

Annex 8: REMEDIATION & COMPENSATION PLAN TEMPLATE

Guidance notes on completing the template:

This template is designed to enable companies to complete a comprehensive remediation and compensation plan. This template aims enables companies to submit a plan for remediation and compensation activities for individual management units or across multiple management units.

It is understood that remediation and social compensation activities mostly will be conducted on-site while conservation compensation activities may be either on- or off-site. This template is designed to capture the mixed nature and variable approaches to remediation and compensation activities.

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1. COMPANY PROFILE

Guidance note: *Name of RSPO member, Membership number, Membership category, Date of joining RSPO, Date of first RSPO certification, Total number of certified management units, Name of subsidiary(ies)/management unit(s) relevant to compensation and remediation liability, Country and location of operations (district and province) of subsidiary(ies)/management unit(s).*

2. EXECUTIVE SUMMARY

Summary description of remediation and compensation plans:

- Goals, objectives, expected outputs and outcomes from the compensation and remediation actions, including details of how these meet the four criteria of additionality, long-lasting, knowledge-based and equitability;
- Description of changes to SOPs;
- Total area required for remediation action;
- Planned compensation actions for loss of HCVs 4-6 (*social HCVs*) and expected outcomes;
- Planned compensation actions for loss of HCVs 1-3 (*environmental HCVs*) and expected outcomes;
- Description of the FPIC processes, which will be undertaken during the planning and implementation of remediation & compensation actions;
- Monitoring and evaluation plan with baseline description and expected reporting schedules; and
- Management arrangement for implementing the compensation and remediation plan.

3. DESCRIPTION OF TOTAL REMEDIATION AND COMPENSATION LIABILITY

3.1 Remediation and Social Liability

For each management unit, where applicable, describe the required remediation. One table is to be completed for each management unit as remediation actions will be implemented on-site.

Remediation and social compensation (per management unit)	
Name of management unit	
Location (country, province and district)	
Total area of management unit (ha)	
Description of impacts requiring remediation (e.g. riparian zones, steep slopes, areas prohibited by country-specific legislation) Guidance note: <i>Please include maps of areas requiring remediation as annexes to this plan</i>	
Description of remediation activity to address impacts	
Description of potential impacts (impacts on HCVs 4, 5 & 6)	
Description of proposed activities to address impacts	

3.2 Net Conservation Liability

Description of the net conservation liability, according to each time period and either for each management unit or collectively for all management units being managed by the grower.

Table to show net conservation liability (*drawn from the 'Reporting Template for RSPO Historical Land Use/Cover Change Analysis and Compensation Liability' – to be included as an annex*)

4. STANDARD OPERATING PROCEDURES

- Description of the identified operational failures that led to the remediation and compensation liability;
- Description of the changes of the SOPs;
- Plan for the implementation of the new SOPs; and
- Revised SOPs to be attached.

5. REMEDIATION AND COMPENSATION PLAN

Within the overall remediation and compensation plan, the following will need to be identified:

- Goals and objectives for the remediation and compensation actions;
- A description of the scope of compensation plan, whether it is for each management unit separately or collectively for the total conservation liability.
- Specific purpose/outcome and outputs are to be developed for each of the actions, with measurable indicators;
- Brief description of the plan for on-site remediation and compensation for loss of social values for HCVs 4 – 6 along with the proposed timeframe for the implementation of the actions;
- Brief description of the plan for compensation for loss of environmental values for HCVs 1 – 4 with proposed timeframe for implementation;
- The template for a logical framework for the remediation and compensation plan is found in Annex 1.

5.1 On-site remediation plan

For each of the impacts requiring remediation (see Section 4), describe the corresponding remediation activities (e.g. for riparian zones, steep slope, peat and fragile soils). The following needs to be described:

- Identification of areas requiring remediation, including on-site maps demarcating the area;
- The objective and expected outcome for each of the on-site remediation actions;
- Budget and resources required for the remediation actions; and
- Timeline for the implementation of these activities

5.2 Compensation Plan for Social Impacts of loss of HCVs 4, 5, and 6.

For each of the impacts requiring compensation for loss of social values of HCVs 4, 5 and 6 (see Section 4), describe the corresponding compensation activities and the participatory processes for identifying these. The following needs to be described:

- Identification of impacts and impacted parties, and the management unit these are linked to;
- Participatory process for identifying the impacts requiring compensation and remediation and for identifying the corresponding compensation and remediation activities;
- The objective and expected outcome for each of the proposed social compensation actions;
- Budget and resources required for the social compensation actions; and
- Timeline for the implementation of these activities.

Guidance note: *Remediation measures include restoring, substituting, or financially compensating for the provision of and/or the access to natural resources. As communities may undergo shifts in their dependence on resources due to changes in the socio-economic environment, consultations shall identify the best current options for restoration or replacement of lost values and/or functions. In cases where*

monetary compensation is considered several Roundtable on Sustainable Palm Oil agreed upon, the parties may consider several instalments over time, rather than 'one-off' payments. Growers should refer to free, prior and informed consent (FPIC) guidance on consultation with affected stakeholders and communities (refer to RSPO FPIC guidance).

Please also attach a record of the negotiated agreement, where the process has already been initiated, or details of a plan to negotiate an agreement with the affected communities and representatives, including the following information.

- A list of stakeholders and records of all communications
- Participatory maps of any disputed areas
- Plans to ensure that relevant information is in an appropriate form and languages
- Plans for affected communities to be represented through institutions or representatives of their own choosing, including legal counsel if requested
- Plans to document consultation and communication procedures
- Name of management official responsible
- Description of the procedure for identifying any legal, customary and user rights that have been affected by the clearance
- Description of the procedure for calculating and distributing fair compensation
- Record or planned record of outcomes of negotiated agreements
- Identification of project risks and assumptions
- Budget
- Timeline with milestones

5.3 Compensation Plan for Environmental Impacts of loss of HCVs 1 – 4.

Describe the total conservation liability (see Section 3.2) to be compensated either by the related individual management unit or collectively for the liability of several management units across the company. Describe the rationale for compensating by individual management unit or collectively across management units and for the selection of either on-site or off-site compensation activities. Describe the rationale for selecting activities that are either on a hectare-for-hectare or dollar-for-hectare basis and for the site selection if the liability is to be compensated off-site.

Describe the planned on- or off-site activities and how these will deliver conservation benefits that are:

- Additional;
- Long-lasting;
- Equitable; and
- Knowledge-based.

6. MANAGEMENT ARRANGEMENT FOR REMEDIATION AND COMPENSATION PLAN

6.1. Institutional Framework for Implementation

Describe the institutional framework which has been/will be established to ensure that the on-site remediation and compensation plan for the loss of social and conservation values (HCVs 1-6) and other impacts requiring remediation are effectively managed, monitored and implemented.

In the event where the compensation plan is to be implemented off-site, describe the institutional framework that will ensure the compensation activities are effectively managed, monitored and implemented, and how this institutional arrangement will ensure that the outcomes delivered will provide the necessary conservation benefits. There should also be a description of the relationship between the off-site project's management structure with this compensation plan and the related company/management unit personnel.

6.2 Implementation Plan and

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Timeframes

Describe the proposed implementation plan and timeframes for the remediation and compensation plan. A template for the timeframe is attached in Annex 2.

6.3 Risk, Monitoring and Evaluation

For each of the actions for remediation and for the compensation for the loss of social and environmental values (HCVs 1-6), identify the risk to successful implementation of the remediation and compensation plan and the associated mitigation actions.

A monitoring and evaluation plan is to be incorporated into this remediation and compensation plan, with indicators developed for each of the outputs. Where possible, monitoring timeframes should be incorporated into the certification surveillance audits.

6.4 Reporting Plan

Describe the proposed arrangements for reporting on the implementation of the remediation and compensation plan. If the compensation plan involves an off-site project managed by a third party, please indicate the format and frequency of reporting to be received from the external project. If the project is an existing off-site conservation project, please describe the format and frequency of reporting to be received from the external project and the existing reporting framework if this is to be used.

7. EXIT STRATEGY

Describe the proposed exit strategy for the project or the process for developing the exit strategy throughout the project's lifetime. This should include details of the arrangements to ensure the long-term sustainability of the project, including institutional capacity, processes to ensure continued support from external parties, and the financial viability of the project.

Project summary			
<p>Goal: Guidance note: <i>Overall goal of the proposed compensation and remediation plan. The overall goal would be a long-term outcome of the compensation and remediation plan, where the objectives will contribute to the goal.</i></p>			
Sub-goals, objectives, outcomes and outputs	Measurable Indicators (and associated baselines and milestones)	Means of verification	Assumptions, risks and mitigation activities
<p>Sub-Goal/Objective: Guidance note: <i>Description of the objective which is to be achieved by the compensation and remediation actions over the period of the plan</i></p>			
<ul style="list-style-type: none"> Purpose/Outcome 1: Guidance Note: <i>Key components of the project objective, changes achieved by outputs</i> 			
<p>Output 1: Guidance note: <i>What the project will produce, direct results of inputs/ activities</i></p>			[Insert assumptions]
<p>Output 2: Guidance note: <i>What the project will produce, direct results of inputs/ activities</i></p>			

PLANNED ACTIVITIES

Describe the activities that will deliver each of the proposed outputs and outcomes listed in the 'Project summary' table.

Output 1:				
Details of Activities	Roles and Responsibilities and Implementation Arrangements	Timeline and Milestones	Indicators and M&E	Budget and resources required

No.	Description	Expected Activities to take Place (month)											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
1.	Remediation action												

