

RSPO

Roundtable on
Sustainable Palm Oil

CÔTE D'VOIRE LOCAL INTERPRETATION OF THE RSPO INDEPENDENT SMALLHOLDER STANDARD

For the Production of Sustainable Palm Oil

2019

Endorsed by the RSPO Board of Governors on 10 June 2021



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ACRONYMS AND ABBREVIATIONS ENGLISH

ACRONYM	MEANING
CSPO	Certified Sustainable Palm Oil
FFB	Fresh Fruit Bunch
FPIC	Free Prior and Informed Consent
GAP	Good Agricultural Practices
GM	Group Manager
HCS	High Carbon Stock
HCV	High Conservation Value
ICS	Internal Control Systems
IP	Identity Preserved
IPM	Integrated Pest Management
ISH	Independent Smallholders
LUCA	Land Use Change Analysis
MB	Mass Balance
P&C	Principles and Criteria
PCI	Principles, Criteria and Indicators
PPE	Personal Protective Equipment
RaCP	Remediation and Compensation Procedure
RSPO	Roundtable on Sustainable Palm Oil
RTE	Rare, threatened or endangered
SG	Segregated
ToC	Theory of Change

ACRONYMS AND ABBREVIATIONS FRANÇAIS

ACRONYMES	SIGNIFICATION
BM	Bilan de masse
BPA	Bonnes Pratiques Agricoles
CLIP	Consentement libre informé préalable
CSPO	Huile de palme certifiée Durable
EPI	Équipement de Protection Individuelle
FFB	Régime de palmier à huile
GIP	Gestion Intégrée des Pestes
HSC	Haut Stock de Carbone
HVC	Haute Valeur de Conservation
IP	Identité préservée
ISH	Petits exploitants indépendants
LUCA	Changement d'usage des terres
MG	Manager de Groupe
P&C	Principes et Critères
PCI	Principes, Critères et indicateurs
RaCP	Procédure d'assainissement et de compensation
RMD	Rare, Menacée ou en voie de Disparition
RSPO	Table ronde pour la Production durable de l'huile de palme
SCI	Système de Contrôle Interne
SG	Ségrégation
ToC	Théorie du changement

SITUATION OF THE OIL PALM SECTOR

Ivorian palm oil production is divided between small village farmers and industrial plantations. The former, numbering about 40,000, cultivate 175,000 hectares (an average of 4.3 hectares per worker), with a low yield of about 5 to 8 t/ha. The industrial plantations cultivate 75,000 hectares, with a singularly higher productivity (12 t/ha). All in all, more than 70% of oil palm cultivation in Côte d'Ivoire is carried out by smallholders.

According to field surveys carried out by the non-governmental organisation (NGO) Solidaridad, nearly half of the producers have less than 6 hectares and all these small producers also cultivate, to a lesser extent, rubber and cocoa trees, while reserving some land for food crops as well as fallow land.

These small producers most often organise themselves into cooperatives. A cooperative is a group of small producers from the same geographic area whose mission is to participate in the speculation of the selling prices of the commodities produced by its members.

These cooperatives, in addition to the technical supervision of producers, are responsible, without exclusivity, for collecting the diets and supplying the primary processing industries producing the crude oil.

DEFINITION OF SMALLHOLDERS IN CÔTE D'IVOIRE

Farmers cultivating oil palm, sometimes with subsistence crops, with labour being provided by the family, the farm providing the main source of income, the area planted with oil palm being less than or equal to 50 ha.

Associated smallholders, defined by RSPO as “Smallholders who may be formally bound by contract, credit commitment or attached to an oil mill, the association not necessarily being limited to these ties” are not found in Côte d’Ivoire.

STEPS IN THE NATIONAL INTERPRETATION PROCESS

The Local Interpretation of the RSPO Principles and Criteria for Sustainable Palm Oil Production by Independent Smallholders: RSPO ISH October 2019 was led by the Côte d’Ivoire Local Interpretation Working Group (CILIWG).

The CILIWG was created on January 25 2021. It brings together all stakeholders in the oil palm sector in Cote d’Ivoire with a strong presence of members from organisations of small independent farmers and this in accordance with the terms of reference on national interpretation defined by RSPO.

Drawing on the experience gained from previous national interpretation projects conducted in Côte d'Ivoire, the AIPH (Interprofessional Association of the Oil Palm Sector) and FIRCA (Interprofessional Fund for Agricultural Research and Advice) requested the intervention of an independent consultant for technical support to the CILIWG. The following Ministries and technical structures were added: These are: MINADER (Ministry of Agriculture and Rural Development), MINEDD (Ministry of the Environment and Sustainable Development), FIRCA, SOLIDARIDAD West Africa, EARTHWORM FOUNDATION and many other actors (Annex 6). The CILIWG is made up of 20 members.

The activities of the national interpretation process were carried out in the following main stages :

1. 11 January 2021: IL RISS preparatory work session at AIPH headquarters to confirm the objectives and adopt the modus operandi of the local interpretation process.
2. From 12-22 January 2021: Call for stakeholders to update the constitutive bodies of the Cote d'Ivoire Local Interpretation Working Group (CILIWG) by mail and email.

3. 27 January 2021: meeting to update the constitutive bodies of the WGCIL, follow up on the planning of the actions of the local interpretation process, then adoption of the working document of the IL RSPO ISH. The achievements of the meeting are the following:

3.1. Update of the CILIWG bodies :

- Members with voting rights (17) :
 - Presidency: EARTHWORM FOUNDATION;
 - Co-chair: SOLIDARIDAD;
 - Secretariat: AIPH;
 - Assistant secretariat: FIRCA.
 - Other Members (producers, NGOs, Bank, input suppliers)
- Members without voting rights:
 - Independent consultant (1)

3.2. Awareness raising of CILIWG members by the independent consultant on RSPO's modus operandi for local interpretation, CILIWG membership obligations, RSPO ISH standard, October 2019.

3.3. Adoption of the modus operandi and signatures on the code of conduct for GTCIIN membership, by individual members and designated alternates.

3.4. Discussions on the draft interpretation standard proposed by the consultant and distribution of the workload for its improvement.

3.5. The members of the CILIWG are divided into three groups according to the three (3) themes as presented below :

- Group 1: Impact objective “Prosperity”: Criterion (C)1.1; C1.2 & C1.3.
- Group 2: Impact objective “People”: C2.1 & C3.1 ;
- Group 3: Impact objective “Planet”: C3.2 & C3.3

2.1. Adoption and validation of the minutes of the working session for submission to the RSPO Secretariat.

4. 25 and 26 February 2020: Work in a national workshop of the CILIWG, in Grand-Bassam with the members of the WGCIIN divided into 3 working groups (Annex 7) to consolidate the improvements made to the draft RISS standard interpreted for Côte d'Ivoire. Each group presented the results of its work in plenary. The ensuing discussions led to the development and adoption of the draft RISS Local Interpretation document for Côte d'Ivoire.

This document is the final draft Local Interpretation of the RISS standard for Côte d'Ivoire. It is sent to the RSPO Secretariat for review and approval by the Standing Committee on Standards (SSC) and endorsement by the BoG.

Changes to the standard document are in red and highlighted in yellow.

The English version of this Côte d'Ivoire National Interpretation Document will always prevail in case of discrepancies or inconsistencies between the English version and other translated versions.

INTRODUCTION




The RSPO Independent Smallholder Standard was developed in response to the growing recognition by stakeholders for the need to increase smallholders' inclusion into the RSPO system through a mechanism that takes into consideration the diversity of challenges and situations faced by smallholders globally, together with their varying needs and concerns.

RSPO has always recognised the importance of smallholders and the need for increasing their inclusion. The RSPO Smallholder Strategy, endorsed by the RSPO Board of Governors (BoG) on 14 June 2017, mandates the simplification of the RSPO certification system and standard (Principles, Criteria and Indicators) in order to better meet the needs and contexts of smallholders. In 2018, the RSPO Theory of Change (ToC) identified the goal to include more smallholders into the system so that they produce palm oil sustainably while achieving a sustainable livelihood.

The RSPO Independent Smallholder Standard (RSPO ISH Standard) responds to the needs and challenges of Independent Smallholders with simple and straightforward requirements and cost-effective tools that consider diversity, capacity and incentives. As part of the simplification process, the RSPO ISH Standard places larger responsibility on group managers, when compared to the past group certification system.

INTRODUCTION

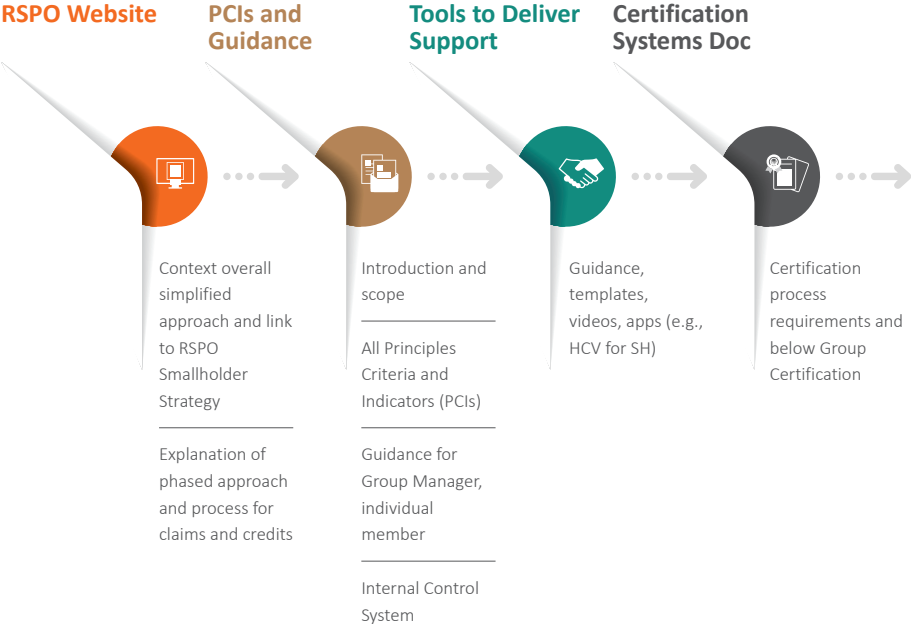
This standard complements the RSPO Principles and Criteria for the Production of Sustainable Palm Oil 2018 (P&C 2018). The RSPO ISH Standard is organised into three impact areas using the RSPO ToC as a framework.

	Impact Area ToC	ISH Standard
 PROSPERITY	PROSPERITY Competitive, resilient, and sustainable sector	Principle 1: Optimise productivity, efficiency, positive impacts and resilience
 PEOPLE	PEOPLE Sustainable livelihoods and poverty reduction. Human rights protected, respected and remedied	Principle 2: Ensure Legality, Respect for Land Rights, and Community Wellbeing Principle 3: Respect workers' rights and conditions
 PLANET	PLANET Conserved, protected and enhanced ecosystems that provide for the next generation	Principle 4: Protect, conserve and enhance ecosystems and the environment



The RSPO ISH Standard is part of a wider RSPO system. To support Independent Smallholders to move towards sustainability and livelihood improvements, RSPO also has tools and training materials specifically targeted to smallholders, including the RSPO Smallholder Trainer Academy (STA). In addition to this, RSPO has offered Independent Smallholders access to support funds through the RSPO Smallholder Support Fund (RSSF).

The figure below presents an overview of all the documents that are relevant for smallholder certification under the RSPO ISH Standard.



► **Figure 1:** Documents relevant for the RSPO Independent Smallholder Standard

INTRODUCTION

This document encompasses the RSPO ISH Standard itself, the normative requirements of the standard as described within the Principles, Criteria and Indicators. It also provides guidance for both group managers and individual smallholders to implement the criteria and indicators.

The document is organised as follows:

Section	Content	Key User
Section 1	Scope: Understanding the who, what and how of the Independent Smallholder Standard	All users of the Standard: <ul style="list-style-type: none">• Group managers• Independent smallholders• NGOs and technical assistance providers• Buyers of Independent Smallholder credits• Certification Bodies• Traders, buyers and large oil palm growers
Section 2	RSPO phased approach for Independent Smallholder certification	All users of the standard
Section 3	The Normative Documents: <ul style="list-style-type: none">a. Principles, Criteria and Indicators of the Independent Smallholder Standardb. System Requirements for Group Formation and Management	<ul style="list-style-type: none">a. Group managers and Independent Smallholders; technical assistance providersb. Group managers
Section 4	Guidance for group managers and individual group members	Group managers, Independent Smallholders, group managers, technical assistance providers
Annex 1	Definitions	Call users of the Standard
Annex 2	Smallholder Declaration	Group manager and Independent Smallholder group members



01

SCOPE: UNDERSTANDING THE WHO, WHAT AND HOW OF THE RSPO INDEPENDENT SMALLHOLDER STANDARD

This section defines who this standard and system applies to, who can use this standard to pursue certification, as well as how it applies.

1.1 Who can use the RSPO Independent Smallholder Standard to pursue RSPO Certification

This RSPO ISH Standard is only applicable to those smallholders that qualify as Independent Smallholders and is applicable for sustainable palm oil production worldwide. Smallholders can be both men and women.

A smallholder can pursue certification through the RSPO ISH Standard if:

- They are NOT a **scheme smallholder** (see definition Annex 1).
- The total size of their oil palm production area is
 - Less than or equal to 50 hectares (ha) according to the AIPH decision, endorsed by the CINIWG; OR
- They have the enforceable decision-making power on the operation of the land and production practices.
- They have the freedom to choose how they utilise the land, type of crops to plant, and how to manage them (how they organise, manage and finance the land).
- They meet any further criteria relative to the applicability of this standard as provided in the Côte d'Ivoire National Interpretation.

1.2 To what does the RSPO Independent Smallholder Standard apply

The RSPO ISH Standard applies to the total combined plots of an individual smallholder that are under oil palm production. This is provided that the total area belonging to the individual smallholder does not exceed the size threshold (50 ha as confirmed by CILIWG).

This ISH Standard is applicable for:

- Existing plots under oil palm production; AND
- Plots that are allocated for replanting or new planting of oil palm; AND
- Plots that are, or may potentially, be allocated for new planting of oil palm.

How to define the total size of a palm production area?

The total size of the oil palm production area is defined by **accumulating all** plots owned by a smallholder, regardless of where they are located.

This includes existing plots with oil palm planting as well as areas available for replanting or areas allocated for new oil palm planting, that are **owned by an individual smallholder within or outside the unit of certification** (e.g., the group that the smallholder is part of).

This means if a smallholder owns and operates oil palm plots outside the group (unit of certification) that is being certified, even if this plot is in another village or another region, it is also counted as part of the cumulative hectares).

01

SCOPE: UNDERSTANDING THE WHO, WHAT AND HOW OF THE RSPO INDEPENDENT SMALLHOLDER STANDARD

1.3 How to get certified under the RSPO Independent Smallholder Standard

The Unit of Certification for the RSPO ISH Standard is the group manager and all individual members. The certificate holder is the group.



The Independent Smallholder:

- Must be a member of a group of Independent Smallholders seeking certification
- Can form a new group or join an existing group
- Must sign the Smallholder Declaration committing to meeting full compliance with all requirements of the RSPO ISH Standard (see Annex 2).

The group:

- Must be part of or managed by an officially registered or a legally formed entity, as defined under the national laws of the country where the group is located
- Must appoint a group manager that meets all the requirements per Principle 1
- Can have members that are at different phases in the certification process (e.g., can have members working towards compliance with Eligibility, Milestone A and Milestone B). Members can join at different phases and times, and the members of the group can continue to grow.

What is a group? Not all groups look alike:

- ✓ The group manager can be a representative of a mill, an organisation or an individual
- ✓ The group can either be legally registered as an individual or as an organisation
- ✓ The group needs to have a minimum of one member. There is no maximum number
- ✓ The total number of hectares that form part of the group has no upper limit. There is only an upper limit per individual member (please refer to box in Section 1.2).

See also Section 3.2 for further guidance for the group manager and management requirements.

1.4 Which Standard to use if the RSPO Independent Smallholder Standard does not apply?

If the RSPO ISH Standard is not applicable because the requirements of Independent Smallholder or group certification cannot be met, it is still possible to get certified under the RSPO certification system by using one of the following approaches:



- a. Group Certification for FFB production.
- b. RSPO P&C 2018.

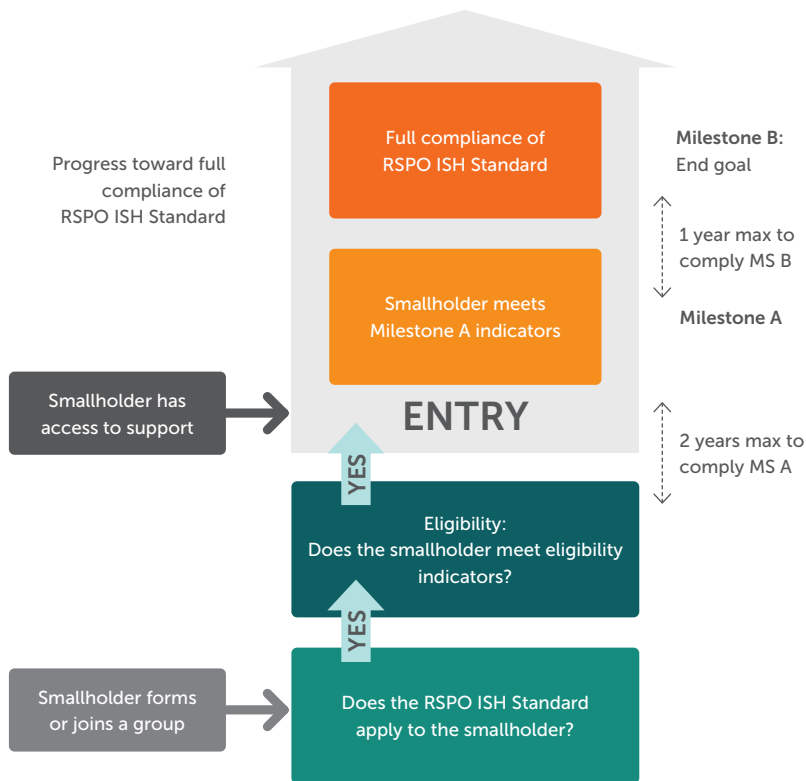
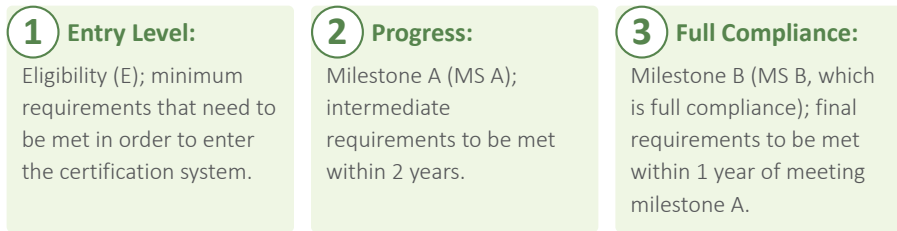


02

RSPO PHASED
APPROACH FOR
INDEPENDENT
SMALLHOLDER
CERTIFICATION



The RSPO ISH Standard introduces a phased approach to enable smallholders to achieve compliance over a specified period of time, as presented in Figure 2. The approach includes three phases:



► **Figure 2:** Phased approach for smallholder certification against the ISH Standard



The phased approach allows the smallholder to enter the system once they are part of a group and meet all eligibility indicators. This approach is designed to screen smallholders for the most unsustainable practices and then, for those who are eligible, allow time for continual improvement and progress towards meeting all requirements. Key requirements of this approach are:

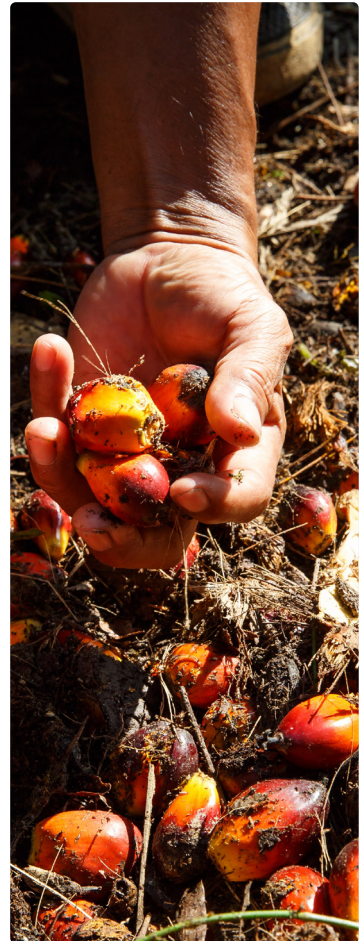
- The group needs to demonstrate progress in moving from meeting Eligibility indicators, to indicators listed under Milestone A and finally meeting the indicators of Milestone B.
- Progress must occur within a set timeframe;
 1. Two years to progress from Eligibility to Milestone A.
 2. One more year to progress from Milestone A to Milestone B.
- Compliance at every milestone is measured by fulfilling all the requirements of the current milestone and all preceding milestones, e.g., to be compliant with Milestone A, the smallholder group has to demonstrate compliance to the Eligibility requirements and requirements of Milestone A.
- A smallholder can progress directly to Milestone B if at Eligibility they can demonstrate compliance with Milestones A and B. They can move forward and be audited for Milestones A and B at the same point of time, as assessed by the group manager and third-party auditors. This is also applicable for any trainings (Milestone A) where the group manager assesses the smallholder already possesses the relevant capabilities.
- At Milestone B, the smallholder needs to be able to demonstrate compliance with and will be audited against all indicators, including those under Eligibility, Milestone A and Milestone B.

The continual improvement process is tied to incentives detailed in the following sub-section.

2.1 Certification, Claims and Benefits

The certification system consists of three phases where each phase has its own requirements for assessing compliance and claims that the smallholder can make as well as benefits for the smallholder.

- At each phase, compliance of the group and its members towards meeting the indicators is assessed through a field-based audit by an accredited Certification Body.
- Claim refers to the status the smallholders can assign to the fresh fruit bunches (FFB) they produce, which is expressed as certified crude palm oil or palm kernel oil (CPO/PKO) equivalence, and can be sold as certified oil through all supply chain models, either via smallholder credits or as physical trade (only at Milestone B).
- Benefit refers to the incentives the smallholders can receive through the sales of certified FFB as RSPO Credits or through the physical supply chain models (Identity Preserved- IP, Segregated- SG, or Mass Balance- MB). Buyers are able to purchase certified oil from smallholders and communicate externally about their sources.
→see [here](#) for further info about RSPO Credits.



Principle for converting certified FFB to certified sustainable palm oil (CSPO)

Smallholders can sell their certified FFB to a certified mill through a physical supply chain model or as RSPO Credits equivalent. Eligibility for selling under a physical supply chain model only applies once ISHs reach Milestone B. One tonne of FFB is transferred to tonnes of Certified Sustainable Palm Oil (CSPO) Credits using a default oil extraction rate (OER) of 20%, subject to an auditor's verification and confirmation.

Hence, 100 tonnes of certified sustainable FFB is equal to 20 tonnes of CSPO which is equal to 20 credits. Default Kernel Extraction Rate (KER) also exists for kernel oil or kernel expeller (see figure).



The sections below present the general assurance requirements, claims and benefits at each of the three phases, as summarised in Figure 3.

2.1.1 Eligibility - entry level

Assurance Requirements

- To demonstrate compliance with eligibility indicators, a field-based audit needs to be conducted by an RSPO accredited Certification Body¹, as listed by RSPO here (<https://www.rspo.org/certification/bodies>)
- All individual members of the group that are ready to be certified at entry level have to meet all Eligibility indicators.

Claims and Benefits

- Up to 40% of FFB can be sold as RSPO Smallholder Credits (as equivalent to CSPO, CSPKO or CSPKE credits) through the RSPO IT platform and trading system,
- Once Eligibility indicators have been verified, the group may continue to claim the FFB produced as CSPO equivalent and sell as RSPO Smallholder Credits
- The FFB produced cannot be sold through the physical supply chain (IP or SG).

¹ Groups can submit a request to the RSPO Smallholder Support Fund (RSSF) to cover the costs of the first audit of Eligibility indicators.

2.1.2 Milestone A – continual improvement and progress

Assurance Requirements

- To demonstrate progress, group members have to meet 100% of the Milestone A indicators while also maintaining compliance with 100% of the Eligibility indicators
- All individual members of the group have to meet all Eligibility indicators and Milestone A indicators
- An accredited Certification Body has to conduct a field-based audit.

Claims and Benefits

- Groups can demonstrate meeting Milestone A indicators within a maximum of two years from being certified at the Eligibility phase
- Up to 70% of FFB can be sold as RSPO Smallholder Credits (as equivalent to CSPO, CSPKO or CSPKE Credits) through the RSPO IT platform and trading system. The FFB produced cannot be sold through the physical supply chain (IP or SG).

2.1.3 Milestone B – continual improvement and full compliance

Assurance Requirements

- A field-based audit of the group is conducted by an accredited Certification Body
- All individual members of the group have to meet 100% of the Milestone B indicators, and also maintain compliance with 100% of the Eligibility indicators and 100% of the Milestone A indicators.

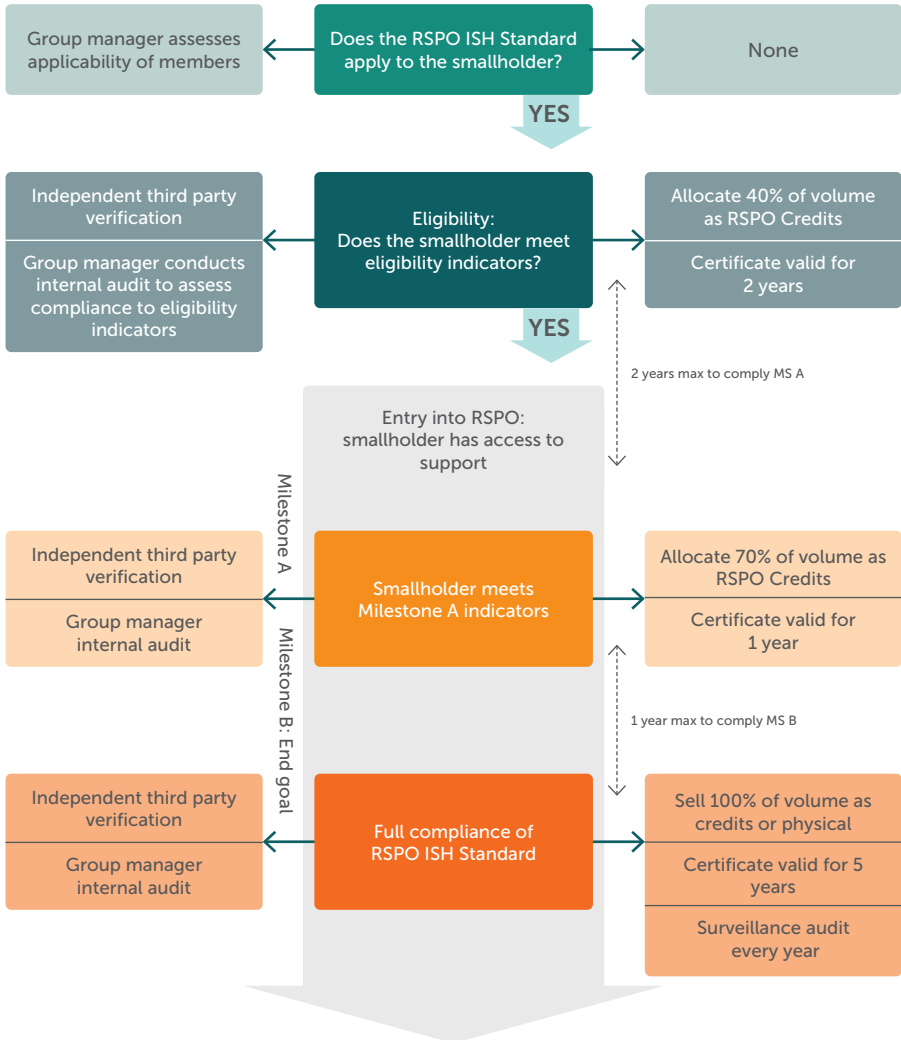
Claims and Benefits

- Groups can demonstrate meeting Milestone B indicators within a maximum one year from being certified at Milestone A phase
- 100% FFB can be sold as certified to a certified mill through the physical supply chain models (IP, SG or MB); OR
- 100% of FFB can be sold as RSPO Credits CSPO, CSPKO or CSPKE Credits through the RSPO IT platform and trading system; OR
- 100% of FFB can be sold through a combination of physical supply chains and as RSPO Credits.

Assurance

100% of smallholders compliant with indicators

Smallholder Credits



► **Figure 3:** Assurance and smallholder credit claims system

03



NORMATIVE REQUIREMENTS OF THE RSPO INDEPENDENT SMALLHOLDER STANDARD

3.1 Principles, Criteria, Indicators

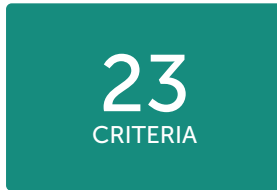
The Principles, Criteria and Indicators (PCI) of the RSPO ISH Standard are comprised of 4 principles, 23 criteria and 58 indicators organised along the RSPO impact areas: Prosperity, People, and Planet:

- The PCI that are applicable to both smallholders (as individual group members) and group managers; and
- The system requirements for Group Formation and Management (including the Internal Control System) that are only applicable to the group manager [not to individual smallholder members of the group].

The PCI should be considered as follows:



PRINCIPLES are statements about the desired outcome and serve as the overall framework.



CRITERIA are what reaching these outcomes would look like for the group manager and individual group members (smallholders).



INDICATORS define what individual smallholder members and the group should demonstrate in order to comply with the criterion.

**The indicators are presented in three columns,
reflecting the three phases toward full compliance.**

- Eligibility indicators must be met to enter into the system
- Milestone A indicators must be met to demonstrate that the group continues to make progress towards meeting full compliance
- Milestone B must be met to reach full compliance with the RSPO ISH Standard
- Indicators are cumulative; as such
 - At Eligibility, 100% of indicators are required for compliance;
 - At Milestone A, 100% of Eligibility indicators + 100% of Milestone A indicators are required for compliance;
 - At Milestone B, 100% of Eligibility indicators + 100% of Milestone A indicators + 100% of Milestone B indicators are required for compliance.



3.1.1 Guidance to interpret the Principles, Criteria and Indicators

The PCI of the RSPO ISH Standard should be read and used in conjunction with tools, resources as well as with the guidance provided further in this document in Section 4.

3.1.2 Smallholder Declaration

Within the PCI, several references are made to a Smallholder Declaration. This refers to a short and simple, non-legally binding statement that the group manager will present to smallholders joining or forming a group. The content and intent of the document will be explained to the smallholders prior to requiring any signature (or thumbprint) and commitment to the content of the statement. As part of the Eligibility phase, every smallholder will need to sign a Smallholder Declaration (see indicator 1.1 E and Annex 2). The Smallholder Declaration is part of the normative requirements of the Standard.

The objective of the Smallholder Declaration is to:

1

Ensure smallholders understand their commitments under certification of the RSPO ISH Standard.

2

Obtain relevant data from smallholders relating to their existing plots and plans.

3

Communicate the benefits smallholders will receive by joining the RSPO ISH Standard.

² The final version of the document will also include guidance for individual group members and group managers to be added in Section 4 and 5



3.1.3 Skipping indicators that are not applicable

The PCI table defines six instances where criteria or indicators may be skipped if the smallholder can demonstrate that these do not apply. For example, if a smallholder does not intend to expand their plots or plant any new oil palm, certain criteria specific to new plantings do not apply and thus may be skipped. These are clearly marked in the table. Please note that none of the Eligibility indicators can be skipped.



This icon refers to sections that can be skipped.

3.1.4 Support for smallholders

Training needs:


Training and support for smallholders and group managers is a fundamental component of the RSPO ISH Standard. The exact type of training required will vary and depend on the individual smallholder's needs. It falls under the responsibility of the group manager to ensure smallholders have access to the training. Accordingly, the group manager will assess training needs of group members during entry.

The RSPO ISH Standard is designed with the assumption that not all smallholders have the capacity and resources to comply with all indicators upon entry (Eligibility phase). Within the phased approach, the RSPO ISH Standard presents a substantial training component (generally in Milestone A) presented as indicators that require smallholders to receive training. Not all smallholders require participation in all trainings, compliance with indicators that refer to training will depend on the level of capacity and support needs of group members.

Sources of training:

There are multiple sources of training material made available by RSPO for trainers, group managers and group members. Training content ranges from the formation of groups, and meeting technical requirements such as pesticide use, to templates to support with record keeping and to identify precautionary practices in protection of areas of High Conservation Value (HCV).

Please see [<https://www.rspo.org/smallholders/smallholders-key-documents>] for a complete list of tools and training materials available for smallholders and group managers.



Sources of training materials for group managers and smallholders

The **RSPO Smallholder Trainer Academy** provides a series of training modules for group managers and smallholders through a ‘Train the Trainer’ approach. The training modules that will be available through the Smallholder Trainer Academy are thus specifically tailored to trainers (which can include group managers) rather than the smallholders themselves.

RSPO is also developing tools and resources (templates, guidelines, etc.) to further support and direct the smallholders and smallholder groups toward progress and becoming fully compliant. These will be related to documentation and meeting particular technical requirements. Examples of topics where training materials, tools and guidelines will be provided including and are not limited to; peat drainability assessments, pesticide use and storage, and FPIC for smallholders.

RSPO also provides training and tools specifically to ensure that group managers are equipped to conduct the tasks that are expected of them. Examples of tools and training that will be available for group managers include training on the HCV application for smallholders, training on the Smallholder Declaration, and templates for group Internal Control Systems (ICS).

The **RSPO Smallholder Support Fund (RSSF)** provides financial support to group managers and its members. Additionally, in alignment with the RSPO Smallholder Strategy, further support either in the form of technical capacity and the provision of tools and guidance, or financial support, will also be provided through RSSF to the group manager and its members. This includes financial resources for the first audit to assess eligibility.

Delivery of training

Training materials may be provided with support from mills (and further downstream buyers) as defined by Principle 5 of the RSPO P&C 2018 or as part of the RSPO Smallholder Trainer Academy.

3.1.5 Gender inclusivity

As reflected in the P&C 2018 and in alignment with the RSPO Theory of Change, that work towards the goal for the protection of human rights, respected and remedied, the RSPO ISH Standard mandates practices that are gender inclusive. This refers to the provision of equal rights, responsibilities and opportunities for all regardless of gender, sexual orientation and gender identity including men, women, girls and boys, and other gender identities as described by the individual. This principle should be applied to all smallholders, and group managers particularly when in relation to labour practices and the treatment of workers.

Within the RSPO ISH Standard, and in particular within the PCI, whenever the term smallholder, farmer, group manager or worker appears, this term can represent a woman or a man and is not subjected to any specific gender identity.

3.1.6 Additional considerations

Unless otherwise specified, 'Smallholder' refers to individual smallholders that form part of a group.

For the purposes of non-conformities, there is no distinction among the indicators, e.g., no designation of critical versus non-critical indicators.



PROSPERITY

Competitive, resilient, and sustainable sector.

Principle

1

Optimise productivity, efficiency, positive impacts and resilience

Implement professional and transparent operations to secure sustainable livelihood improvements.

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
1.1 Smallholders establish a legal entity that has the organisational capacity to comply with the RSPO ISH Standard.	1.1 E Legally registered entities have documented evidence to include: <ol style="list-style-type: none"> 1. Legal formation (as per country requirements) 2. Fair and transparent decision making and governance 3. Additional documents per requirements for Group Formation and Management. 4. Signed or thumb printed Smallholder Declaration from all smallholder members (Reference Annex 2). 	1.1 MS A Group manager and group members have an Internal Control System (ICS) that meets all the ICS Eligibility and MS A requirements (section 3.2 below) and complete training on oil palm pricing mechanisms, financial management, and best practices for smallholder organisations.	1.1 MS B Smallholder groups are operating in accordance to best management practices for groups, including: <ul style="list-style-type: none"> • Fair and transparent decision-making and governance • Sustainable financial management.

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
<p>1.2</p> <p>Smallholders have the capacity to effectively manage their farm.</p>	NA.	<p>1.2 MS A</p> <p>Smallholders complete training on farm business operations, monitoring and planning. The training includes capacity building on record keeping for production, including inputs and yields, transactions, and variety.</p>	<p>1.2 MS B</p> <p>Smallholders are managing their farms effectively and maintain records of production and transaction data of all FFB sales.</p>
<p>1.3</p> <p>Smallholders implement good agricultural practices (GAP) on their farms.</p>	<p>1.3 E</p> <p>Smallholders commit to implementing good agricultural practices on their farms. (reference Smallholder Declaration, 1.1 E, Annex 2).</p>	<p>1.3 MS A</p> <p>Smallholders complete training on GAP.</p>	<p>1.3 MS B</p> <p>Smallholders have adopted GAP on their farms and are tracking productivity through, but not limited to, records of FFB sales.</p>



PEOPLE

Sustainable livelihoods
and poverty reduction.
Human rights
protected,
respected and
remedied.

Principle




2

Ensure legality, respect for land rights and community wellbeing

Comply with the law and respect communities' rights.

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
2.1 Smallholders have legal or customary rights to use the land in accordance with national and local laws, and customary practices.	2.1 E Smallholders provide the coordinates or maps of their plots and evidence of ownership, or rights to use the land. (reference Indicator 1.1 E, Annex 2).	2.1 MS A Smallholders can demonstrate legal ownership or native and/or customary rights to use the land or demonstrate that they are in the process of legalisation of that right.	2.1 MS B Smallholders plots are clearly and visibly demarcated and maintained, and the smallholders are operating only within these boundaries.
2.2 Smallholders have not acquired lands from Indigenous Peoples, local communities or other users without their free, prior and informed consent (FPIC), based on a simplified FPIC approach.	2.2 E For existing plots, smallholders can demonstrate that they have not acquired land without FPIC of Indigenous Peoples, local communities or other users (reference Indicator 1.1 E, Annex 2).	2.2 MS A Same as Eligibility.	2.2 MS B Same as Eligibility.

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
2.3 The right to use the land is not disputed by Indigenous Peoples, local communities or other users.	2.3 E Smallholders declare any existing disputes on the land, commit to resolving said disputes and provide information on the current status of those disputes (if any). (Reference Indicators 1.1 E, Annex 2).	2.3 MS A There is an absence of disputes among Indigenous Peoples, local communities or other users, regarding land, resource-use and access rights; or where there is a dispute, dispute resolution processes are implemented and the process is accepted by all parties involved.	2.3 MS B Same as Milestone A.
2.4 Smallholder plots are located outside of areas classified as national parks or protected areas, as defined by national, regional or local law, or as specified in National Interpretations.	2.4 E Smallholder plots are located outside of areas classified as national parks or protected areas as defined by national, regional or local law, or as specified in National Interpretations (Reference 1.1 E, Annex 2).	2.4 MS A Same as Eligibility.	2.4 MS B Same as Eligibility.

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
 <p>Do any smallholders within the group have plans for new planting of oil palm? If none, SKIP.</p> <p>2.5 For new planting, smallholders do not clear or acquire any land without obtaining FPIC of Indigenous Peoples and/or local communities and/or other users, based on a simplified FPIC approach.</p>	<p>2.5 E For new oil palm planting, smallholders commit not to clear or acquire land from Indigenous Peoples, local communities, or other users without their FPIC, based on a simplified FPIC approach (reference 1.1 E, Annex 2).</p>	 <p>Do any smallholders within the group have plans for new planting of oil palm? If none, SKIP.</p> <p>2.5 MS A Smallholders complete training on how to conduct a simplified FPIC approach.</p>	 <p>Do any smallholders within the group have plans for new planting of oil palm? If none, SKIP</p> <p>2.5 MS B Based on a simplified FPIC approach, smallholders jointly agree on a plan with the affected Indigenous Peoples and/or local communities and/or other rights holders, including vulnerable groups, for new oil palm developments, if these involve land-use change.</p>



PEOPLE

Sustainable livelihoods and poverty reduction. Human rights protected, respected and remedied.



Principle


3


Respect human rights, including workers' rights and conditions


Safeguard human rights and protect workers' rights, ensuring safe and decent working conditions.

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
3.1 There is no use of forced labour.	3.1 E Smallholders commit to no use of forced labour and ensure that any use of forced labour on the farm is terminated at Eligibility. They provide information on the source of labour, including family members, working on the farm and hired labour including contract workers (reference 1.1 E, Annex 2).	3.1 MS A Smallholders complete training on free and fair labour and implement measures to ensure that all work is voluntary, and the following practices are prohibited: <ul style="list-style-type: none"> • Retention of identity documents including but not limited to passports; • Payment of recruitment fees by workers; • Contract substitution; • Involuntary overtime; • Lack of freedom of workers to resign; • Penalty for termination of employment; • Debt bondage; • Withholding of wages. 	3.1 MS B Workers on the farm, including their families, have unrestricted access to their identity documents, have freedom of movement and can declare that their employment is freely chosen.

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
3.2 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.	3.2 E Smallholders are aware of what defines child labour and ensure that any child labour in farm operations is terminated at Eligibility. Awareness of child labour and commitment to no child labour includes: <ol style="list-style-type: none"> 1. Compliance with the minimum age of workers and as defined by local, state, or national law, or international law in the absence of local, state or national laws. 2. Not exposing children to hazardous work. 3. Providing adult supervision of children and/or young people working on the farm. 	3.2 MS A Group managers and smallholders implement measures to protect children as follows: <ol style="list-style-type: none"> 1. There are no workers on smallholder farms under the age of 15 or under the minimum age defined by local, state or national law, whichever is higher. 2. Children are only permitted to help on family farms and are not permitted to perform dangerous, hazardous or heavy work. 3. If young workers are employed, their work is not mentally or physically harmful and does not interfere with their schooling, if applicable. 	3.2 MS B Same as Milestone A.

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
3.2	3.2 E 4. Ensuring the practice of children’s right to education is unrestricted and respected (reference 1.1 E, Annex 2).	3.2 MS A	3.2 MS B
 Are there workers on the farm? If no, SKIP 3.3 Workers’ pay complies with minimum legal requirements, mandatory industry standards as defined by national law or collective bargaining, whichever takes priority in local regulations.	3.3 E Smallholders commit to pay workers according to minimum legal requirements or mandatory industry standards (reference 1.1 E, Annex 2).	3.3 MS A Workers receive payments as expected and agreed in accordance with at least the legal minimum wage rate (excluding overtime premiums) and without discrimination against vulnerable groups, including women.	3.3 MS B Workers receive payments as expected and agreed in accordance with at least the legal minimum wage rate (excluding overtime premiums) and without discrimination against vulnerable groups, including women.

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
 <p>Are there workers on the farm? If no, SKIP</p> <p>3.4 Workers understand their rights and freedom to file a complaint/grievance to group manager or relevant third parties, including RSPO.</p>	<p>3.4 E Smallholders commit to respect the rights of workers to file a complaint/grievance (reference 1.1 E, Annex 2).</p>	<p>3.4 MS A Smallholders complete training on workers' rights to file a complaint/grievance and communicate to workers the means to file a complaint/grievance.</p>	<p>3.4 MS B Workers are aware of and have access to an effective means for filing a complaint/grievance.</p>
<p>3.5 Working conditions and facilities are safe and meet minimum legal requirements.</p>	<p>3.5 E Smallholders commit to providing safe working conditions and facilities (reference 1.1 E, Annex 2).</p>	<p>3.5 MS A Smallholders, workers, and family members complete training and aware of health and safety risks associated with farm work, (including that of pesticide use) and how to mitigate them.</p>	<p>3.5 MS B Workers, including smallholder family members, have access to safe working conditions and amenities that include:</p> <ul style="list-style-type: none"> • Safe and adequate housing, where applicable; • Access to basic first aid supplies;

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
3.5	3.5 E	3.5 MS A	3.5 MS B <ul style="list-style-type: none"> • Health and safety equipment, including minimum personal protective equipment (PPE) if appropriate for the type of work; • Adequate drinking water; • Access to toilets.
 <p>Are there workers on the farm? If no, SKIP</p> <p>3.6 There is no discrimination, harassment, or abuse on the farm.</p>	3.6 E Smallholders commit to no discrimination, harassment or abuse on the farm (reference 1.1 E, Annex 2).	3.6 MS A Smallholders complete training on workplace discrimination, harassment and abuse and are aware of the need for a safe workspace.	3.6 MS B Workers freely express that they are working in a place that is free from discrimination, harassment or abuse.





PLANET

Conserved, protected and enhanced ecosystems that provide for the next generation.

Principle

4

Protect, conserve and enhance ecosystems and the environment

Protect the environment, conserve biodiversity, enhance ecosystems and ensure sustainable management of natural resources.

Preamble

High Conservation Value (HCV) and High Carbon Stock (HCS) forests

This ISH Standard is pursuing the objective of the RSPO Smallholder Strategy to increase smallholder inclusion, prioritise improved practices that also benefit smallholder livelihoods, whilst also upholding the core sustainability requirements. This includes the protection of areas of HCV and HCS forests. RSPO has developed a simplified HCV methodology for identifying, protecting and managing HCVs that provides guidance for both existing and new planting.

Aligned with the new HCS requirements in the RSPO P&C 2018, RSPO, in consultation with the HCSA Steering Group, intends to develop a simplified combined HCV-HCS approach to identify and protect HCS forests. The simplified and combined HCV-HCS approach for Independent Smallholders will be open to public consultation and will be published no later than November 2020.


In the meantime, Independent Smallholders are not allowed to clear any primary forests, and/or any areas required to protect or enhance HCV and HCS forests, as committed to by signing the Smallholder Declaration. Until the simplified combined HCV-HCS approach and tool for Independent Smallholders is available, new planting will only be permitted in low risk areas. The definition and procedure for identification of low risk areas will be defined by a Smallholder No Deforestation Task Force.


Remediation and Compensation Procedure (RaCP)


Remediation and compensation are required for any clearance since November 2005 without prior HCV assessment (see criterion 4.2) and any clearance since November 2019 without prior HCS assessment.

The requirements as outlined in the RaCP (2015) are not fully applicable for Independent Smallholders. For Independent Smallholders, this RSPO ISH Standard is focused on developing an appropriate RaCP mechanism such as on-site remediation (with funding mechanisms to be determined) as this is contextually appropriate to the scale of Independent Smallholder production and enables Independent Smallholders to maximise positive environmental impact on-site. The requirement means that quantified liability is disclosed and assessed through a land use change analysis (LUCA) supported by the RSPO Secretariat.

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
<p>4.1 High Conservation Values (HCVs) on the smallholder plot or within the managed area and High Carbon Stock (HCS) forests identified after November 2019 using the simplified combined HCV-HCS approach, are managed to ensure that they are maintained and/or enhanced.</p>	<p>4.1 E Smallholders commit to protect HCVs and HCS forests through the precautionary practices approach (reference 1.1 E, Annex 2).</p>	<p>4.1 MS A Smallholders complete training on and are aware of:</p> <ul style="list-style-type: none"> the importance of maintaining and conserving HCVs and HCS forests human-wildlife conflict and mitigation efforts RTE species and important ecosystems. 	<p>4.1 MS B Smallholders implement precautionary practices and manage and maintain RTE species, HCVs and HCS forests, where applicable.</p>
<p>4.2 Where the existing smallholder plot has been planted and cleared after November 2005 or is on an area identified as HCS forest after November 2019 up to the eligibility period, a RaCP process appropriate for smallholders based on Land Use Change Analysis (LUCA) will be applicable (reference preamble).</p>	<p>4.2 E Smallholders provide information on all smallholder plots converted and planted with oil palm after 2005, through use of the simplified combined HCV-HCS approach for Smallholders (reference 1.1 E, Annex 2).</p>	<p>4.2 MS A Group members develop a plan to identify the maximum area for on-site remediation of HCVs lost since 2005 and HCS forests lost since November 2019, through a participatory process and the plan is submitted to RSPO.</p>	<p>4.2 MS B An RSPO approved plan to remediate HCVs lost since 2005 and HCS forests lost since November 2019 is implemented.</p>

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
 <p>Do any smallholders within the group have plans for new planting of oil palm? If none, SKIP.</p> <p>4.3 New planting of Independent Smallholders, since November 2019:</p> <ul style="list-style-type: none"> • Do not replace any HCVs • Do not replace any HCS forests as defined by the simplified combined HCV-HCS approach • Are not on steep slopes (more than 25 degrees or as in the National Interpretation) • Are not on peat areas of any depth. 	<p>4.3 E</p> <p>Smallholders provide information on all planned new planting and commit to no new planting are on HCVs or HCS forests, on steep slopes (more than 25 degrees or as in the National Interpretation) or on peat (reference 1.1 E, Annex 2).</p>	<p>4.3 MS A</p> <p>Before any land preparation commences, group members develop an integrated management plan through a participatory approach to maintain or enhance HCVs as well as HCS forests identified after November 2019, as identified by the simplified combined HCV-HCS approach, before any land preparation commences.</p>	<p>4.3 MS B</p> <p>Smallholders have an RSPO approved integrated management plan for their planned new planting and share a notice of this plan with those involved in the participatory mapping before any land preparation commences.</p>

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
 <p>Do any smallholders within the group have existing plots on peat? If no, SKIP</p> <p>4.4 Where smallholder plots exist on peat, subsidence and degradation of peat soils are minimised by use of best management practices.</p>	<p>4.4 E Group manager confirms presence of peat on existing plots within the group and smallholders on peat commit to using best management practices (BMPs), and minimising subsidence and degradation of peat soils (reference 1.1 E, Annex 2).</p>	<p>4.4 MS A Smallholders complete training on best management practices (BMPs) for peat. The group has an action plan to minimise risk of fire, to apply BMPs for planting on peat and manage water systems in the certification unit.</p>	<p>4.4 MS B Smallholders implement the group's action plan based on BMPs, including fire and water management, and monitoring of subsidence rate for existing planting on peat.</p>

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
 <p>Do any smallholders within the group have plans for replanting plots that are located on peat? If no, SKIP.</p> <p>4.5 Plots on peat are replanted only on areas with low risk of flooding or saline intrusion as demonstrated by a risk assessment.</p>	<p>4.5 E Smallholders commit to provide information on all plans for replanting and commit that replanting will only be in areas with low risk of flooding or saline intrusion (reference 1.1 E, Annex 2).</p>	<p>4.5 MS A Smallholders with plots on peat complete training on identification of future risks of flooding or saline intrusion, and alternate land development strategies.</p>	<p>4.5 MS B Prior to replanting on peat, smallholders complete a risk assessment related to flooding or saline intrusion and, where there is high risk, present a plan that includes alternate land development strategies, preferencing alternative livelihood planning.</p>

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
4.6 Fire is not used on the oil palm plot for preparing land or for pest control, nor open fire for waste management on the farm.	4.6 MS E Smallholders commit to no burning for preparing land or for pest control, nor open fire for waste management. Group manager records evidence of prior burning of members joining the group (reference 1.1 E, Annex 2).	4.6 MS A There is no physical evidence of new burning (after eligibility) for land preparation for oil palm by smallholders. Smallholders complete training on and are aware of: <ul style="list-style-type: none"> • alternatives to fire for land preparation and farm waste management (where appropriate and possible) • alternatives to fire for pest control • fire prevention and how to respond to and manage fires in their community and village. 	4.6 MS B Smallholders do not use fire or practice burning for land preparation, waste management or pest control on the farm. For pest control, fire may be used only in exceptional circumstances i.e. where no other effective measures exist and with prior approval of relevant authority.

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
4.7 Riparian buffer zones are identified and managed to ensure they are maintained and/or enhanced.	4.7 E Group manager identifies riparian buffer zones within the group and smallholders commit to no new planting in riparian zones (reference 1.1 E, Annex 2).	4.7 MS A Smallholders complete training on and are aware of riparian buffer zone management, and the group has an action plan to maintain and/or enhance riparian buffer zones.	4.7 MS B Smallholders maintain and/or enhance riparian buffer zone areas.

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
4.8 Pesticides are used in ways that do not endanger the health of workers, family, communities or the environment	4.8 E Smallholders commit to phase out paraquat and pesticides categorised as WHO Class 1A or 1B and those listed by the Stockholm or Rotterdam Conventions by: <ul style="list-style-type: none"> • immediately stop purchasing these pesticides • phasing out use of remaining stock by MS A • providing information for the group manager to keep record of pesticide purchase and use (reference 1.1 E, Annex 2). 	4.8 MS A Smallholders complete training on BMPs for pesticides including pesticide usage, awareness on risks for pregnant and breastfeeding women and young workers; storage and disposal; paraquat and pesticides listed by WHO Class 1A or 1B, the Stockholm or Rotterdam Conventions (and in compliance with 3.5).	4.8 MS B Smallholders implement BMPS for all pesticide use, including prohibiting use of pesticides by pregnant and breastfeeding women and young workers, and exclusion of paraquat and pesticides that are categorised as WHO Class 1A or 1B, or those listed by the Stockholm or Rotterdam Conventions, unless when authorised by relevant authorities for pest outbreaks.

Criteria	Indicators		
	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
4.9 The group and smallholders manage pests, diseases, weeds and invasive introduced species using appropriate techniques, including but not limited to Integrated Pest Management (IPM) techniques.	NA.	4.9 MS A Smallholders complete training on and are aware of BMPs, including, but not limited to safe chemical use, IPM, weed and invasive species management.	4.9 MS B The group and smallholders maximise use of IPM approaches to minimise use of pesticides and herbicides on their farm.



3.2 The Internal Control System Requirements for Smallholder Groups

As referenced in the Section 3 introduction, the RSPO ISH Standard consists of two normative components. The table below presents the criteria and indicators for Internal Control Systems (ICS) for group formation and management. It is the responsibility of the group manager that all systems laid out in the indicators are complied with at each phase (Eligibility, Milestone A and Milestone B).



3.2.1 Support for group managers to form a group

RSPO recognises that the formation of smallholder groups is an essential step towards certification. In order to be able to generate benefits and claim credits as a group, minimum requirements of group formation should be in place. These are included as Eligibility indicators in the table below.

Amongst other support mechanisms, through the RSPO Smallholder Trainer Academy, the RSPO provides capacity building programmes which include trainings on group formation and group strengthening.

Internal Control System requirements for smallholder groups			
Criteria and Indicators	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
A – ICS: Group entity and group management requirements			
A1 The group demonstrates that they are legally formed.	A1.1 E The group has appointed a group manager.	A1.1 MS A Same as Eligibility.	A1.1 MS B Same as Eligibility.
	A1.2 E The group manager has evidence of legal identity.	A1.2 MS A Same as Eligibility.	A1.2 MS B Same as Eligibility.
	A1.3 E The group has membership requirements.	A1.3 MS A Same as Eligibility.	A1.3 MS B Same as Eligibility.
	A1.4 E All members have signed and acknowledged membership requirements.	A1.4 MS A All members can demonstrate understanding of membership requirements.	

Internal Control System requirements for smallholder groups			
Criteria and Indicators	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
A – ICS: Group entity and group management requirements			
A2 The group manager is responsible for managing the group for certification.	A2.1 E The group manager has planned for the implementation of the ICS.	A2.1 MS A The group manager can demonstrate compliance of the ICS by individual members.	
	A2.2 E The group manager demonstrates understanding of the RSPO ISH Standard, group certification and related topics and has sufficient resources to manage the group.	A2.2 MS A The group manager can demonstrate capacity to manage and operate group certification and certification requirements.	
	A2.3 E A group annual training plan is available covering the RSPO ISH Standard, group management (which includes group objectives, structure, relevant procedures and the certification process) and other topics as outlined in the ISH Standard.	A2.3 MS A The group manager implements a phased approach to ensure members have progressively attended training on the ISH Standard, group management and other topics as outlined in the ISH Standard according to the group annual training plan.	A2.3 MS B All members attended training and can demonstrate understanding of the ISH Standard, group management and certification requirements including awareness on BMPs, HCV, environmental protection, social welfare of workers and business operations.

Internal Control System requirements for smallholder groups			
Criteria and Indicators	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
B – ICS: Policies and management			
B1 The group ICS contains documented policies and procedures for operational management.	B1.1 E A group ICS is available for operational management including procedures of expulsion and sanctions for members who fail to comply, and a procedure to conduct internal audits.	B1.1 MS A The ICS is implemented and an internal audit is conducted for at least half of the group members and all audit findings are closed.	B1.1 MS B The ICS is implemented and an annual internal audit of the group is conducted for all group members and all audit findings are resolved.
	B1.2 E Basic information, farm information, production data, legal documentation of group members and signed Smallholder Declarations are available to the group manager.		

Internal Control System requirements for smallholder groups

Criteria and Indicators	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
C – ICS: Group business planning			
C1 The group has a business plan prepared with the participation and contributions of all group members.	C1.1 E An annual group business plan is available, which includes: <ul style="list-style-type: none"> production and income forecasting based on historical records plans for expansion. 	C1.1 MS A The group business plan is implemented and reviewed at least annually.	C1.1 MS B The group demonstrates financial stability and growth and is able to support itself financially.
C2 The ICS of the group is integrated with the group's management plan.	C2.1 E A group management plan is available, which includes: <ul style="list-style-type: none"> training/capacity building plans to improve productivity of group members an approach to strengthen links within the supply chain plan for continuous improvement projects (i.e., on waste, soil, etc.), if any. 	C2.1 MS A The group management plan is implemented and reviewed at least annually.	C2.1 MS B The group manager demonstrates the group's compliance with this ISH Standard.

Internal Control System requirements for smallholder groups			
Criteria and Indicators	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
D – ICS: Group trading system for certified volumes			
D1 The group has a procedure and system in place for the tracking of FFB.	D1.1 E Record sheets to track the annual production and sales of certified volumes, covering traceability of producers and/or traders are available.	D1.1 MS A Group manager maintains annual production records and sales of certified volumes.	D1.1 MS B Group manager maintains annual production records and sales of certified volumes of all FFB sources.
D2 The group documents and implements a system for the tracking of FFB.	NA.	D2.1 MS A The group manager maintains annual production data and sales of certified volumes through Book and Claim for the group based on actual receipts for and sales by all members.	D2.1 MS B The group manager maintains annual production data and sales of certified volumes through physical or Book and Claim for the group based on actual receipts and sales for all members and 100% of all certified volumes.



Internal Control System requirements for smallholder groups

Criteria and Indicators	Eligibility (E)	Milestone A (MS A)	Milestone B (MS B)
D – ICS: Group trading system for certified volumes			
D3 The group has a procedure and system for premium distribution.	D3.1 E The group and group manager have agreed on how the premiums should be used and the agreement is recorded and communicated to the group members. Prices, premiums, and timing of premium payment are clearly communicated and transparent to all group members. Premiums disbursed to members at all stages are recorded and the premiums are paid in a timely and convenient manner.	D3.1 MS A The disbursement of premiums, including price and timing of the disbursement to group members is clearly recorded.	N/A.

A man in a red and white checkered shirt is shown in profile, holding a large, light blue fishing net. He is standing in a field of tall green grass. In the foreground, there is a large pile of palm fruit, including several coconuts and clusters of red and orange palm berries. The background is filled with lush green vegetation.

04

**GUIDANCE FOR
GROUP
MANAGERS AND
INDIVIDUAL
GROUP MEMBERS**

4.1 GUIDANCE

Guidance



PROSPERITY

Competitive, resilient, and sustainable sector

Principle 1 – Optimise productivity, efficiency, positive impacts and resilience

Implement professional and transparent operations to secure sustainable livelihood improvements.

Indicator

Guidance for Group Manager

Guidance for Individual Member

Criterion 1.1 Smallholders establish a legal entity that has the organisational capacity to comply with the RSPO ISH Standard.

1.1 E

- Register the group legally in accordance with the OHADA Uniform Act of 15 December 2010 on the Law of Cooperative Societies and maintain the incorporation documents. These documents include, but are not limited to
 - ✓ For cooperative companies:
 - » The minutes of the constitutive General Assembly
 - » The articles of association and internal regulations
 - » The register of members
 - » The receipt of registration in the register of cooperative societies, issued by the court
- Maintain regular communication with group manager (GM) on decisions and governance and any other updates pertaining to registration of their entity
- Participate in decision-making process
- Be aware of group registration process
- Have the right to receive a copy of the documents and records from the group manager
- Demonstrate an understanding of key elements of the Smallholder Declaration

Indicator	Guidance for Group Manager	Guidance for Individual Member
Criterion 1.1 Smallholders establish a legal entity that has the organisational capacity to comply with the RSPO ISH Standard.		
1.1 E	<ul style="list-style-type: none"> » Extract from the official newspaper in which the creation of the group was published » The Tax Declaration of Existence » Registration with the CNPS » The Trade Register and registration with Crédit Mobilier » The declaration of the registered office ✓ For Economic Interest Groups (EIGs): <ul style="list-style-type: none"> » Minutes of the constitutive GA » Statutes and internal regulations » Registered office » Trade and Personal Property Credit Register (RCCM). ✓ For producer associations: <ul style="list-style-type: none"> » Minutes of the constitutive General Assembly » Statutes and internal regulations 	<ul style="list-style-type: none"> • Accept and sign the Smallholder Declaration • Demonstrate an understanding that all questions related to group entity, structure and management can be referred to group manager

Indicator	Guidance for Group Manager	Guidance for Individual Member
Criterion 1.1 Smallholders establish a legal entity that has the organisational capacity to comply with the RSPO ISH Standard.		
1.1 E	<ul style="list-style-type: none"> » Administrative approval » Register of members » Registered office • Maintain evidence about regular open communication with group members, to ensure members are aware of all communication and decisions that affect the group. The communication documents concern: <ul style="list-style-type: none"> » Minutes of board meetings » Minutes of meetings with members » Minutes of ordinary and extraordinary General Assemblies » Mission or activity reports » The register of letters, notes and circulars • Ensure all group members are involved in decision-making process, taking into consideration gender inclusivity and, where available, maintain records of meetings and participants 	

Indicator	Guidance for Group Manager	Guidance for Individual Member
Criterion 1.1 Smallholders establish a legal entity that has the organisational capacity to comply with the RSPO ISH Standard.		
1.1 E	<ul style="list-style-type: none"> » Minutes of the Board of Directors and General Assemblies with the different attendance lists for Cooperative Societies » Minutes of decision-making bodies for EIGs and other associations • Prepare and maintain all documents required for group formation and management. Provide clarity that each member has the right to terminate the agreement. In Côte d'Ivoire this involves: <ul style="list-style-type: none"> » Training plan » Training reports with list of participants » Management reports » Auditors' report » Supervisory committee or board reports 	

Indicator

Guidance for Group Manager

Guidance for Individual
Member

Criterion 1.1 Smallholders establish a legal entity that has the organisational capacity to comply with the RSPO ISH Standard.

1.1 E

- Raise awareness amongst group members on the need to sign a Smallholder Declaration and clarify that it is the group member's obligation to comply and participate in group inspections and external audits
- Group manager uses existing Smallholder Declaration in Annex 2 or develops a new Smallholder Declaration based on the template in Annex 2 ensuring all components in the template are included

Indicator	Guidance for Group Manager	Guidance for Individual Member
Criterion 1.1 Smallholders establish a legal entity that has the organisational capacity to comply with the RSPO ISH Standard.		
1.1 E	<ul style="list-style-type: none"> • Provide basic training on the commitments in the Smallholder Declaration • Accept and sign the Smallholder Declaration • Demonstrate an understanding that all questions related to group entity, structure and management can be referred to group manager 	

Indicator	Guidance for Group Manager	Guidance for Individual Member
Criterion 1.1 Smallholders establish a legal entity that has the organisational capacity to comply with the RSPO ISH Standard.		
1.1 MS A	<ul style="list-style-type: none"> • Group manager documents and implements the Internal Control System (ICS) • The ICS should comply with all the requirements as per ICS Eligibility and MS A • Develop a group training plan with milestones and farm management plan • Provide training in accordance with the training plans and ensure gender balanced participation • Maintain evidence of training, including attendance list, photos, and training materials • Support group members by providing templates and clear Standard Operating Procedures 	<ul style="list-style-type: none"> • Participate and complete training

Indicator	Guidance for Group Manager	Guidance for Individual Member
Criterion 1.1 Smallholders establish a legal entity that has the organisational capacity to comply with the RSPO ISH Standard.		
1.1 MS B	<ul style="list-style-type: none"> • Document all decisions made by the group • Ensure decisions made are in accordance with the group governance • Maintain evidence about regular open communication with group members, to ensure members are aware of all decisions that affect the group • Ensure all group members are involved in decision-making processes, taking into consideration gender inclusivity and where available provide information on meetings and participants 	<ul style="list-style-type: none"> • Complete records and provide production data to GM, including total production area, monthly production, and estimate of annual production volumes • Maintain records of finances related to farm operations based on the guidance given by the group manager, which can include information on sales, purchasing agricultural inputs, as well as other expenses that are relevant to the group

Indicator

Guidance for Group Manager

Guidance for Individual
Member**Criterion 1.1 Smallholders establish a legal entity that has the organisational capacity to comply with the RSPO ISH Standard.****1.1 MS B**

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| <ul style="list-style-type: none"> • Provide templates to group members to record, report, and maintain income, expenses, and investments in production practices for better management of finances relevant to farm operations • Provide clear guidance to group members on which data they will need to store and record related to their financial management, as relevant for selling group level credits • Develop a financial management plan, which includes current performance of the group and forecast • Review financial performance of the group regularly to ensure financial sustainability of the group | <ul style="list-style-type: none"> • Demonstrate an understanding of good practices related to financial management and which data to collect and record for the purposes of being a part of the group |
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Indicator	Guidance for Group Manager	Guidance for Individual Member
Criterion 1.2 Smallholders have the capacity to effectively manage their farm.		
1.2 MS A	<ul style="list-style-type: none"> • The GM develops a continuous training plan based on Training Needs Analysis (TNA) of group members • Train group members in accordance with the training plan, including the records they need to maintain on inputs used and on yields • Ensure all group members have been trained and maintain evidence of training (attendance, photos, training materials) • Develop templates for farm management plans and train group members on the use of these templates • The farm management plan shall be simple and incorporate information gained from the training sessions here, as well as include information gained from 1.3E on Good Agricultural Practices (GAP) • Ensure that the female group members receive equal and adequate training and are given the opportunity to clarify any uncertainties 	<ul style="list-style-type: none"> • Participate in trainings on farm business planning • Implement farm management plans and keep records on production and inputs used • Keep records on sales and volumes of FFB under Eligibility, Milestone A, and Milestone B • Comply with all practices as per the group policy and agreed practices • Demonstrate an understanding of training and show ability to maintain data inputs

Indicator	Guidance for Group Manager	Guidance for Individual Member
Criterion 1.2 Smallholders have the capacity to effectively manage their farm.		
1.2 MS A	<ul style="list-style-type: none"> • Train group members on how to document their: <ul style="list-style-type: none"> - FFB production and sales - Inputs - Yields • Documentation for production shall include: <ul style="list-style-type: none"> - Invoices and receipts (purchase and sale) - Information on transport (i.e., registration number/number plate) - The relevant group members' group identification number - Classification of the FFB sold (i.e., RSPO certified or not), FFB volume, and destination - Information of FFB price • Copies of all documentation and records to be kept for 5 years 	

Indicator	Guidance for Group Manager	Guidance for Individual Member
Criterion 1.2 Smallholders have the capacity to effectively manage their farm.		
1.2 MS B	<ul style="list-style-type: none"> • Ensure Farm Management Plan is implemented • Ensure records of production and FFB sales are maintained by all group members • Maintain the consolidated production and sales of the group at least quarterly • Ensure FFB sales and credit sales of the group are reported in the RSPO IT platform 	<ul style="list-style-type: none"> • Implement approved farm management plan • (As per 1.1 MS B) Complete records and provide production data to GM, including total production area, monthly production, and estimate of annual production volumes • Demonstrate an understanding of agreed practices and type of records related to group management and commitments that need to be kept
Criterion 1.3 Smallholders implement good agricultural practices (GAP) on their farms.		
1.3 E	<ul style="list-style-type: none"> • Ensure group members understand the need to adopt GAP as stated in the Smallholder Declaration 	<ul style="list-style-type: none"> • Demonstrate good understanding of the commitment to implement GAP
1.3 MS A	<ul style="list-style-type: none"> • Incorporate GAP into group training plans and ensure timely execution • Ensure training plan is executed as per schedule • Inform group members on any new GAP available, and incorporate the same into training plan • Ensure all members have been trained on GAP 	<ul style="list-style-type: none"> • Participate in training on GAP and demonstrate awareness on GAP • Continually improve practices, based on any new GAP made available

Indicator	Guidance for Group Manager	Guidance for Individual Member
Criterion 1.3 Smallholders implement good agricultural practices (GAP) on their farms.		
1.3 MS B	<ul style="list-style-type: none"> • Verify that GAP are understood and implemented by group members • Monitor and review the effectiveness of GAP training, adjusting plans accordingly, as required, towards maintaining certification and improvements in production • Maintain records of the purchases of FFB volumes and certified product of all members 	<ul style="list-style-type: none"> • Implement GAP on farms and provide feedback to GM on practices that are not possible to be implemented on the farm • Maintain records as required and defined by GM to demonstrate impacts • Maintain records of purchase invoices and payment slips related to Eligibility, Milestone A and Milestone B volumes of FFB • Maintain records on yields

Guidance



PEOPLE

Sustainable livelihoods and poverty reduction. Human rights protected, respected and remedied

Principle 2 – Ensure Legality, Respect for Land Rights and Community Wellbeing

Comply with the law and respect communities' rights

Indicator

Guidance for Group Manager

Guidance for Individual Member

Criterion 2.1 Smallholders have legal or customary rights to use the land in accordance with national and local laws, and customary practices.

2.1 E

- Collect information from all group members on coordinates, location, maps, and/or boundaries of their plots, including those outside their group, in other districts or regions; and including those that are not currently planted.
- The RSPO HCV-HCS app can be used to map the boundaries of the smallholder plots. Other systems for GPS mapping can also be used, but the results need to be provided in the form of shapefiles presenting boundaries of plots for each group member.
- Train group members on the use of HCV-HCS app so they can help collect data from all members of the group.
- Sign Smallholder Declaration and share location of all plots of oil palm owned or planned for new palm planting
- Provide coordinates of plots, or officially mapped shapefiles, or other acceptable geospatial data
- Provide information to GM on all plots owned and/or with legal right to cultivation, including those outside the group, in other districts or regions; and including those that are not currently planted
- Inform GM about any plans of expansion or acquisition of new plots regardless of whether those plots are existing palm cultivations or plots intended for conversion to oil palm
- Participate in training related to HCV app and use its mapping functionality, if required

Indicator

Guidance for Group Manager

Guidance for Individual
Member**Criterion 2.1 Smallholders have legal or customary rights to use the land in accordance with national and local laws, and customary practices.**

2.1 E

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| <ul style="list-style-type: none"> • Support smallholders interested in learning to map their plots and boundaries. In case boundaries are already mapped, review their findings against HCV-HCS app or another source as recognised by RSPO. • Collect information on evidence of ownership or rights to use the land. Ownership or the right to use the land could be established through legal or customary rights or through other locally acceptable forms. Locally acceptable documents include <ul style="list-style-type: none"> » Lease agreement between farmer and owner with customary law or » Tenancy agreement between farmer and owner with land certificate or » Village certificate of ownership issued by the customary authority (owner) or » Land certificate (owner) or » Land title (owner). | <ul style="list-style-type: none"> • Data and boundaries need to be available for every single plot the group members own, that is planted with palm and is included as part of the group certification • Provide evidence on ownership and/or legal or customary rights to cultivate the plots, through acceptable means. Locally acceptable documents include <ul style="list-style-type: none"> » Lease agreement between farmer and owner with customary law or » Tenancy agreement between farmer and owner with land certificate or » Village certificate of ownership issued by the customary authority (owner) or » Land certificate (owner) or » Land title (owner). • Update GM immediately if any cases of land dispute arise. Provide GM with evidence of due process in such cases |
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Indicator	Guidance for Group Manager	Guidance for Individual Member
Criterion 2.1 Smallholders have legal or customary rights to use the land in accordance with national and local laws, and customary practices.		
2.1 MS A	<ul style="list-style-type: none"> • Maintain a register of all land holdings of all group members with information on locations of the plots • Local practice applies to demonstrate native or customary rights to the land. This should include reference to those local practices • Maps showing the legal boundaries <ul style="list-style-type: none"> - Evidence of customary or native rights to use the land, OR - Evidence of legal ownership of the land - If available, maintain a register of land right/title including photocopy of rights or reference to cadastral register - If the legalisation of the right to use the land is in progress, maintain relevant documentation to demonstrate that the process is ongoing 	

Indicator

Guidance for Group Manager

Guidance for Individual
Member**Criterion 2.1 Smallholders have legal or customary rights to use the land in accordance with national and local laws, and customary practices.****2.1 MS B**

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| <ul style="list-style-type: none"> • Ensure all group members are operating within the boundaries of their plots and there is no new planting/expansion outside the boundaries disclosed previously • For those plots owned and covered in the group certification, ensure that boundaries are clearly and visibly demarcated • Demarcation can include paint/markers on the oil palms around the boundaries of the plots, or boundary stones/markers, or any other locally accepted form of demarcating the plots | <ul style="list-style-type: none"> • Demarcate boundaries of plots by painting/marketing the oil palm along the boundaries, or boundary stones/markers, or any other locally accepted forms of demarcation • Ensure you are not operating outside of the boundaries of the plots as per the information provided in Eligibility |
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Indicator	Guidance for Group Manager	Guidance for Individual Member
Criterion 2.2 Smallholders have not acquired lands from Indigenous Peoples, local communities or other users without their free, prior and informed consent (FPIC), based on a simplified FPIC approach.		
<p>2.2 E</p> <p>MS A and MS B same as Eligibility</p>	<ul style="list-style-type: none"> • Request group members to provide information on how they acquired their land and if there was any prior consultation done with interested/relevant stakeholders • Consult relevant stakeholders on land rights to ensure all land within the group is owned and/or operated with FPIC of the communities in the landscape. Consultations can be done by the GM or an independent third party appointed by the GM • Ensure there are no land disputes • Stakeholders can include and not limited to local community members, surrounding communities around the plot, local government of land, natural resources and/or agricultural departments, NGOs, human rights defenders 	<ul style="list-style-type: none"> • Provide evidence that land was acquired with FPIC. This can be in the form of communication or agreements from within the community/surrounding communities, or official legal records • If disputes exist, provide information on the nature and type of disputes and ensure disputes are not arising from the absence of an FPIC process

Indicator

Guidance for Group Manager

Guidance for Individual
Member**Criterion 2.3 The right to use the land is not disputed by Indigenous Peoples, local communities or other users.**

Generic Guidance

- Agreements should be written, signed by all concerned parties, as a durable outcome of any negotiations to resolve conflicts over land rights. Such agreements may include measures for benefit sharing.
- Agreements should be registered with competent local authorities to enable their recognition in law, and to avoid repeat occurrence of the same conflict.

2.3 E

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| <ul style="list-style-type: none"> • Collect information from each group member on their knowledge of existing land conflicts and nature of disputes. • Check if individual group members provide information on land conflicts as part of their signed Smallholder. • Maintain records of progress of disputes resolution process and the current status of disputes • Check with the land offices if there are any encumbrances/caveats on the plots of land | <ul style="list-style-type: none"> • Declare any existing disputes on plots, the nature of dispute, and due process of resolution • Update GM as and when disputes arise. Regularly provide updates on progress of dispute resolution • Take part in any participatory mapping processes as organised by the GM; • Provide GM with details of any and all agreements entered with third parties with regards to land use and rights • Adhere to conflict resolution mechanisms as suggested by GM • Produce land search results (or other similar documentation) that shows the land is free from any encumbrances |
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Indicator	Guidance for Group Manager	Guidance for Individual Member
Criterion 2.3 The right to use the land is not disputed by Indigenous Peoples, local communities or other users.		
2.3 MS A	<ul style="list-style-type: none"> • Provide guidance to group members on relevant customary and statutory law with respect to land tenure for that location. As necessary, organise participatory mapping with all group members • Maintain log/records of any conflicts and resolution processes that involve group members • Become aware and consult relevant sources as needed to gain an understanding of the history of any land conflicts in the respective area 	

Indicator

Guidance for Group Manager

Guidance for Individual
Member

Criterion 2.4 Smallholder plots are located outside of areas classified as national parks or protected areas, as defined by national, regional or local law, or as specified in National Interpretations.

2.4. E

**MS A and MS B
same as Eligibility**

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| <ul style="list-style-type: none"> • Review maps of smallholder plots against maps/locations of protected areas using the HCV-HCS app or based on information available in local government records. • For plots that are near a classified protected area or national park, conduct a site visit and verify with local NGOs and/or government that there are not inside protected areas or buffer zones. | <ul style="list-style-type: none"> • Ref. 2.1 E • Demarcate the boundaries of the plots, and demonstrate that the plots are outside national parks or protected areas • Allow for site visits by GM and relevant stakeholders for location verification |
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Indicator	Guidance for Group Manager	Guidance for Individual Member
<p>Criterion 2.5 Do any smallholders within the group have plans for new planting of oil palm? If none, SKIP.</p> <p>For new planting, smallholders do not clear or acquire any land without obtaining FPIC of Indigenous Peoples and/or local communities and/or other users, based on a simplified FPIC approach.</p>		
<p>2.5 E</p>	<ul style="list-style-type: none"> • Incorporate information required for new planting by group members into group rules and by-laws • Ensure smallholder statements are signed by group members and maintained under group records • Ensure members declare intent to clear or plans of acquiring new plots. Ensure FPIC is carried out • All FPIC elements should be addressed, i.e., free (=without any coercion), prior (=before any development), informed (=provided all relevant information in appropriate form and languages), and consent (=right to say no) • Prepare to demonstrate to a third party that the FPIC process proceeded to the community's satisfaction. Maps will be necessary but not sufficient for this purpose. 	<ul style="list-style-type: none"> • Ref. 2.1 E • Understand and conduct FPIC, if and when clearing and/or acquiring new plots • Inform GM on expansion, acquisition or intention to expand, acquire, or clear new plots • Execute, support, and participate in the simplified FPIC approach

Indicator

Guidance for Group Manager

Guidance for Individual
Member

Criterion 2.5 Do any smallholders within the group have plans for new planting of oil palm? If none, SKIP.

For new planting, smallholders do not clear or acquire any land without obtaining FPIC of Indigenous Peoples and/or local communities and/or other users, based on a simplified FPIC approach.

2.5 E

- GM should:
 - Maintain records of all meetings and who attended the meetings
 - Obtain signatures or thumb prints as proof of attendance
 - Ask permission before taking photos

Indicator

Guidance for Group Manager

Guidance for Individual Member

Criterion 2.5 Do any smallholders within the group have plans for new planting of oil palm? If none, SKIP.

For new planting, smallholders do not clear or acquire any land without obtaining FPIC of Indigenous Peoples and/or local communities and/or other users, based on a simplified FPIC approach.

2.5 MS A

- Incorporate simplified FPIC approach into group training plans and facilitate the delivery of training itself
- Ensure training plan is executed as per schedule for all group members

- Participate and complete training
- Carry out FPIC process prior to obtaining or clearing land and maintain evidence of process
- All FPIC elements should be addressed, i.e.: free (=without any coercion), prior (=before any development), informed (=providing all relevant information in appropriate form and languages) consent (=right to say no).

Indicator

Guidance for Group Manager

Guidance for Individual
Member

Criterion 2.5 Do any smallholders within the group have plans for new planting of oil palm? If none, SKIP.

For new planting, smallholders do not clear or acquire any land without obtaining FPIC of Indigenous Peoples and/or local communities and/or other users, based on a simplified FPIC approach.

2.5 MS B

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| <ul style="list-style-type: none"> • Support members and ensure they conduct participatory mapping of any rights to tenure, access, and use natural resources claimed by neighbouring communities • Develop plan to manage new palm oil developments with the affected stakeholders | <ul style="list-style-type: none"> • Based on simplified FPIC approach, as per training in 2.5 MS A, carry out participatory mapping with GM support • Participate in joint plan to manage new palm oil developments with the affected stakeholders |
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Guidance



PEOPLE

Sustainable livelihoods and poverty reduction. Human rights protected, respected and remedied

Principle 3 – Respect human rights, including workers' rights and conditions

Safeguard human rights and protect workers' rights, ensuring safe and decent working conditions.

Indicator	Guidance for Group Manager	Guidance for Individual Member
Criterion 3.1 There is no use of forced labour.		
3.1 E	<ul style="list-style-type: none">• Incorporate awareness on forced labour into group training plans and ensure timely execution• Ensure that all members are aware of the legal requirements and the requirements of the standard with respect to forced labour and be able to interpret these in their own operation;• Collect information on the source of labour for group members, including directly hired and managed, or managed via a third party (e.g., contractors)	<ul style="list-style-type: none">• Participate in training on understanding what is forced labour• Provide information on the number of workers, type of workers and what they do (harvest, picking loose fruit, weeding, etc.). Indicate the number of female and male workers, workers with families, and if family members are performing work tasks• Regularly update GM on number and type of workers, as and when required, and when there is worker turnover• Provide information on their nature of employment, e.g., casual, outsourced to third party contractors, permanent, etc.

Indicator	Guidance for Group Manager	Guidance for Individual Member
Criterion 3.1 There is no use of forced labour.		
3.1 MS A	<ul style="list-style-type: none"> • Incorporate Fair Labour practices into group training plans including prohibited practices as listed and ensure execution 	<ul style="list-style-type: none"> • Demonstrate understanding of what is forced labour and sign/thumb print commitment to not use forced labour in any operations
3.1 MS B	<ul style="list-style-type: none"> • Ensure group members understand what forced labour is and forms of forced labour • Ensure the support and commitment of all group members to comply with this criterion • Maintain records on behalf of all members on their use of hired labour, whether: <ul style="list-style-type: none"> - Employed directly or through contractors / agents - On occasional or permanent basis • These records shall include information on: <ul style="list-style-type: none"> - How the labour was recruited or contractor commissioned - Basis for payment- piece rate or daily rate • Agreement on overtime, if any needs to be within the legal permissible hours 	<ul style="list-style-type: none"> • Participate in training on fair labour practices • Smallholders that employ workers, understand that the requirements for free and fair labour, including that workers and their families on the farms as applicable must: <ul style="list-style-type: none"> - Have not paid any fees to be recruited - Understand the terms of employment - Are free to resign when they desire - Are free to form associations or join existing associations with regard to labour organisations - Not be forced to stay because of outstanding debt or withholding their wages - Have rights to their wages in timely manner

Indicator	Guidance for Group Manager	Guidance for Individual Member
Criterion 3.1 There is no use of forced labour.		
3.1 MS A	<ul style="list-style-type: none"> Log any complaints or cases of non-compliance that arise and investigate the source of claim 	<ul style="list-style-type: none"> In cases where workers are managed through third parties, such as contractors, group member shall ensure the above is demonstrated by the third party as well
3.1 MS B	<ul style="list-style-type: none"> The group manager may draft a single group policy on use of labour by group members, encompassing all labour related criteria, including indicators Encompassing 3.1, 3.2, 3.3, 3.4, 3.5, and 3.6, and shall ensure the support and commitment of all group members to follow this policy GM may use templates for recording labour related information as per requirements GM develops a simplified grievance mechanism to manage complaints as per 3.4 E and 3.4 MS A 	<ul style="list-style-type: none"> Understand and deploy any group policies on labour throughout all operations, including with workers and third party contractors Ensure implementation of grievance mechanism as per 3.4 E and 3.4 MS A

Indicator

Guidance for Group Manager

Guidance for Individual
Member

Criterion 3.2 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.

Generic Guidance

- Children can only work under supervision and do not undertake hazardous work.
- Children can only work on the farm during holidays, outside of school time, are family members, under supervision, and only doing non-hazardous work
- Where local law imposes tighter restrictions on employment of persons under 18 than implied by ILO convention, compliance with local law must be ensured
- Child rights are understood by all members and GM, and efforts are undertaken to maintain and enhance. (Refer to RSPO Guidance on Child Rights)

3.2 E

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| <ul style="list-style-type: none"> • Ensure that all members are aware of the requirements of the standard and are able to interpret these in their own operations • Clarify the conditions under which persons under the age of 18 may undertake work on smallholder farms and ensure members have sufficient understanding of legal age requirements for that region • Ensure the support and commitment of all group members to comply with this criterion | <ul style="list-style-type: none"> • Sign commitment not to use child labour • Ensure that if children are working on the plantations the following conditions are met: <ul style="list-style-type: none"> - Children are under adult supervision - Children do not perform any hazardous work - The work does not interfere with child's schooling - The work does not put the children's health at risk • Ensure that these commitments are complied with in cases of third parties managing workers, e.g., contractors • Participate in training and policy deployment as per 3.1 MS A |
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Indicator	Guidance for Group Manager	Guidance for Individual Member
Criterion 3.2 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.		
3.2 E	<ul style="list-style-type: none"> • GM may incorporate basic guidance/introduction on acceptable child work and non-acceptable child labour into the overall group labour policy and training as per 3.1 MS A 	
3.2 MS A	<ul style="list-style-type: none"> • Incorporate information on child rights into group training plans and facilitate the delivery of training itself; ensure timely execution of training • Verify understanding of group members of what is acceptable and what is not allowed in terms of children working on the farm • Priority for self-assessment check, including check that children of family farms or working on a farm are attending school 	<ul style="list-style-type: none"> • Participate in training on child labour and child rights • Demonstrate understanding on minimum age children and conditions under which children are allowed and not allowed to work on a farm and family farm • Ensure children working on farms adhere to acceptable types of work, and that child rights are maintained • Ensure work does not interfere with workers schooling and is not mentally or physically harmful for children that do work on their family's farm

Indicator

Guidance for Group Manager

Guidance for Individual
Member

Criterion 3.2 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.

3.2 MS B

- Undertake checks on evidence that the minimum age requirements are being met
 - Investigate promptly any reports of non-compliance with this criterion, and take appropriate action to effect immediate remedy in any proven instances of non-compliance
 - Maintain records of non-compliance
- Check age of workers so that minimum age requirement is being met
 - Participate in remediation and corrective actions if non-compliance is found, with support from GM

Criterion 3.3 Are there workers on the farm? If no, SKIP

Workers' pay complies with minimum legal requirements, mandatory industry standards as defined by national law or collective bargaining, whichever takes priority in local regulations.

3.3 E

- Ensure group members understand and are aware of legal minimum wage
 - Incorporate minimum wage, legal requirements and/or mandatory industry standards into group training plans
 - Raise awareness of group members that legal minimum wage should be met
- Participate and complete training to understand national legislation that defines when an employee is casual, seasonal, or permanent
 - Be able to demonstrate knowledge on minimum legal requirements on minimum wage and pay

Indicator	Guidance for Group Manager	Guidance for Individual Member
<p>Criterion 3.3 Are there workers on the farm? If no, SKIP Workers' pay complies with minimum legal requirements, mandatory industry standards as defined by national law or collective bargaining, whichever takes priority in local regulations.</p>		
<p>3.3 E</p>	<ul style="list-style-type: none"> • Raise awareness amongst group members on existing legal minimum wage. For example, in cases of piece work or seasonal work 	
<p>3.3. MS A</p>	<ul style="list-style-type: none"> • Ensure that all members are aware of the requirement to document payments to workers • Collate and maintain records on behalf of all members on their use of hired labour, which shall include payment records and basis for payment – piece rate or daily rate • Incorporate payment rates into records as per 3.1 MS A • Refer members to group policy and provide training • Apply grievance mechanism process as and when required as per 3.4 E and 3.4 MS A 	<ul style="list-style-type: none"> • Follow the legislation/ guidance on minimum wage payment • Pay workers according to minimum wage as defined by national legislation • Keep a record of workers, type of worker, how much, for what, and how they are being paid • Ensure group policy implementation and participation in training offered by GM • Ensure implementation of grievance mechanism as per 3.4 E and 3.4 MS A

Indicator

Guidance for Group Manager

Guidance for Individual
Member**Criterion 3.3 Are there workers on the farm? If no, SKIP**

Workers' pay complies with minimum legal requirements, mandatory industry standards as defined by national law or collective bargaining, whichever takes priority in local regulations.

3.3 MS B

- Ensure that all members are aware of the requirements of the standard in this respect and able to interpret these in their own operations
- Maintain records as per 3.1 MS A and 3.3 MS A
- For the purpose of checking compliance, piece rate payments shall be converted into daily rate equivalent
- Apply grievance mechanism process as and when required

Indicator	Guidance for Group Manager	Guidance for Individual Member
Criterion 3.4 Are there workers on the farm? If no, SKIP Workers understand their rights and freedom to file a complaint/grievance to group manager or relevant third parties, including RSPO.		
3.4 E	<ul style="list-style-type: none"> • Ensure members understand this commitment 	<ul style="list-style-type: none"> • Commit to this requirement to respect workers' rights on filing complaints and grievances
3.4 MS A	<ul style="list-style-type: none"> • Incorporate workers' rights and grievance mechanism into group training plans and ensure timely execution • Ensure training is made available and delivered to all group members 	<ul style="list-style-type: none"> • Participate and complete training • Explain to all workers how they can file a complaint, with whom and how they can access to GM with any concerns they have • Extend the process of complaints filing and grievance mechanisms to third parties managing workers, e.g., contractors
3.4 MS B	<ul style="list-style-type: none"> • Ensure that all members are aware of the requirements of this indicator and able to interpret these in their own operations and for their workers 	
Criterion 3.5 Working conditions and facilities are safe and meet minimum legal requirements.		
3.5 E	<ul style="list-style-type: none"> • Ensure members understand this commitment • Support members to identify hazardous work and/or work with high health and safety risks 	<ul style="list-style-type: none"> • Commit to this requirement • Identify and list out activities that are hazardous or have high health and safety risks

Indicator	Guidance for Group Manager	Guidance for Individual Member
Criterion 3.5 Working conditions and facilities are safe and meet minimum legal requirements.		
3.5 MS A	<ul style="list-style-type: none"> • Incorporate health and safety, and working conditions into group training plans • Health and safety risk associated with farm work should be identified before training is provided • Incorporate health, safety and working conditions in the overall group policy on labour • Facilitate training to ensure that all members are aware of the main risks related to working conditions on smallholder farms and incorporate measures for ensuring the health and safety of workers employed by group members • Training shall also ensure that all workers are familiar with the group level health and safety procedures and have access to basic first aid needs 	<ul style="list-style-type: none"> • Participate and complete training • Raise awareness and train all workers and their families on farms as applicable on health and safety, group health and safety procedure, and ensure access to basic first aid needs • Keep training records and provide these to GM • Clearly identify and mark potential hazards with safety signs

Indicator	Guidance for Group Manager	Guidance for Individual Member
Criterion 3.5 Working conditions and facilities are safe and meet minimum legal requirements.		
3.5 MS B	<ul style="list-style-type: none"> • Incorporate provision of adequate amenities where applicable into group training plan and ensure execution • Encourage group members to report accidents on their farms and record all accidents reported • Review accident records periodically and support action by group members to identify and address any significant risks emerging from these reviews • Incorporate provision of adequate amenities in the overall group policy on labour 	<ul style="list-style-type: none"> • Put a procedure in place in case of serious injury or illness, including availability of professional doctors or facilities • Ensure workers have access to adequate amenities • Develop a list of types of work that are considered to have high health and safety risks • Ensure requirements regarding amenities are understood and met by third parties managing workers, e.g., contractors

Indicator	Guidance for Group Manager	Guidance for Individual Member
Criterion 3.6 Are there workers on the farm? If no, SKIP There is no discrimination, harassment, or abuse on the farm.		
3.6 E	<ul style="list-style-type: none"> • Explain concepts of discrimination, harassment, and abuse to group members and ensure they understand what it implies to commit to these • Discrimination includes any distinction, exclusion, or preference that has a negative effect on equality. For example, due to preference made on the basis of race, colour, sex, religion, political opinion, national extraction, or social origin 	<ul style="list-style-type: none"> • Understand and commit to this requirement
3.6 MS A	<ul style="list-style-type: none"> • Incorporate awareness on discrimination, harassment, and abuse into group training plans 	<ul style="list-style-type: none"> • Participate and complete training
3.6 MS B	<ul style="list-style-type: none"> • Facilitate the delivery of training itself • Recognise vulnerable populations (women, children, and Indigenous Peoples) that may be likely targets of discrimination/harassment/abuse 	<ul style="list-style-type: none"> • Ensure requirements regarding discrimination, harassment, and abuse are understood and met by third parties managing workers, e.g., contractors

Guidance



PLANET

Conserved, protected and enhanced ecosystems that provide for the next generation

Principle 4 – Protect, conserve and enhance ecosystems and the environment

Protect the environment, conserve biodiversity, enhance ecosystems and ensure sustainable management of natural resources

Indicator

Guidance for Group Manager

Guidance for Individual Member

Criterion 4.1 High Conservation Values (HCVs) on the smallholder plot or within the managed area and High Carbon Stock (HCS) forests identified after November 2019 using the simplified combined HCV-HCS approach are managed to ensure that they are maintained and/or enhanced.

4.1 E

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| <ul style="list-style-type: none"> • Explain concept of HCV areas, HCS forests, and precautionary practices • Ensure members understand and commit to this requirement | <ul style="list-style-type: none"> • Commit to this requirement • As per 2.1 E and 2.4 E • Understand basic concepts of HCV areas and HCS forests |
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4.1 MS A

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| <ul style="list-style-type: none"> • Incorporate simplified combined HCV-HCS into group training plan, with the training as per below, and ensure execution of training • Lead the group through implementation of the simplified combined HCV-HCS approach for Independent Smallholders | <ul style="list-style-type: none"> • Participate in training on HCVs, HCV-HCS management • Participate in workshop to identify precautionary practices, including protection of HCV areas; watershed management areas; riparian buffer zones; Rare, Threatened and Endangered species (RTE); wildlife corridors as well as how to respond to human-wildlife contact |
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Indicator

Guidance for Group Manager

Guidance for Individual
Member

Criterion 4.1 High Conservation Values (HCVs) on the smallholder plot or within the managed area and High Carbon Stock (HCS) forests identified after November 2019 using the simplified combined HCV-HCS approach are managed to ensure that they are maintained and/or enhanced.

4.1 MS B

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| <ul style="list-style-type: none"> • Train and raise awareness amongst group members on the principle of protection through precautionary practices for existing and new plantings • Participate in training on use of HCV-HCS app and/or train group members on how to use it • Understand basic concepts of human-wildlife conflict and HCVs • Follow training or demonstrate knowledge on HCVs and Rare, Threatened and Endangered species (RTE) • Reference: RSPO Guidance Documents on Simplified Tool for Independent Smallholders | <ul style="list-style-type: none"> • Demarcate HCV and riparian buffer areas at your farm, based on participatory mapping and demonstrate how identified precautionary practices are implemented • Understand basic concepts of human-wildlife conflict and HCVs • Follow training or demonstrate knowledge on HCVs and Rare, Threatened and Endangered species (RTE) |
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Indicator	Guidance for Group Manager	Guidance for Individual Member
<p>Criterion 4.2 Where the existing smallholder plot has been planted and cleared after November 2005 or is on an area identified as HCS forests after November 2019 up to the eligibility period, a RaCP appropriate for smallholders based on Land Use Change Analysis (LUCA) will be applicable (reference preamble).</p>		
<p>4.2 E</p>	<ul style="list-style-type: none"> • Collect and record information from members on conversion/start date of their oil palm plantings. Verify where possible • Collect and record information on each plot where there was land conversion after 2005 and aggregate that information for all members in the group 	<ul style="list-style-type: none"> • As per 2.1 E • Provide history of plot: landscape prior to conversion, start date of land clearing for palm cultivation
<p>4.2 MS A</p>	<ul style="list-style-type: none"> • Incorporate participatory process into group training plan and facilitate training • Support understanding of group members of this criterion and coordinate the participatory process, following guidance provided by RSPO Secretariat • Ensure FPIC process is carried out for site identification and confirmation 	<ul style="list-style-type: none"> • Participate and complete training • Support and participate in mapping with group for identifying sites for remediation • Ensure FPIC process is carried out for site identification and confirmation

Indicator	Guidance for Group Manager	Guidance for Individual Member
<p>Criterion 4.2 Where the existing smallholder plot has been planted and cleared after November 2005 or is on an area identified as HCS forests after November 2019 up to the eligibility period, a RaCP appropriate for smallholders based on Land Use Change Analysis (LUCA) will be applicable (reference preamble).</p>		
<p>4.2 MS A</p>	<ul style="list-style-type: none"> • Facilitate the participatory process for group for consensus on onsite remediation and development of plan • All members must participate in the consensus on onsite remediation • Refer to RaCP procedure in the RSPO website 	
<p>4.2 MS B</p>	<ul style="list-style-type: none"> • Facilitate the participatory process for group for consensus on onsite remediation and development of plan • All members must participate in the consensus on onsite remediation • Refer to RaCP procedure in the RSPO website 	<ul style="list-style-type: none"> • Support development and ensure implementation of plan

Indicator	Guidance for Group Manager	Guidance for Individual Member
<p>Do any smallholders within the group have plans for new plantings of oil palm? If none, SKIP</p> <p>Criterion 4.3 New planting of Independent Smallholders, since November 2019:</p> <ul style="list-style-type: none"> • Do not replace any HCVs • Do not replace any HCS forests as defined by the simplified combined HCV-HCS approach • Are not on steep slopes (more than 25 degrees or as in National Interpretation) • Are not on peat areas of any depth. 		
<p>4.3 E</p>	<ul style="list-style-type: none"> • Incorporate awareness raising to ensure members understand that no conversion is allowed without an HCV/HCS assessment • Include a group training plan and ensure timely execution • Provide training and awareness to group members on procedures for new plantings and requirements for future conversion to oil palm • Register and collect data on plots that group members plan to plant with oil palm • Collect boundaries of the plot allocated for new planting and complete questions on HCV-HCS app for each plot 	<ul style="list-style-type: none"> • Participate and complete training on new plantings and process and requirements for conversion • Stop all conversion plans until requirements are met • As per 2.1 E, especially on plots for future conversions and/or plots intended for acquisition

Indicator

Guidance for Group Manager

Guidance for Individual
Member

Do any smallholders within the group have plans for new plantings of oil palm?

If none, SKIP

Criterion 4.3 New planting of Independent Smallholders, since November 2019:

- Do not replace any HCVs
- Do not replace any HCS forests as defined by the simplified combined HCV-HCS approach
- Are not on steep slopes (more than 25 degrees or as in National Interpretation)
- Are not on peat areas of any depth.

4.3 E

- Apply guidance of the simplified combined HCV-HCS approach, report on and record for each plot the risk level, appropriate protection, management practices and determining whether:
 - HCVs can be managed through implementation of precautionary practices, where risks are low, or
 - A full Assessor Licensing Scheme (ALS) HCV assessment must be commissioned
- Reference: RSPO Guidance Documents on Simplified Tool for Independent Smallholders

4.3 MS A

- Support smallholder group members in understanding this criterion and facilitate the development of an integrated management plan
- Develop integrated management plan through participatory process as per 2.5 MS B

Indicator	Guidance for Group Manager	Guidance for Individual Member
<p>Do any smallholders within the group have plans for new plantings of oil palm? If none, SKIP</p> <p>Criterion 4.3 New planting of Independent Smallholders, since November 2019:</p> <ul style="list-style-type: none"> • Do not replace any HCVs • Do not replace any HCS forests as defined by the simplified combined HCV-HCS approach • Are not on steep slopes (more than 25 degrees or as in National Interpretation) • Are not on peat areas of any depth. 		
<p>4.3 MS A</p>	<ul style="list-style-type: none"> • Ensure FPIC process is carried out among group members in developing the integrated management plan • Provide training and guidance to group members on development of the integrated management plan for HCVs and HCS forests • Liaise with RSPO for plan approval • Reference: RSPO Guidance Documents on Simplified Tool for Independent Smallholders 	<ul style="list-style-type: none"> • Ensure FPIC process is carried out in developing the integrated management plan
<p>4.3 MS B</p>	<ul style="list-style-type: none"> • Support members in developing short and medium-term plans for new planting • Ensure management plans are shared with those involved in the participatory process for their awareness 	<ul style="list-style-type: none"> • Implement RSPO approved integrated management plan

Indicator

Guidance for Group Manager

Guidance for Individual
Member

Do any smallholders within the group have existing plots on peat? If no, SKIP

Criterion 4.4 Where smallholder plots exist on peat, subsidence and degradation of peat soils are minimised by use of best management practices.

4.4 E

- As per 2.1 E
- Collect and store information on soil profile of farms
- Map farm plots to publicly available and/or officially verified soil data, such as soil maps, verify onsite where possible

- As per 2.1 E
- Provide information on the soil profile (presence of peat, etc.) in all plots to the best of knowledge

4.4 MS A

- Incorporate peat BMP, fire risks, and water management into group training plans and ensure timely execution
- Draft a plan and procedure for the management of group member plantations on peat soils and ensure the support and commitment of all group members to follow the plan and procedures
- In developing a group plan the GM may refer to:
 - RSPO Smallholder BMPs for Existing Cultivation on Peat
- GM to facilitate training, awareness, support, and/or advice by external experts

- Commit to implement and monitor activities according to group management plan
- Participate in any training required for the implementation of the action plan
- Implement and follow procedures and group plan for peat soil management

Indicator	Guidance for Group Manager	Guidance for Individual Member
<p>Do any smallholders within the group have existing plots on peat? If no, SKIP Criterion 4.4 Where smallholder plots exist on peat, subsidence and degradation of peat soils are minimised by use of best management practices.</p>		
<p>4.4 MS B</p>	<ul style="list-style-type: none"> • Monitor implementation of the peat management plan and practices on individual group member plantations • Develop action plan with group members and collect necessary data for monitoring purposes • Take action to remedy any deviation from the plan • Implement adaptive management and corrective procedures to manage actions on deviations from management plan 	<ul style="list-style-type: none"> • Implement best practices on soil and peat protection, which is agreed upon in the action plan • Collect and provide data for monitoring purposes • Support intervention actions as defined by GM through adaptive management

Indicator

Guidance for Group Manager

Guidance for Individual
Member

Criterion 4.5 Do any smallholders within the group have plans for replanting plots that are located on peat? If no, SKIP

Plots on peat are replanted only on areas with low risk of flooding, saline intrusion as demonstrated by a risk assessment.

4.5 E

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| <ul style="list-style-type: none"> • As per 2.1 E • Collect and store information from group members on replanting plans and members with plantings on peat soils • Ensure that all members are aware of the requirements of replanting on peat • Identify areas with peat soils on a map of group members' plots and verify onsite where possible • Provide awareness of requirements on replanting on peat to group members at the time of joining the group • Explain Smallholder Declaration to group members including the signing/providing of thumb print • Ensure records of signed/ thumb printed Smallholder Declarations are maintained | <ul style="list-style-type: none"> • As per 2.1 E • Provide all replanting plans to GM • Understand requirements and limitations with regard to replanting on peat • Support onsite verification by GM for presence of peat soils |
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Indicator	Guidance for Group Manager	Guidance for Individual Member
<p>Criterion 4.5 Do any smallholders within the group have plans for replanting plots that are located on peat? If no, SKIP</p> <p>Plots on peat are replanted only on areas with low risk of flooding, saline intrusion as demonstrated by a risk assessment.</p>		
4.5 MS A	<ul style="list-style-type: none"> • Incorporate Peat BMP into group training plan and ensure timely execution • As per 4.2 E 	<ul style="list-style-type: none"> • As per 4.2 E and 4.5 E • Participate in and complete training
4.5 MS B	<ul style="list-style-type: none"> • Incorporate risk assessment methodology into group training plan and ensure timely execution • Facilitate risk assessment process for plots on peat soils • Facilitate external experts and stakeholders to support members who will be required to develop alternative land development strategies • Support or conduct training; support members that need to develop alternate land development strategies • Develop plan for alternative land development strategies through participatory process 	<ul style="list-style-type: none"> • Conduct risk assessment as trained • Work with GM and other relevant stakeholders and authorities for alternative land development strategies, i.e., through participatory process

Indicator

Guidance for Group Manager

Guidance for Individual
Member**Criterion 4.6 Fire is not used on the oil palm plot for preparing land or for pest control, nor open fire for waste management on the farm.**

4.6 E

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| <ul style="list-style-type: none"> • Incorporate No Fire and No Burning into group training plans and ensure timely execution • Collect and store information on burning practices of members before entering the eligibility phase • Assess eligibility following guidance regarding evidence of burning • Where possible, may use Global Forest Watch Fire Alerts to assess and monitor compliance, among other external or internal monitoring systems • Follow up on the ground whenever there is an alert in the proximity of any group member plots to ascertain if there has been an infraction • Provide alternatives to fire uses for various reasons, including land clearing, sanitation for pest control, and/or waste management | <ul style="list-style-type: none"> • Make a commitment to no burning and do not apply burning practices for clearing land, pest control, or waste management. Ensure workers commit to do the same and also do not practice burning • Provide information to GM of any current burning practices or use of fire and for what reasons • Implement alternatives to fire use as prescribed by GM |
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Indicator	Guidance for Group Manager	Guidance for Individual Member
Criterion 4.6 Fire is not used on the oil palm plot for preparing land or for pest control, nor open fire for waste management on the farm.		
4.6 MS A	<ul style="list-style-type: none"> • Ensure group members are aware of this requirement • Incorporate requisite training in group training plan 	<ul style="list-style-type: none"> • Participate in training or other programmes on preventing fire and alternatives to use of fire for new plantings and management of farm waste
4.6 MS B	<ul style="list-style-type: none"> • Facilitate approval and liaise with relevant authority for required fire use in exceptional circumstance as identified • Support group members: <ul style="list-style-type: none"> - in communicating this requirement to any workers they employ on their plantations - to identify alternative techniques for preparation of planting sites, notably for replanting on sites where pest and risk of disease is high - in identifying and implementing alternative waste management methods 	<ul style="list-style-type: none"> • Do not practice burning • Report any case of burning that may occur in the area of your farm to the GM • Implement corrective actions if non-compliances have occurred • Seek approval for fire use in exceptional circumstances with GM

Indicator	Guidance for Group Manager	Guidance for Individual Member
Criterion 4.6 Fire is not used on the oil palm plot for preparing land or for pest control, nor open fire for waste management on the farm.		
4.6 MS B	<ul style="list-style-type: none"> Where possible, may use Global Forest Watch Fire Alerts to assess and monitor compliance, among other external or internal monitoring systems 	
Criterion 4.7 Riparian buffer zones are identified and managed to ensure they are maintained and/or enhanced.		
4.7 E	<ul style="list-style-type: none"> As per 2.1 E Collect information from members on presence of waterways in and directly around their plots Use risk calibrated approach to map plots of members onto landscape to identify waterways in and directly around plots Incorporate identification of and what are good practices and requirements on riparian buffer zone management in group training plans and ensure timely execution 	<ul style="list-style-type: none"> As per 2.1 E Provide information on presence of waterways in and directly around plots

Indicator	Guidance for Group Manager	Guidance for Individual Member
Criterion 4.7 Riparian buffer zones are identified and managed to ensure they are maintained and/or enhanced.		
4.7 MS A	<ul style="list-style-type: none"> • Support group members to develop a farm management plan that includes: 	<ul style="list-style-type: none"> • Understand and implement good practices on protecting riparian buffer zones
4.7 MS B	<ul style="list-style-type: none"> - Group policy and procedures for the protection and management of riparian buffer zones - Support and commitment of all group members to this policy and procedure - Training for group members and their workers as necessary to enable the implementation of this policy and procedures - Monitoring of implementation of the procedures and action to remedy any non-compliance • Develop and implement monitoring plan for maintenance and enhancement of riparian buffer zones • Investigate non-compliances and implement corrective actions as required 	<ul style="list-style-type: none"> • Participate in training and ensure workers' participation • Apply monitoring practices according to group procedures

Indicator

Guidance for Group Manager

Guidance for Individual
Member**Criterion 4.8 Pesticides are used in ways that do not endanger the health of workers, family, communities or the environment.**

Generic Guidance

Group policy and procedures shall maintain the following principles;

- Application of an Integrated Pest Management (IPM) approach, in order to minimise any pesticide used
- No prophylactic use of pesticides, except in specific situations
- Use of pesticides only in accordance with the product label
- Provision of safe, controlled storage, and issue for use of pesticides
- Handling and application of pesticides only by workers/individuals who have completed the necessary training
- Provision and use of appropriate safety and application equipment
- No use of pesticides that are categorised as World Health Organization Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, or of Paraquat except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan and shall only be used in exceptional circumstances
- Preclude use of pesticides by pregnant or breastfeeding women
- Provision for medical check-ups for any smallholders and their workers in frequent contact with pesticides
- Gather feedback from the individual farms and subsequently analyse the data to improve performance

4.8 E

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| <ul style="list-style-type: none"> • Incorporate requirements on pesticides use into group training plan and ensure timely execution • Collect and store information and data of the type of pesticides used and/or purchased by group members • Maintain records of pesticide purchased and used | <ul style="list-style-type: none"> • Make a commitment to stop using and phasing out existing stocks of paraquat and other banned pesticides • Participate in training on BMPs • Demonstrate understanding of which pesticides are banned from use • Stop new purchases of banned pesticides and ensure the phasing out of current stocks |
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Indicator	Guidance for Group Manager	Guidance for Individual Member
Criterion 4.8 Pesticides are used in ways that do not endanger the health of workers, family, communities or the environment.		
4.8 E	<ul style="list-style-type: none"> Facilitate external experts for training as required Provide recommendations of alternatives to the pesticides required for phasing out 	<ul style="list-style-type: none"> Keep a record of and list pesticides that were bought and are being used Inform workers that they are not allowed to use paraquat and other banned pesticides
4.8 MS A	<ul style="list-style-type: none"> Arrange training for group members and their workers as necessary, and incorporate within group training plans, the handling of the use of pesticides and the basic principles of IPM Facilitate or provide training to group members on Best Management Practices (BMPs) for pesticide use 	<ul style="list-style-type: none"> Monitor the use of banned pesticides by workers and report any cases of use to the GM
4.8 MS B	<ul style="list-style-type: none"> Conduct periodic check-ins to ensure group members are implementing the practices learned during the training Incorporate into farm management plan a policy and procedures for the management of pests, diseases, weeds, and invasive species Ensure the support and commitment of all group members to this policy and procedures 	<ul style="list-style-type: none"> Implement group policy and procedures Provide records on pesticides used and information to GM on: <ul style="list-style-type: none"> - Source of product - Purpose of use (i.e., weeds and pests requiring control) - Quantity used - Date of use - Method and rate of application - Method of disposal of pesticide containers

Indicator

Guidance for Group Manager

Guidance for Individual
Member

Criterion 4.8 Pesticides are used in ways that do not endanger the health of workers, family, communities or the environment.

4.8 MS B

- Maintain records on behalf of the group on all pesticides used in group member plantations, including:
 - Source of product
 - Purpose of use (i.e., weeds and pests requiring control)
 - Quantity used
 - Date of use
 - Method and rate of application
 - Method of disposal of pesticide containers
- Monitor implementation of the procedures and take action to remedy any non-compliances
- Ensure minimisation and elimination of pesticides that are categorised as World Health Organization Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, or paraquat

Indicator	Guidance for Group Manager	Guidance for Individual Member
Criterion 4.9 Smallholders manage pests, diseases, weeds and invasive introduced species using appropriate techniques, including but not limited to Integrated Pest Management (IPM) techniques.		
4.9 MS A	<ul style="list-style-type: none"> • See 4.8 MS A 	<ul style="list-style-type: none"> • See 4.8 MS A
4.9 MS B	<ul style="list-style-type: none"> • See 4.8 MS B 	<ul style="list-style-type: none"> • See 4.8 MS B

DEFINITIONS

Term	Definition	Source
Child Labour	<p>Child labour is work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development. The term applies to:</p> <ul style="list-style-type: none"> • all children under 18 involved in the “worst forms of child labour” (as per International Labour Organization Convention No. 182) • all children aged under 12 taking part in economic activity; and • all 12 to 14-year-old children engaged in anything more than light work. <p>The ILO defines light work as work that is not likely to be harmful to children’s health or development and not likely to be detrimental to their attendance at school or vocational training.</p> <p>Those under 18 years of age should not engage in hazardous work that might jeopardise their physical, mental or moral well-being, either because of its nature or the conditions under which it is carried out. For young workers above the legal minimum age but below 18, there should be restrictions on hours of work and overtime; working at dangerous heights; with dangerous machinery, equipment and tools; transport of heavy loads; exposure to hazardous substances or processes; and difficult conditions such as night work.</p>	<p>P&C 2018</p> <p>ILO Minimum Age Convention, 1973 (No.138)</p>

Term	Definition	Source
Debt Bondage	The status or condition of debt bondage when their labour, or the labour of a third party under their control, is demanded as repayment of a loan or of money given in advance, and the value of their labour is not applied towards the liquidation of the debt or the length of the service is not limited and/or the nature of the service is not defined.	P&C 2018
Discrimination	Any distinction, exclusion or preference made on the basis of race, colour, sex, religion, political opinion, national extraction or social origin, which forms a barrier for equality of opportunity or treatment in employment or occupation.	ILO, Discrimination (Employment and Occupation) Convention, 1958 (No. 111)
Family Farm	A farm operated and mostly owned by a family, for the growing of oil palm, sometimes along with subsistence production of other crops, and where the family provides the majority of the labour used.	



DEFINITIONS

Term	Definition	Source
Forced Labour	<p>All work or service that is exacted from any person under the menace of any penalty and for which said person has not offered him or herself voluntarily. This definition consists of three elements:</p> <ol style="list-style-type: none"> 1. Work or service refers to all types of work occurring in any activity, industry or sector including in the informal economy. 2. Menace of any penalty refers to a wide range of penalties used to compel someone to work. 3. Involuntariness: The terms “offered voluntarily” refers to the free and informed consent of a worker to take a job and his or her freedom to leave at any time. This is not the case, for example, when an employer or recruiter makes false promises so that a worker takes a job he or she would not otherwise have accepted. 	<p>P&C 2018</p> <p>ILO Forced Labour Definition</p> <p>ILO, Forced Labour Convention, 1930 (No. 29)</p> <p>ILO, Protocol of 2014 to the Forced Labour Convention, 1930 (P029)</p> <p>ILO, Abolition of Forced Labour Convention, 1957 (No. 105)</p> <p>ILO, Forced Labour Recommendation 2014 (No. 203)</p>
Fragile Soil	<p>A soil that is susceptible to degradation (reduction in fertility) when disturbed. A soil is particularly fragile if the degradation rapidly leads to an unacceptably low level of fertility or if it is irreversible using economically feasible management inputs.</p>	<p>P&C 2018</p>
Group Manager	<p>Person, group of people or organisation responsible for running the internal control system and managing the group. This can be a mill, an organisation or an individual.</p>	

Term	Definition	Source
Hazardous work	<p>Hazardous work is work performed in dangerous conditions; or “in the most hazardous sectors and occupations, such as agriculture, or where working relationships or conditions create particular risks, such as chemical substances or radiation, or in the informal economy.” (https://www.ilo.org/safework/areasofwork/hazardouswork/lang--en/index.htm).</p> <p>Hazardous work is also defined as “any work which is likely to jeopardise children’s physical, mental or moral health, safety or morals” and which “should not be done by anyone under the age of 18.” (https://www.ilo.org/ipec/facts/WorstFormsofChildLabour/Hazardouschildlabour/lang--en/index.htm).</p>	<p>P&C 2018</p> <p>Article 3 (d) of ILO Convention concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour, 1999 (No. 182)</p>
High Carbon Stock (HCS) forest	<p>Forests that have been identified using the High Carbon Stock Approach (HCSA) Toolkit.</p>	<p>HCSA website www.highcarbonstock.org</p>
High Conservation Value (HCV) areas	<p>The areas necessary to maintain or enhance one or more High Conservation Values (HCVs):</p> <p>HCV 1 – Species diversity; concentrations of biological diversity including endemic species, and rare, threatened and endangered (RTE) species, that are significant at global, regional or national levels.</p>	<p>High Conservation Value Resource Network (HCVRN) Common Guidance for Identification of HCVs 2017</p>

DEFINITIONS

Term	Definition	Source
High Conservation Value (HCV) areas	<p>HCV 2 – Landscape-level ecosystems, ecosystem mosaics and Intact Forest Landscapes (IFL); large landscape-level ecosystems, ecosystem mosaics and IFL that are significant at global, regional or national levels, which contain viable populations of a great majority of the naturally occurring species in natural patterns of distribution and abundance.</p> <p>HCV 3 – Ecosystems and habitats; RTE ecosystems, habitats or refugia.</p> <p>HCV 4 – Ecosystem services; basic ecosystem services in critical situations, including protection of water catchments and control of erosion of vulnerable soils and slopes.</p> <p>HCV 5 – Community needs; sites and resources fundamental for satisfying the basic necessities of local communities or Indigenous Peoples (for livelihoods, health, nutrition, water, etc.), identified through engagement with these communities or Indigenous Peoples.</p> <p>HCV 6 – Cultural values; sites, resources, habitats and landscapes of global or national cultural, archaeological or historical significance, and/or of critical cultural, ecological, economic or religious/sacred importance for the traditional cultures of local communities or Indigenous Peoples, identified through engagement with these local communities or Indigenous Peoples.</p>	High Conservation Value Resource Network (HCVRN) Common Guidance for Identification of HCVs 2017

Term	Definition	Source
Indigenous Peoples	<p>Indigenous Peoples are inheritors and practitioners of unique cultures and ways of relating to people and the environment. They have retained social, cultural, economic and political characteristics that are distinct from those of the dominant societies in which they live. Despite their cultural differences, Indigenous Peoples from around the world share common problems related to the protection of their rights as distinct peoples.</p> <p>Indigenous Peoples have sought recognition of their identities, way of life and their right to traditional lands, territories and natural resources for years, yet throughout history, their rights have always been violated. Indigenous Peoples today, are arguably among the most disadvantaged and vulnerable groups of people in the world. The international community now recognises that special measures are required to protect their rights and maintain their distinct cultures and way of life.</p>	<p>P&C 2018</p> <p>UNDESA, Division for Inclusive Social Development, Indigenous Peoples</p>
Integrated Pest Management (IPM)	<p>IPM is the careful consideration of all available pest control techniques and subsequent integration of appropriate measures that discourage the development of pest populations and keep pesticides and other interventions to levels that are economically justified and reduce or minimise risks to human health and the environment. IPM emphasises the growth of a healthy crop with the least possible disruption to agro-ecosystems and encourages natural pest control mechanisms.</p>	<p>P&C 2018</p> <p>FAO 2013</p> <p>http://www.fao.org/agriculture/crops/thematic-sitemap/theme/pests/ipm/en/</p>

DEFINITIONS

Term	Definition	Source
Internal Control System (ICS)	A set of rules, policies, and procedures which an organisation implements to provide direction, increase efficiency and strengthen adherence to policies to manage a group.	Smallholder Interim Group (SHIG)
New Planting	Planned or proposed planting on land not previously cultivated with oil palm.	New Planting Procedure 2015
Peat	A soil with cumulative organic layer(s) comprising more than half of the upper 80 cm or 100 cm of the soil surface containing 35% or more of organic matter (35% or more loss on ignition) or 18% or more organic carbon. Note, for management of existing plantations in Malaysia and Indonesia, a narrower definition has been used, based on national regulations: namely soil with an organic layer of more than 50% in the top 100 cm containing more than 65% organic matter.	P&C 2018 PLWG2 July 2018 Derived from FAO and USDA definition for Histosols (organic soils) (FAO 1998, 2006/7; USDA 2014)
Pesticide	Substances or a mixture of substances intended for preventing, destroying, repelling or mitigating any pest. Pesticides are categorised into four main constituent chemicals: herbicides; fungicides; insecticides and bactericides.	P&C 2018
Rare, threatened and endangered (RTE) Species	Species as defined by the High Conservation Value Resource Network (HCVRN).	HCVRN Common Guidance for the Identification of HCVs
SHIG	Smallholder Interim Group is the group created to support RSPO in implementing Objective 2 of the RSPO Smallholder Strategy and tasked to develop a simplified certification approach for smallholders.	

Term	Definition	Source
Smallholder	Independent Smallholder All smallholder farmers that are not considered to be Scheme Smallholders [see definition for Scheme Smallholders below] are considered Independent Smallholder farmers.	SHIG
	Scheme Smallholder Smallholder farmers, landowners or their delegates that do not have the: <ul style="list-style-type: none"> • enforceable decision-making power on the operation of the land and production practices; and/or • freedom to choose how they utilise their lands, type of crops to plant, and how they manage them (how they organise, manage and finance the land). 	SHIG
Smallholder farm	Individuals or (extended) families producing oil palm on individual or multiple smallholder plots, under the thresholds currently defined by RSPO for smallholders.	SHIG
Smallholder plot	Land owned by a smallholder that is planted with oil palm or allocated for new planting with oil palm or replanting.	SHIG
Steep Terrain	Areas above 25 degrees or based on a National Interpretation process.	P&C 2018 Annex 1 National Interpretation

DEFINITIONS

Term	Definition	Source
Unit of Certification for ISH Standard	The entity that signs the certification agreement and holds the RSPO certificate. This entity takes responsibility for the development and implementation of the group's internal management system and all member farms' management systems. The group management assures member farms' compliance with the Standard.	SHIG
Vulnerable Groups	Any group or sector of society that is at higher risk of being subjected to social exclusion, discriminatory practices, violence, natural or environmental disaster, or economic hardship than other groups, such as Indigenous Peoples, ethnic minorities, migrants, disabled people, the homeless, isolated elderly people, women and children.	P&C 2018
Worker	Men and women, migrants, transmigrants, contract workers, casual workers and employees from all levels of the organisation, on the farm and in the ICS, that are outside of the family, where family is defined as one household.	SHIG
Young person	Young workers are aged 15, or above the minimum age of employment but under the age of 18. According to the ILO, "these workers are considered 'children' even where they may legally perform certain jobs."	P&C 2018 ILO minimum Age Convention, 1973 (no. 138)
2018 P&C	Refers to the existing RSPO Principles and Criteria for the Production of Sustainable Palm Oil (2018) approved by the General Assembly in 2018.	

SMALLHOLDER DECLARATION



By signing this Smallholder Declaration, I assert that:

A. I recognise the importance of sustainable production.

B. I will join a farmer group to pursue group certification of the RSPO ISH Standard and comply with the principles and their relevant criteria and indicators

C. I will provide the following information to my and group manager:

1. All land holdings
2. Location (coordinates) of all plots currently planted with oil palm
3. Information on all plots converted and planted with oil palm after 2005 (through use of the simplified combined HCV-HCS approach for Smallholders)
4. Any plots located on steep slopes
5. Any plots located on peat
6. Details on plans for replanting and expansion of oil palm
7. Any existing land disputes
8. Ownership and land use status
9. Source of farm labour.

D. I commit to the following:

1. Continue to progress along the standard and meet the required milestones for progress
2. Participate in trainings as required and actively participate in the group
3. Ensure no forced labour on farm operations and end any existing forced labour.
4. Pay national level minimum wage
5. Respect the rights of workers to file a complaint
6. Provide safe working conditions and facilities
7. No discrimination, harassment or abuse on the farm
8. Ensure no child labour on farm operations and end any existing child labour

SMALLHOLDER DECLARATION

9. Not clearing or acquiring land from Indigenous Peoples, local communities, or other users without their free, prior and informed consent (FPIC), based on a simplified FPIC approach
10. Resolve any existing disputes
11. No new planting or no expansion of existing farms in primary forests, HCV areas, HCS forests, in riparian areas, or on steep slopes (more than 25 degrees or as in National Interpretation)
12. Protect HCVs and HCS forests through the precautionary practices approach
13. No new planting on peat and replanting on peat only in areas with low risk of flooding and saline intrusion
14. Use of best management practices for oil palm on peat
15. No burning for preparing land or pest control
16. Minimise and control erosion.



Smallholder Benefits

By adopting sustainable farming practices and complying to the RSPO ISH Standard, I understand I will have:

Knowledge on how to optimise productivity and yields by implementing the good and sustainable agricultural practices that I have been trained in;

Knowledge on how to trade and participate in the market for sustainable palm oil and manage my farm professionally and become financially sustainable;

Structure as well as agency to be able to take the necessary steps towards a sustainable livelihood for my family and my community.

I recognise I will have access to technical and financial support as well as access to trade in the market for sustainable palm oil offered by the RSPO and its members, to enable me to realise the benefits of sustainable farming practices.

MAIN LAWS AND REGULATIONS AND GOOD PRACTICES APPLICABLE TO PALM OIL PRODUCTION IN CÔTE D'IVOIRE BY SMALLHOLDERS

Principle 1 : Optimising productivity, efficiency, positive impacts and resilience

National legal, normative and good practice context

Criterion 1.1: Smallholders establish a legal entity that has the organisational capacity to comply with the RSPO ISH Standard.

“As part of the improvement of the business environment, the State of Côte d’Ivoire has instituted a Unique Identifier Number, called “IDU”, as a registration for each company legally constituted in Côte d’Ivoire. (Ordinance No. 2015-182 of 24 March 2015 and implementing Decree No. 2015-287 of 27 April 2015). The Unique Identification Number (UIN) is assigned as soon as a company is created and remains until it is closed. It replaces all other numbers generated each time a company is created. All companies registered in Côte d’Ivoire are concerned. The Unique Identification Number (IDU) is personal and unique, as its name indicates. Each company thus has its own number. The creation of any company is now done on the 225invest Côte d’Ivoire platform and results in the delivery of a UNIQUE COMPANY REGISTRATION CERTIFICATE AND A UNIQUE IDENTIFIER NUMBER.

OHADA uniform act relating to the law of commercial companies and economic interest groups of 17 April 1997 and published in the OHADA official journal No. 2 of 1 October 1997

Part 1 : General provisions on commercial companies

Part 2 : Special provisions for commercial companies

OHADA Uniform Act of 15 December 2010 OHADA on the Law of Cooperative Societies

Art.1- Any cooperative society, any union or federation of cooperative societies, whose registered office is located on the territory of one of the States Parties to the

MAIN LAWS AND REGULATIONS AND GOOD PRACTICES APPLICABLE TO PALM OIL PRODUCTION IN CÔTE D'IVOIRE BY SMALLHOLDERS

Treaty on the Harmonisation of Business Law in Africa, hereinafter referred to as “the States Parties”, is subject to the provisions of this Uniform Act. Any confederation of cooperative companies which opts for the cooperative form shall also be subject to the provisions of this Uniform Act. Notwithstanding the provisions of Articles 1 and 6 of the Uniform Act relating to the Law on Commercial Companies and Economic Interest Groups, cooperative companies carrying out commercial activities shall be subject to the provisions of this Uniform Act.

PART 1- GENERAL PROVISIONS ON THE COOPERATIVE SOCIETY

PART 2- SPECIAL PROVISIONS FOR THE DIFFERENT CATEGORIES OF COOPERATIVE SOCIETIES

Law 2017-540 of 3 August 2017 establishing the rules relating to the regulation, control and monitoring of activities in the rubber and oil palm sectors

This law sets out the rules relating to the regulation, control and monitoring of activities in the rubber and oil palm sectors. It defines in particular the supervision of village plantations; the marketing (internal and external) of rubber and oil palm products; processing; statistics; prohibitions; and sanctions. In addition, this text establishes an organ in charge of the regulation, control and monitoring of activities in the rubber and oil palm sectors, and also initiates the detention of an agreement to exercise the functions of supervision and marketing.

Decree No. 2018-228 of 28 February 2018 on the name of the body in charge of regulating, controlling and monitoring the activities of the rubber and oil palm sectors.

This decree gives a name to the body in charge of the regulation, control and monitoring of the activities of the rubber and oil palm sectors. Thus, the body in charge of the regulation, control and monitoring of the activities of the Hevea and Oil Palm sectors, created by Law No. 2017-540 of 3 August 2017 laying down the rules relating to the regulation, control and monitoring of the activities of the Hevea and Oil Palm sectors, is named “the Council for the Regulation, Control and Monitoring of the activities of the Hevea and Oil Palm sectors (the Hevea-Oil Palm Council).

Criterion 1.2 Smallholders have the capacity to manage their farms effectively.

Côte d'Ivoire has adopted the Uniform Act on the Organisation and Harmonisation of Business Accounting, to which the OHADA accounting system is annexed, which establishes the accounting standards, the chart of accounts, the rules for keeping

accounts, the presentation of financial statements and financial information. It covers the personal accounts of companies, natural and legal persons, consolidated accounts and combined accounts, and also includes penal provisions.

Criterion 1.3 Smallholders implement good agricultural practices (GAP) on their farms.

The FIRCA (Fonds Interprofessionnel pour la Recherche et le Conseil Agricoles), is a legal entity under private law of a particular type, recognised as being of public utility, governed by law **No. 2001-635 of 9 October 2001**

and **Decree No. 2002-520 of 11 December 2002**.

The FIRCA ensures, in the plant, forestry and animal production sectors, the financing of programmes relating in particular to

- Agronomic and forestry research,
- The conducting of experiments and demonstrations for the transmission of knowledge between research and the farm,
- Technological research for the improvement of agricultural and processed products,
- Dissemination of knowledge through information, demonstration, training, technical and economic advice,
- Conducting studies, experiments and expert appraisals
- Support for the sustainable improvement of the economic profitability of farms
- Capacity building of farmers' organisations
- Professional training for producers, Professional Agricultural Organisations (PAOs) leaders and their staff.

MAIN LAWS AND REGULATIONS AND GOOD PRACTICES APPLICABLE TO PALM OIL PRODUCTION IN CÔTE D'IVOIRE BY SMALLHOLDERS

Principle 2 : Ensure legality, respect for land rights and community well-being

National legal, normative and good practice context

Criterion 2.1 Smallholders have legal or customary rights to use the land in accordance with national and local laws, and customary practices.

In Côte d'Ivoire, in order to secure rural land tenure, Law No. 98-750 of 23 December 1998 on rural land tenure as amended by Law No. 2004-412 of 14 August 2004 provides a framework for rural land tenure.

CHAPTER I : DEFINITION AND COMPOSITION OF THE RURAL LAND ESTATE**Section I. - Definition**

Article 1: The Rural Land Domain is made up of all the land, whether developed or not and whatever the nature of the development. It constitutes a national heritage to which any natural or legal person may have access. However, only the State, public authorities and Ivorian natural persons are entitled to own it.

Section II. - Composition

Article 2: The Rural Land Domain is at the same time:

- outside the public domain,
- outside the urban perimeters,
- outside the officially constituted deferred development zones,
- outside the classified forest estate. The Rural Land Domain is composed of :
 - on a permanent basis:
 - land owned by the state,
 - land owned by public authorities and private individuals,
 - land without owners
 - on a transitional basis :
 - land in the customary domain,
 - land granted by the State to public authorities and individuals

Article 3: The Customary Rural Land Domain is made up of all the land over which are exercised:

- customary rights in accordance with traditions,
- customary rights ceded to third parties

CHAPTER II : OWNERSHIP, CONCESSION AND TRANSMISSION OF RURAL LAND

Section I. - Ownership of the Rural Land Estate

Article 4: Ownership of land in the rural land tenure system is established from the registration of this land in the Land Register opened for this purpose by the Administration and in the case of customary land by the Land Certificate.

The holder of the Land Certificate must apply for the registration of the corresponding land within three years from the date of acquisition of the Land Certificate.

Subsequently, implementing decrees were instituted, the most well-known of which are

Decree No. 99-593 of 13 October 1999 on the organisation and powers of Rural Land Management Committees

Decree No. 99-594 of 13 October 1999 Fixing the modalities of application of law No. 98-750 of 23 December 1999 to customary rural land tenure

Decree No. 99-595 of 13 October 1999 establishing the procedure for consolidating the rights of provisional concessionaires of rural land

This legal arsenal allows the holder of customary land to declare it to the State for the purposes of its registration, which should ultimately lead to a land title.

Criterion 2.2 Smallholders have not acquired lands from Indigenous Peoples, local communities or other users without their Free, Prior and informed Consent (FPIC), based on a simplified FPIC approach.

Criterion 2.3 The right to use the land is not disputed by Indigenous Peoples, local communities or other users.

Criterion 2.4 Smallholder plots are located outside of areas classified as national parks or protected areas, as defined by national, regional or local law, or as specified in National Interpretations.

MAIN LAWS AND REGULATIONS AND GOOD PRACTICES APPLICABLE TO PALM OIL PRODUCTION IN CÔTE D'IVOIRE BY SMALLHOLDERS

Côte d'Ivoire has a significant legal and regulatory arsenal for the protection of classified areas such as national parks or protected areas. Among the laws, we can refer in particular to :

Law No. 65-255 of 4 August 1965 relating to the protection of wildlife and the exercise of hunting ; - Law No. 65-425 of 20 December 1965 on the Forest Code, amended by Law No. 2014-427 of 14 July 2014 on the Forest Code

Law No. 65-425 of 20 December 1965 on the Forestry Code, amended by Law No. 2014-427 of 14 July 2014 on the Forestry Code

Law No. 88-651 of 7 July 1988 on the protection of public health and the environment against the effects of toxic and nuclear industrial waste and harmful substances ; - Law No. 96-766 of 3 July 1988 on the protection of the environment

Law No. 96-766 of 3 October 1996 on the Environment Code ; - Law No. 98-388 of 2 July 1998 on the protection of the environment

Law No. 98-388 of 2 July 1998 laying down the general rules relating to national public establishments and creating categories of public establishments and repealing Law No. 80-1070 of 13 September 1980

Law No. 98-755 of 23 December 1998 on the Water Code ; - Law No. 95-553 of 17 December 1998 on the Water Code

Law No. 95-553 of 17 July 1995 on the Mining code; - Law No. 2002-102 of 1 July 2004 on the Mining Code

Law No. 2002-102 of 11 February 2002 relating to the creation, management and financing of national parks and nature reserves; - Law No. 2005- 521 of 27 February 2005 relating to the creation, management and financing of national parks

Law No. 2005-521 of 27 October 2005 authorising the President of the Republic to make the State of Côte d'Ivoire accede to the Kyoto Protocol relating to the United Nations Framework Convention on Climate Change, adopted on 11 December 1997 in Kyoto.

Law No. 2014- 427 of 14 July 2014 on the Forestry Code, defines different types of protected areas in Côte d'Ivoire, including

- The integral nature reserves;
- Zoological gardens;
- National parks;
- Hunting reserves;
- Biosphere reserves;

- World Heritage sites.

Protected areas:

There are fourteen (14) national parks and nature reserves covering 2,100,000 ha, of which two (2) are classified as biosphere reserves (Comoé and Taï), three (3) World Heritage sites (Comoé, Taï and Nimba) and 1 RAMSAR site (Azagny): <http://oipr.ci/index.php/presentation/qui-sommes-nous/a-propos>

Classified forests:

SODEFOR manages 236 classified forests covering 4,262,368 ha,

List of classified forests in Côte d'Ivoire (4,262,368 ha): http://www.sodefor.ci/pdf/List_fc.pdf

RAMSAR zones:

Name of the site	Date of classification	Region	Area (ha)	GPS coordinates
Complexe Sassandra-Dagbego	18 October 2005	Bas-Sassandra	10,551	04°58'N 006°02'W
Fresco	18 October 2005	Sud-Bandama	15,507	05°07'N 005°36'W
Grand-Bassam	18 October 2005	Sud-Comoé	40,210	05°21'N 003°46'W
Îles Ehotilé-Essouman	18 October 2005	Sud-Comoé	27,274	05°07'N 003°12'W
N'Ganda N'Ganda	18 October 2005	Sud-Comoé	14,402	05°10'N 003°24'W
Parc national d'Azagny	27 February 1996	Région des Lagunes	19,400	05°12'N 004°53'W

Sources: List according to the Ramsar Convention³

MAIN LAWS AND REGULATIONS AND GOOD PRACTICES APPLICABLE TO PALM OIL PRODUCTION IN CÔTE D'IVOIRE BY SMALLHOLDERS

At the regulatory level, the main implementing texts are :

- Decree No. 60-365 of 2 November 1960, creating the National Committee for the Protection of Nature
- Decree No. 66-422 of 15 September 1966, creating the State Company called the Company for the Development of Forest Plantations (SODEFOR); this company later became a public establishment of an industrial and commercial nature; then Decree No. 93-206 of 3 February 1993 gave it again the status of a State company, called the Forest Development Company (SODEFOR)
- Decree No. 66-428 of 15 September 1966 defining the procedures for classifying and declassifying state forests
- Law No. 70-489 of 3 December 1966 defining the procedures for classifying and declassifying state forests
- Law No. 70-489 of 3 August 1970, on the oil code (modified on 31 May 1996)
- Decree No. 93-31 of 24/01/1973, establishing the National Environment Commission
- Decree No. 003 SEP of 24/01/1973, establishing the National Environment Commission
- Order No. 003 SEPN cab of 20 February 1974, closing hunting throughout Côte d'Ivoire;

Criterion 2.5 For new planting, smallholders do not clear or acquire any land without obtaining FPIC of Indigenous Peoples and/or local communities and/or other users, based on a simplified FPIC approach.

Principle 3 : Respect human rights, including labour rights and conditions

National legal, normative and good practice context

Criterion 3.1: Forced labour is not used.

In Côte d'Ivoire, the regulation of working conditions is defined by the following texts:

Law No. 2016-886 of 8 November 2016 on the Ivorian Constitution: in its Article 05 stipulates that: Slavery, human trafficking, forced labour, physical or moral torture, inhuman, cruel, degrading and humiliating treatment, physical violence, female genital mutilation as well as all other forms of degradation of the human being are prohibited. This provision is included in the Labour Code (Law No. 2015-532 of 20 July 2015), in particular in its Article 3.

In its **Article 16**, it stipulates that: The work of children is prohibited and punished by law. It is forbidden to employ the child in an activity that endangers him or her or affects his or her health, growth and physical and mental balance.

Law No. 2015-532 of 20 July 2015 on the Labour Code stipulates in its Chapter 1, (**Art.11-1**): "Employers may hire their workers directly. They may also use the services of the public employment agency and private employment offices. Any vacancy must be declared to the public employment agency and published in a national daily newspaper with a large circulation and possibly in any other means of communication. If after a period of one month from the first publication, no national has met the required profile, the employer is authorised to recruit any other candidate. Companies are obliged to declare their recruitments and dismissals to the public employment agency.

CHAPTER 4: Conclusion of the employment contract stipulates in its articles.

Art.14.1- The employment contract is an agreement of wills by which a natural person undertakes to place his professional activity under the direction and authority of another natural person or a legal entity in return for remuneration.

Art. 14.2- The employment contract is freely concluded and, subject to the provisions of the present Code, recorded in the forms that the contracting parties may adopt. Where it is in writing, the employment contract is exempt from all stamp and registration duties.

An. 14.3- The employment contract may be concluded for an indefinite or a definite period of time, according to the rules defined in chapter 5 of this title.

Art.14.4- The existence of the labour contract can be proven by any means.

MAIN LAWS AND REGULATIONS AND GOOD PRACTICES APPLICABLE TO PALM OIL PRODUCTION IN CÔTE D'IVOIRE BY SMALLHOLDERS

Foreign labour

Refer to the law in force on foreign labour. A foreign worker must have a written contract which will be explained to him in French or in his mother tongue.

CHAPTER 8 : Termination of the employment contract deals with the conditions for termination of the employment contract

Decree No. 96-287 of 3 April 1996 on the employment contract

Art.1- The employment contract is freely concluded. And subject to the provisions of the Labour Code, it is concluded in the forms that the contracting parties agree to adopt. (...)

Art.2- The employment contract must include the following information

1. the date and place of establishment of the contract;
2. the surname, first name, profession and domicile of the employer;
3. the surnames, first names, sex, date and place of birth, parentage, domicile and nationality of the worker, his trade or profession;
4. the nature and duration of the contract;
5. the classification of the worker in the professional hierarchy, his salary and the accessories to the salary;
6. the job or jobs that the worker will be called upon to do in the company or its establishments in Côte d'Ivoire;
7. the reference to the regulatory texts or collective agreements which govern;
8. all the relations between the employer and the worker;
9. possibly, the specific clauses agreed upon by the parties.

Art. 4- The employment contract or the letter of recruitment is written in French. It must be signed by the employer and the worker.

If one of the parties cannot read or sign, the contract must indicate that the interested party has been able to have the content of the contract explained to him, if necessary by a means capable of proof.

Art.5- As soon as the contract is concluded, the employer must:

- make a note of any contract or letter of employment in the register of

employers provided for in Article 93.2 of the Labour Code

- give a copy of the contract or letter of employment to the worker concerned.

Art. 23.2 stipulates: children may not be employed in any company before the age of 16 and apprentices before the age of 14, unless an exception is made by regulation, (...) the employer shall keep a register of all persons under the age of 18 employed in his company, indicating the date of birth of each of them.

Criterion 3.2 Children are not employed or exploited. Child labour is acceptable on family farms, under adult supervision and where it does not interfere with education programmes. Children are not exposed to hazardous working conditions.

The prohibition of child labour is mentioned in the

Law No. 2016-8 8 6 on the Constitution of the Republic of Côte d'Ivoire, in particular Articles 16 and 32.

Article 16.-Child labour is prohibited and punished by law.

It is forbidden to employ a child in an activity that endangers him or her or that affects his or her health, growth and physical and mental balance.

Article 32.-The State undertakes to guarantee the specific needs of vulnerable persons.

It shall take the necessary measures to prevent the vulnerability of children, women, mothers, the elderly and people with disabilities.

It undertakes to ensure that vulnerable people have access to health services, education, employment, culture, sports and leisure.

This provision is taken up by the Labour Code in particular:

Law No. 2015-532 on the Labour Code in CHAPTER 3: Work by children and women, protection of maternity and education of children

Art. 23.1- The nature of work prohibited to women, pregnant women and children is determined under conditions set by decree.

Art. 23.2- Children may not be employed in any enterprise before the age of 16 and apprentices before the age of 14, except in cases of derogation established by regulation.

Art. 23.13- The inspector of labour and social laws may request that women and children under 18 years of age be examined by an occupational physician in order to verify that the work they are required to do does not exceed their strength. This

MAIN LAWS AND REGULATIONS AND GOOD PRACTICES APPLICABLE TO PALM OIL PRODUCTION IN CÔTE D'IVOIRE BY SMALLHOLDERS

requisition is made at the request of the persons concerned.

A woman or child under 18 years of age may not be kept in a job thus recognised as being beyond her strength and must be assigned to a suitable job. If this is not possible, the contract must be terminated with payment of compensation for notice and dismissal, if applicable

In addition, **Decree No. 2014-290 of 21 May 2014** on the modalities of application of **Law No. 2010-272 of 30 September 2010** on the prohibition of trafficking and the worst forms of child labour, makes it possible to convict the perpetrators of trafficking and exploitation of children;- the adoption by the Government in June 2014 of the national child protection policy, which defines the guidelines and tools for the organisation and functioning of the child protection system at local and national level;- the institutionalisation of a Children's Parliament in Côte d'Ivoire by **Decree No. 2013-857 of 19 December 2013**, which makes it possible to provide all children with a forum for free expression, the aim of which is to assist the public authorities in the implementation of the national child protection policy;

Also, **Order No. 2017-017 of 02 June 2017**: lists dangerous work prohibited to children under the age of 18 years across. In addition, **Order No. 2017-016 of 02 June 2017** lists light work authorised for children between the ages of thirteen (13) and sixteen (16), as well as defining the terms "child", "dangerous work prohibited for children" and "light work authorised").

Criterion 3.3 Workers' remuneration complies with minimum legal requirements, mandatory sectoral standards defined by national legislation or collective bargaining, as prioritised in local regulations.

Law No. 2016-8 8 6 establishing the Constitution of the Republic of Côte d'Ivoire.

Article 15.- Every citizen shall have the right to decent working conditions and fair remuneration.

No one may be deprived of his or her income, as a result of taxation, beyond a quota whose level is determined by law.

Law No. 2015-532 of 20 July 2015 on the Labour Code

TITLE III: WAGES

CHAPTER I: Determination of wages

Art. 31.2. - Under the conditions provided for in this Title, every employer shall be required to ensure, for the same work or work of equal value, equal pay between employees, regardless of their sex, age, national descent, race, religion, political and religious opinions, social origin, membership or non-membership of a trade union.

Decree No. 2013-791 of 20 November 2013 on the revaluation of the guaranteed interprofessional minimum wage, abbreviated SMIG

Article 1: Fixing the guaranteed minimum wage (SMIG) at 60,000 CFA francs. The SMAG remains unchanged at 36,000 F CFA.

Decree No. 96-203 of 7 March 1996 relating to working hours

Art.1- Subject to the rules relating to equivalence, recovery of collectively lost hours, overtime and permanent or temporary derogations provided for in articles 13 and 14, the weekly working time may not exceed :- 40 hours per week, for non-agricultural companies;- 48 hours per week, for farms, establishments, agricultural companies and similar companies, within the limit of 2400 hours per year.

Art.2- Due to the discontinuous or intermittent nature of the activity of all or part of the company's personnel, which implies in particular off-peak periods, at the workstation a longer weekly duration of presence than that provided for in Article 1, may be admitted as equivalent to one or other of the weekly durations provided for in Article 1, for the personnel concerned.

Art.3- The longer weekly working hours, admissible as equivalence, are delimited as follows

- a) between 40 hours and 44 hours maximum for non-agricultural companies;
- b) between 48 hours and a maximum of 52 hours for farms, establishments, agricultural enterprises and the like. Any hour worked in excess of the permitted attendance time, on an equivalent basis and as the case may be, will be considered as overtime and paid as such;
- c) 56 hours for domestic staff and caretakers.

Art. 4- The employers' and workers' professional organisations determine, by means of a collective agreement, an establishment agreement or by any other means, the

MAIN LAWS AND REGULATIONS AND GOOD PRACTICES APPLICABLE TO PALM OIL PRODUCTION IN CÔTE D'IVOIRE BY SMALLHOLDERS

branches, sectors of activity, professions or trades that may have recourse to equivalence, within the limits prescribed in Article 3, as well as the particular modalities of application of these equivalences.

Criterion 3.4 Workers understand their rights and freedom to file a complaint/grievance with the Group Manager or relevant third parties, including accessing the RSPO complaint system.

In Côte d'Ivoire respect for human rights is promulgated by :

LAW No. 2016-886 of 8 November 2016 establishing the Constitution of the Republic of Côte d'Ivoire.

TITLE I : Rights, freedoms and duties

Law No. 2015-532 of 20 July 2015 on the Labour Code. :

TITLE V : Professional unions

Chapter 1 to 4

- DECREE No. 96-207 of 7 March 1996 on staff and trade union delegates Interprofessional Collective Agreement of 19 July 1977

TITLE II : Exercise of trade union rights

Criterion 3.5 Working conditions and facilities are safe and meet minimum legal requirements.

Occupational health and safety is taken into account in the Ivorian constitution of 2016, which states in Articles 9 and 15 that everyone has the right to health services and decent working conditions.

Also, **Law No. 2015-532 on the Labour Code** in its **title IV** defines the health and safety conditions to be respected during the exercise of activities.

Article 41.2 stipulates: To protect the life and health of employees. Employer is required to take all useful measures that are adapted to the operating conditions of the company. In particular, he must arrange the installations and regulate the work in such a way as to protect employees as much as possible from accidents and illnesses.

Article 41.3 stipulates: Every employer is obliged to organise health and safety training for newly recruited employees, for those who change jobs or techniques. This training must be updated for the benefit of the staff concerned in the event of

changes in legislation or regulations,

Article 41.7 stipulates: The employer or his representative must organise permanent monitoring of compliance with health and safety regulations.

Employees, for their part, must respect the instructions given to them, use health and safety devices correctly and refrain from removing or modifying them without the employer's authorisation.

Article 42.1 states: An Occupational Health and Safety Committee shall be established in every establishment or enterprise normally employing more than fifty employees.

Article 43.1 stipulates: Every employer must provide an occupational health service for the benefit of the workers he employs.

This occupational health service exists in two forms:

- The autonomous medical service;
- The inter-company medical service.

Law No. 99-477 of 2 August 1999 on the Social Security Code. Defines the responsibilities and conditions of medical care for workers in the context of the implementation of the Occupational Health and Safety policy. In its Article 1: it presents the aim of the public service of social welfare which is to provide benefits to alleviate the financial consequences of certain risks or situations, in terms of (i) occupational accidents and diseases; (ii) retirement, disability and death; (iii) maternity; and (iv) family allowances.

Decree No. 2020-955 of 9 December 2020 on the powers, composition and operation of the Occupational Health and Safety Committee (OHSC) deals with the composition, powers and operation of the health, safety and working conditions committee.

Decree No. 2020-956 of 9 December 2020 on the duty to alert and the right to withdraw in the event of serious and imminent danger

Decree No. 98-38 of 28 January 1998 on hygiene measures in the workplace

MAIN LAWS AND REGULATIONS AND GOOD PRACTICES APPLICABLE
TO PALM OIL PRODUCTION IN CÔTE D'IVOIRE BY SMALLHOLDERS**Criterion 3.6 There is no discrimination, harassment or abuse in the operation.****Law No. 2016-886 of 8 November 2016 on the Constitution of the Republic of Côte d'Ivoire**

Article 14.-Every person has the right to freely choose his profession or employment.

Access to public or private employment is equal for all, according to qualities and skills. Any discrimination in access to jobs or in their exercise, based on gender, ethnicity or political, religious or philosophical opinions, is prohibited.

Law No. 2015-532 of 20 July 2015 on the Labour Code

Art. 5- No employee or person undergoing training or internship may be sanctioned or dismissed for refusing to be subjected to moral or sexual harassment by an employer, his or her representative or any person who, abusing the authority conferred by his or her duties, has given orders, made threats, imposed constraints or exerted pressure of any kind on this employee.

No employee, trainee or intern may be sanctioned or dismissed for having witnessed or reported the conduct defined in the previous paragraph.

Principle 4: Protect, conserve and enhance ecosystems and the environment

National legal, normative and good practice context

Criterion 4.1 High Conservation Values (HCVs) on the smallholder plot or within the managed area and High Carbon Stock (HCS) forests identified after November 2019 using the simplified combined HCV-HCS approach are managed to ensure that they are maintained and/or enhanced.

Criterion 4.3 New planting of Independent Smallholders, since November 2019:

- **Do not replace any HCVs**
- **Do not replace any HCS forests as defined by the simplified combined HCV-HCS approach**
- **Are not on steep slopes (more than 25 degrees or as in National Interpretation)**
- **Are not on peat areas of any depth.**

Côte d'Ivoire has a network of 14 protected areas representing a sample of the national biological diversity. This network, made up of eight (8) national parks, five (5) partial reserves and one integral reserve, covers about 2,100,000 ha, or 6.5% of the national territory (Figure 1). Five of these Protected Areas are internationally recognised with the inscription of the Mont-Nimba Integral Reserve, the Taï and Comoé National Parks as World Heritage Sites; the latter two being also Biosphere Reserves of the UNESCO "MAB" Programme. The Azagny and Ehotilé Islands National Parks are also listed as RAMSAR sites. This natural heritage is home to most of the world's biodiversity.

Criterion 4.4 Where smallholder plots exist on peat, subsidence and degradation of peat soils are minimised by use of best management practices.

Criterion 4.5 Plots on peat are replanted only on areas with low risk of flooding, saline intrusion as demonstrated by a risk assessment.

MAIN LAWS AND REGULATIONS AND GOOD PRACTICES APPLICABLE
TO PALM OIL PRODUCTION IN CÔTE D'IVOIRE BY SMALLHOLDERS**Criterion 4.6 Fire is not used on the oil palm plot for preparing land or for pest control, nor open fire for waste management on the farm.**

Decree No. 2012-988 of 10 October 2012 on the creation, attributions, organisation and functioning of the Platform for Risk Reduction and Disaster Management

Decree No. 2012-1049 of 24 October 2012 on the creation, organisation and functioning of the National Commission for the Reduction of Greenhouse Gas Emissions from Deforestation and Forest Degradation;

Decree No. 98-43 of 28 January 1998 on classified installations for environmental protection

TYPICAL ENVIRONMENTAL PRESCRIPTIONS APPLICABLE TO CLASSIFIED INSTALLATIONS (Annex to the Authorisation Order) / CHAPTER THREE: TECHNICAL PROVISIONS RELATING TO THE PREVENTION OF ATMOSPHERIC POLLUTION

3.2. Open burning

Open burning is strictly prohibited.

Criterion 4.7 Riparian buffer zones are identified and managed to ensure they are maintained and/or enhanced.

Côte d'Ivoire has a great diversity of aquatic environments and has a dense and well-developed hydrographic network (rivers, reservoirs, etc.). In addition, the country has wetlands, an important lagoon complex and a marine environment.

> Rivers: The network of rivers can be grouped into three subsets: the main rivers, the small coastal rivers and the tributaries of rivers outside the Ivorian territory. The main rivers are, from west to east, the Cavally, Sassandra, Bandama and Comoé. The main small rivers are: the Boubo, the Agnéby, the Mé and the Bia. Côte d'Ivoire also has tributaries of rivers outside its territory. These are the tributaries of the Niger and the Black Volta.

> Water reservoirs: There are 572 water reservoirs, unevenly distributed, throughout the country. The majority of these structures are flexible earth, rockfill or gabion dams. Concrete dams are rather rare but mainly used for hydroelectricity. In total, 300 billion m³ of water are stored each year. There are six hydroelectric dams.

> Other aquatic environments: The country has wetlands that are currently the subject of particular attention, either because of their economic value, their

biological wealth or the ecological consequences of their degradation by human activities. These areas include, for example, riparian forests, periodically flooded forests, wet clay soils, back-coast swamp forests and mangroves.

> Lagoon systems: The lagoon complex, located along the eastern half of the coastline, covers an area of nearly 1,200 km² and comprises four lagoon systems : the Fresco lagoon, the Grand-Lahou lagoon, the Ebrié lagoon and the Aby lagoon.

> Marine Environment: The continental shelf is extremely narrow, varying in length from 9 to 18 miles, with a drop of between 120 and 130 metres.

Riparian areas :

Law No. 98-755 of 23 December 1998 on the water code covers all water-related activities, whether for human hydraulics, agricultural hydraulics, water management in wetlands, or hydraulic developments or works intended for transport or hydroelectricity production

- the immediate protection perimeter (10 to 30 metres)
- the close protection perimeter (100 m to 2 km)
- the remote protection perimeter (watershed)

Water bodies :

The Ivorian hydrographic network is composed of four major basins (Comoé (1,100 km long and generates a catchment area of 78,000 km²), Bandama (97,500 km², between 3° 50' and 7° West longitude. Latitude 5° and 10° 20' north), Sassandra (it drains from north to south a basin of 75,000 km²) and Cavally), ten or so small coastal basins (Tano, Bia, Mé, Boubo, Agnéby, Niouniourou, San-Pédro, Néro, Méné, Tabou) and basins of the Niger (Bagoé and Baoulé).

Heritage sites : <https://whc.unesco.org/fr/etatsparties/ci/>

MAIN LAWS AND REGULATIONS AND GOOD PRACTICES APPLICABLE TO PALM OIL PRODUCTION IN CÔTE D'IVOIRE BY SMALLHOLDERS

All permanent watercourses, wetlands and water bodies should have buffer zones of natural local vegetation.

All other permanent natural water bodies should have a buffer zone of 100 m on each side.

Width of the watercourse (m)	Width of the buffer zone (m)
1- 5	5
5- 10	10
10 - 20	20
20 - 40	40
40- 50	50
> 50	100

(Source RSPO P&C November 2013 Annex 2)

Criterion 4.8 Pesticides are used in ways that do not endanger the health of workers, family, communities or the environment.

On the legal and regulatory level, phytosanitary protection in Côte d'Ivoire is governed by **Decree 89-02 of 04 January 1989 on the approval, manufacture, sale and use of pesticides in Côte d'Ivoire** as well as **Order No. 159/MINAGRA of 21 June 2004** prohibiting 67 active ingredients that are used in the manufacture of phytopharmaceutical products used in agriculture.

Inter-ministerial Order No. 509/MINAGRI/MEMIS of 11 November 2014 organising the control of pesticides, inspection and sanitary, phytosanitary and quality control of plants, products of plant origin, agricultural products and any other material likely to carry organisms harmful to crops, human and animal health at the entry and exit points of the national territory.

Circular No. 1751/MPMBPE/DGD of 18 January 2016 on the importation of pesticide active substances and plant protection products.

Criterion 4.9 Smallholders manage pests, diseases, weeds and invasive introduced species using appropriate techniques, including but not limited to Integrated Pest Management (IPM) techniques.

LIST OF INTERNATIONAL CONVENTIONS RATIFIED BY COTE D'IVOIRE

TITLES OF RATIFIED INTERNATIONAL CONVENTIONS OR AGREEMENTS	SIGNING YEAR	RCI RATIFICATION YEAR
London Convention for the Conservation of Wildlife and Natural Conditions / 1933	1933	1938
London Convention for the Prevention of Oil Pollution of Sea Water / 1954	1954	1967
Kano Convention on the African Migratory Locust / 1962	1962	1963
Rio de Janeiro Convention for the Conservation of Iodized Atlantic Tunas / 1966	1966	1972
Algiers Convention on the Conservation of Nature and Natural Resources / 1968	1968	1969
International Convention Relating to Intervention on the High Seas in Cases of Oil Pollution Casualties / 1969	1969	1986
Ramsar Convention on Wetlands of International Importance Especially as Waterbird Habitat / 1971	1971	1993
London Convention for the Prevention of Marine Pollution from Disposal of Waste / 1972 (Amendment 1978, 1980).	1972	1986
London Convention for the Prevention of Pollution from Ships: 1978	1978	1988
UNESCO Convention Concerning the Protection on the World Cultural and Natural Heritage / 1972	1972	1977
Washington Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) / 1973	<ul style="list-style-type: none"> • 1973 • Amended in Bonn, on 22 June 1979. 	1993
Convention establishing the Niger watershed and protocol relating to the Niger Basin Development Fund / 1980	1980	1981

LIST OF INTERNATIONAL CONVENTIONS RATIFIED BY COTE D'IVOIRE

TITLES OF RATIFIED INTERNATIONAL CONVENTIONS OR AGREEMENTS	SIGNING YEAR	RCI RATIFICATION YEAR
Abidjan Convention for Cooperation in the Protection and Development of the Marine Environment and Coastal Areas of the West and Central Africa Region / 1981	1981	1982
United Nations Montego Bay Convention on the Law of the Sea / 1982	1982	1984
Vienna Convention for the Protection of the Ozone Layer: 1985	1985	1992
Montreal Protocol on Substances that Deplete the Ozone Layer / 1987	1987	1992
Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and Their Disposal / 1989	1989	
Bamako Convention on the Prohibition of Importing Hazardous Wastes into Africa/ 1991	1991	1994
United Nations Framework Convention on Climate Change / 1992	1992	1994
United Nations Framework Convention on Biological Diversity / 1992	1992	1994
Convention to Combat Desertification in Those Countries Experiencing Serious Drought and / or Desertification: 1994	1994	1997
Rotterdam Convention on Chemicals, Dangerous Pesticides in International Trade / 1998	1998	2003
Stockholm Convention on Persistent Organic Pollutants / 2001	2001	2004
Bonn Convention on the Conservation of Migratory Species of Wild Animals, 1987 Including Memoranda on Sea Turtles on the Atlantic Coast of Africa and on West African Populations of the African Elephant	1987	2003

LIST OF NATIONAL LAWS APPLICABLE TO PALM OIL PRODUCTION

List of relevant national laws on palm oil production:

- Act 2016-886 of 8 November 2016 relating to the Constitution of the Republic of Côte d'Ivoire

Land

- Act 98-750 of 23 December 1998 on rural land and its implementing regulations;
- 26 July 1932 Decree on the reorganisation of land ownership in French West Africa;
- Decree 2019-266 of 27 March 2019 setting out the procedures for the application of Act 98-750 of 23 December 1998 on customary rural land ownership;
- Decree 2019-265 of 27 March 2019 establishing the procedure for consolidating the rights of provisional land concessionaires on Rural Land Tenure;
- Decree 2019-264 of 27 March 2019 on the organization and functions of the Sub-Prefectural Rural Land Management Committees and the Village Rural Land Management Committees;
- Decree 2019-263 of 27 March 2019 setting out the procedure for delimiting village territories;
- Order No. 30 MINAGRA of 15 May 2001 defining the approval and validation forms for official rural land surveys;
- Decree No. 139 MINAGRA of 6 September 2000 defining rural landed property registration application forms for the issuance of land certificate;
- Order 140 MINAGRA of 6 September 2000 defining long-term rural landed property lease forms for the issuance of land certificate;
- Order 02 MINAGRA of 8 February 2000 regarding official models of the Land Certificate;
- Decree No. 041 MEMID/MINAGRA of 12 June 2001 on the constitution and functioning of Rural Land Management Committees;

LIST OF NATIONAL LAWS APPLICABLE TO PALM OIL PRODUCTION

- Inter-ministerial Order No. 453 / MINADER / MIS / MIRAH / MEF / MCLU / MMG / MEER / MPEER / SEPMBPE of 1 August 2018 setting out the compensation scale for destroyed or planned destruction of crops and other investments in rural areas and killing of farm animals;
- Order No. 085-MINAGRA of 15 June 2000 setting the modalities for the preparation and presentation of land property plans of customary rural lands

Agriculture

- Law No. 63-490 of 21 December 1963 on plant protection;
- Act 63-400 of 26 June 1963 relating to the prevention of fraud in the sale of goods and the falsification prices of food and agricultural products;
- Act 2015-537 of 20 July 2015 on agricultural guidelines in Côte d'Ivoire;
- Act 98-651 of 7 July 1998 relating to the protection of public health and the environment against the effects of industrial, toxic and nuclear waste and harmful substances;
- Order 2018-437 of 3 May 2018 relating to the prevention of illicit marketing and export of agricultural products subject to approval;
- Decree 61-381 of 1 December 1961 setting out the operational modalities for the control and packaging of agricultural products meant for export, as amended by Decree 90-1170 of 10 October 1990;
- Decree 63-457 of 7 November 1963 establishing the conditions for the introduction and export of plants and other materials likely to carry organisms that are dangerous to crops;
- Decree 89-02 of 4 January 1989 relating to the approval, manufacturing, sale and use of pesticides;
- Decree 159/MINAGRA of 21 June 2004 relating to the prohibition of 67 active ingredients used in the manufacturing of plant protection products used in agriculture;
- Inter-ministerial Decree 509/MINAGRI/MEMIS of 11 November 2014 relating to the pesticide control, health inspection, monitoring and phytosanitary of the quality of plants, products of plant origin, agricultural products and any other material likely to carry harmful organisms for crops, human and animal health at the entry points of the country.

Labour

- Act 2010-272 of 30 September 2010 relating to the prohibition of the trafficking and the worst forms of child labour in Côte d'Ivoire;
- Act 99-477 of 2 August 1999 relating to the Social Security scheme, as amended by Order No. 2012-03 of 11 January 2012;
- Act 2015-532 of 20 July 2015 relating to the Ivorian Labour Code;
- Decree 67-265 of 2 June 1967, Title 3, relating to hazardous work for women and pregnant women;
- Decree 67-321 of 21 July 1967 relating to the codification of the regulatory provisions adopted for the implementation of Title 4 on occupational hygiene and safety;
- Decree 2017-210 of 30 March 2017 on severance package, retirement package and funeral expenses;
- Decree 2017-486 of 26 July 2017 relating to increasing the amount of CNPS (National Social Security Scheme) family allowances;
- Decree 2018-272 of 7 March 2018 relating to works that are prohibited for women and pregnant women;
- Order 2017-017 MEPS /CAB of 2 June 2017 determining the list of hazardous work prohibited for children

Environment

- Act 88-651 of 7 July 1988 relating to the protection of public health and the environment from effects of toxic and nuclear industrial waste and harmful substances, the specificity of which lies in the regional approach to dealing to environmental problems;
- Act 96-766 of 3 October 1996 relating to the Ivorian Environmental Code;
- Act 98-755 of 23 December 1998 relating to the Ivorian Water Code;
- Act 2002-102 of 11 February 2002 relating to the establishment, management and financing of national parks and nature reserves;
- Act 2014-132 of 24 March 2014 relating to the Electricity production Code in its Article 2;

LIST OF NATIONAL LAWS APPLICABLE TO PALM OIL PRODUCTION

- Act 2014-390 of 20 June 2014 relating to sustainable development guidance;
- Act 65-255 of 4 August 1965 relating to the protection of wildlife and the practice of hunting, as amended by Act 94-442 of 16th August 1994;
- Act 2016-553 of 26 July 2016 relating to biosafety regime;
- Act 88-651 of 7 July 1988 relating the protection of public health and the environment against effects of toxic and nuclear industrial waste and harmful substances;
- 20 October 1926 decree relating to the regulation of unhealthy, uncomfortable or dangerous establishments;
- Decree 94-327 of 9 June 1994 relating the accession of the Republic of Côte d'Ivoire to the Basel Convention;
- Decree 97-678 of 3 December 1997 relating to the protection of the marine and lagoon environment against pollution;
- Decree 98-42 of 28 January 1998 relating to the Emergency Response Plan for the Control of Accidental Pollution at Sea, in Lagoons and in Coastal Areas;
- Decree 98-43 of 28 January 1998 relating to BPIs;
- Decree 96-894 of 8 November 1996 setting out the rules and procedures applicable to environmental impact assessments;
- Decree 98-42 of 28 January 1998 to the Emergency Response Plan for the Control of Accidental Pollution at Sea, in Lagoons and in Coastal Areas;
- Decree 2005-03 of 6 January 2005 relating to environmental audit;
- Decree 2005-726 of 28 December 2005 relating to the Republic of Côte d'Ivoire's accession to the Kyoto Protocol on the United Nations Framework Convention on Climate Change, adopted on 11 December 1997;
- Decree 2008-44 of 21 February 2008 approving the Contract for the leasing of the urban public drinking water supply service in Côte d'Ivoire;
- Decree 2013-41 of 30 January 2013 relating to the strategic environmental assessment of policies, plans and programmes;
- Decree 2012-1047 of 24 October 2012 setting out the terms and conditions for the application of the polluter-pays principle as defined by Act 96-766 of 3 October 1996 regarding the Ivorian Environment Code;

- Decree 2013-327 of 22 May 2013 prohibiting the production, import, marketing, holding and use of plastic bags;
- Decree 2017-125 of 22 February 2017 relating to air quality;
- Decree 97-393 of 9 July 1997 relating to the establishment and functions of a public administrative establishment called the National Environment Agency (ANDE);
- Order 011-64 of 4 November 2008 relating to the control of liquid discharges and emissions from Classified Installations for the Protection of the Environment (ICPE)

Forest

- Act 2014-427 of 14 July 2014 relating to the Ivorian Forest Code;
- Decree 94-368 of 1 July 1994 relating to reforms on logging activities amending Decree 66-421 of 15 September 1966 regulating the exploitation of timber and cabinet-making woods, building, firewood and charcoal woods;
- Decree 66-428 of 15 September 1966 establishing procedures for the classification and downgrading of State-owned forests;
- Decree 78-231 of 15 March 1978 establishing the management methods for State-owned Forests;
- Decree 2013-815 of 26 November 2013 prohibiting illegal sawmilling;
- Decree 2013-816 of 26 November 2013 prohibiting the exploitation, cutting, transportation marketing and export of timber and cabinet-making from natural forests taken above the 8th parallel;
- Decree 2013-508 of 25 July 2013 prohibiting the exploitation, cutting, transport, marketing and exploitation of pterocarpus spp, commonly known as oak wood;
- Decree 90-503 of 20 June 1990 relating to the processing and export of wood into logs and lumbered timber;
- Decree 66-122 of 31 March 1966 determining the so-called protected forest species;
- Decree 2012-1049 of 24 October 2012 establishing, organising and operating the National Commission for the Reduction of GHG Emissions from

LIST OF NATIONAL LAWS APPLICABLE TO PALM OIL PRODUCTION

Deforestation and Forest Degradation;

- Decree 66-52 of 8 March 1966 establishing procedures for authorised burning;
- Decree 58 MINEF CAB of 6 February 2013, prohibiting logging above the 8th parallel (Probable failure to strike at the second approval under the title of Decree 80-70, it repeals Decree 72-543 and not Decree 72-548);
- Order 402 MINEF DGEF DPIF of 26 March 2013 relating to the enhancement of measures to prohibition of the exploitation of timber and cabinet-making woods above the 8th parallel;
- Order 1072/MINEF of 13 July 2009 clarifying the modalities for the exploitation, circulation and transfer of timber in Côte d'Ivoire;
- 69 MINEF MININTER MINAGRA of 4 May 1999 amending Order 055 MINAGRA/INT of 29 March 1995 establishing the consultative commission that allocates the forest exploitation areas- Repeals and replaces Order 055 MINAGRA/INT;
- Order MINAGRA of 13 February 1992 entrusting SODEFOR with the management of all classified forests;
- 628 MINEF/DGEF/DPIF of 28 June 2013 prohibiting the export of pterocarpus spp, commonly known as "oak wood", in small diameter natural forest species;
- Decision 988 MINEF CAB of 18 October 2012 relating to the enhancement of measures to combat illegal logging above the 8th parallel;
- Decision 65 of 29 March 1995 relating to the monitoring committees for the management of forest exploitation areas;
- Decision 1505 MINEFOR DPF of 7 September 1982 relating to the prohibition of logging in the savannah area of Côte d'Ivoire.

National Parks

- Act 2013-864 of 23 December 2013, amending paragraph 2 of Article 9 of Act 2002-102 of 11 February 2002 relating the creation, management and financing of national parks and nature reserves;
- Act 65-255 of 4 August 1965 relating to the protection of wildlife and hunting practices, amended and supplemented by Act 94-442 of 16 August 1994;

- Decree 2012-163 of 9 February 2012 defining the procedures for the classification of National Parks and Natural Reserves;
- Decree 66-426 of 15 September 1966, relating to the distribution of the net proceeds of fines, confiscations, restitutions, damages, constraints and transactions concerning hunting practices.

Economy

- Ivorian Civil Code of 2 February 1933
- Code of Civil Procedure of 21 December 1972
- Ordinance 2018-646 of 1 August 2018 relating to Investment Code
- Ordinance 2013-662 of 20 September 2013 relating to competition
- Ordinance 2013-662 of 20 September 2013 relating to general competitions in Côte d'Ivoire
- Act 98-750 of 23 December 1998 relating to rural land tenure rural land, as amended by Act 2004-412 of 14 August 2004 and Act 2013-655 of 13 September 2013
- Decree 2019-266 of 27 March 2019 setting out Customary Rural Land Tenure application procedures under Act 98-750 of 23 December 1998

LIST OF NATIONAL LAWS APPLICABLE TO PALM OIL PRODUCTION

Member category	Structures	Name of the holder	Function	Contacts	Email address
Smallholders and palm oil producers acting as group leaders	FENACOPAH-CI	KOGBO Douoba	Executive Director	0749081884	d.kogbo@yahoo.fr
	APROSAPCI	AKA Desquith A.	Executive Secretary	0708203296	akadesquith@yahoo.fr
		BOLLOU Roch Christian	Sustainable Development Manager	0779386757	rochbollou@gmail.com
		NIAMOUKE Tanoh	Head of the Village Plantation Department	0707503989	niamouke@palmci.com
	COOPALEN	DADIE Aka Marcellin	Executive Director	0708113612	Dadaka46@gmail.cm
	COOPTOSA	ADJE Aka Lucien	Executive Director	0759026989	adjeakalucien@yahoo.fr
	SOCOPALD	KOULIBALY Tingana	Executive Director	0748621965	tinganak@gmail.com
	UCOPPES	ZADI YAO	RSPO Group Manager	0707689422	zadhياهو@yahoo.fr
	UCOPALM	DIAKITE Amara	Executive Director	070153942	amara_diakit@yahoo.fr

Member category	Structures	Name of the holder	Function	Contacts	Email address
Supply chain representatives (including processors/ traders, consumer goods manufacturers, retailers, banks and investors)	AIPH	KOUAME Kouassi Lazare	Sustainable Development Manager	0707491716 75	kouamelazare@aiph.ci
	CHPH	SABAH SOSO MOHAMED	Technical Operations Manager	05 85 90 09 73	smohamed@conseil-heveapalmier.ci
	GITHP	TRAORE Y Etienne	Head of QSE - SD Department	0707028266	traoree@sania.ci
	FIRCA	NAI Naï Serge	Programme Officer	0759092401	nai@firca.ci
		KOUADIO Kouacou Fidèle	Head of Gender and Environment	0707035509	kouadiokf@firca.ci
APBEF					
	SOLIDARIDAD	SOPHIATOU Colliee	Programme Manager	0768151523	sophiatou@solidaridadnetwork.org
	EARTHWORM	Eléonore NGBESSO TANOH	Project Manager	0708833584	e.ngbesso@earthworm.org
	Plateforme Genre agricole	Louis TURQUIN	President	0505813358	lturquin@yahoo.fr
	JVE	KOUADIO Salomon	Project Manager	0747733080	Salomonkk89@yahoo.fr

STRUCTURE OF THE CÔTE D'IVOIRE LOCAL INTERPRETATION WORKING GROUP (CILIWG)

Member category	Structures	Name of Alternate	Function	Contacts	Email address
Smallholders and palm oil producers acting as group leaders	FENACOPAH-CI	MILE Bi Boua	Focal for Agricultural Management	0708025625	mile.felix@gmail.com
	APROSAPCI				
		DABLE Judith Gisèle	RSPO Assistant	0757819541	judithgisele@gmail.com
		GBONGUE Abel	Focal for Environment	0757863604	gbongueag@palmci.com
	COOPALEN	ALLE Stephane	Operation Chief	0747856339	Stephall1999@gmail.com
	COOPTOSA	KOUAKOU Maurel	Operation Chief		alainmaurel2010@gmail.com
	SOCOPALD	EPONON Acha	Operation Chief	07482091	eponon_ang@yahoo.fr
	UCOPPES	GNALY Franck Arnaud	Operation Chief	0747506404	akeelareine@gmail.com
UCOPALM	KANE Laura	Operation Chief	0787875706	laurahkane@gmail.com	

Member category	Structures	Name of Alternate	Function	Contacts	Email address	
Supply chain representatives (including processors/ traders, consumer goods manufacturers, retailers, banks and investors)	AIPH	BERTE Abdoulaye	Executive Secretary	0707471700	Ab.berete@gmail.com	
	CHPH	TRAORE W. Laurent	Head of Sustainable Development	0707540851	ltraore@conseilheveapalmier.ci	
	GITHP	GLEDJIKE Neman Nelson	QSE Certification Manager	0778146894	nemannelson@hotmail.fr	
	FIRCA					
		KOUAKOU Danielle epse AKA	Head of Gender Unit	0708991697	Danielle-aka@firca.ci	
APBEF						
	SOLIDARIDAD	ENOKOU Brou Christian	Project Manager	0758934671	enokou@solidaridadnetwork.org	
	EARTHWORM	BIE Franck	Project Manager	070430136	f.bie@earthworm.org	
	Plateforme Genre agricole	LAUBOUET Anne Rohon Aline	Member of PGA	0758181365	Boguialine79@gmail.com	
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ORGANISATION OF THE THREE TECHNICAL WORKING GROUPS

	Group 1:	Group 2:	Group 3:
	<p>C1.1 & C1.2 - Legal existence of the group entity</p> <p>C1.3 Effective farm management (environmental, social, economic, agricultural)</p>	<p>C2.1 Local, customary or national practices of land use and/or ownership</p> <p>C3.1 - Working conditions</p>	<p>C3.2 - Child labour</p> <p>C3.3 - Legal minimum wage</p>
Group facilitator	- COOPALEN / M. DADIE	- APROSAPCI / M. GBONGUE	- PLATEFORME GENRE AGRICOLE / Pr. TURQUIN
Member structures	<ul style="list-style-type: none"> - FENACOPAH-CI - EARTHWORM - CHPH - FIRCA (environment and gender) - JVE - GITHP - APROSAPCI 	<ul style="list-style-type: none"> - AFOR - UCOPPEs - UCOPALM - FIRCA (programme officer) - AIPH 	<ul style="list-style-type: none"> - COOPTOSA - SOCOPALHD - SOLIDARIDAD - APROSAPCI - APBEF



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

Roundtable on Sustainable Palm Oil

Roundtable on Sustainable Palm Oil Secretariat
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