**RSPO HCV Assessment Report Review Checklist**

**Introduction**

This checklist[[1]](#footnote-1) is developed for the RSPO review of the non-ALS HCV assessment reports, which is to be used in conjunction with the “Interpretation of the RSPO Principles and Criteria 2018: Indicator 7.12.2 and Annex 5” document (approved by the RSPO BoG on 12 June 2019). Owing to the varying quality of the non-ALS HCV assessments (not older than January 2009), these reports would need to undergo a review process by the RSPO to ensure that quality requirement of the prevailing RSPO requirements at that time period have been met.

The scenarios for which the RSPO HCV assessment review are applicable are as follow:

* Existing plantations, not yet certified at 15 November 2018, going for initial certification[[2]](#footnote-2)
* New land clearing scenarios from 15 November 2018 that have been lodged in the RSPO case register[[3]](#footnote-3)

The checklist is to be used for review by the RSPO Secretariat (or by individuals/parties commissioned by the RSPO Secretariat). All components in this review checklist is mandatory. The review would determine if:

* Growers may proceed with certification using the existing non-ALS HCV assessment report. No additional assessments required.
* Growers may proceed with the standalone HCSA assessment in new land clearing scenarios, provided the LURI has been submitted to the RSPO, reviewed and approved.

Failure of the review will require either a new HCV assessment (for existing plantations, not yet certified, going for initial certification), or integrated HCV-HCSA assessment (new land clearing scenarios from 15 November 2018 that have been registered).

The RSPO Secretariat shall review the documents and update the status of each case in the RSPO case register (refer to 3.4) within 30 days.

**HCV assessment report review checklist**

**Status:**

Y= yes, information is provided;

N = no, information is not provided;

|  |  |  |
| --- | --- | --- |
| **Section** | **Information required** | **Status and comments** |
| Executive summary | a) Key findings and recommendations of the main document captured, clearly presented and summarised  |  |
| b) Reporting of identification of primary forest, peat, HCV areas and local communities land |  |
| Scope of HCV assessment  | a) List of Legal documents, regulatory permits and property deeds |  |
| b) Maps - local and landscape level |  |
| c) Purpose of the HCV assessment  |  |
| d) Wider landscape context and description of the key social and biological features |  |
| e) Summary of the company and operations in the area |  |
| f) Impact and scale of the operations described |  |
| g) Documentation of any exploitation or land disputes / social conflicts prior the assessment and the remedial action plan |  |
| Assessment process and procedures | a) Names of HCV assessors and credentials |  |
| b) HCV Team leads:  RSPO approved assessor  Internal assessor |  |
| c) Assessment methodology* Data sources
* Timeline of assessment
* Referenced guidance/toolkit
* Data collection methodology
* Efforts to fill gaps within the data, proportionate to the impact and scale of the operations
 |  |
| d) Stakeholder identification and consultation* Local communities
* Social and environmental experts who have data or information and/or concerns to share
* Other stakeholders that may be impacted
 |  |
| Findings | Total HCV areas |  |
| Maps of HCVs of adequate resolution and clear labels |  |
| HCV identification* Evaluation of the HCV definitions and provision of presence, potential presence or absence of HCV, supported by evidence (i.e. literature review, fieldwork, stakeholder consultation)
* Use of precautionary approach in the use of data
* Maps, reports and other data relevant to the time of assessment
* HCVs 1-3 supported by field assessment results
* HCVs 4-6 supported by evidence from participatory mapping and stakeholder consultation
* Reference to HCV toolkits e.g. NI or in the absence of NI, the generic HCV Toolkit guidelines
* Decisions to apply NI definitions/thresholds, or to deviate from its recommendations explained and justified
* Wider landscape considerations
 |  |
| Details of stakeholder consultation: * Dates
* Name, title or role (unless anonymity requested)
* Organisation or social group
* Key concerns/recommendation
 |  |
| HCV management and monitoring  | Threat / risk assessment within and beyond the concession area |  |
| Management and mitigation plans for threats to HCV areas. |  |
| Management plans to enhance or maintain conservation values of identified HCV areas. |  |
| Management objectives clearly described and appropriate to the scale of operations |  |
| Plan for HCV monitoring and regular review of data. |  |
| Management & monitoring planning and implementation personnel | Contact person / Personnel involved in planning & implementation |  |

1. The checklist is adapted from the “HCV assessments for RSPO certification: Reporting Requirements” (October 2012)1 and the New Planting Procedure (2015). “HCV assessments for RSPO certification: Reporting Requirements” (October 2012): https://www.rspo.org/publications/download/01351b3ded876e9 [↑](#footnote-ref-1)
2. Cut-off date for the RSPO review of non-ALS HCV assessment reports is 21 June 2019 (date of the announcement of the “Interpretation of the RSPO Principles and Criteria 2018” document (approved by the RSPO BoG on 12 June 2019). RSPO may choose to extend the applicability of the review. [↑](#footnote-ref-2)
3. ALS-approved HCV assessments are exempt from this requirement as they have undergone the ALS quality review process [↑](#footnote-ref-3)