



RSPO

NEW PLANTING PROCEDURES

For Public Consultation

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LIST OF ACRONYMS

RSPO	Roundtable on Sustainable Palm Oil
P&C	Principles and Criteria
CSPO	Certified Sustainable Palm Oil
HCV	High Conservation Value
SEIA	Social and Environmental Impact Assessment
HCVRN	High Conservation Value Resource Network
CB	Certification Body
AB	Accreditation Body
NPP	New Planting Procedure
GHG	Greenhouse Gas
FPIC	Free Prior and Informed Consent
LUC	Land Use Change
HCSA	High Carbon Stock Approach

GLOSSARY

Deforestation	Loss of natural forest as a result of: <ul style="list-style-type: none"> a. conversion to agriculture or other non-forest land use; b. conversion to a plantation forest; or severe and sustained degradation
Development Area	Areas that will be part of the production of certified sustainable palm oil and all its by-products. The areas can be liveable areas by communities or an area that have flora and fauna which has not been expand previously
Eminent domain and expropriation	Eminent domain is the statutory power of governments to expropriate private property for public use or in the national interest, usually with the payment of compensation according to rates defined by law. Expropriation implies divesting persons of their property without requiring their agreement or consent.
Food security	Food security is achieved when all people, at all times, have physical, social and economic access to sufficient, safe and nutritious food to meet their dietary needs and food preferences for an active and healthy life. Four dimensions of food security are commonly identified: food availability, food access, utilisation and stability
Fragile soil	A soil that is susceptible to degradation (reduction in fertility) when disturbed. A soil is particularly fragile if the degradation rapidly leads to an unacceptably low level of fertility or if it is irreversible using economically feasible management inputs. (See also definition for ‘marginal soil’)
Greenhouse gas	Greenhouse gases (GHGs) are those gaseous constituents of the atmosphere, both natural and anthropogenic, that absorb and emit radiation at specific wavelengths within the spectrum of thermal infrared radiation emitted by the Earth’s surface, the atmosphere itself, and by clouds. GHGs are measured in terms of their global warming potential – the impact a GHG has on the atmosphere expressed in the equivalent amount of carbon dioxide CO ₂ (CO ₂ e). Greenhouse gases regulated by the Kyoto Protocol include carbon dioxide (CO ₂), methane (CH ₄), nitrous oxides (N ₂ O), Hydrofluorocarbons (HFCs), perfluorocarbons (PFC), and sulphur hexafluoride (SF ₃).
High Carbon Stock forest	Forests that have been identified using the High Carbon Stock Approach (HCSA) Toolkit
High Forest Cover Country (HFCC)	Countries defined as having >60% forest cover (based on recent, trusted REDD+ and national data); <1% oil palm cover; a deforestation trajectory that is historically low but increasing or constant; and a known frontier area for oil palm or where major areas have been allocated for development
High Forest Cover Landscape (HFCL)	Landscapes having >80% forest cover. Landscape as defined under HCSA Toolkit (Module 5): “The size of a landscape may be determined by (a) identifying the watershed or the geographical land unit containing a cluster of interacting ecosystems; (b) selecting a unit size that

	encompasses the plantation concession and a buffer of the surrounding area (e.g. 50,000 ha or 100,000 ha); or (c) using a radius of 5 km from the area of interest (for instance, the planned concession).”
High Conservation Value (HCV) areas:	<p>The areas necessary to maintain or enhance one or more High Conservation Values (HCVs). The HCV management area is the area where management prescriptions apply:</p> <p>HCV 1 – Species diversity; Concentrations of biological diversity including endemic species, and rare, threatened or endangered (RTE) species, that are significant at global, regional or national levels.</p> <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, and that contain viable populations of the 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>
HCV-HCS Assessment Manual	This manual is the official reference document for HCV-HCSA assessments. It is primarily targeted at guiding assessment teams through the HCV-HCSA assessment process. However, the manual is also useful for Organisations commissioning HCV-HCSA assessments and other stakeholders interested in the technical aspects of the assessment process and the details of HCVRN ALS quality control.
Indigenous peoples	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

	<p>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>
Intimidation and harassment	<p>Intimidation and harassment include loss of income due to/resulting in organisational restrictions, threats of dismissal from employment, restrictions on travel, restrictions to the environment in which the HRDs operate, deliberate obstruction to holding of meetings between HRDs, hostility within the community the HRDs lives as claims may be seen to jeopardise the community's honour and culture (this may especially be the case with women HRDs). More serious measures include character assassination of HRDs, discrediting, defamation campaigns, arbitrary use of security forces, surveillance, SLAPP suits (Strategic Lawsuits against Public Participation) due to his or her work and/or in the course of his/her activities, threats of physical violence and death threats. Special attention is needed to avoid gender-specific violence such as rape or threats of sexual violence used to silence women</p>
Land clearing	<p>Conversion of land from one land use to another. Clearing on actively managed oil palm plantation to replant oil palm is not considered land clearing. Within existing certified units, clearing of less than 10 ha is not considered new land clearing</p>
Landscape	<p>A geographical mosaic composed of interacting ecosystems resulting from the influence of geological, topographical, soil, climatic, biotic and human interactions in a given area.</p>
Landscape-level	<p>The size of a landscape may be determined by (a) identifying the watershed or the geographical land unit containing a cluster of interacting ecosystems; (b) selecting a unit size that encompasses the plantation concession and a buffer of the surrounding area (e.g. 50,000 ha or 100,000 ha); or (c) using a radius of 5 km from the area of interest (i.e. planned concession boundaries).</p>
Local Communities	<p>"Local communities' can be used to refer to a community in a particular place where local people share common concern around local facilities, services and environment and which may at times depart from traditional or State definitions."</p>
Local People	<p>"local people encompass all members of local communities including indigenous peoples"</p>
Managed area	<p>The land containing oil palm and associated land uses such as infrastructure (e.g. roads), riparian zones and conservation set-asides.</p>
Marginal soil	<p>A soil that is unlikely to produce acceptable economic returns for the proposed crop at reasonable projections of crop value and costs of amelioration. Degraded soils are not marginal soils if their amelioration</p>

	and resulting productivity is cost effective. (See also definition for 'fragile soil'.)
Natural ecosystems	All land with natural, native vegetation, including but not limited to native forests, riparian vegetation, natural wetlands, peatlands, grasslands, savannahs, and prairies.
New Land	Any areas that was not legally owned or managed directly by the company
New Planting	Planned or proposed planting on land not previously cultivated with oil palm. This includes situation where areas that have natural vegetation i.e. grassland also land that was not previously cultivated with oil palm
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.
Social and Environmental Impact Assessment (SEIA)	An analysis and planning process to be carried out prior to new plantings or operations. This process incorporates relevant environmental and social data, as well as stakeholder consultations, in order to identify potential impacts (both direct and indirect) and to determine whether these impacts can be satisfactorily addressed, in which case the proponent also defines specific actions to minimise and mitigate potential negative impacts.
Stakeholders	An individual or group with a legitimate and/or demonstrable interest in, or who is directly affected by, the activities of an organisation and the consequences of those activities.
Steep terrain	Areas above 25 degrees or based on a National Interpretation (NI) process

1.1 WHAT IS RSPO NEW PLANTING PROCEDURE

The RSPO New Planting Procedure (NPP) consists of a set of assessments and verification activities to be conducted by growers prior to a new oil palm development. These assessments are then verified by a Certification Body (CB) to ensure growers have completed all necessary steps to promote responsible planting. The NPP applies to any development of new oil palm plantings after January 2010. The objective of the NPP is to ensure that new oil palm developments complies with the key elements of RSPO P&C and do not negatively affect primary forests, High Conservation Values (HCV) areas, high carbon stocks (HCS) forest areas, fragile and marginal soils or local peoples’ lands. The NPP coverage is also focuses on no new planting on peat, and steep terrain. The NPP also supports the implementation of RSPO’s Theory of Change (ToC) impact areas of People, Prosperity, and Planet.

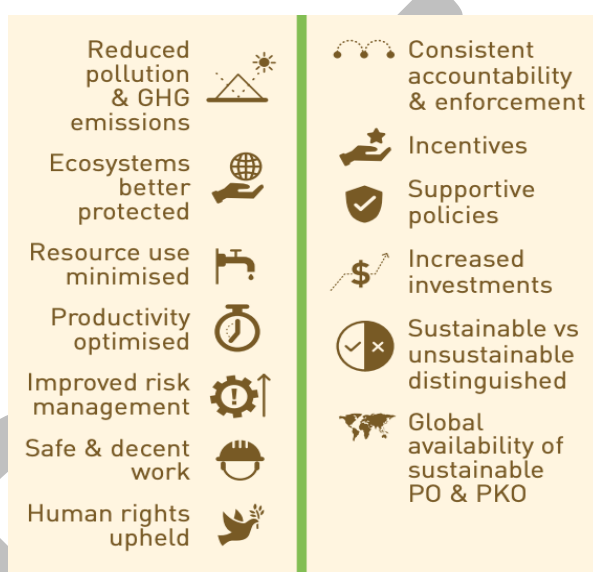


Figure 1 - RSPO ToC Intermediate Outcomes

The NPP is specifically focused on addressing RSPO ToC Intermediate Outcomes. The successful implementation of the NPP will ensure that new oil palm development is done in a more sustainable manner. With these outcomes set in place, the NPP accommodates the vision of RSPO to make “Sustainable Palm Oil the Norm”

The key output of the NPP is a report that proposes how and where new oil palm plantings and/or associated infrastructural development (i.e. road, mills, and etc.) should and will proceed, or not, for a given management area. The NPP report is then posted on the RSPO website for public consultation for a duration of 30 days. Land clearing for new planting and any associated development (such as roads) can only begin once the NPP is deemed approved and communicated by RSPO Secretariat.

1.2 BACKGROUND

The NPP was proposed to the RSPO General Assembly in November 2008 and formalised in May 2009. It was approved by the RSPO Executive Board (now known as RSPO Board of Governance) in September 2009 and came into force for all new oil palm plantings from 1 January 2010. The main intention of the NPP introduced back then was aiming to provide a framework for the responsible development of new lands for oil palm.

In 2015, the NPP document was revised to align with P&C 2013. The 2015 revision introduced the implementation of Land Use Change (LUC) analysis from November 2005, minimisation of Greenhouse Gas

(GHG) emissions at an early stage, and incorporation of High Conservation Value Resource Network (HCVRN) Assessor Licensing Scheme (ALS). The NPP 2015 revision aimed to (1) consolidate relevant requirements into one comprehensive document; (2) improve the clarity and effectiveness of the NPP process, and (3) ensure consistency with the RSPO P&C 2013 and other supporting documents.

This document serves as an update to the NPP 2015 revision and the details of this revision are detailed in section 1.3

1.3 REVISION UPDATE 2019 AND SCOPE

This revision of NPP documents aims to;

- Improve NPP submission by ensuring credible verified reporting
- Improve the accuracy of information with regards to areas that are planned to be developed and;
- Implement a proper mechanism on sanctions system and post NPP monitoring

With the adoption of the Principles and Criteria (P&C 2018) in November 2018, this procedure is now strengthened with the new requirements such as; any new land clearing after 15 November 2018 must be preceded by an HCV-HCSA assessment, no new planting on peat and other significant social aspects (i.e. human rights upheld). This current revision also takes into account the lessons learnt from the submission of the NPP made so far to RSPO Secretariat.

This document was developed with the consultation of all related RSPO Working Groups, Task Forces and Expert Panels, and has undergone public consultation to ensure all considerations were taken into account. This is in-line with ISEAL's Best Practices for the development of guidance documents.

it is important to note that meeting the NPP requirements is not equivalent to compliance with specific P&C indicators, rather, they are a building block for compliance towards certification.

In line with recent BoG decision, this revised NPP document is not applicable to independent smallholders at this point of time, until further changes is adopted in the future. As for scheme smallholders, the management unit that is responsible for them shall ensure that the requirement listed in this document is followed accordingly.

This document will be going through a revision every five (5) years following best practice available or at any intervals as requested by the RSPO BoG or to align with the next P&C revision. Revision will also be revisited due to new findings that are available to accommodate current industry needs or additional guidance on the finalisation of Integrated Conservation and Land Use Plans (ICLUP) in the HCSA

This document also provides the reporting template for submissions and recommended checklist that can be a reference for the users of this document to work with. This document will be made effective immediately after its adoption by the RSPO BoG. For Independent Smallholders, a simplified version of NPP will be developed in alignment of the RSPO Independent Smallholder Standards.

The Scope of this guideline is for growers who wanted to do new plantings at a new area and or new development that relates to oil palm plantation and production. This would include building new mill(s), nursery, or converting land that was not previously an oil palm related.

1.4 CHARTING NPP WITH RSPO P&C 2018

Before P&C 2018, information relating to the subject of new plantings was located mostly under principle 7 of the previous version of the standards (P&C 2013) . With the adoption of the P&C 2018, the subject of new plantings is now integrated at various principles. Therefore, Table 1 below references each RSPO Principles and Criteria (P&C) 2018 to NPP topics. This is to indicate that the growers are responsible for each item and when the planned development area is ready to be included in the scope of certification, these indicators could be a guidance to assist grower certification.

Table 1 - NPP Charting with P&C 2018	
NPP Topics / Coverage	RSPO P&C 2018 Indicators
Legal Requirement(s)	2.1.1, 2.1.3
Development planning	3.3.1, 3.3.2, 4.5.7, 4.5.8
Continuous Improvement	3.2.1
Mapping	4.4.3
Social and Environmental Impact Assessment (SEIA)	3.4.1, 3.4.2, 3.4.3
Human Rights	4.1.2, 4.2.1
Sustainable Development	4.3.1
Free Prior and Informed Consent (FPIC)	4.4.1, 4.4.6, 4.5.1, 4.5.2, 4.5.3, 4.7.1
Affected Stakeholders	4.6.1, 4.8.1, 4.8.2, 4.8.3
Environmental	7.5.1, 7.5.3, 7.6.1, 7.6.2, 7.6.3, 7.7.1, 7.10.1, 7.10.2, 7.11.1, 7.11.3, 7.12.1, 7.12.2, 7.12.3, 7.12.4, 7.12.8

SECTION 2: NPP REQUIREMENTS

This section indicates the requirements a grower needs to comply with in order to fulfil their NPP. These consist of eight (8) elements that the growers are required to follow, in ensuring the NPP is followed through the process. These elements are elaborated in the sections below:

2.1 MATERIALISATION OF NPP

Materialisation¹ is the key to determine if the development area needs NPP submission or not. Where RSPO members have a majority shareholding in and/or management control of any subsidiaries², those subsidiaries are subjected to the NPP requirements. Unless it is stated otherwise, all NPP submission must go through Certification Body Verification. A 30-days public comments period shall be applicable for all NPP submitted unless specified otherwise.

The figure 2 below will determine if the scenarios are applicable for NPP submission or not.

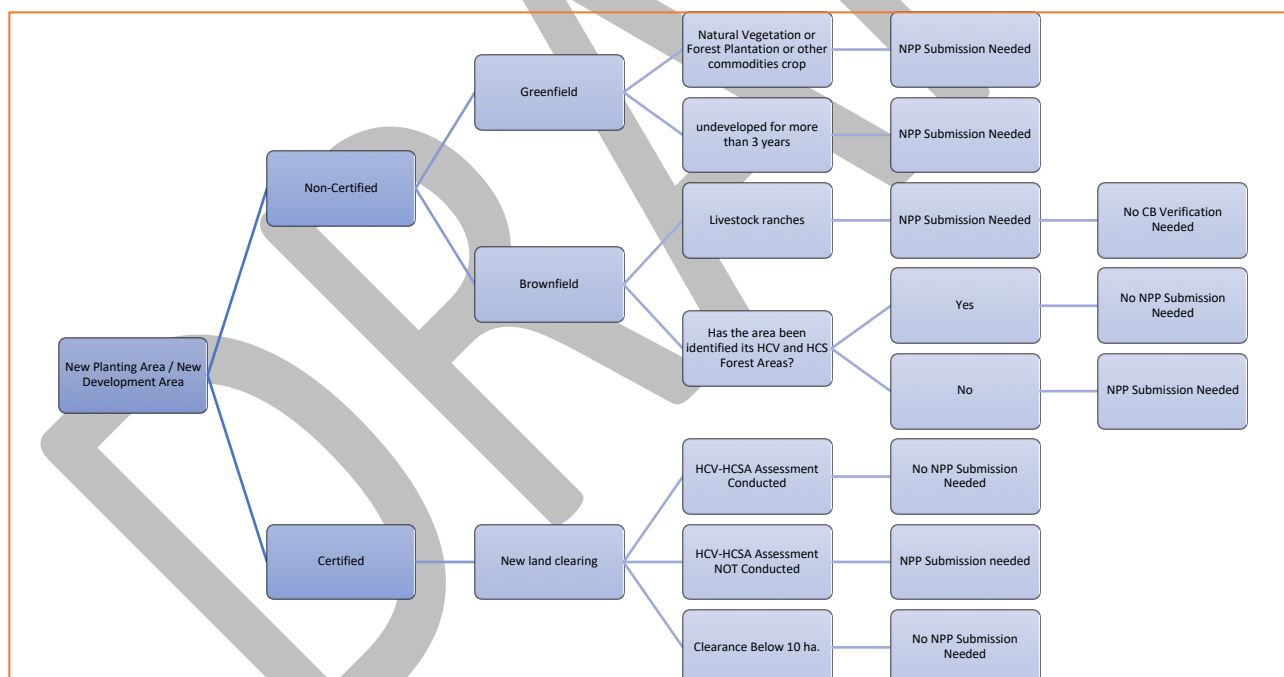


Figure 2 - General NPP Materialisation – Scenarios

Note – Scenario where NPP Submission is **NOT** needed:

- a) Replacing oil palm with a subsequent oil palm crop is considered as replanting and therefore not subject to the requirements of the NPP if the previous oil palm crop has not been abandoned for more than 3 years

¹ Materialisation in this document is defined as key identification if a development needs to follow NPP requirements or not

² Refer to currently effective P&C Certification System document in force for what constitute as major shareholding

- b) Areas inhabited by communities in voluntary isolation and does not give permission for land clearing including those who cannot give permission for land clearing even the companies legally own the land
- c) Planting of oil palm on already developed land – e.g. buildings, football fields, golf course, land previously developed other than agriculture etc., land that can be proved that there is no HCV or HCS forest areas. This include conversion of store and nurseries into oil palm plantation
- d) If land clearance has occurred before the grower became an RSPO member or for any new acquisitions where clearing and development have already taken place without prior HCV-HCSA assessment
- e) If a grower member took over land from previous RSPO member and plans for new plantings after 15 November 2018. Unless the NPP has been approved previously and the current company that owns the land agrees to continue the land development as approved in the NPP sent to RSPO.

Once the determination of the NPP Scenario, the grower needs to calculate how the assessment area should be included. The area to which the NPP applies must be calculated based on the development permit or land deed (i.e. total area considered for oil palm and associated development). For instance, if the permit is for 1,000 ha of land, an NPP should be submitted covering the 1,000 ha, and the different assessments must be conducted for 1,000 ha. The area (ha) of a permit or land deed cannot be separated into several different NPP reports. There will be no deviation for this and all areas that will be conducted the assessment will also include the wider-landscape approach to it. An example is shown in figure 3 and 4below:

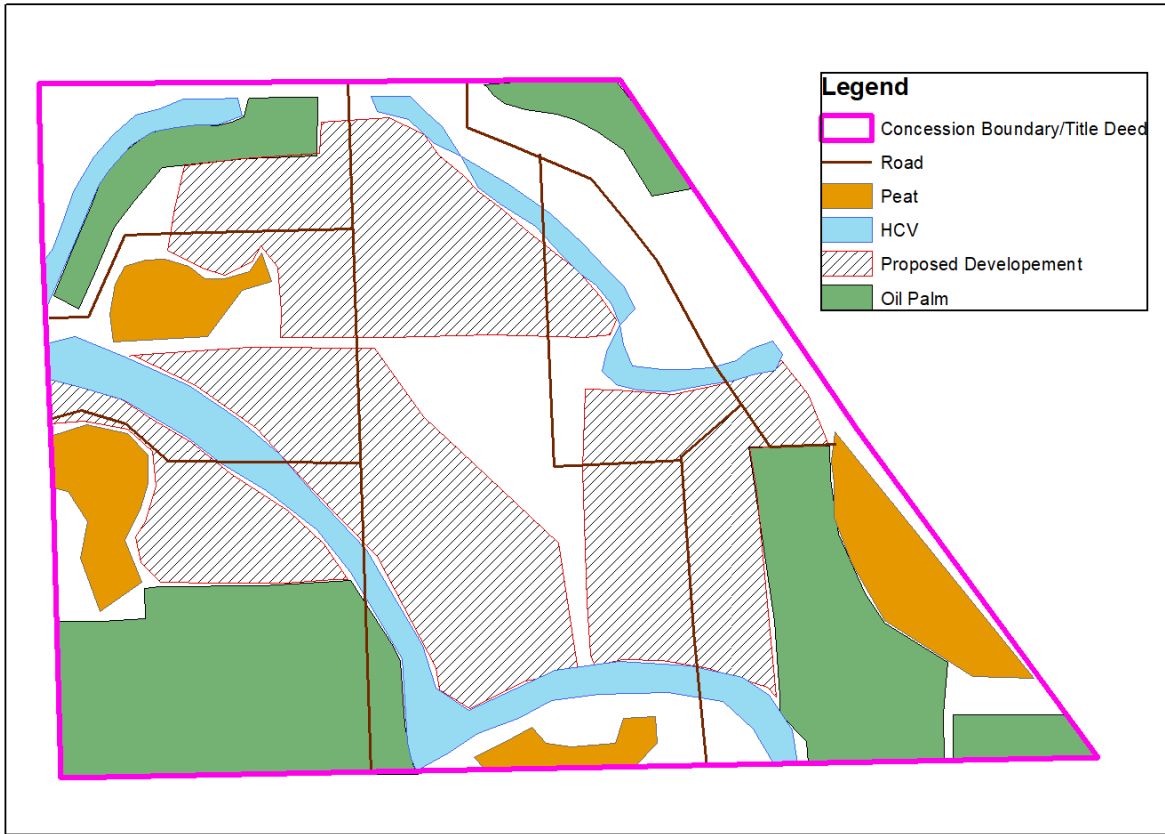


Figure 3 - Assessment Area within 1 Title Deed

Figure 3 – All related assessment must be conducted to cover the whole Concession boundary/title deed

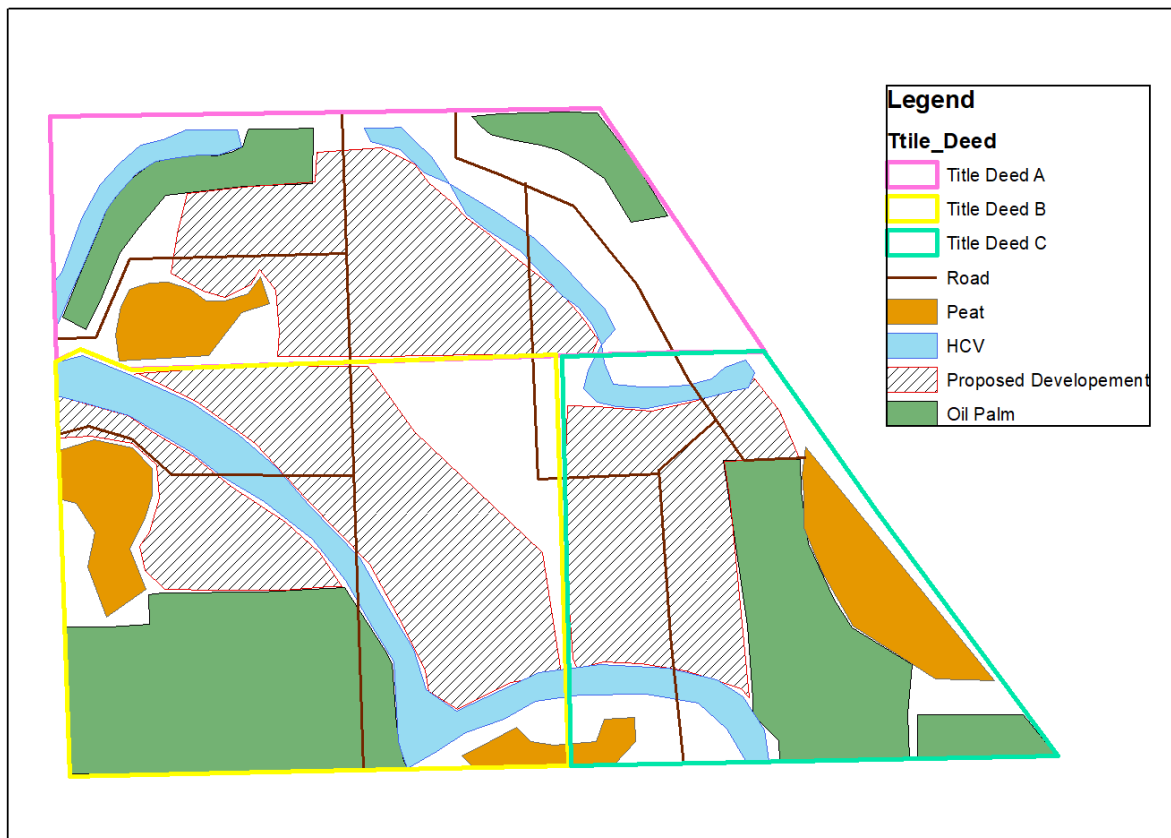


Figure 4 - Assessment Area with multiple title deed

Figure 4 – if the proposed area only involves title deed B and C, All related assessment must be conducted for only for these two title deeds. When there is a plan for development in title deed A it can be added later in separate NPP submission and adding the assessment for title deed A is possible

Once the materialisation is complete, the NPP requirements in the subsequent section of this document must be met accordingly before a grower commences land preparation.

Additional points:

- *In general, for new oil palm plantings and its associated development from 1st January 2010, the growers need to submit to RSPO secretariat the notification and summary of the related assessment conducted which is verified by the certification bodies*
- *It is important to know if CB verification is needed or not for the planned development as it will be a reference point for initiation date of NPP Process*
- *It is important for the growers to submit separate NPPs if the land clearing occurs on areas that are not contiguous to each other and/or separated by different jurisdictional*

- *If land clearing is actively occurring at the time of acquisition, once it is under the company's management control, all operations relating to development must cease completely and the NPP requirements shall be followed for any area that has not yet been converted/cleared*
- *All NPP will go through a 30-days public comments period unless specified otherwise*

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2.2 UNDERTAKE ASSESSMENT

This section indicates the applicable assessment that the growers need to conduct in order to fulfil the NPP process. Each of these assessments will be done by the growers using an independent assessor unless it is stated otherwise in the specific section in this document:

The figure below summarises the required assessment for fulfilling NPP requirement

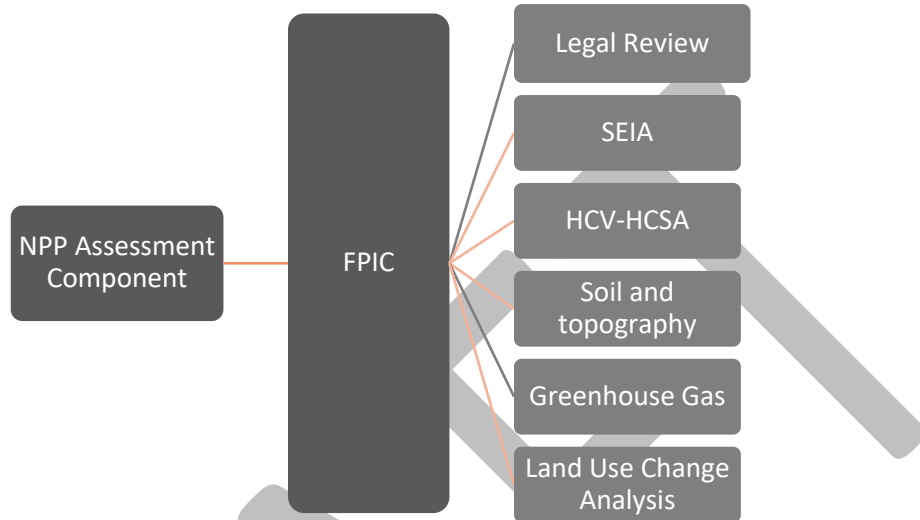


Figure 5 - NPP Assessment Component

Note: FPIC ideally should happen throughout the development therefore it is a continuous process that the growers needs to update and review its FPIC plans, findings, and actions

2.2.1 LEGAL REVIEW

It is important for growers who will be developing new areas to assess its legal compliance. Basically, the grower company needs to list all relevant legal requirements that they need to abide by at areas of operations. The legal review is a listing of the following items;

- Name of Applicable Laws, Regulations and Legislation
- How it applies to the organisation
- Any controls set in place by the growers to ensure compliance (this can be procedures, monitoring program, and etc.)
- Authorisations, licences, consents and related records to show compliance
- Responsible personnel to ensure compliance
- Status of Compliance
- And training requirements (if applicable)

RSPO National Interpretations (NI) will give guidance on which laws, regulations and legislations which are applicable for specific countries. This is for instances whereby the laws require certain assessments to be carried-out continuously throughout the life cycle of the project. While the process is underway, NPP can be initiated³ but the final submission to RSPO must be based on the finalised assessment accepted by the companies. New lands shall not be acquired by plantations and mills after 15 November 2018, as a result of recent (2005 or later) expropriations in the national interest, without consent (eminent domain). The legal review can be carried out by the grower company and verified by the CB.

³ NPP Initiated – When the growers decided to procure/contract CBs for NPP Verification. If there is no CB Verification therefore it begins with the date of last assessment conducted in relation to NPP

All relevant legal requirements must be met before land clearing activities take place. In cases where assessments are required (e.g. AMDAL and SEIA), it must be approved by relevant authorities. Completion of the NPP process does not mean that land development can commence. Legal compliance is still required for land development. This legal review can be done internally regardless of size of the proposed area of development.

2.2.2 FREE PRIOR AND INFORMED CONSENT (FPIC)

Respect for the right of indigenous peoples, local communities and other land users ('local peoples') to give or withhold their Free, Prior and Informed Consent (FPIC) to operations planned on their legal and / or customary lands is one of the key elements of the RSPO Principles and Criteria (P&C). Respect for this right is a requirement for all oil palm plantings and compliance with this requirement must be assessed prior to all new developments as of 1st January 2010 through the New Planting Procedure (NPP).

The P&C 2018 via principle 4.5 which provides that "No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their FPIC. Whether or not FPIC has been obtained, it needs to be demonstrated through a documented system and/or comprehensive process which evidences that the right holders and/or the relevant stakeholders have had an opportunity to express their views through their own appointed representative with all relevant information and documents being made available to them, with an option of resources access to independent advice through a documented, long term and two way process of consultation and negotiation.

The NPP must be participative, with meaningful involvement of all affected stakeholders. This includes local communities, indigenous people and other right holder's people which are or may potentially be affected by this development. Therefore, relevant stakeholders who are potentially impacted need to be identified together. The company should ensure the relevant stakeholders are consulted and informed of all the relevant information of the new planting development. It must also be communicated to the affected stakeholder that they have the right to grant or withhold consent (say "NO") to operations planned.

FPIC is neither an assessment nor a tool; it is a process and a way of doing business that requires an attitudinal shift towards empowering communities to be at the centre of any land use planning or conservation priority setting that affects their lands

The FPIC process should be carried out by qualified (FPIC-trained) company staff, group manager, or private land holders depending on the context. This is because the grower needs to build a long-term relationship with the community (and vice versa) and external consultants will not be the parties to any agreements. However, this does not prevent the grower from getting advice or training from third parties.

It is neither realistic nor desirable that, at the early stage in plantation planning that the FPIC process is deemed to be complete. However, when a grower submits the NPP report to RSPO, it must be established that the minimum building blocks for FPIC should be properly established and the plans should be accepted by the affected stakeholders. This can be verified by showing that;

- There is evidence that growers have been informed by the communities of the composition of their self-selected designated representatives and representative institutions where land acquisition is planned;
- There is evidence that communities have meaningfully participated in the elaboration of the SEIA and the HCV-HCSA Assessment;
- The HCV-HCSA Assessment has clearly identified which areas need to be managed to maintain and enhance the full range of HCVs and HCS areas
- There are plans, mutually agreed by the grower and the communities, as represented through their chosen representatives, or directly in broad community meetings, on how land tenure assessments, participatory community mapping and negotiations over land will be carried out
- A land tenure assessment has been completed;
- Participatory mapping of customary lands has been carried out, with the direct involvement of the communities concerned;

- Affected communities have agreed to the management plan, which should summarise the mitigation measures that will be implemented.
- Community representatives have agreed on the next steps in the FPIC process including how negotiations to acquire communities' lands will be undertaken.

2.2.3 SOCIAL AND ENVIRONMENTAL IMPACT ASSESSMENT (SEIA)

In the context of RSPO, the SEIA aims to identify potential environmental and/or social issues impacts (both direct and indirect) and to determine whether these impacts can be satisfactorily addressed, in which case, the proponent of the assessment will also define specific actions to minimise and mitigate potential negative impacts. The assessment is also known in the names as community impact assessment (CIA), social impact assessment (SIA), economic impact assessment (EclA), and sometimes as a subset of environmental impact assessment. These terms have a substantial overlap in meaning but are not necessarily completely synonymous.

The P&C 2018 requires that a comprehensive **independent Social and Environmental Impact Assessment (SEIA)** to be undertaken prior to new plantings or operations, and for a social and environmental management and monitoring plan to be implemented and regularly updated in ongoing operations. The assessment should also take into account the impacts of the development area adjacent to it.

For the purpose of NPP, the SEIA shall be comprehensive, participatory and led by an independent consultant compliant with the national requirements contracted directly by the grower. This applies to all sizes of development.

Assessments older than three years at the point of NPP submission must be reviewed and updated to reflect any changes on the ground in accordance to the new requirements of RSPO. The time is counted at the point of finalisation or approval of the report

In countries where SEIA is regulated, all legal requirements must be met, and only finalised reports are accepted for verification towards meeting NPP requirements. The competency of the SEIA assessor should follow what is required by the regulations.

2.2.4 HIGH CONSERVATION VALUE – HIGH CARBON STOCK APPROACH ASSESSMENT (HCV-HCSA)

RSPO Principles and Criteria (2018) Indicator 7.12.2, states any new land clearing after 15 November 2018 must be preceded by an HCV-HCSA assessment. Therefore, this is assessment is needed for the compliance to the P&C 2018. The assessment must be conducted by an independent assessor regardless of the size of the development. For any land below 10 ha. within certified areas and not contiguous in the area, are exempted from HCV-HCSA requirements. All of this should be in alignment with RSPO P&C 2018

On the ground, HCV and HCSA assessments have been carried out separately, by different teams, and often at different times. It is recognised by both the High Conservation Value Resource Network (HCVRN) and the High Carbon Stock Approach (HCSA) Steering Group that the integration of the HCV and HCSA assessments and quality control processes will allow for greater efficiencies in team deployment, reduction of costs and avoidance of stakeholder confusion over multiple teams conducting consultations.

An HCV is a biological, ecological, social or cultural value of outstanding significance or critical importance. The HCV Approach is designed to identify and maintain or enhance environmental and social values in production landscapes. It is based on six values, covering species diversity (HCV 1), landscape-level ecosystems (HCV 2), rare ecosystems/habitats (HCV 3), critical ecosystem services (HCV 4), community livelihood needs (HCV 5) and cultural values (HCV 6). Generally, HCVs 1–3 are significant in a global context, whilst HCVs 4–6 are more locally relevant.

The HCS Approach is a methodology used to distinguish forest areas that merit protection from degraded areas that can be converted. The HCS Approach uses a vegetation threshold between natural forest and degraded land based on six vegetation classifications. These classifications are identified using remote sensing data and field plot measurements. A combination of conservation science factors is used to analyse the patches in order to define “viable forest areas”. Many companies across several sectors have adopted

the HCS Approach as part of their commitment to produce or source 'no-deforestation' or 'deforestation-free' products.

The output of the HCV-HCSA assessment is a report detailing the identification and location of environmental and social values (i.e. HCVs, HCS forest, peat, local people's land). The assessment report is meant to serve as the foundation for the growers, communities and other stakeholders to proceed with the development. HCV-HCSA assessment must be conducted by ALS licensed assessor, or refer to the Interpretation of Indicator 7.12.2 and Annex 5 document that explains who may conduct these assessments and when they need to undergo different kinds of evaluation by e.g. HCVRN ALS

There would be cases where HCSA Assessment can be on standalone, it is required that the growers follow the interpretation document for 7.12.2 and Annex 5 requirements. The details of how to conduct HCV-HCSA are available through HCSA methodology toolkit.

2.2.5 SOIL AND TOPOGRAPHY

The soil suitability and topographic survey should identify all areas of marginal and fragile soils, as well as areas too steep. There will be no replanting and new planting on steep terrain (as per P&C 2018)

Peat areas and riparian buffers are not to be planted. The definition of steep terrain, peat and size applicable should be in accordance of the RSPO P&C 2018.

The survey can be conducted by the grower (for areas less than 500 ha.) or by an independent consultant (for areas bigger than 500 ha.) and can be carried out as part of the SEIA or separately. This area reflects to the development area. The survey report can be older than three years at the time of the NPP, so long as the findings are still valid which will be verified by the CBs.

Commonly the soil and topography should come before HCV-HCSA assessment because it is a baseline information.

2.2.6 GREENHOUSE GAS (GHG) ASSESSMENT

The greenhouse gas (GHG) assessment shall

- identify and estimate carbon stocks and major potential sources of emissions in the proposed development area (also called the carbon stock assessment) and
- include a plan to minimise net GHG emissions as a result of the planned development using the RSPO GHG Assessment Procedure for New Oil Palm Planting⁴

The identification of carbon stocks can be combined with the vegetation survey carried out as part of the HCV-HCSA assessment. The GHG assessment can be conducted by the grower internally regardless of size⁵ of the development area. The GHG assessment must be current at the time of the NPP submission, e.g. less than three years old.

2.2.7 LAND USE CHANGE ANALYSIS (LUCA)

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

The dates for LUC analysis should follow the proxy dates as follows:

- a) Nov 2005 – Nov 2007
- b) Dec 2007 – Dec 2009
- c) 1 Jan 2010 – 9 May 2014

⁴ Please use the prevailing key documents

⁵ As prescribe in GHG assessment procedure for new plantings

- d) 9 May 2014 – 15 Nov 2018
- e) 15 Nov 2018 – Current (not more than one year from the date of NPP submission)

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

2.3 QUALITY REVIEW FOR ASSESSMENT

Each assessment would need to be credible and show accountability towards the area being studied. Below is the list of the assessment type and reviewer mechanisms that should be put in place:

Table 4 – Quality Review for Assessment	
Assessment Type	External Review Mechanism
Legal Review	No. This is to be conducted by the legal department of the unit of certification and verified by the CB
HCV-HCSA	HCV-ALS Quality Panel Review
LUCA	No
GHG	No
FPIC	No
Soil and Topography	No
SEIA	Not applicable for countries that have SEIA, EIA, CIA, etc. regulations. However, external independent review is needed for countries without such regulations which verifies the findings of the assessment.

Any review made on the assessment by external parties other than specifically mentioned above can be appointed by the growers but have to ensure no conflict of interest is declared between the related parties. Ideally an external review would bring more credible results and findings of the assessment conducted. For HCV-HCSA Assessment only ALS would be sufficient for review.

2.4 TIMELINE AND VALIDITY

All submission needs to be current at the point of NPP submission. The validity indication of the various assessments are as follows:

Table 5– Timeline and Validity		
Assessment Type	Considered Complete	Validity
HCV-HCSA	Completion begins when results from HCVRN ALS Quality Review is found satisfactory	3 years
LUCA	When the grower signed and accepted the LUCA report.	1 year
GHG	When the grower has completed the Palm Calculator for New Plantings	3 years
FPIC	FPIC process is continuous and monitoring should be updated and reviewed by the management unit minimum annually	On-going process
SEIA	Once it is accepted and endorsed by the local regulators. For countries without regulations it is the date when completion of the assessment by third party assessor.	3 years

2.5 ASSESSOR COMPETENCY

This section indicates the minimum competency needed for the assessor that conducts, lead and sign-off the assessment for the growers. This competency can be applied for both internal or third-party assessors.

Table 6 – Assessor Competency	
Assessment	Assessor Competency
Legal Review	Minimum 3 years working as legal representative
SEIA	The SEIA shall be led by competent personnel compliant with national requirements and can be from internal or contracted externally by the growers. In countries where there is no clear national requirement on SEIA lead assessors, a competent independent lead assessor should have conducted at least 3 SEIAs, have expertise with remote sensing and mapping and have knowledge of the relevant laws.
HCV-HCSA	For assessments from 15 November 2018, the HCV-HCSA assessment shall be led by an independent lead assessor licensed under the HCVRN ALS. All HCV-

Table 6 – Assessor Competency

Assessment	Assessor Competency
	HCSA assessments must pass through the ALS quality control before being submitted as part of the NPP. For HCV Assessment from 1 January 2015, the HCV assessment must be from ALS license assessor
FPIC	The FPIC process should be carried out by qualified (qualified company staff with experience in FPIC assessment) company staff, group managers, or private land holders depending on the context.
LUCA	Must have expertise in interpreting remote sensing imagery.
Soil and Topography	The personnel shall be able to identify all areas of marginal and fragile soils, peatlands as well as areas too steep to plant and areas requiring precautionary practices in order to be planted. This can be either internal or external people that have conducted soil survey assessment
GHG	<p>The assessment team should:</p> <ul style="list-style-type: none"> • Have knowledge of carbon emission accounting methodologies for above and below ground carbon stocks including peat • Have experience in verifying land cover maps and/or conducting carbon stock assessment in agriculture and/or forestry sectors <p>Have experience and expertise in using remote sensing technology to estimate carbon stocks</p>

2.6 DATA FOR IMPACTS

Since the new P&C certification is being metricated, impacts of any new development would need to be measured accordingly. The information reflected below will be reflected in the summary section by the CB in the notification statement send to RSPO.

Table 7 – Data for NPP

Data Required	Unit
Concession Area	Hectare (ha.)
Right to use land Area	Hectare (ha.)
NPP Area	Hectare (ha.)
HCV Area	Hectare (ha.)
HCS Forest Area	Hectare (ha.)

Table 7 – Data for NPP

Data Required	Unit
Species Identified in IUCN Redlist	
GHG from New Development	tCO ₂ e per hectare
Number of affected communities	Headcount
Expected mill to supply	Name of the mill and capacity

2.7 INTEGRATE MANAGEMENT PLAN

It is important that the management plan is set in place for the areas that are going to be developed. Results and recommendations drawn from the various assessments and the findings of the FPIC process shall be incorporated into the planning and operations of the new plantings areas and those of associated developments. The management plans are developed to consider such issues

- Are based on the FPIC of any local peoples whose lands and/or rights are affected;
- Exclude all primary forests, HCV, HCSA forest areas from clearance;
- Provide for the maintenance and/or enhancement of all identified HCVs and HCS areas;
- Avoid extensive planting on steep terrain and/or marginal and fragile soils including assurance of there is no new planting on peat and provide for appropriate management of these soils to protect them from adverse impacts;
- Minimise net GHG emissions from the development in ways which take into account the avoidance of land areas with high carbon stocks and/or maximises sequestration options.

All management plans derived from the assessments should be integrated into one common document that act as a main source of reference. The management plans should be the key driver for any plans and mitigation on the risk identified. It should be at a minimum annually reviewed and updated. Summary management plans would indicate at a minimum but not exhaustive to the following:

- Summaries of mitigation measures and monitoring requirements relevant to each assessment;
- Maps of the key findings of the various assessments;
- An action plan describing operational actions consequent to the findings of the various assessments, referencing the grower’s relevant operational procedures;
- Designation of the management team and responsible person for the implementation of these plans.

For the submission of NPP, it should only be a summary of those document which highlight the significant issues and reported as per Appendix 3: NPP Template – Summary of Management Plans

Any significant update and/or review towards the management and development plan, the growers need to update RSPO Secretariat on those matters to avoid any issues during certification.

2.8 REPORTING

These reports must be prepared and completed in a professional manner and accurate to the best information available at the point of preparation. The NPP submitted to RSPO for public notification must be in English language. Companies are encouraged to prepare NPP reports in their respective national languages and RSPO will publish both versions on the website.

Based on the various studies and assessment reports, the grower is responsible for collating and summarising it into the NPP report following recommended reporting format in this document. There are three (3) main components in the NPP report and the submission to RSPO:

- NPP notification statement (this is done by the CB) – Refer to Appendix 1
- Summary of assessment reports (SEIA, HCV-HCSA, soil and topography, LUC, GHG) – Refer to Appendix 2
- Summary of management plans – Refer to Appendix 3

The grower also needs to submit the NPP area, HCV-HCS areas, and legal boundary Shapefiles to RSPO Secretariat together with the NPP reports. Full Shapefiles is required this includes files such as **shp. shx. dbf. prj**. In cases where there is limitation of capability in GIS software, the grower can request assistance from the RSPO GIS Unit on how to develop such file types.

SECTION 3: VERIFICATION

The grower is to obtain verification from an accredited RSPO Certification Body (CB) that the NPP process and the content of the assessments and plan(s) is comprehensive, of professional quality and in compliance with relevant RSPO P&C and with the NPP. The grower is responsible for appointing an accredited RSPO CB who shall assign an RSPO-endorsed lead auditor to lead the verification process.

As part of the verification process, the accredited RSPO CB shall provide written verification that the grower has the legal right to use the land and has at least laid the minimum building blocks for an adequate FPIC process.

Full assessment reports together with the summaries for the NPP report must be submitted to the selected RSPO accredited CB. The RSPO CB shall undertake a desktop and possible field verification based on consideration of risk. The verification process by the Lead Auditor shall include (but is not limited to) the following:

- The accuracy of the proposed development boundaries as per the maps submitted, and that shapefiles of proposed development area are provided;
- The legal ownership or lease of the land tenure;
- Desktop study to identify potential risks and impacts;
- The comprehensiveness and quality of all studies carried out and particularly; That the SEIA was carried out following national requirements including those in the RSPO P&C that are established in the relevant NIs That the HCV assessment was conducted by an ALS licensed assessor and that the report passed the HCVRN ALS quality control system before being submitted as part of the NPP
- The FPIC process;
- Interviews with local stakeholders have been conducted;
- Management plans address all the identified risks and impacts;
- Process described in NPP has been followed (i.e. area, assessor competency, legal requirements, FPIC, etc.);
- Verify any field reports from local experts (if Lead Auditor did not conduct field visits);

- NPP notification statement, assessment summaries and management plans are presented as per the NPP reporting template.

Note that the CB may waive the need for field verification if evidence can be shown that the area is low risk; however, field verification is needed for risk areas. The following guidance applies in determine risk areas:

- Risk areas: e.g. near protected areas, HCVs present, HCS forest areas, local people with claims to land and resources, greenfield developments, if inconsistency in conclusions of assessments is found.
- Low risk: agriculture lands/brownfield development.

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

Note for Section 3:

- Where accessibility to the new concession is restricted due to land tenure, customary or legal constraints, disease outbreak and etc., field verification may be deferred until such issues are resolved upon the CB's agreement with the growers and notifies RSPO Secretariat for approval prior verification of the NPP. This applicable for both risk criteria
- Local expert is someone who has knowledge and experience, including knowledge of local laws. Preferably someone originated in the area

SECTION 4: SUBMISSION

Upon verification that all NPP requirements have been complied with and followed through, the CB shall submit the final NPP Package (refer to section 2.8 of this document) on behalf of the grower (RSPO member), within five working days after its finalisation. All submissions can be made to the RSPO secretariat and shall ensure that the completeness of the submissions is based on the following documents:

The final NPP report shall contain:

- NPP Notification statement
- Summary of assessment reports (SEIA, HCV, soil and topography, LUC, GHG)
- Summary of management plans
- Shapefiles of NPP Area (including HCV-HCSA areas)

The above materials, together with the CB's verification statement, must be submitted electronically with the grower copied in the email. The grower remains responsible despite the CB being tasked with submitting the NPP report. The NPP submitted to RSPO for public notification must be in English language. Companies are encouraged to prepare NPP reports in their respective national languages and RSPO will publish both versions on the website. Once all of this information is ready the submission package can be made to nppsubmission@rspo.org and will be tracked accordingly by the RSPO Secretariat.

Upon receipt, the RSPO checks that the submission is complete within ten (10) working days, and posts the notification on RSPO website for a period of 30 days. The notification will not be uploaded to the RSPO website if submission is found to be incomplete. The ten working days required by the Secretariat to process the NPP submission and to upload it on the website is only indicative and subject to the completeness of the submission and the timeliness of the grower and/or CB in addressing any issues raised by the RSPO NPP Reviewer. All comments received by the RSPO Secretariat will be provided to the grower within five (5) working days of receipt, for their information and for clarifications if necessary, copying the CB in the email.

Any comments received after the 30-day public notification period will be forwarded to the grower and addressed outside of the NPP process.

The grower should also post the NPP report on local notice boards, for a period of 30 days. Examples of local notice boards include: community hall, district office, local websites, mills, local media (newspapers), etc. These local notice boards must include the RSPO NPP comments email address nppcomments@rspo.org The grower is also encouraged to actively inform interested stakeholders (those consulted during the assessments) in a timely manner when the NPP is up for comment.

Comments from these local notifications will be submitted directly to RSPO via the RSPO NPP email address nppcomments@rspo.org Comments from local notifications can be sent in respective languages received and any language understood by affected stakeholders Publication and active stakeholder engagement in this stage can helpfully trigger “early warnings” and may prevent cumbersome conflicts later.

The grower shall not commence any land preparation, any new planting or infrastructure development, before the end of the 30-day period and official approval to proceed with the NPP plans by the RSPO Secretariat. Any non-compliances to this requirement will result in complaints. Once this is done the NPP process is considered as “Complete”.

SECTION 5: NPP POST-MONITORING

RSPO through its Investigation and Monitoring Unit will be mandated to continuously monitors the NPP submission using mechanism within the department. After an HCV-HCSA assessment has been completed for a new oil-palm planting, very little is known about the persisting state of the HCV-HCS areas that were identified. Consequently, it will be challenging to determine whether HCVs and HCS’ areas are being maintained and enhanced in the long term.

Solutions were needed to demonstrate the impact of NPP and post monitoring, and to help determine whether HCVs and HCS forest areas are being managed effectively. One way of doing this would be to map NPP concessions of HCV and HCS areas, and are to be monitored via remote sensing.

The monitoring process involves three stages. The first stage is done on Global Forest Watch (GFW) Pro platform which identifies the hectareage of tree cover loss in the HCVs HCS of each NPP area. GFW Pro does not specify how the cleared area is distributed spatially. Often times the clearing is just an accumulation of tiny patches across the NPP/HCV/HCS area, and this cannot be interpreted as “land clearing”.

The result from GFW Pro has to be reviewed and validated using satellite images so that the spatial distribution of clearing can be determined and visualised.

The second stage of monitoring is done using coarse-resolution images on Google Earth Pro. This platform is chosen because it is easy to use, fast, stable and freely available. Most of the time, images on Google Earth Pro are sufficient to inform us if a land clearing has taken place in a particular area. However, there are also some instances where a further verification is needed using medium-to-high resolution images, which covers the third stage of monitoring.

The key information that is needed here is focusing on HCV-HCS areas and other P&C related should not be interfere/prohibited as per P&C 2018.

RSPO Investigation and Monitoring Unit (IMU) will monitor this process and send alerts to the growers if any alarming issues is raised or brought up by the stakeholders. The grower will be given a show cause letter if there is a deviation from the NPP plans or violations. Sanctions applies accordingly

6.1 SANCTIONS

Growers who developed new planting areas (developed after January 2010) without going through the NPP process will be sanctioned. Sanctioned growers will not be able to trade CPO and PK as CSPO and CSPK for the first 3 years of certification. If these areas are part of the management unit being certified, the mill will be registered as mass balance during the sanction period. The Certification Body shall record and report the status of the area (without NPP submission) and production in the Public Summary Report. All NPP submission accepted (completed and published on the website) by RSPO after 1st January 2016 with planted area without prior NPP are subject to sanction. This shall be reported by the Certification Body at the time of the P&C Assessment in the Public Summary Report and ensure that the production is excluded from the certified volume for the first 3 years of certification. After the sanctions ends, the mill can have the option to change into IP model and as long as they can prove those FFB coming to the mill is only from certified sources. Sanction areas is defined as areas of production that have been excluded from certified production (i.e. areas that did not go through NPP process only) and not the entire estate/management unit.

For management units which have not gone through the NPP process and at the same time did not comply with the HCV assessment (HCV-HCSA for development after 15 November 2018) requirements, sanctions will be enforced for not submitting NPP. Instead, the management unit shall follow procedures described in the Remediation and compensation procedures (RaCP) document that is currently being enforced.

For Post monitoring sanctions, if RSPO IMU Department found significant deviation NPP plans submitted, the grower will be issued with a show cause letter and notification to the CB verifying the NPP will be sent out for information only. If found unsatisfactory, the grower will be subjected to sanctions to be prescribed by RSPO depending on the severity of the situation. The grower will respond to RSPO queries within 10 working days and failure to do so will result in immediate sanction.

6.2 COMPLAINTS

Management units that have not gone through the NPP process and at the same time did not comply with the elements of RSPO P&C (i.e. SEIA, FPIC, HCV-HCSA), will be referred to and dealt by the Complaint Procedures. In such cases, the Complaints Panel (CP) will decide the sanctions.

Any party, disputing contents of the NPP including the assessment(s) or plan(s) or wishing to dispute the verification statement by the CB, may pursue this through the NPP Comments Mechanism. **Transparency should be the rule, confidentiality the exception.** The identity of the party submitting a comment can be kept confidential upon request to the RSPO Secretariat, with reasons provided. However, the commenter cannot be anonymous to the RSPO Secretariat.

Only written comments submitted formally to the RSPO Secretariat via official letter or electronically within the notification period will be considered. Any comments received after the 30-day public consultation period will be addressed outside of the NPP process. The party who submitted a comment has the final say on whether and when the subject of their comment can be considered resolved. If the grower's reply to a comment is not acknowledged within 20 days by the party concerned, the comment will be dismissed for the purpose of NPP closure.

For resolution and completion, the RSPO Secretariat can allot an additional 60 days on top of the 30-day notification for the matter to be resolved. Failing so, the matter will be automatically filed as a "Reported Case" which means that the resolution will be facilitated via the RSPO Complaints System. RSPO Complaints team will facilitate the resolution process. If it cannot be resolved bilaterally, it will be escalated as a complaint and this will be addressed by the Complaints panel. If parties are agreeable to mediation, it can be

forwarded to the Dispute Settlement Facility. However, at any point during the 60 days, the matter can still be referred to the complaints team as a “Reported Case” at the discretion of the Assurance Director.

Land preparations shall only take place once all comments have been addressed and parties involved agree to amicable corrective actions. Any comments received may result in a delay to land preparation (including associated development) until such an agreement is reached. Development can proceed in areas which are not disputed within an NPP area, upon approval by RSPO.

Only comments received within the public notification period (up until the last day) can be addressed by the NPP Comments Mechanism (Figure 3) Comments received by the Secretariat after the notification period will be addressed as a complaint under the RSPO Complaints System.

On satisfactory completion of the 30-day notification period and resolution of any comments, the RSPO Secretariat will formally notify the grower electronically on the first working day after the 30-day notification period ends, or once any comments raised are resolved. A hard copy of the electronic notification is available from RSPO upon request. The RSPO secretariat cannot issue notification of completion of the NPP while comments received during the public notification period are still under consideration. Upon completion of the NPP process, RSPO notifies the grower and posts notice of the completion on the RSPO website

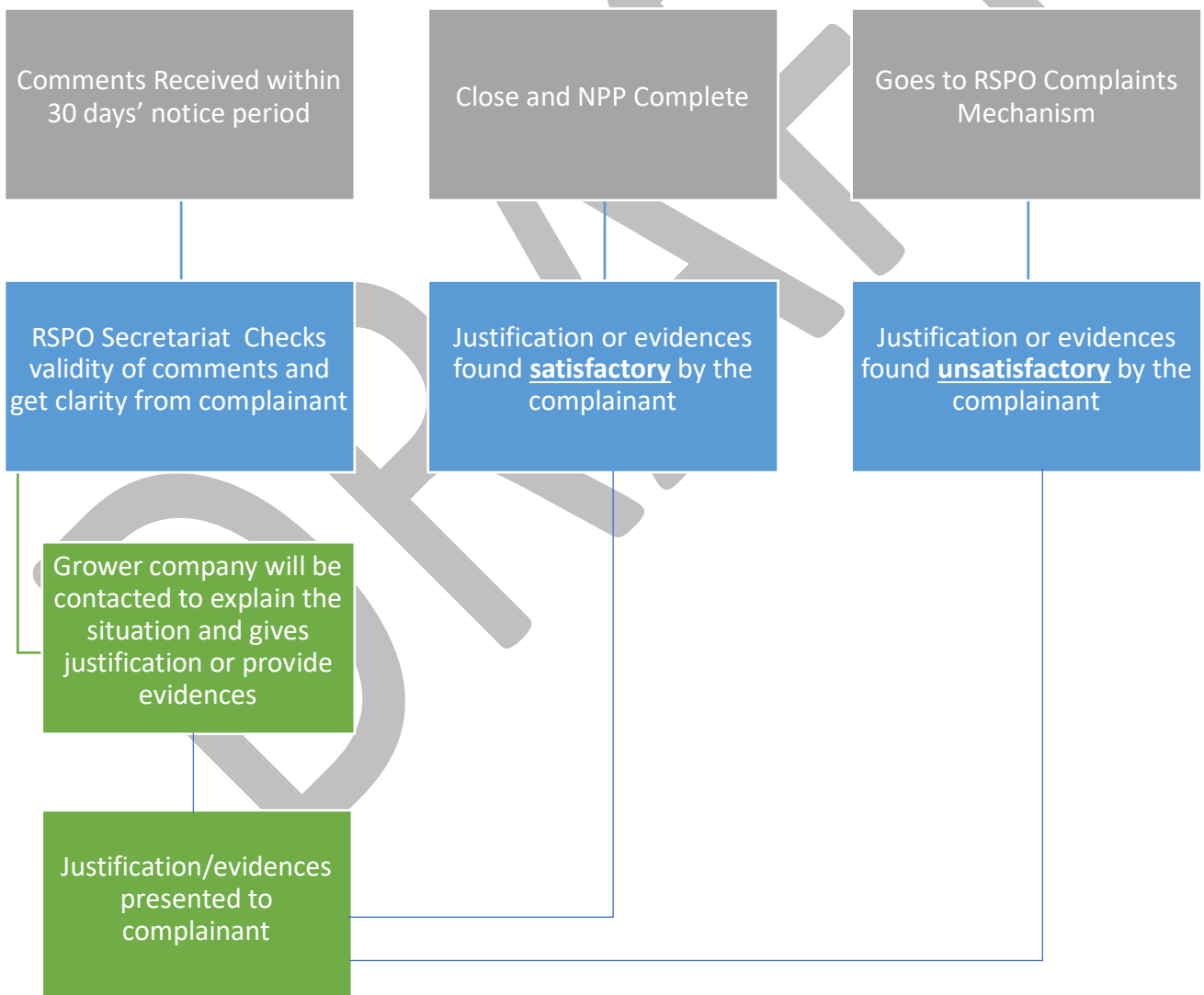






Figure 6 - NPP Comments Mechanism

APPENDIX 1: NPP TEMPLATE – NOTIFICATION STATEMENT

Please use this template for notification statement. The rows can be expended but please maintain the numbering. Any additional information should be an appendix for this template submission.

New Planting Procedure – Notification Statement		
		
NPP Reference Number: (this should be defined by the CB/Grower)		
RSPO Membership Number: RSPO Member since:		
1.	Date of Notification	
2.	Name of Member	
3.	Name of Subsidiary (if any)	
4.	Name of Management Unit (if any)	
5.	Location of proposed new plantings	
5a.	NPP location Address (the main site office)	
5b.	Business Permit (legality to operate in the area)	
5c.	RSPO Membership Sub-Sector (relocate this*)	
5d.	Size (ha.)	
5e.	Contact Persons	
5f.	E-mail Address	

New Planting Procedure – Notification Statement

 Roundtable on Sustainable Palm Oil	Grower Company Logo	CB Logo (if applicable)
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NPP Reference Number: (this should be defined by the CB/Grower)

RSPO Membership Number:


RSPO Member since:


5g.	Geographical location (district, state, departments etc.)
-----	--


5h.	Spatial Reference (GPS Coordinates) Degree, minutes, and seconds format
-----	--

5i.	Boundary Map
<i>RSPO Note: Boundary maps that is placed in this section must at least be at a 300 dpi. Include legends, title, scale normal maps requirements</i>	


5j.	Areas and time for new plantings			
	Location Name	Proposed Time Plan for Development		Approx. size of clearing
		Month	Year	

New Planting Procedure – Notification Statement													
 Roundtable on Sustainable Palm Oil	Grower Company Logo	CB Logo (if applicable)											
NPP Reference Number: (this should be defined by the CB/Grower)													
RSPO Membership Number: RSPO Member since:													
	<p><i>RSPO Note: This section is an indicative plan by the grower company on the land clearing that will be conducted. This information is also useful for the grower to monitor their own progress and to plan for their Time-bound Plan for certification.</i></p>												
6.	Statement and Acceptance of Responsibilities for NPP												
6a.	Statement: Metricated NPP Data Verified: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 50%; padding: 5px;">Data Required</th> <th style="width: 50%; padding: 5px;">Unit</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Concession Area</td> <td style="padding: 5px;">Hectare (ha.)</td> </tr> <tr> <td style="padding: 5px;">Right to use land Area (land that is legally can be developed)</td> <td style="padding: 5px;">Hectare (ha.)</td> </tr> <tr> <td style="padding: 5px;">NPP Area</td> <td style="padding: 5px;">Hectare (ha.)</td> </tr> <tr> <td style="padding: 5px;">HCV Forest Area</td> <td style="padding: 5px;">Hectare (ha.)</td> </tr> <tr> <td style="padding: 5px;">Species identified in IUCN</td> <td style="padding: 5px;">Number of Species and Red List Category</td> </tr> </tbody> </table>	Data Required	Unit	Concession Area	Hectare (ha.)	Right to use land Area (land that is legally can be developed)	Hectare (ha.)	NPP Area	Hectare (ha.)	HCV Forest Area	Hectare (ha.)	Species identified in IUCN	Number of Species and Red List Category
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Concession Area	Hectare (ha.)												
Right to use land Area (land that is legally can be developed)	Hectare (ha.)												
NPP Area	Hectare (ha.)												
HCV Forest Area	Hectare (ha.)												
Species identified in IUCN	Number of Species and Red List Category												

New Planting Procedure – Notification Statement										
 Roundtable on Sustainable Palm Oil	Grower Company Logo	CB Logo (if applicable)								
NPP Reference Number: (this should be defined by the CB/Grower)										
RSPO Membership Number:										
RSPO Member since:										
	<table border="1"> <tr> <td>HCS Area</td> <td>Hectare (ha.)</td> </tr> <tr> <td>GHG from New Development</td> <td>Tonne CO₂ equivalent / tonne hectarage</td> </tr> <tr> <td>Number of affected communities</td> <td>Number of people in the identified communities (village based)</td> </tr> <tr> <td>Expected mill name to supply</td> <td>Name of the mill</td> </tr> </table> <p>(Management Unit Name) of (Company Name) acknowledges that this NPP submission had been conducted in accordance of the New Planting Procedure 2019. All assessment had been carried out accordingly and without any prejudice. (Company Name) will ensure all legal requirement are continuously met pre, during and post development of this NPP area. All complaints after this notification period will be dealt by RSPO Complaints Mechanism.</p>		HCS Area	Hectare (ha.)	GHG from New Development	Tonne CO ₂ equivalent / tonne hectarage	Number of affected communities	Number of people in the identified communities (village based)	Expected mill name to supply	Name of the mill
HCS Area	Hectare (ha.)									
GHG from New Development	Tonne CO ₂ equivalent / tonne hectarage									
Number of affected communities	Number of people in the identified communities (village based)									
Expected mill name to supply	Name of the mill									
6b.	Name of Grower									
6c.	Name of Person Responsible									
6d.	Designation									
6e.	Signature									
6f.	Date									
7	Verification Statement by Certification Body (CB)									
7a.	Statement:									

New Planting Procedure – Notification Statement		
 Roundtable on Sustainable Palm Oil	Grower Company Logo	CB Logo (if applicable)
NPP Reference Number: (this should be defined by the CB/Grower)		
RSPO Membership Number:		
RSPO Member since:		
	<p>The work recorded in this NPP submission by (company name) at this (location) have been verified by (Name of CB Company) has been carried out in accordance with the requirement of the RSPO New Planting Procedure 2019 for the time being in force and in that respect that this area is considered satisfactory for development of new plantings.</p>	
7b.	Name of CB	
7c.	Name of Lead Auditor	
7d.	Designation	
7e.	Signature	
7f.	Date	

APPENDIX 2: NPP TEMPLATE – SUMMARY OF ASSESSMENT

New Planting Procedure - Summary of Assessment		
 RSPO <small>Roundtable on Sustainable Palm Oil</small>	Grower Company Logo	CB Logo (if applicable)
NPP Reference Number	(this should be the same as the notification statement)	
Country of NPP submitted		
RSPO Membership No.		
Section 1: General Information		
<p><i>RSPO Note: In this section, the growers need to provide all the necessary information in relation to the new development projects this includes on the type of assessment conducted, location of the project, the type of permit currently obtained, the rights to use the land information, and all relevant information. The land clearing plans will be included in this section as well.</i></p>		
Section 2: Maps		
<p><i>RSPO Note: Please include the following maps here with minimum 300 dpi resolution</i></p> <ul style="list-style-type: none"> - <i>Boundary Maps own by the company</i> - <i>Proposed NPP area Maps</i> - <i>Proposed NPP area Maps overlay with HCV and HCS areas</i> 		

New Planting Procedure - Summary of Assessment

RSPO

Roundtable on Sustainable Palm Oil

Grower Company Logo

CB Logo (if applicable)

NPP Reference Number

(this should be the same as the notification statement)

Country of NPP submitted

RSPO Membership No.

Section 3: Legal Review

RSPO Note: In this section the grower needs to briefly explain how the legal assessment was done and use the table below accordingly. The grower would also need to get signatories from its legal representative.

Legislation Name	Regulators	Application	Control Measure	Record locations	Personnel responsible	Training (Y/N)

This section has been checked by the legal representative of the company:

Name	
Position	
Date	

New Planting Procedure - Summary of Assessment

RSPO

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NPP Reference Number

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Country of NPP submitted

RSPO Membership No.

Section 4: FPIC

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

Section 5: HCV-HCS Assessment

RSPO Note: This information is collected from the summary page of the full report submitted for ALS review. A reference should be made to the full report. All the related maps should be included here. What are the methodology(ies), people involved in the process, date of assessment and findings

New Planting Procedure - Summary of Assessment

RSPO

Roundtable on Sustainable Palm Oil

Grower Company Logo

CB Logo (if applicable)

NPP Reference Number

(this should be the same as the notification statement)

Country of NPP submitted

RSPO Membership No.


Section 6: Soil and topography

RSPO Note: This section should indicate the type of soil identified and the area of it. Sampling points should be indicated. Topographic maps will be included here as well. Any potential areas identified as steep terrain according to the P&C 2018 definition should be mentioned accordingly. What are the methodology(ies), people involved in the process, date of assessment and findings


Section 7: Greenhouse Gas (GHG)

RSPO Note: this section should be used to explain the findings that comes out from the usage of GHG calculator for new plantings. Please include on what is the significant sources and type of emissions expected from this area. What are the methodology(ies), people involved in the process, date of assessment and findings

New Planting Procedure - Summary of Assessment

 Roundtable on Sustainable Palm Oil	Grower Company Logo	CB Logo (if applicable)
NPP Reference Number	(this should be the same as the notification statement)	
Country of NPP submitted		
RSPO Membership No.		
Section 8: Land Use Change Analysis		
<p><i>RSPO Note: This section will be used to analyse that there is no land clearing on the area before the NPP is submitted. Arrangement should be following the proxy dates indicated in section 2.2.7 of the current NPP Document. Please ensure that the minimum resolution is 300 dpi. What are the methodology(ies), people involved in the process, date of assessment and findings</i></p>		
Section 9: Conclusions		
<p><i>RSPO Note: Please conclude all the findings of the assessment and how this will be translated into a management plan. If there is known significant issue, the growers need to acknowledge its existence and ensure it is a priority for the management to address those issues.</i></p>		
Section 10: Confirmation of Report		
<p><i>RSPO Note: This section is used to confirm that all findings are accepted by the grower company and will be responsible on its ownership and development process for as long it is within their control.</i></p>		

New Planting Procedure - Summary of Assessment


 Roundtable on Sustainable Palm Oil	Grower Company Logo	CB Logo (if applicable)
NPP Reference Number	(this should be the same as the notification statement)	
Country of NPP submitted		
RSPO Membership No.		
Date of Completion		
Signature		
Name		
Position		

DRAFT

APPENDIX 3: NPP TEMPLATE – SUMMARY OF ASSESSMENT

New Planting Procedure - Summary of Management Plans					
 Roundtable on Sustainable Palm Oil		Grower Company Logo		CB Logo (if applicable)	
NPP Reference Number		(this should be the same as the notification statement)			
NPP Country					
RSPO Membership Number					
Reference to the management unit management plan		(grower company to make reference to which management plans that this NPP submission is integrated into)			
Part 1: General Management Plans					
No.	Objective(s)	Action(s)	Indicator(s)	Expected Impact(s)	Timeline
1.					
2.					
3.					
Part 2: Legal Requirements					
No.	Objective(s)	Action(s)	Indicator(s)	Expected Impact(s)	Timeline
1.					
2.					
3.					
Part 3: FPIC					
No.	Objective(s)	Action(s)	Indicator(s)	Expected Impact(s)	Timeline
1.					
2.					
3.					
Part 4: HCV-HCS Assessment					
No.	Objective(s)	Action(s)	Indicator(s)	Expected Impact(s)	Timeline
1.					
2.					
3.					

New Planting Procedure - Summary of Management Plans

 Roundtable on Sustainable Palm Oil	Grower Company Logo	CB Logo (if applicable)
NPP Reference Number	(this should be the same as the notification statement)	
NPP Country		
RSPO Membership Number		
Reference to the management unit management plan	(grower company to make reference to which management plans that this NPP submission is integrated into)	

Part 5: Soil and Topography

No.	Objective(s)	Action(s)	Indicator(s)	Expected Impact(s)	Timeline
1.					
2.					
3.					

Part 6: GHG

No.	Objective(s)	Action(s)	Indicator(s)	Expected Impact(s)	Timeline
1.					
2.					
3.					

Part 7: Acceptance of Management Plan

A	Name of Grower	
B	Name of Person Responsible	
C	Designation	
D	Signature	
E	Date	

Part 8: Verification of Management Plan

A	Name of CB Company	
B	Name of Lead Auditor	
C	Designation	
D	Signature	
E	Date	

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

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