

# RSPO NEW PLANTING PROCEDURE

## Guidance for Smallholders under RSPO Group Certification for FFB Production

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Contact details: RSPO Secretariat

Unit A-37-1, Menara UOA Bangsar,  
Number 5 Jalan Bangsar Utama 1  
Kuala Lumpur 59000, Malaysia

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## GLOSSARY

Terms	Definition
Associated development	includes establishing mills, kernel crushers, nurseries, housing/camps and offices, roads/tracks, permanent boundary marking, drainage, effluent treatment plants, fruit collection centres, terracing, earthworks, scheme smallholdings/outgrower plots and any other development relevant to the operations of the new oil palm development, whether carried out by the grower or any other party.
Abandoned agricultural land	Agricultural land (including livestock ranches) where no development has taken place for more than three years (at the time of NPP submission).
Carbon Stock	The carbon stock of the land is defined by the above and below ground carbon as defined in the RSPO GHG Assessment Procedure for New Planting <sup>5</sup> . Refer to Annex 2 of the 2013 RSPO P&C for RSPO's definition of low carbon stocks.
Carbon Stock Assessment	A component of the GHG assessment. Measurement of the carbon stock in the proposed new planting area following the recommended basic methods provided in the RSPO GHG Assessment Procedure for New Planting. Only carbon stocks in the above and below ground biomass and soil organic matter in peat soils are considered. Soil organic carbon in non-peat soils is not considered.
Conversion	In the NPP context, conversion refers to the process of clearing or degrading any non-oil palm land cover to be planted with oil palm.
Fragile soils	As described by Annex 2 of the RSPO P&C 2013, and national definitions in RSPO National Interpretations).
Groundtruth	The process of gathering primary data obtained by visual observations and/or measurements, usually a validation for remote sensing e.g. satellite data.
Group Certification	Joint certification of a group of oil palm growers with the certification applying to the whole group as per RSPO Group Certification standard.
Group Manager	Person, group of people or organisation responsible for running the internal control system and managing the group. This can be any individual or organisation, such as individual grower, an FFB trader, independent association, mill, etc., provided it meets the criteria outlined in Section 2 E.1.2 of the Group Certification document).
Group Member	The individual growers, who participate formally in a group seeking FFB certification under the RSPO Group Certification standard.
Land cover	The type of vegetation, rock, water or artificial surface covering the earth's surface.
Land cover stratification	Classification of land cover into standardised categories as specified in the RSPO GHG Assessment Procedure for New Planting by carrying out GIS analysis of remote sensing data.

Land preparation	Any action that prepares land for oil palm cultivation and associated development including the clearance or degradation of any existing vegetation, alteration of topography and drainage or preparation of soils.
Land Use	The type of activity being carried out on a unit of land.
Marginal soils	As described by Annex 2 of the RSPO P&C 2013, and national definitions in RSPO National Interpretations.
New oil palm planting or new oil palm development	Planned or proposed planting on land not previously cultivated with oil palm.
Participatory	A process characterized by involving people; especially providing the opportunity for participation of any potentially affected stakeholders in gathering and providing information as well as in making decisions that affect them.
Primary forest	A primary forest is a forest that has never been logged and has developed following natural disturbances and under natural processes, regardless of its age. Also included as primary, are forests that are used inconsequentially by indigenous and local communities living traditional lifestyles relevant for the conservation and sustainable use of biological diversity. The present cover is normally relatively close to the natural composition and has arisen (predominantly) through natural regeneration. (From FAO Second Expert Meeting On Harmonizing Forest related Definitions or Use by Various Stakeholders, 2001. National interpretations may provide a more specific definition.
Public Notification	Informing the public through notification on the RSPO website or local notice boards. Requires satisfactory response and / or relevant action from the oil palm grower to any comments from stakeholders during the notification period, prior to commencement of any development.
Replanting	Oil palm plantation developed on land previously cultivated with oil palm.
Smallholder	Farmers growing oil palm, sometimes along with subsistence production of other crops, where the family provides the majority of labour and the farm provides the principal source of income and where the planted area of oil palm is usually below 50 hectares in size.
Independent Smallholder	Smallholders that are not bound by any contract, credit agreement or planning to a particular mill.
Scheme Smallholder	Smallholders that are structurally bound by contract, credit agreement and/or by planning to a particular mill, but the association is not necessarily limited to such linkages. [Note: An example for this is the Indonesian Plasma model. In many parts of the world, such as Latin America, this type of smallholder is also referred to as 'associated smallholder'.]

## LIST OF ACRONYMS

ALS	Assessor Licensing Scheme
AMDAL	<i>Analisis Mengenai Dampak Lingkungan</i> (Analysis on environmental impacts (Bahasa Indonesia))
CB	Certification Body
CTF	Compensation Task Force
ERWG	Emission Reduction Working Group
FFB	Fresh Fruit Bunches
GHG	Greenhouse Gas
GM	Group Manager
HCV	High Conservation Value
HCVRN	High Conservation Value Resource Network
HCS	High Carbon Stock
LUCA	Land Use Change Analysis
NI	National Interpretation
NPP	New Planting Procedure
P&C	Principles and Criteria
FPIC	Free, Prior and Informed Consent
RSPO	Roundtable on Sustainable Palm Oil
SEIA	Social & Environmental Impact Assessment

## **SECTION 1: Introduction**

### **1.1 What is the RSPO New Planting Procedure (NPP)?**

The RSPO New Planting Procedure (NPP) consists of a set of assessments and verification activities to be conducted by growers and certification bodies (CB) or, only in the case of smallholders under RSPO Group Certification for FFB Production, by Group Managers (GM) and the RSPO Secretariat, prior to a new oil palm development, in order to help guide responsible planting. The NPP applies to any development of new plantings, regardless of size (ha). The intention is that new oil palm plantings will not negatively impact primary forest, High Conservation Values (HCV), high carbon stocks (HCS), fragile and marginal soils or local people's lands. A successful implementation of the NPP ensures that all the indicators of the RSPO Principles and Criteria (P&C) 2013 Principle 7 are being implemented and therefore in compliance when the new development starts.

One of the outputs of the NPP is a report that proposes how and where new oil palm plantings should proceed, or not, for a given management area. The NPP report is posted on the RSPO website for public consultation for a duration of 30 days. Planting and any associated development (such as road development) can only begin once the NPP is completed and RSPO approval is granted.

### **1.2 Background and purpose of this document**

This Guidance document was developed to facilitate the implementation of the NPP by smallholders under RSPO Group Certification for FFB Production.

#### **History of the NPP**

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 in September 2009 and came into force for all new oil palm plantings from 1 January 2010. The NPP was introduced with the aim to provide a framework for the responsible development of new lands for oil palm.

The RSPO P&C is updated every five years. The most recent P&C was published in 2013. The previous NPP documents range in date from 2010 to 2012 and were in need of updating based on the new requirements introduced in the RSPO P&C 2013, leading to the endorsement of a revised NPP in 2015.

At the RSPO General Assembly in November 2016, a resolution was passed requesting review and amendment be made to the revised NPP process as applied to smallholders, which led to the development of this document.

### **1.3 Scope - When and whom does this NPP Guidance apply to?**

This NPP Guidance document only applies to smallholders, who are under RSPO Group Certification for FFB Production, i.e. in a Group that is already certified or with the intention of achieving certification. In the case of RSPO Group Certification for FFB Production, the Group Manager (GM) shall be responsible for ensuring that all the NPP requirements are complied with.

For new oil palm plantings **from 1 January 2010**, the NPP must be implemented before a Group commences land preparation, including any associated development. See Table 1 for clarifications and exceptions.

- **RSPO member Group planning a new development:** If a Group is an RSPO member at the time of the planning of the new development, the Group must complete the NPP process detailed in this document.
- **New land acquisitions by RSPO member Group:** If land clearing is actively occurring at the time of acquisition, operations must cease completely and the NPP requirements shall be followed for any area that has not yet been converted.
- **If land clearance occurred after 1 January 2010:** If land was developed after 1 January 2010 and did not comply with NPP requirements, the Group has to ensure compliance with Principle 7 at the time of certification. This may be the case if land clearance occurred before the Group became an RSPO member.

For any new member(s) or new land acquisitions by Group Members where land clearing and development have already taken place the *RSPO Remediation and Compensation Procedure (RaCP)* shall apply. [Note: Guidance for the implementation of the RSPO RaCP by smallholders is being developed].

For new plantings between November 2005 and 31 December 2009, the NPP does not apply but the Group must comply with Principle 7.

Table 1 Different scenarios for new plantings and understanding when NPP applies to Group:

Scenarios from 1 January 2010	NPP
Conversion from <b>natural vegetation to oil palm</b> or from forest plantations or agroforestry to oil palm. Including for undeveloped areas of any new acquisitions.	<b>Yes</b>
<b>Conversion of abandoned agricultural land</b> (undeveloped for > 3 years)	<b>Yes</b>
<b>Conversion of existing agricultural land</b> (including land under livestock ranches, annual crops and non-perennial crops) to oil palm. Including for any new acquisitions.	<b>Yes</b>
For new plantings within the <b>certified area</b> as per the Group's certificate	<b>No</b> , as this case will be audited against Principle 7 during internal, surveillance or re-certification audits

#### 1.4 How is the NPP implemented for smallholders under RSPO Group Certification?

For smallholders under RSPO Group Certification, the NPP requirements are implemented in two steps:

- I. Pre-Assessment
- II. NPP

Initially, a pre-assessment is carried out, which allows RSPO Secretariat to identify the cases where Groups do not need to develop a full NPP report.

This pre-assessment contains the map of the proposed extension, an SEIA and an HCV assessment to determine the risk level of the new development area(s). The GM may generate the map for the intended expansion area by using the HCV 7.3 App **(LINK TO BE INSERTED)**. The assessment reports are generated automatically by the SEIA and HCV assessment tools and need only be forwarded to



the RSPO Secretariat together with a brief statement of the group expansion plans and the pertinent maps.

Please note that should the HCV 7.3 App identify any high-risk areas a more detailed HCV assessment may be required.

The area to which the NPP applies must be calculated based on the land title (i.e. total area considered for oil palm and associated development). For instance, if the land title is for 40 ha of land, a pre-assessment report should be submitted covering the 40 ha, and the pre-assessments (and later additional assessments if required) must be conducted for 40 ha. The area (ha) cannot be separated into several different NPP reports.

If several members of the Group are planning new plantings then the corresponding total land area for which they hold land titles shall be included. For instance, Group Member A's land title covers 20ha, Group member B's land title covers 10ha and Group Member C's land title covers 5 ha, the total area of 20ha+10ha+5ha=35ha shall be included in the NPP.

The RSPO Secretariat then assesses the report based on the following three criteria:

1. Is the cumulative size of the expansion exceeding 100Ha/year?
2. Are farms located in high risk HCV and SEIA areas?
3. Is there presence of peat soils?

If the answer is negative to all three of these questions, the RSPO Secretariat will notify the GM that all requirements have been met, no NPP is required and the group can proceed with the new planting as indicated. RSPO Secretariat will revert to the Group within 5 working days.

If the answer is positive to one or more of these questions, within 5 working days, the RSPO Secretariat will notify the GM that an NPP needs to be carried out and the applicant needs to proceed with the NPP.

In this NPP, the GM will add to the already existing pre-assessment report by conducting a LUCA and GHG assessment, using the simplified tools developed for this purpose. Once all studies are complete, the GM will develop a management plan using the template in this Guidance document (see Annex 2). The collation of all the studies (pre-assessment report containing maps, HCV and SEIA studies reports; LUCA report; GHG report; and management plan) will be submitted to the RSPO Secretariat, who will put them out on their website for a public notification period for 30 days.

If no comments are received during the notification period, the RSPO Secretariat will notify the GM that all requirements have been met and the group can proceed with the new planting as indicated. Should there be any comments these need to be resolved prior to commencement of the new planting.

### **1.5 Integration of NPP processes with national legal processes**

RSPO National Interpretations (NI) will give guidance on how the required assessments can be combined and carried out, taking into account national laws and procedures. The NPP process can be initiated while national legal requirements are underway. However, when the NPP is submitted to RSPO, the submission must be based on finalised assessments.

Completion of the NPP does not necessarily mean that land development can commence. All relevant legal requirements must be met before land clearing activities take place.

In cases where assessments are a legal requirement the assessments must have been approved by the relevant authority.

## SECTION 2: RSPO NPP Guidance for Smallholders under RSPO Group Certification for FFB Production - detailed process

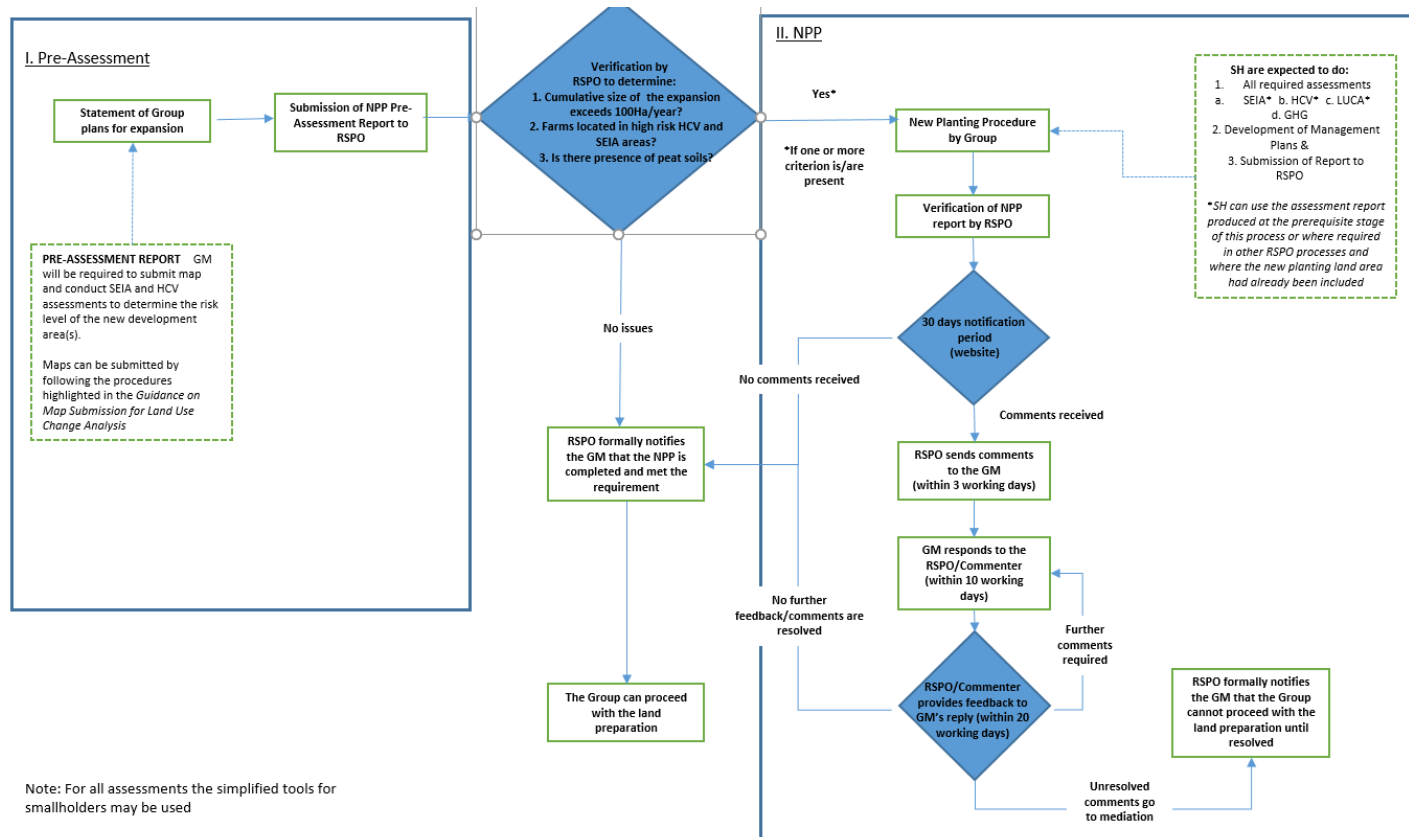


Figure 1 NPP Guidance for

Smallholder under Group Certification - flow chart. Note that the GM has overall responsibility for NPP compliance.

## I. Pre-Assessment: NPP pre-assessment submitted to RSPO Secretariat

The first step in the procedure is to delineate or map the areas proposed for new oil palm planting and associated developments (including clear boundaries with GPS coordinates) of the proposed new development, as well as its position within the wider landscape. GMs are advised to use the HCV Apps to produce this map. [\(LINK TO BE INSERTED\)](#)

### *Tip for Group Managers*

All new group members should provide information on any land belonging to them that is not currently under oil palm in case of future expansion intentions, so that they can be included right away in any assessments that are carried out in the process of seeking Group Membership.

Should a proposed new planting area already be covered by the Group's existing HCV assessment that had been developed as part of the initial Certification process, these new maps shall be generated using the *Guidance on Map Submission for Land Use Change Analysis*.

The area (ha) must be calculated based on the land deed/title/ownership document to which the NPP will apply (i.e. total farm size of the Group Member(s) concerned).

Additionally, the GM needs to carry out the SEIA, following the Smallholder SEIA Guidance.

The required HCV assessment shall be developed following the Smallholder HCV Guidance, unless the new planting area had already been included in the Group's initial HCV assessment as part of the Certification process, in which case that HCV report may be used.

Both studies, the SEIA and HCV assessment, can be conducted using especially developed tools and applications:

[\(LINK TO BE INSERTED\) SEIA tool](#)

[\(LINK TO BE INSERTED\) HCV app](#)

Both tools allow the generation of an automated report once all data has been inputted. The GM needs to download these reports and attach to the filled-in template in Annex I.

As a final step, the GM shall send the filled-in Pre-Assessment template (see Annex I), together with the two downloaded reports for the SEIA and HCV assessment and the corresponding maps to the RSPO Secretariat.

If the RSPO Secretariat notifies the GM that all requirements have been met and that the group can proceed with the new planting as indicated no further steps are required.

If the RSPO Secretariat notifies the GM that a full NPP needs to be carried out, proceed to II. NPP.

## II. NPP: develop full NPP Report

The GM shall use the template provided in Annex 2.

### 1. Conduct additional assessments

As part of the requirements for the responsible development of new oil palm plantings, GMs are required to conduct assessments, for inclusion in the NPP report. The required assessments are:

- 1) Social and Environmental Impact Assessment (SEIA)
- 2) High Conservation Value (HCV) assessment
- 3) Land use change analysis (LUCA), and

#### 4) Green House Gas (GHG) assessment

As part of the pre-assessment, 1) SEIA and 2) HCV have already been conducted and can simply directly be included into the final assessment report.

3) LUCA and 4) GhG still need to be carried out using the RSPOs tools for smallholders.

#### **LUCA:**

**(LINK TO BE INSERTED)** *Guidance on Map Submission for Land Use Change Analysis*

RSPO Secretariat will conduct the LUCA for the smallholders who have submitted the maps generated from the HCV Assessment Apps or at minimum a complete .kml/.kmz files.

The estimated time taken by the RSPO Secretariat to produce LUCA report is 1 month, depending on the size of the expansion and complete submission of information for the analysis.

During the analysis period, smallholders may be contacted for more information.

#### **GHG:**

**(LINK TO BE INSERTED) GHG TOOL**

#### **Free Prior and Informed Consent:**

When it comes to applying the principles of FPIC in smallholder plantations, the following considerations are to be taken:

- 1) in the case of smallholder farmers, who are under Group Certification, who are seeking to acquire another person's land for smallholding, they are to follow the usual FPIC procedures.
- 2) Where smallholder farmers are developing smallholdings on their own land, the challenge is to ensure the legality and to ensure that the 'neighbours' are informed prior to the development rather than about proving FPIC.

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*The FPIC principle is the right of indigenous peoples and other local communities to give or to withhold their consent to any project directly or indirectly affecting their lands, livelihoods and environment. This consent should be given or withheld freely, meaning without coercion, intimidation or manipulation, and through communities' own freely chosen representatives such as their customary or other institutions. It should be sought prior to the project going ahead, meaning sufficiently in advance of any authorisation or commencement of activities and respecting the time requirements of indigenous consultation processes. It should be informed, meaning that communities surrounding the plantation must have access to and be provided with comprehensive and impartial information on the project, including the nature and purpose of the project, its scale and location, duration, reversibility, and scope; all possible economic, social, cultural and environmental impacts, including potential risks and benefits, resulting from the project. In carrying out the FPIC exercise, the smallholder should ensure that free, prior and informed consent is sought from its neighbours surrounding the new planting area in accordance with the general guidance as found in the link below <http://www.rspo.org/key-documents/supplementary-materials>*

Additional Guidance for the implementation of FPIC by Groups is being developed.

## **2. Development of management plans**

Results and recommendations drawn from the four assessments shall be incorporated into the planning and operations of the new plantings and associated developments. One of the main purposes of the assessments is to determine, on the one hand, areas on which oil palm can be developed and, on the other, the set-aside areas, where no oil palm development shall take place.

The NPP includes summary management plans that:

- Exclude all primary forests from clearance;
- Provide for the maintenance and/or enhancement of all identified HCVs;
- Avoid extensive planting on steep terrain and/or marginal and fragile soils including peat [see SEIA report which provides information on soils] 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 (e.g. forests, peat).

Summary management plans shall use the NPP Report template provided in the Annex 2.

## **3. Submission of the NPP Report to the RSPO Secretariat and public notification**

The GM shall submit the NPP Report to the RSPO Secretariat using the template in Annex 2. On receipt, the RSPO checks that the submission is complete and within ten working days, 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 GM in addressing any issues raised by the Secretariat.

All comments received by the RSPO Secretariat will be communicated to the GM within three working days of receipt for their information and for clarifications if necessary.

The Group shall not commence any land preparation, any new planting or infrastructure development, before the end of the 30-day period and official approval by the RSPO to proceed.

## **4. Resolution and completion**

Any party, disputing contents of the NPP including the assessment(s) or plan(s) may pursue this through the NPP Comments Mechanism (see complete process in Annex 3 using the comments template in Annex 4.

The RSPO Secretariat will protect the anonymity of the commenter (if requested).

Note that only written comments submitted formally to the RSPO Secretariat or through the online NPP comment box or using the comments template in Annex 4 will be considered.

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 GM'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 which, the matter will be automatically filed as

a “Reported Case” which means that the RSPO Complaints team will facilitate the resolution process. If it cannot be resolved bilaterally, then it will be escalated to a complaint to 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 Technical Director.

Land preparations shall only take place once all comments have been addressed and all 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. Comments received by the Secretariat after the notification period will be addressed as a complaint under the RSPO Complaints Process (<http://www.rspo.org/members/complaints>).

On satisfactory completion of the 30-day notification period and resolution of any comments, the RSPO Secretariat will formally notify the GM electronically on the first working day after the 30 day notification period ends, or once any comments raised are resolved. In the case where GM cannot be contacted electronically, the GM will be informed via telephone (verbal) and followed up by a letter sent via post. 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 GM and posts notice of the completion on the RSPO website.

## Annex 1. Template for Pre-Assessment

### NPP Notification Statement

1. Date of Notification	
2. Name of Group	
3. RSPO Membership No.	
<p>4. Location of proposed new planting</p> <p><i>Notes:</i></p> <p>(i) <i>Group Manager Address</i></p> <p>(ii) <i>Business Permit/Organisation registration</i></p> <p>(iii) <i>Total farm size [cumulative if several Group Members planning expansions]</i></p> <p>(iv) <i>Group Manager</i></p> <p>(v) <i>Telephone number</i></p> <p>(vi) <i>E-mail address</i></p> <p>(vii) <i>Geographical location</i></p> <p>(viii) <i>Map [can be attached]</i></p> <p>(ix) <i>Areas and time plan for new plantings</i></p>	

<p>5. Statement of Confirmation of Land Use Rights</p> <p><i>The GM signs to confirm that for the planned expansion area the smallholder(s) hold(s) either authenticated and authorized documents showing legal ownership or lease or authorized use of customary land and history of land tenure and the actual legal use of the land. Customary or other locally appropriate ways of demonstrating land rights, shall also be accepted.</i></p>
<p>Name of Group:</p> <p>Name of Group Manager:</p> <p>Signed:</p> <p>Date:</p>



6. Statement of Acceptance of Responsibility for NPP

*The GM signs to confirm that the necessary assessments have been done and completed in accordance to the NPP.*

Name of Group:

Name of Group Manager:

Signed:

Date:

7. **Overview and background** of new development including description of location, topography

8. **Summary of findings**

**SEIA**

Use the RSPOs SEIA tool for Smallholders: INSERT LINK TO DOWNLOAD TOOL

Download the report and attach to this document

**HCV**

Use the RSPOs HCV app tool: INSERT LINK TO DOWNLOAD TOOL

Download the report(s) and attach to this document

**MAPs**

Map(s) has/have been developed (generated from the HCV Apps)

<p>9. Statement of Result of Pre-Assessment</p> <p><i>The GM indicates whether he/she deems the full NPP to be necessary based on the results of the pre-assessment.</i></p>		
	<p><b>GM indicates</b></p> <p><b>Yes/No</b></p>	<p><b>RSPO Secretariat confirms</b></p> <p><b>Yes/No</b></p>
<p><b>1. Is the cumulative size of the expansion exceeding 100Ha/year?</b></p>		
<p><b>2. Are the farms located in high risk HCV and SEIA areas?</b></p>		
<p><b>3. Is there presence of peat soils?</b></p>		

### **Guidelines for NPP map submissions**

It is vital that the NPP report is accompanied with clear and legible maps. Maps can be generated using the HCV Apps tool.

As a minimum the GM needs to:

1. Produce Maps in .kml and/or .kmz file format
2. Submit the .kml and/or .kmz files to RSPO for conversion into shapefile.

If GM prefers to develop their own maps, the following content is required:

- Location of project (shapefiles must be submitted)
- Outputs from Simplified HCV report including HCV probability map, maps of forest and peat areas (i.e. 'no-go areas', ground-truthing photos)
- Map and description of all areas of significant carbon stocks including peat soils

## Annex 2: Template for NPP Report

The NPP report consists:

Documents from I. Pre-Assessment: attach your complete Pre-Assessment submission including:

- |                                      |                          |
|--------------------------------------|--------------------------|
| 1. filled-in Pre-Assessment Template | <input type="checkbox"/> |
| 2. downloaded SEIA Report            | <input type="checkbox"/> |
| 3. downloaded HCV Report             | <input type="checkbox"/> |
| 4. Maps                              | <input type="checkbox"/> |

Documents for II.NPP: you need to develop these and include with this template:

- |   |                          |
|---|--------------------------|
| 5. Use the LUCA Guidance to request RSPO Secretariat to develop LUCA report | <input type="checkbox"/> |
| 6. Attach the LUCA report   | <input type="checkbox"/> |
| 7. Use the GhG Guidance   | <input type="checkbox"/> |
| 8. Attach the GhG report  | <input type="checkbox"/> |
| 9. Fill in the Summary Management Plan template below                       | <input type="checkbox"/> |

### Template for Summary of Management Plans

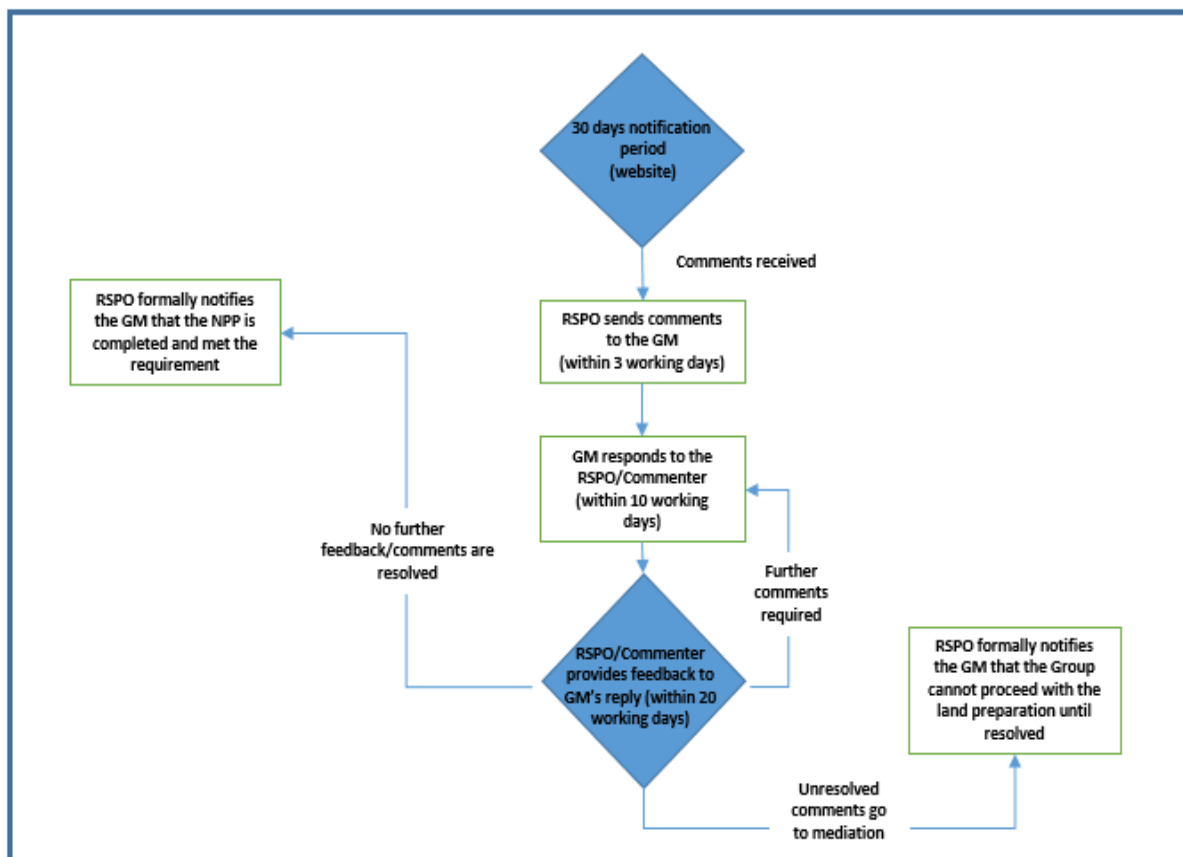
Person/Team responsible for developing and implementing management plans		
<b>Management Action according to recommendations in the four assessments</b>		
<b>1. SEIA related management activities</b>		
List all recommendations from SEIA (including positive impacts and mitigating negative impacts)	Management activities*	Monitoring Schedule
<b>2. GhG related management activities</b>		
List all recommendations from GhG assessment	Management activities*	Monitoring Schedule

<b>3. HCV management</b>			
<b>HCVs</b>	<b>Type of HCV</b>	<b>Number of plots</b>	<b>Management activities</b>
HCV1-3	Forest/natural ecosystem		'No-go' set-aside
	Peat		BMPs
HCV4	River		Buffer zones as specified in report – with no clearance of natural vegetation or oil palm planting
	Waterbody		
	Wetland		
	Slope 9-25 deg		Terracing and cover crop
	Slope >25		No planting of oil palm, natural vegetation must be retained
HCV5-6 resource use	Resource use or contested use		No development until contested use resolved
<b>4. LUCA related management activities</b>			
<b>Type of Land Use</b>	<b>Number of plots</b>	<b>Management activities</b>	<b>Monitoring schedule</b>

\*Guidance: You should consider the following aspects for each of the management activities.

- Proposed Enhancement / Mitigation Measures
- Location
- Parameter to be monitored
- Measurement type
- Measurement frequency
- Responsibility

## Annex 3: NPP Comments Mechanism



## Annex 4: NPP Comments Template

This template is for use during the 30-day public notification and comment period for NPP reports and should be submitted to [rsonppcomments@rspo.org](mailto:rsonppcomments@rspo.org) within 30 days after the NPP report is posted on the RSPo website. Comments received after 30 days will not be processed through the Comments Mechanism (see Annex 2).

**Date:**

**Name (of commenter):** *Clause about anonymity to be added*

**Contact details (of commenter):**

Email address:

Telephone number:

**Name of Group:**

**Location of proposed new planting:**

Country and District:

Project name:

**Comment(s):**

*Comments should be accompanied by sufficient explanation, and where possible, evidence, to support the comments.*

### **Statement of Responsibility**

I understand the NPP process and submit these comments in good faith (i.e. comments and justifications are true to the best of my knowledge). I will engage actively in the NPP process and will work to resolve these comments and concerns.

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**Signature of Commenter**

## **Annex 5: Supporting documents and tools**

### *Guidance documents:*

- *Guidance on Map Submission for Land Use Change Analysis*
- *Simplified HCV approach for independent smallholders in the RSPO - 7.3 HCV procedures for new plantings (7.3 Phase 3 manual)*
- *Simplified HCV approach for smallholders in the RSPO - Introduction document (Phases 1 & 2)*
- *Smallholder- friendly SEIA and Management plan*

### Tools and apps:

- Smallholder- friendly SEIA Tool Apps
- Simplified HCV Approach for ISHFs Apps