**Comments Template**

**For**

**Public Consultation on**

**Independent Appeals of Mechanism within Complaints System**

The public consultation period last 60 days,

**From** **the 1st October 2015 until 30th November 2015**.

Only comments submitted using this template will be accepted. Please be as specific and as constructive as possible when making comments. If you have a concern over specific text it would assist if you could propose alternative language or ideas.

We invite comments for the following documents:

1. **Appeals Mechanism Procedure for the RSPO Complaints System – V1. 1**
2. **Appeals Panel Terms of Reference (TORs) - V1. 1**
3. **Appeals Submission form - V1.1**

These documents, as well as this comments template, can be downloaded on the RSPO Announcement website page.

Please send your comments template to the following address by

**30th November** 2015 to [impactsidn@rspo.org](mailto:impactsidn@rspo.org)

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| **Overall comments and impressions about the documents (structure, technical content, feasibility of implementation, ease of use): Please also include suggested changes to address your comments.** |
| 1. **Appeals Mechanism Procedure for the RSPO Complaints System - draft ver. 1**   ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………   1. **Terms of Reference (TORs) for the RSPO Appeals Panel - draft ver. 1**   …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….   1. **Appeals Submission form - draft ver. 1**   …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………  …………………………………………………………………………………………………………………………………. |

**APPEALS MECHANISM PROCEDURE FOR THE RSPO COMPLAINTS SYSTEM**

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| Comments about technical content, clarity of language, consistency with other RSPO requirements and any other relevant comments |

**Comments:** *(where you are referring to specific text please quote here so we can understand the specific original language in the current version of the procedures you are mentioning)*

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**TERMS OF REFERENCE (TORs) FOR THE RSPO APPEALS PANEL**

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| Comments about technical content, clarity of language, consistency with other RSPO requirements and any other relevant comments. |

**Comments:** *(where you are referring to specific text please quote here so we can understand the specific original language in the current version of the procedures you are mentioning)*

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**RSPO APPEAL SUBMISSION FORM**

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| Comments about technical content, clarity of language, consistency with other RSPO requirements and any other relevant comments. |

**Comments:** *(where you are referring to specific text please quote here so we can understand the specific original language in the current version of the procedures you are mentioning)*

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| **Any other comments or suggestions: Please identify here any gaps or suggestions you have that are not yet adequately covered in this procedures that you feel would improve the clarity and feasibility of achieving the objectives of the procedures.** |