaration on the Rights of Indigenous Peoples (2007)	Article 3	Indigenous peoples have the right to self-determination and to freely pursue their economic, social and cultural development
Non-Discrimination and Equal Remuneration	ILO Convention 100 (1951) Equal Remuneration	Articles 1-3	Equal remuneration for men and women for work of equal value.
	ILO Convention 111 (1958) Discrimination (Employment and Occupation)	Articles 1-2	Equality of opportunity and treatment in respect to employment and occupation; no discrimination on the basis of race, colour, sex, religion, political opinion, national extraction or social origin.
	UN Declaration on the Rights of Indigenous Peoples (2007)	Articles 2, 8(2e), 9, 15(2), 16(1), 21(2), 22, 24(1), 29(1), 46(3)	No discrimination based on origin or identity; free to express identity based on custom; special attention to and full protection of rights of indigenous women.
Just Employment of Migrants	ILO Convention 97 (1949) Migration for Employment	Articles 1-9	Provision of information; no obstacles to travel; provision of health care; non-discrimination in employment, accommodation,

			social security and remuneration; no forced repatriation of legal migrant workers; repatriation of savings.
	ILO Convention 143 (1975) Migrant Workers (Supplementary Provisions)	Articles 1- 12	Respect basic human rights; protection of illegal migrants from abusive employment; no trafficking in illegal migrants; fair treatment of migrant labour.
Protection of Plantation Workers 4	ILO Convention 110 (1958) Plantations	Articles 5- 91	Protection of members of families of recruited workers; protection of workers' rights during recruitment and transport; fair employment contracts; abolition of penal sanctions; fair wages and conditions of work; no coercion or obligation to use company stores; adequate accommodation and conditions; maternity protection; compensation for injuries and accidents; of association; right to organise and collective bargaining; proper labour inspection; decent housing and medical care.
Protection of Tenants and Sharecroppers	ILO Recommendation 132 (1968) Tenants and Sharecroppers	Articles 4-8	Fair rents; adequate payment for crops; provisions for well-being; voluntary organisation; fair contracts; procedures for the settlement of disputes.
Protection of Smallholders	ILO Convention 117 (1962) Social Policy (Basic Aims and Standards)	Article 4	Alienation with due regard to customary rights; assistance to form cooperatives; tenancy arrangements to secure highest possible living standards
Health and Safety	ILO Convention 184 (2001) Safety and Health in Agriculture	Articles 7- 21	Carry out risk assessments and adopt preventive and protective measures to ensure health and safety with respect to workplaces, machinery, equipment, chemicals, tools and processes; ensure dissemination of information, appropriate training, supervision and compliance; special protections for youth and women workers; coverage against occupational injuries and disease.
Control or Eliminate Use of Dangerous Chemicals and Pesticides	Stockholm Convention on Persistent Organic Pollutants (2001)	Articles 1-5	Prohibit and/or eliminate production and use of chemicals listed in Annex A (e.g. Aldrin, chlordane, PCB); restrict production and use of chemicals in Annex B (e.g. DDT); reduce or eliminate releases of chemicals listed in Annex C (e.g. Hexachlorobenzene).
	FAO International Code of Conduct on the Distribution and Use of Pesticides (1985, Revised 2002)	Article 5	Curtail use of dangerous pesticides where control is difficult; ensure use of protective equipment and techniques; provide guidance for workers on safety measures; provide extension service to Smallholders and farmers; protect workers and bystanders; make available full information on risks and protections; protect biodiversity and minimize impacts on environment; ensure safe disposal of waste and equipment; make provisions for emergency treatment for poisoning.
	Rotterdam Conventions on Prior and Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade (1998)	Articles 1, 5 and 6	Curb trade in banned and hazardous chemicals and pesticides; develop national procedures for control of their use and trade; list banned and hazardous chemicals and pesticides.
	UN Declaration on the Rights of Indigenous Peoples (2007)	Articles 21(1), 23, 24, 29(3)	Improvement of livelihood in sanitation, health and housing; participate in health delivery; maintain traditional health systems; effective monitoring of health.

#### **Annex 4. Procedure for the preparation of a Local Indicators of the International RSPO Principles and Criteria.**

The procedure for the preparation of a Local Indicators is not as comprehensively laid out in the current RSPO certification system document as are the procedures for the preparation of a full National Interpretation. Likewise, the RSPO does not clearly define what a 'Consultative Process' is and so this procedure is prepared by Control Union Certifications in order to avoid any confusion or conflict during the actual certification process.

This procedure will be amended in accordance with any comments received from the RSPO and the number and date of the document adjusted accordingly. In so doing Control Union Certifications understand that the RSPO is giving approval of this procedure.

The cost of preparing a Local Indicators is less than that of preparing a National Interpretation. However, the time frame given below is indicative only and cannot be guaranteed to result in an RSPO approved LI. Once approved, the LI can only be used by the Control Union Certifications on an individual project basis.

##### **Consultative process.**

The certification body must develop local indicators through a consultative process and this requires the identification of important stakeholders who must be encouraged to respond and to participate.

##### **Procedures.**

- Form a working committee to ensure that all procedures, communications and actions taken are fully documented and recorded.
- Identify all relevant national and local stakeholders.
- Prepare a draft Local Indicators standard which will be based upon any NIs already endorsed by the RSPO for similar countries and using local knowledge.

*It is considered essential that a draft working document is prepared as a "word document" at the very beginning and which incorporates initial proposals for the Local Indicators.*

- Send a copy of the draft LI to all stakeholders.
- Invite all stakeholders to an open meeting.
- Finalise the LI.
- Submit the LI to the RSPO secretariat for endorsement.
- Proceed with the certification process in accordance with the RSPO certification system document and CUC procedures using the LI as the RSPO standard.