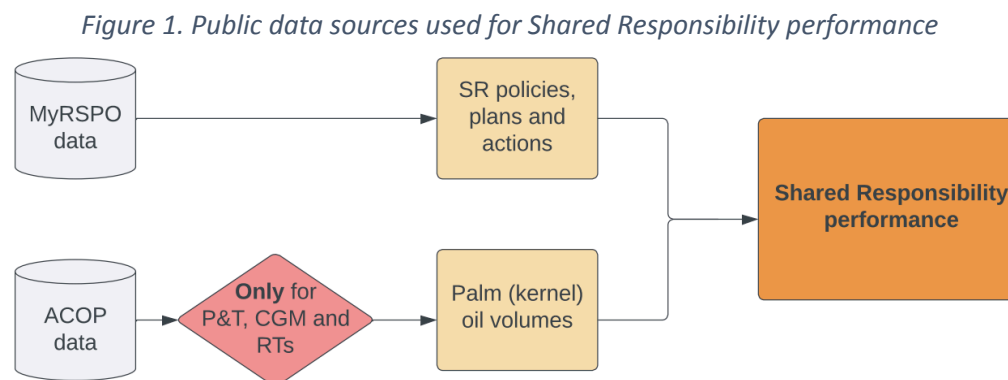


Shared Responsibility performance scoring methodology (M&E Methodology)

The Shared Responsibility (SR) performance of RSPO members is published on the [RSPO Shared Responsibility scorecard webpage](#). The SR scorecard acts both as an incentive for members to improve their SR performance, as well as to have a transparent monitoring system showing the sustainability journey of the RSPO members.

The SR performance is calculated based on the members self-reported commitments against the [endorsed Shared Responsibility requirements](#) in their Annual Communication of Progress (ACOP) report and on their MyRSPO profile. The RSPO Secretariat exports this data from the MyRSPO. The ACOP data will be used to monitor performance of the volume requirement for Processors & Traders (P&T), Consumer Goods Manufacturers (CGM), and Retailers (RT), whereas MyRSPO data will be used for all other SR requirements (Figure 1). The RSPO Shared Responsibility scorecard is updated with this new data every September.



Scoring framework

The Shared Responsibility requirements are translated into Performance Indicators (PIs) as illustrated in Table 1.A, 1.B and 1.C. As not all SR requirements are applicable to each stakeholder group, e.g. the need to have an energy use plan is not applicable for Banks & Investors (B&I) and NGOs, and each thematic area consists of a different number of topics and requirements; the PIs are equally weighted within a topic and all topics are equally weighted within their thematic area. The data source in MyRSPO except for the Uptake target requirement that is obtained from ACOP.

Table 1.A: Scoring framework for *Processor & Trader /Consumer Goods Manufacturer/Retailer members*.

Thematic Area	Topic	Topic weight (P&T, CGM and Ret)	Performance Indicator (PI)	PI weight (P&T, CGM and Ret)	Overall PI weight in Thematic area
Transparency and legality	Transparency	0.25	1 Management documents transparency	1.00	0.25
	Ethical conduct	0.25	2 Ethical conduct policy	1.00	0.25
	Legality	0.25	3 Organisational legal compliance	0.50	0.13
			4 Contractors legal compliance	0.50	0.13
	Communication	0.25	7 Claims and labels	0.50	0.13
			8 Transparent communication and outreach activities	0.50	0.13
Social	Community rights and benefits	0.33	9 Human rights policy	0.25	0.08
			10 Grievance mechanism	0.25	0.08
			11 FPIC policy	0.25	0.08
			12 Land compensation procedure	0.25	0.08
	Smallholders	0.33	13 and 14 Smallholder inclusion	1.00	0.33
	Workers rights and conditions	0.33	15 No discrimination and equal opportunity policy	0.14	0.05
			16 Pay and conditions of workers policy	0.14	0.05
			17 Freedom and association policy	0.14	0.05
			18 No child labour policy	0.14	0.05
			19 No harassment policy	0.14	0.05
			20 No forced or trafficked labour policy	0.14	0.05
21 OHS policy and SOP			0.14	0.05	

Environment	Resource management	1.00	22 Waste management	0.25	0.25
			23 Water management plan	0.25	0.25
			24 Energy use plan	0.25	0.25
			25 GHG policy	0.25	0.25
Uptake	Volumes	1.00	26 Uptake targets	1.00	1.00
Resourcing	PO policy	0.50	27 Palm Oil policy	1.00	0.50
	Resourcing	0.50	28 and 29 Support and resourcing	1.00	0.50
Self verification	Self verification	1.00	Second step of the Verification Process (SR VM)	1.00	1.00

Table 1.B: Scoring framework for **Banks and Investors members**.

Thematic Area	Topic	Topic weight (B&I)	Performance Indicator (PI)	PI weight (B&I)	Overall PI weight in Thematic area
Transparency and legality	Transparency	0.25	1 Management documents transparency	1.00	0.25
	Ethical conduct	0.25	2 Ethical conduct policy	1.00	0.25
	Legality	0.25	3 Organisational legal compliance	0.50	0.13
			4 Contractors legal compliance	0.50	0.13
	Communication	0.25	7 Claims and labels	0.50	0.13
			8 Transparent communication and outreach activities	0.50	0.13
Social	Community rights and benefits	0.33	9 Human rights policy	0.25	0.08
			10 Grievance mechanism	0.25	0.08

0.33

			11 FPIC policy	0.25	0.08
			12 Land compensation procedure	0.25	0.08
	Smallholders	0.33	13 and 14 Smallholder inclusion	1.00	0.33
	Workers rights and conditions	0.33	15 No discrimination and equal opportunity policy	0.14	0.05
			16 Pay and conditions of workers policy	0.14	0.05
			17 Freedom and association policy	0.14	0.05
			18 No child labour policy	0.14	0.05
			19 No harassment policy	0.14	0.05
			20 No forced or trafficked labour policy	0.14	0.05
			21 OHS policy and SOP	0.14	0.05
Environment			Resource management	1.00	22 Waste management
			25 GHG policy	0.50	0.50
Resourcing	Promotion of certification/uptake	0.33	26 Promotion certification/uptake	1.00	0.33
	PO policy	0.33	27 Palm Oil policy	1.00	0.33
	Resourcing	0.33	28 and 29 Support and resourcing	1.00	0.33
Self verification	Self verification	1.00	Second step of the Verification Process (SR VM)	1.00	1.00

Note: SR 23 Water management plan and SR 24 Energy use plan are not applicable to B&I.

Table 1.C: Scoring framework for *environmental and social NGOs members*.

Thematic Area	Topic	Topic weight (NGOs)	Performance Indicator (PI)	PI weight (NGOs)	Overall PI weight in Thematic area
Transparency and legality	Transparency	0.25	1 Management documents transparency	1.00	0.25
	Ethical conduct	0.25	2 Ethical conduct policy	1.00	0.25
	Legality	0.25	3 Organisational legal compliance	0.50	0.13
			4 Contractors legal compliance	0.50	0.13
	Communication	0.25	8 Transparent communication and outreach activities	1.00	0.25
Social	Community rights and benefits	0.33	9 Human rights policy	0.50	0.17
			10 Grievance mechanism	0.50	0.17
	Smallholders	0.33	13 and 14 Smallholder inclusion	1.00	0.33
	Workers rights and conditions	0.33	15 No discrimination and equal opportunity policy	0.14	0.05
			16 Pay and conditions of workers policy	0.14	0.05
			17 Freedom and association policy	0.14	0.05
			18 No child labour policy	0.14	0.05
			19 No harassment policy	0.14	0.05
			20 No forced or trafficked labour policy	0.14	0.05
			21 OHS policy and SOP	0.14	0.05
Environment	Resource	1.00	22 Waste management	0.50	0.50

1.00

	management		25 GHG policy	0.50	0.50
Resourcing	PO policy	0.50	27 Palm Oil policy	1.00	0.50
	Resourcing	0.50	28 and 29 Support and resourcing	1.00	0.50
Self verification	Self verification	1.00	Second step of the Verification Process (SR VM)	1.00	1.00

Note: The SR 7 Claims and labels, SR 11 FPIC policy, SR 12 Land compensation procedure, SR 23 Water management plan, SR 24 Energy use plan and SR 26 Uptake are not applicable to NGOs.

Note for all the scoring frameworks: the SR Requirements corresponding to ‘Monitoring sustainability performance’ (SR 5) and ‘Shared Responsibility reporting’ (SR 6) are not monitored as RSPO members reporting during ACOP and their MyRSPO is already considered as being compliant with these requirements and therefore will not be scored to prevent double scoring.

Scoring methodology

Table 2 outlines the scoring methodology used when scoring members for Performance Indicators 1-25 and 27-29 and Self Verification field, and Table 3 outlines the scoring methodology used when scoring members for Performance Indicator 26.

Table 2. Performance Indicator 1-25 and 27-29 scoring

Scoring	PI1-25 and PI27-29 and Self Verification
0	Did not provide evidence
0.5	Declared support
1	Uploaded evidence

Based on the scoring framework (Table 1) the Shared Responsibility performance of RSPO members is translated into 4 weighted thematic areas scores (Transparency and legality, Social, Environmental and Resourcing) and an overall average score. Moreover, members under the category of Processor and Traders, Consumer Good Manufacturers and Retailers are required to fulfil the Uptake Target requirement. The scores range between 0 and 10, 10 being the maximum score.

Table 3. Performance Indicator 26 scoring

Scoring	Performance Indicator 26 (uptake target)
0	Did not meet uptake target <u>OR</u> did not report ACOP
0.5	If >95% uptake in current and previous (baseline) year, but did not meet the uptake target
1	Met uptake target
No target	Member has 0 palm oil uptake (no CSPO target) <u>OR</u> new member

Examples of scoring members

Table 4.A, 4.B and 4.C shows three examples for individual members scoring for the sectors P&T, CGM and Retailer, B&I, and NGO. Based on the scoring of each Performance Indicator, an average score of each thematic area is calculated and published on the RSPO Shared Responsibility scorecard webpage. Please note that the performance of the thematic area ‘Uptake’ is published in text format (target met/ did not meet target/ >95%), but the actual score is included in the overall average calculation of each member as shown in Table 5.A for P&T/CGM/Ret. The Self Verification field is published as “Self verification (not) complete” and also contributes to the average score.

Table 4.A: Example for **Processor & Trader /Consumer Goods Manufacturer/Retailer members**.

Thematic Area	Topic	Topic weight (P&T, CGM and Ret)	Performance Indicator (PI)	PI weight within Topic (P&T, CGM and Ret)	Score (based on Table 2)	PI weight in Thematic area (P&T, CGM and Ret)	Contribution to Theme score
Transparency and legality	Transparency	0.25	1 Management documents transparency	1.00	1	0.25	0.25

	Ethical conduct	0.25	2 Ethical conduct policy	1.00	1	0.25	0.25
	Legality	0.25	3 Organisational legal compliance	0.50	0.5	0.13	0.06
			4 Contractors legal compliance	0.50	0.5	0.13	0.06
	Communication	0.25	7 Claims and labels	0.50	0	0.13	0.00
			8 Transparent communication and outreach activities	0.50	0	0.13	0.00
Social	Community rights and benefits	0.33	9 Human rights policy	0.25	1	0.08	0.08
			10 Grievance mechanism	0.25	1	0.08	0.08
			11 FPIC policy	0.25	1	0.08	0.08
			12 Land compensation procedure	0.25	1	0.08	0.08
	Smallholders	0.33	13 and 14 Smallholder inclusion	1.00	0.5	0.33	0.17
	Workers rights and conditions	0.33	15 No discrimination and equal opportunity policy	0.14	1	0.05	0.05
			16 Pay and conditions of workers policy	0.14	1	0.05	0.05
17 Freedom and association policy			0.14	1	0.05	0.05	

			18 No child labour policy	0.14	1	0.05	0.05
			19 No harassment policy	0.14	1	0.05	0.05
			20 No forced or trafficked labour policy	0.14	1	0.05	0.05
			21 OHS policy and SOP	0.14	1	0.05	0.05
Environment	Resource management	1.00	22 Waste management	0.25	0.5	0.25	0.13
			23 Water management plan	0.25	0.5	0.25	0.13
			24 Energy use plan	0.25	0.5	0.25	0.13
			25 GHG policy	0.25	0.5	0.25	0.13
Uptake	Volumes	1.00	26 Uptake targets	1.00	0 (target not met)	1.00	0.00
Resourcing	PO policy	0.50	27 Palm Oil policy	1.00	1	0.50	0.50
	Resourcing	0.50	28 and 29 Support and resourcing	1.00	1	0.50	0.50
Self verification	Self verification	1.00	Second step of the Verification Process (SR VM)	1.00	1 (i.e. evidence provided)	1.00	1.00

Thematic Areas	Average Score
Transparency and legality	6.25
Social	8.33
Environment	5.00
Resourcing	10.00
Uptake	Target not met
Self Verification	Complete
Total	6.6

Table 4.B: Example for **B&Is**.

Thematic Area	Topic	Topic weight (B&I)	Performance Indicator (PI)	PI weight within Topic (B&I)	Score (based on Table 2)	PI weight in Thematic area (B&I)	Contribution to Theme score
Transparency and legality	Transparency	0.25	1 Management documents transparency	1.00	1	0.25	0.25
	Ethical conduct	0.25	2 Ethical conduct policy	1.00	1	0.25	0.25
	Legality	0.25	3 Organisational legal compliance	0.50	0.5	0.13	0.06
			4 Contractors legal compliance	0.50	0.5	0.13	0.06
	Communication	0.25	7 Claims and labels	0.50	0	0.13	0.00
			8 Transparent communication and	0.50	0	0.13	0.00

			outreach activities				
Social	Community rights and benefits	0.33	9 Human rights policy	0.25	1	0.08	0.08
			10 Grievance mechanism	0.25	1	0.08	0.08
			11 FPIC policy	0.25	1	0.08	0.08
			12 Land compensation procedure	0.25	1	0.08	0.08
	Smallholders	0.33	13 and 14 Smallholder inclusion	1.00	0.5	0.33	0.17
	Workers rights and conditions	0.33	15 No discrimination and equal opportunity policy	0.14	1	0.05	0.05
			16 Pay and conditions of workers policy	0.14	1	0.05	0.05
			17 Freedom and association policy	0.14	1	0.05	0.05
			18 No child labour policy	0.14	1	0.05	0.05
			19 No harassment policy	0.14	1	0.05	0.05
20 No forced or trafficked labour policy			0.14	1	0.05	0.05	
21 OHS policy and SOP			0.14	1	0.05	0.05	
Environment	Resource management	1.00	22 Waste management	0.50	1	0.50	0.50

			25 GHG policy	0.50	1	0.50	0.50
Resourcing	Promotion of certification/uptake	0.33	26 Promotion certification/uptake	1.00	0.5	0.33	0.17
	PO policy	0.33	27 Palm Oil policy	1.00	0.5	0.33	0.17
	Resourcing	0.33	28 and 29 Support and resourcing	1.00	0	0.33	0.00
Self verification	Self verification	1.00	Second step of the Verification Process (SR VM)	1.00	1 (i.e. evidence provided)	1.00	1.00

Thematic Areas	Average Score
Transparency and legality	6.25
Social	8.33
Environment	5.50
Resourcing	3.33
Self Verification	Complete
Total	3.9

Table 4.C: Example for **NGOs**.

Thematic Area	Topic	Topic weight (NGOs)	Performance Indicator (PI)	PI weight within Topic (NGOs)	Score (based on Table 2)	PI weight in Thematic area (NGOs)	Contribution to Theme score
Transparency and legality	Transparency	0.25	1 Management documents transparency	1.00	1	0.25	0.25
	Ethical conduct	0.25	2 Ethical conduct policy	1.00	1	0.25	0.25
	Legality	0.25	3 Organisational legal compliance	0.50	0.5	0.13	0.06
			4 Contractors legal compliance	0.50	1	0.13	0.13
	Communication	0.25	8 Transparent communication and outreach activities	1.00	0	0.25	0.00
Social	Community rights and benefits	0.33	9 Human rights policy	0.50	1	0.17	0.17
			10 Grievance mechanism	0.50	1	0.17	0.17

	Smallholders	0.33	13 and 14 Smallholder inclusion	1.00	0.5	0.33	0.17
	Workers rights and conditions	0.33	15 No discrimination and equal opportunity policy	0.14	1	0.05	0.05
			16 Pay and conditions of workers policy	0.14	1	0.05	0.05
			17 Freedom and association policy	0.14	1	0.05	0.05
			18 No child labour policy	0.14	1	0.05	0.05
			19 No harassment policy	0.14	1	0.05	0.05
			20 No forced or trafficked labour policy	0.14	1	0.05	0.05
			21 OHS policy and SOP	0.14	0.5	0.05	0.02
Environment			Resource management	1.00	22 Waste management	0.50	0.5
	25 GHG policy	0.50			0.5	0.50	0.25
	PO policy	0.50	27 Palm Oil policy	1.00	1	0.50	0.50

Resourcing

	Resourcing	0.50	28 and 29 Support and resourcing	1.00	1	0.50	0.50
Self verification	Self verification	1.00	Second step of the Verification Process (SR VM)	1.00	1 (i.e. evidence provided)	1.00	1.00

Thematic Areas	Average Score
Transparency and legality	6.9
Social	8.1
Environmental	5.0
Resourcing	10.0
Self Verification	Complete
Total	6.7