

ROUNDTABLE ON SUSTAINABLE PALM OIL

IBD Local Indicators for an Individual Project.

Country for adaptation:	Madagascar
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Company / project details:	
Company name:	SAVONNERIE TROPICALE HUILERIE MELVILLE
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RSPO membership no:	

Location of the Palm Oil Mill.				
Palm Oil Mill (POM)	Location Address	Mill Capacity	GPS Reference	
Name		MT/Hour	Longitude	Latitude
SAVONNERIE TROPICALE	Melville (Commune Fanandrana)	5MT/h	S : 18°14.006'	E: 049°17.542'

Palm Oil Mill Output and Approximate Tonnages Certified.								
The 12 month output is the average over any 12 month period and the actual production for the 12 months from the date of certification will be included in the annual summary.								
Projected Production from last 12 Months (MT)			Actual Production (MT)			Projected Production for next 12 Months (MT)		
CPO	PK	PKO	CPO/IP	PK/IP	PKO/IP	CPO/IP	PK/IP	PKO/IP
776	451	29	800	420	40	900	420	80

Location of the Supply Base.			
Name of Oil Palm Plantation	Location Address	GPS Reference	
		Longitude	Latitude
Area I et II	Commune Fanandrana	18°23.357'S	49°29.257'E
Area III, IV et V	Commune Amboditandroho	18°16'22.51"S	49°20'33.50"E
The area of oil palm: Note: All FFB is grown in the plantations owned by the company and processed in their own palm oil mill. There is currently no availability of FFB from outside growers and so small holders and independent growers do not need to be considered as part of this local interpretation.			

IBD CERTIFICAÇÕES LTDA

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IBD is proud to be the largest certifier in Latin America and the only Brazilian certifier of organic products with accreditation by IFOAM (international market), ISO Guide 65 (European market regulation CE 889/07), Demeter (international market), USDA/NOP (North-American market), COR (Canadian market) and INMETRO / MAPA (Brazilian market), resulting in the global acceptance of certificates.

IBD has been in operation since 1992, focusing initially on the certification of organic products. After 2004, certification services began in the socio environmental field, with the implementation of the EcoSocial, Integra, RSPO and UEBT (Union for Ethical BioTrade) programs. Today, IBD has over 5000 certified producers in its portfolio, located in 16 countries and covering approximately 520,000 hectares of cultivated land and three million hectares of wild-harvested areas.

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Translations.

All consultation documents were prepared in both French and English and local dialects were used during meetings with stakeholders. The final agreed document is in both French and English but only the English version is presented to the RSPO for purposes of Intellectual Copyright.

1. Summary of the Oil Palm industry of Madagascar.

There are about 4,800ha of oil palm grown in 5 Regions of Madagascar along the East Coast. The average yield per ha of FFB is 5 (five) mt per ha per year with an oil extraction rate of between 16% and 18%. The winter temperatures of the oil palm region of Madagascar are as low as 18 degrees centigrade which results in a growing season between November and August. Annual rainfall can be as high as 4,000 mm and so the harvest of FFB is limited to the spring and summer months with the higher temperatures.

2. Introduction to project.

SAVONNERIE TROPICALE- HUILERIE MELVILLE, located in the Atsinanana Region is Malagasy's leading producer of Crude Palm Oil (CPO) and Palm Kernel Oil (PKO). The Company's own plantations provide 100% of the fruit processed by their own palm oil mill. The palm oil plantation and the mill were a national enterprise and purchased from the state company SOMAPALM in 1991. Since 1994, they have been organic certified by ECOCERT INTERNATIONAL and by BIOSUISSE in 2010.

The palm oil mill has a capacity of 5 tonnes of palm fruit per hour and produces between 700 to 900 MT of crude palm oil annually. The Palm Kernel crushing capacity is approximately 20 to 40 tonnes of palm kernel oil per year.

The total land holding of the company extends to some 2,804.76 ha and within the boundary there are 56 villages with about 2,000 inhabitants who supply the labour for the plantations and for the mill. The area of oil palm extends to 1,226.53 ha and the balance of the land comprises the villages, farmland and 880 ha of conservation areas.

The diversity of the landscape and integration of the palm oil into the farmland, linked to the planting of rare tree species, herbs and spices results in very attractive habitats for both flora and fauna. Management is best described as being on a micro scale with areas of land as small as 0.1ha being identified as unsuitable for oil palm and then planted with an alternative agricultural crop. The age structure of the oil palms vary by as much as 60 years old and when the oldest palms are re-planted a few of the tallest palms will be retained in the landscape. High Conservation Value Forest has been identified (as it supports rare bird species) and cultural areas and features, such as graveyards and hills with particular significance to local cultures have been mapped and are respected. Other conservation areas include Mangrove and wetlands and all the conservation areas have a non-intervention policy.

3. Local Indicators.

In the absence of a National Interpretation of the International RSPO Principles and Criteria for **Madagascar**, IBD has prepared a procedure for the preparation of a Local Indicators. See *annex 5*: Once endorsed by the RSPO, these Local Indicators may **only** be used by IBD for this specific project. It is **not** a National Interpretation and it is not permitted to be used by other certification bodies or companies as the RSPO Principles and Criteria for any other project in Madagascar.

All FFB is grown in the plantations owned by the company and is processed in their own palm oil mill. There is currently no availability of FFB from outside growers and so small holders and independent growers do not need to be considered as part of this local interpretation.

4. Consultative process.

IBD and the project manager have developed these local indicators through a consultative process in accordance with IBD procedures.

5. Summary of the local interpretation process.

5.1 September 2013

- A working committee was formed to ensure that all procedures, communications and actions taken were fully documented and recorded.
- Identification of all relevant national and local stakeholders took place.
- A draft Local Indicators of the RSPO International Principles and Criteria was prepared in both English and French for stakeholders to review and to make comment.
- The identified stakeholders were sent the draft Local Indicators, an invitation to comment and to attend an open stakeholder meeting. (See annex 1 for list of stakeholders).

5.2 Open stake holder meeting.

Monday 28th October 2013.

Attended by 80 people from a diverse range of interests, the meeting was held at the palm oil and followed an agenda to ensure full consideration of all the local indicators. The full list of attendees is given in the annexes and included Heads of Local Communities and villages, village people and workers, Local Government representing environmental interests and other interested individuals from the local communities.

The objectives of the meeting:

- To continue with the identification of all applicable local and national laws.
- To review all the indicators and to make suggestions for changes.
- To include applicable details in the guidance notes at a local level.

The meeting attendees formed 4 working groups under the direction of individual chairmen to consider indicators for the principles and criteria.

It should be noted that the draft local indicators were prepared with such integrity that the stake-holders only gave 100% support with no additional comments being made.

6 Submission of this LI to the RSPO secretariat.

These local indicators for Madagascar was finalised on Monday 28th October and submitted to the RSPO for review and endorsement. The whole document is also available in the French language and has been circulated to the stake-holders.

Glossary of terms used.			
a.i	Active ingredient.	IUCN	International Union for Conservation of Nature and Natural Resources.
ASEAN	The Association of Southeast Asian Nations.	KW	Kilowatt.
BOD	Biological Oxygen Demand.	LD50	Lethal Dose 50.
CBD	Convention on Biodiversity.	LTA	Lost time Accident.
CPO	Crude Palm Oil.	MSDS	Material Safety Data Sheet.
CRS	Community Relations Strategy.	NGO	Non-Government Organisation.
EFB	Empty Fruit Bunches.	OER	Oil Extraction Rate.
EIA	Environmental Impact Assessment.	OSH	Occupational Safety and Health.
EMP	Environmental Management Plan.	POME	Palm Oil Mill Effluent.
EPA	Environmental Protection Agency.	PPE	Personal Protective Equipment.
FFB	Fresh Fruit Bunches.	PER	Preliminary Environmental Report.
GAP	Good Agricultural Practices.	P&C	Principles and Criteria.
HCV	High Conservation Value.	RSPO	Roundtable on Sustainable Palm Oil.
ILO	International Labour Organisation.	SEIA	Social and Environmental Impact Assessment.
IPM	Integrated Pest Management.	SOP	Standard Operating Procedure.
ISO	International Standard Organisation.		

Definitions.
Environmental Impact Assessment: A process of predicting and evaluating the effects of an action or series of actions on the environment, then using the conclusions as a tool in planning and decision-making.
Family farm: A farm operated and mostly owned by a family, for the growing of oil palm, sometimes along with subsistence production of other crops, and where the family provides the majority of the labour used. Such farms provide the principal source of income, and the planted area of oil palm is below 50 hectares in size. Work by children is acceptable on family farms, under adult supervision; when not interfering with education programmes; when children are part of the family and when they are not exposed to hazardous working conditions.
Grower: The person or entity that owns and/or manages an oil palm development.
High Conservation Value (HCV) Areas: The areas necessary to maintain or enhance one or more High Conservation Values (HCVs): <ul style="list-style-type: none"> • HCV 1 – Species diversity. Concentrations of biological diversity including endemic species, and rare, threatened or endangered species, that are significant at global, regional or national levels. • HCV 2 - Landscape-level ecosystems and mosaics. Large landscape level ecosystems and ecosystem mosaics 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. • HCV 3 - Ecosystems and habitats. Rare, threatened, or endangered ecosystems, habitats or refugia. • HCV 4 - Critical ecosystem services. Basic ecosystem services in critical situations, including protection of water catchments and control of erosion of vulnerable soils and slopes. • 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. • 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. Note: RSPO will develop coherent guidance for standardised identification, management and monitoring (and other types of relevant guidance) of HCVs which would include guidance for compatibility of national toolkits as necessary
Integrated Pest Management (IPM): IPM is the careful consideration of all available pest control techniques and subsequent integration of appropriate measures that discourage the development of pest populations and keep pesticides and other interventions to levels that are economically justified and reduce or minimize risks to human health and the environment. IPM emphasizes the growth of a healthy crop with the least possible disruption to agro-ecosystems and encourages natural pest control mechanisms. (FAO 2013: http://www.fao.org/agriculture/crops/corethemes/theme/pests/ipm/en/)
ISO Standards: Standards developed by the International Organization for Standardization (ISO: see http://www.iso.ch/iso).
Livelihood: A person's or a group's way of making a living, from their environment or in the economy, including how they provision their basic needs and assure themselves and following generations secure access to food, clean water, health, education, housing and the materials needed for their life and comfort either through their own direct use of natural resources or through exchange, barter, trade or engagement in the market. A livelihood includes not just access to resources but the knowledge and institutions that make this possible such as time for community participation and integration, personal, local or traditional ecological knowledge, skills, endowments and practices, the assets that are intrinsic to that way of making a living (e.g. farms, fields, pastures, crops, stock, natural resources, tools, machinery and

<p>intangible cultural properties) and their position in the legal, political and social fabric of society. The risk of livelihood failure determines the level of vulnerability of a person or a group to income, food, health and nutritional insecurity. Therefore, livelihoods are secure when they have secure ownership of, or access to, resources and income earning activities, including reserves and assets, to offset risks, ease shocks and meet contingencies. (Compiled from various definitions of livelihoods from DfID, IDS and FAO and academic texts from: http://www.fao.org/docrep/X0051T/X0051t05.htm).</p>
<p>Miller: A person or entity that operates a Palm Oil Mill.</p>
<p>Natural vegetation: Areas where many of the principal characteristics and key elements of native ecosystems such as complexity, structure and diversity are present.</p>
<p>Operations: All activities planned and/or undertaken by the management unit within the boundaries of the palm oil mill and its supply base.</p>
<p>Operator: A person or entity that runs a business, machine, facility etc.</p>
<p>Origin of fresh fruit bunch (FFB): Source of FFB entering a mill (see Indicator 4.1.4). RSPO members acknowledge the need for responsible operators to practise due diligence in sourcing of FFB from third parties to reduce the risk that unsustainable products are entering the certified supply chain. However it is also recognised that there are significant challenges in tracing all such supplies back to their point of origin. Therefore, as a minimum the mill must record the particulars of the party from which the FFB was sourced at the mill gate. Note: As stated in the preamble, the millers will commit to a process whereby they aim to source third party FFB from identified, legal and responsible sources</p>
<p>Outgrowers: Farmers, where the sale of FFB is exclusively contracted to the grower/miller. Outgrowers may be smallholders.</p>
<p>Pesticide: Substances or mixture of substances intended for preventing, destroying, repelling or mitigating any pest. Pesticides are categorized into four main substituent chemicals: herbicides; fungicides; insecticides and bactericides.</p>
<p>Plan – A time-bound and detailed scheme, programme, or method for achieving objective(s) and desired outcome(s). Plans shall have clear targets with timelines for delivery, actions to be taken and a process for monitoring progress, adapting plans to changing circumstances and reporting. Plans shall also include the identification of named individuals or positions responsible for the delivery of the plan. There shall be evidence that sufficient resources are available to carry out the plan and the plan is implemented in full.</p>
<p>Plantation: The land containing oil palm and associated land uses such as infrastructure (e.g., roads), riparian zones and conservation set-asides.</p>
<p>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 Forestrelated Definitions for Use by Various Stakeholders, 2001, http://www.fao.org/documents/show_cdr.asp?url_file=/DOCREP/005/Y4171E/Y4171E11.htm). Note: National interpretations should consider whether a more specific definition is required.</p>
<p>Prophylactic: A treatment or course of action applied as a preventive measure.</p>
<p>Restore: Returning degraded or converted areas within the plantation to a semi-natural state.</p>
<p>Customary rights: Patterns of long-standing community land and resource usage in accordance with indigenous peoples' customary laws, values, customs and traditions, including seasonal or cyclical use rather than formal legal title to land and resources issued by the State. (From World Bank Operational Policy 4.10 - http://go.worldbank.org/6L01FZTD20).</p>
<p>Legal rights: Rights given to individual(s), entities and others through applicable local, national or ratified international laws and regulations</p>
<p>User rights: Rights for the use of land and resources that can be defined by local custom, mutual agreements, or prescribed by other entities holding access rights. (From FSC Principles & Criteria: https://ic.fsc.org/download.revised-fsc-pc-v-5-0-high-resolution.a-871.pdf)</p>
<p>Demonstrable rights are those rights that are demonstrated through participatory user mapping as part of an FPIC process. Note: Where there is a national interpretation, these rights shall be further defined taking into account national obligations, constitutions, local laws and regulations, consistent with the generic definitions, including development of adequate guidance on a process to avoid or resolve any conflicts between customary rights (as defined above) and the nationally recognised customary rights.</p>
<p>Smallholders: 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.</p>
<p>Scheme smallholders – Smallholders that may be structurally bound by contract, credit agreement or by planning to a particular mill, but the association is not necessarily limited to such linkages. Other terms commonly used for scheme smallholders include associated and/or plasma smallholders.</p>

Independent smallholders – Smallholders that are not bound by any contract, credit agreement or planning to a particular mill.
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.
Undue influence: The exertion by a third party of any kind of control such that a person signs a contract or other agreement which, absent the influence of the third party, he would not have signed.
Workforce: The total number of workers employed by the management unit either directly or indirectly. This includes contract workers and consultants.
Migrant worker: a person who migrates from one country to another with a view to being employed otherwise than on his own account and includes any person regularly admitted as a migrant for employment. Migrants are defined as those who cross international boundaries for the purposes of employment, and do not include those workers who move within a country for the purposes of employment.
Transmigrant worker: a person who migrates from one part of the country to another with a view to being employed otherwise than on his own account.

Classification of indicators as Major or Minor	
Indicator:	
Major	<p>Details of the indicator against which compliance will be sought during the audit.</p> <p>“Major” in the left hand column indicates that this indicator must be complied with prior to a certification decision being possible.</p> <p>Major non-compliance identified after the awarding of a certificate must be closed within one month of notification to the certificate holder. Failure to close out the non-compliance after one month will result in suspension of the certificate and ultimate withdrawal of the certificate if closure is not completed within 3 months of notification.</p>
Minor	<p>If “Minor” appears in the left hand column, then non-compliance will result in a minor non-compliance being raised. Minor non-compliances will be closed out at the time of the annual surveillance audit. Failure to do so will result in the minor being raised to the status of a major non-compliance with the associated implications.</p>
<i>Guidance. There are no Smallholders in this project.</i>	

Principle 1: Commitment to Transparency.	
Criterion 1.1: Oil Palm growers and millers provide adequate information to other stakeholders on environmental, social and legal issues relevant to RSPO criteria, in appropriate languages and forms to allow for effective participation decision making.	
Indicator:	
1.1.1 Minor	Evidence of a system whereby growers and millers respond constructively and promptly to requests for information of stakeholders.
1.1.2 Major	Records of requests and responses must be maintained.
<i>Growers and millers should respond constructively and promptly to requests for information from stakeholders. See criterion 1.2 for requirements relating to publicly available documentation. See also criterion 6.2 relating to consultation.</i>	
Criterion 1.2: Management documents are publicly available except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.	
Indicator:	
1.2.1 Major	<p>This concerns management documents relating to environmental, social and legal issues that are relevant to compliance with RSPO Criteria. Documents that must be publicly available include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> • Company policies. • Land titles/user rights (criterion 2.2). • Health and safety plan (criterion 4.7). • Plans and impact assessments relating to environmental and social impacts. Environmental management plan (criteria 5.1, 6.1, 7.1, 7.3). • Pollution prevention plans (criterion 5.6). • Details of complaints and grievances (criterion 6.3). • Negotiation procedures (criterion 6.4). • Continuous improvement plan (criterion 8.1). • Community Relations Strategy/CRS. • Labour force information.
<p><i>Examples of commercially confidential information include financial data such as costs and income, and details relating to customers and/or suppliers. Data that affects personal privacy should also be confidential.</i></p> <p><i>Examples of information where disclosure could result in potential negative environmental or social outcomes include information on sites of rare species where disclosure could increase the risk of hunting or capture for trade, or sacred sites which a community wishes to maintain as private. It must be noted that non-disclosure of such information must be as a last resort after educating the parties involved. Hard copies and electronic copies should be available on site for review by relevant stakeholders with legal or public interest. However, copies are at a cost.</i></p> <p><i>Documents (e.g. policies & plans) can be made available on the company website or in the company journal.</i></p>	

<p>The system used should be appropriate to the scale of the organization.</p> <p>One of the preconditions to obtain an environmental permit, is the development and submission of an Environmental Impact Assessment (EIA) (or a Preliminary Environmental Report (PER) for small scale projects). The content of the EIA or PER is determined by the ENO Environmental National Office with other relevant administrations.</p> <p>One of the permit conditions is the submission of an Environmental Management Plan (EMP) within 18 months after commencement and thereafter every 3 years. The content of the EMP is determined by the ENO and other administrations. The content covers the majority of the policies, plans and procedures stated in the indicator. The EMP is a confidential document, but extracts can be made available to the public to ensure compliance with indicator.</p>	
<p>Criterion 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.</p>	
<p style="text-align: center;">Indicator:</p>	
<p>1.3.1 Minor</p>	<p>There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.</p>
<p><i>Guidance:</i></p> <p>All levels of the operations will include contracted third parties (e.g those involved in security).</p> <p>The policy should include as a minimum:</p> <ul style="list-style-type: none"> • A respect for fair conduct of business; • A prohibition of all forms of corruption, bribery and fraudulent use of funds and resources; • A proper disclosure of information in accordance with applicable regulations and accepted industry practices. <p>The policy should be set within the framework of the UN Convention Against Corruption, in particular Article 12.</p>	
<p>Principle 2: Compliance with applicable laws and regulations.</p>	
<p>Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.</p>	
<p style="text-align: center;">Indicator:</p>	
<p>2.1.1 Major</p>	<p>Evidence of compliance with relevant legal Indicators.</p>
<p>2.1.2 Minor</p>	<p>A documented system, which includes written information on legal requirements, shall be maintained.</p>
<p>2.1.3 Minor</p>	<p>A mechanism for ensuring that relevant legal requirements are implemented.</p>
<p>2.1.4 Minor</p>	<p>A system for tracking any changes in the law.</p>
<p>Implementing all legal requirements is an essential baseline requirement for all growers whatever their location or size. Relevant legislation includes, but is not limited to, regulations governing land tenure and land-use rights, labour, agricultural practices (e.g. chemical use), environment (e.g. wildlife laws, pollution, environmental management and forestry laws), storage, transportation and processing practices. It also includes laws made pursuant to a country's obligations under international laws. Furthermore, where countries have provisions to respect customary law, these must be taken into account. The system used to ensure compliance to legal requirements should be appropriate to the scale of the organization and should include the following:</p> <p>(1) List all applicable laws including international laws and conventions ratified by the Madagascar government.</p> <p>(2) Display applicable licenses and permits including their conditions.</p> <p>(3) Identify person(s) responsible to monitor compliance to both (1) and (2).</p> <p>The relevant laws and regulations identified as being applicable to this project are listed in the annexes.</p> <p>All the applicable national and international laws are also listed.</p>	
<p>Criterion 2.2: The right to use the land can be demonstrated and is not legitimately contested by local communities with demonstrable rights.</p>	
<p style="text-align: center;">Indicator:</p>	
<p>2.2.1 Major</p>	<p>Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land.</p> <ul style="list-style-type: none"> ○ Loi n°96-016 du 13 août 1996 relative au bail emphytéotique. (Law n°96-016 August 13rd 1996 on the leasehold). ○ Loi n°60-004 du 15 février 1960, Propriété privée titrée. (Law n°60-004 February 15th 1960 Private property titled).
<p>2.2.2 Minor</p>	<p>Evidence that legal boundaries are clearly demarcated and visibly maintained.</p>
<p>2.2.3 Minor</p>	<p>Where there are, or have been, disputes, proof of resolution or progress towards resolution by conflict resolution processes acceptable to all parties are implemented (criteria 6.3 and 6.4).</p>
<p>2.2.4 Major</p>	<p>There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved.</p>
<p>2.2.5 Minor</p>	<p>For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable).</p>
<p>2.2.6 Major</p>	<p>To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations.</p>
<p>All operations should cease on land planted beyond the legal boundary.</p> <p>For any conflict or dispute over the land, the extent of the disputed area should be mapped out in a participatory way.</p> <p>Where there is a conflict on the condition of land use as per land title, growers should show evidence that necessary action has been taken to resolve the conflict with relevant parties.</p> <p>Ensure a mechanism to solve the conflict (criteria 6.3 and 6.4).</p>	
<p>Criterion 2.3 Use of land for oil palm does not diminish the legal or customary rights of other users without their free, prior and informed consent.</p>	
<p style="text-align: center;">Indicator:</p>	

2.3.1 Major	Maps of an appropriate scale showing extent of recognized customary rights (criteria 2.3, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities).
2.3.2 Minor	Copies of negotiated agreements detailing process of consent (criteria 2.3, 7.5 and 7.6) shall be available and shall include: a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making; b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken; c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land.
2.3.3 Minor	All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.
2.3.4 Major	Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel.
<p><i>All indicators will apply to current operations, but there are exceptions for long-established plantations which may not have records dating back to the time of the decision making, in particular for compliance with Indicators 2.3.1 and 2.3.2.</i></p> <p><i>Where there are legal or customary rights over land, the grower should demonstrate that these rights are understood and are not being threatened or reduced. This Criterion should be considered in conjunction with Criteria 6.4, 7.5 and 7.6. Where customary rights areas are unclear these should be established through participatory mapping exercises involving affected parties (including neighbouring communities and local authorities).</i></p> <p><i>This Criterion allows for sales and negotiated agreements to compensate other users for lost benefits and/ or relinquished rights. Negotiated agreements should be non-coercive and entered into voluntarily, carried out prior to new investments or operations, and based on an open sharing of all relevant information. The representation of communities should be transparent and in open communication with other community members. Adequate time should be given for customary decision making and iterative negotiations allowed for, where requested. Negotiated agreements should be binding on all parties and enforceable in the courts. Establishing certainty in land negotiations is of long-term benefit for all parties.</i></p> <p><i>Companies should be especially careful where they are offered lands acquired from the State by its invoking the national interest. Growers and millers should refer to the RSPO approved FPIC guidance ('FPIC and the RSPO: A Guide for Companies', October 2008)</i></p>	

Principle 3: Commitment to long-term economic and financial viability.	
Criterion 3.1: There is an implemented management plan that aims to achieve long-term economic and financial viability.	
Indicator:	
3.1.1 Major	A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders.
3.1.2 Minor	An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available.
<p><i>Whilst it is recognized that long-term profitability is also affected by factors outside their direct control, top management must be able to demonstrate attention to economic and financial viability through long-term management planning.</i></p> <p><i>The business or management plan may contain:</i></p> <ul style="list-style-type: none"> • <i>Attention to quality of planting materials.</i> • <i>Crop projection = FFB yield trends.</i> • <i>Mill extraction rates = OER trends.</i> • <i>Cost of Production = cost per tonne of CPO trends.</i> • <i>Marketing plan (e.g. forecast prices, forecast sales).</i> • <i>Financial indicators.</i> • <i>Suggested calculation – trends in 3-year running mean over the last decade (FFB trends may need to allow for low yield during major replanting programmes).</i> <p><i>Growers should have a system to improve practices in line with new information and techniques.</i></p>	

Principle 4: Use of appropriate best practices by growers and mills.	
Criterion 4.1 Operating procedures are appropriately documented and consistently implemented and monitored.	
Indicator:	
4.1.1 Major	Standard Operating Procedures for estates and mills are documented.
4.1.2 Minor	A mechanism to check consistent implementation of procedure is in place.
4.1.3 Minor	Records of monitoring and the actions taken are maintained.
4.1.4 Major	The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB).

Criterion 4.2 Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.	
Indicator:	
4.2.1 Minor	There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible.
4.2.2 Minor	Records of fertilizer inputs and application are maintained.
4.2.3 Minor	Evidence of periodic tissue and soil sampling to monitor changes in nutrient status.
4.2.4 Minor	A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting.
<p><i>Long-term fertility depends on maintaining the structure, organic matter content, nutrient status and microbiological health of the soil. Managers should ensure that best agricultural practice is followed. Thereby, the establishment of cover crops is highly recommended. In addition, leaf fronds should be stacked in the field.</i></p> <p><i>Nutrient efficiency must take account of the age of plantations and soil conditions.</i></p> <p><i>The nutrient recycling strategy should include EFB, POME, palm residues after replanting and any use of biomass for by-products or energy production.</i></p> <p><i>It is advised that leaf sampling is done annually and soil sampling at least every 5 years.</i></p>	

Criterion 4.3 Practices minimise and control erosion and degradation of soils.	
Indicator:	
4.3.1 Major	Maps of fragile soils must be available, indicating topography and soil types.
4.3.2 Minor	Slopes between 0 and 16° are suitable. A management strategy should exist for plantings on slopes between 17 and 30° (i.e. marginal soils). There will be no planting on slope above 30° (i.e. unsuitable soils).
4.3.3 Minor	Presence of road maintenance programme.
4.3.4 Major	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place.
4.3.5 Minor	Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing.
4.3.6 Minor	A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils).
<p><i>For 4.3.4: For existing plantings on peat, the water table should be maintained at an average of 50cm (between 40 - 60cm) below ground surface measured with groundwater piezometer readings, or an average of 60cm (between 50 - 70cm) below ground surface as measured in water collection drains, through a network of appropriate water control structures e.g. weirs, sandbags, etc. in fields, and water-gates at the discharge points of main drains (Criteria 4.4 and 7.4).</i></p> <p><i>Techniques that minimize soil erosion are well-known and should be adopted, wherever appropriate. This may include practices such as ground cover management, biomass recycling, terracing, and natural regeneration or restoration instead of replanting.</i></p> <p><i>Amongst others the following should be taken into account upon constructing roads: wetlands, culverts, contours.</i></p> <p><i>Management strategy for fragile soils must include EFB application to improve soil structure.</i></p> <p><i>Fragile soils are mainly shallow soils and/or steep slopes, catchment areas around water bodies, lowland without any drainage (waterlogged).</i></p>	

Criterion 4.4 Practices maintain the quality and availability of surface and ground water.	
Indicator:	
4.4.1 Minor	Department of Technical Control is consulted to ensure that the implemented Water Management Plan is in line with National requirements. <ul style="list-style-type: none"> ○ <i>loi n° 98.029 du 20 janvier 1999 portant Code de l'Eau. (Law n°98-029 January 20th 1999 the Water Code).</i>
4.4.2 Major	Protection of local water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones, as per DTC guidelines. <ul style="list-style-type: none"> ○ <i>Convention relative aux zones humides d'importance internationale, particulièrement comme habitat de la sauvagine (Ramsar le 2 février 1971).</i> ○ <i>(Convention on Wetlands of International Importance as Waterfowl Habitat especially (Ramsar February 2, 1971)).</i>
4.4.2 Minor	Monitoring and documentation of effluent parameters. <ul style="list-style-type: none"> ○ <i>Loi 99-021 du 19 Août 1999 relative à la politique de gestion et de contrôle des pollutions industrielles. (Law n°99-021 August 19th 1999 on policy management and control of industrial pollution).</i>
4.4.4 Minor	Monitoring of mill water use per tonne of FFB.
<p><i>Specific Guidance:</i></p> <p><i>For 4.4.1: The water management plan will:</i></p> <ul style="list-style-type: none"> • <i>Take account of the efficiency of use and renewability of sources;</i> • <i>Ensure that the use and management of water by the operation does not result in adverse impacts on other users within the catchment area, including local communities and customary water users;</i> • <i>Aim to ensure local communities, workers and their families have access to adequate, clean water for drinking, cooking, bathing and cleaning purposes;</i> 	

- Avoid contamination of surface and ground water through run-off of soil, nutrients or chemicals, or as a result of inadequate disposal of waste including Palm Oil Mill Effluent (POME).
For 4.4.2: Refer to the 'RSPO Manual On Best Management Practices (BMP) for management and rehabilitation of natural vegetation associated with oil palm cultivation on peat', July 2012.
Growers and millers should address the effects of their use of water and the effects of their activities on local water resources.
The Water Management Plan may include:
 - Taking account of the efficiency of use and renewability of sources.
 - Ensuring that the use of water does not result in adverse impacts on other users.
 - Avoiding contamination of surface and ground water through run-off of soil, nutrients or chemicals, or as a result of inadequate disposal of waste including POME.
 - Appropriate treatment of mill effluent and regular monitoring of discharge quality, which should be in compliance with national regulations. There is no National Buffer Zone Policy as confirmed by the Department of Technical Control.

Criterion 4.5 Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate integrated Pest Management (IPM) techniques.

Indicator:

4.5.1 Major	An IPM plan is documented and current. <ul style="list-style-type: none"> o Décret n° 99-798 du 6 octobre 1999 portant homologation des agents de lutte biologique et des biopesticides. o (Decree n99-798 October 6th 1999 with approval of biological control agents and organic pesticides). o DECRET N° 62-253 portant publication de la convention phyto-sanitaire pour l'Afrique au sud du Sahara. o (Decree N° 62-253 June 6th 1962 publishing the Phyto-Sanitary Convention for Africa South of the Sahara).
4.5.2 Minor	Monitoring extent of IPM implementation including training. (e.g. Oryctes and leaf miner checks).
4.5.3 Minor	Monitoring of pesticide toxicity units (a.i. / LD 50 per tonne of FFB or per hectare).

Growers should apply recognized IPM techniques, incorporating cultural, biological, mechanical or physical methods to minimize use of chemicals.

Native species should be used in biological control wherever possible.

Criterion 4.6 Agrochemicals are used in such a way that does not endanger health or the environment. There is no prophylactic use, and where agrochemicals are used that are categorised as World Health Organisation Type 1A or 1B, or are listed by the Stockholm or Rotterdam Conventions, growers are actively seeking to identify alternatives, and this is documented.

Note: For this project, all oil palm and crude palm oil production is organic and there is no use of agro-chemicals. This criterion has been left in only because it is an integral part of the RSPO P&Cs. It is not applicable to this project.

Indicator:

4.6.1 Major	Documented justification of all agrochemical use should be in line with the IPM plan.
4.6.2 Minor	Only agrochemicals registered by the Ministry of Agriculture.
4.6.3 Major	Records of pesticide use (including active ingredients used, area treated, amount applied per ha and number of applications).
4.6.4 Major	Documentary evidence that use of chemicals categorized as World Health Organisation type 1A or 1B, or listed by the Stockholm or Rotterdam Conventions, and paraquat, is eliminated.
4.6.5 Major	Chemicals should only be applied by qualified persons who have received the necessary training and should always be applied in accordance with the product label. Appropriate safety equipment must be provided and used. All precautions attached to the products should be properly observed, applied, and understood by workers. Also see criterion 4.7 on health and safety. .
4.6.6 Major	Storage of all chemicals is prescribed in FAO or GIFAP Code or Practice (see Annex 2). All chemical containers must be properly disposed of and not used for other purposes (see criterion 5.3).
4.6.7 Minor	Application of pesticides by proven methods that minimize risk and impacts. Pesticides are applied aerially only where there is a documented justification.
4.6.8 Minor	Proper disposal of waste material, according to procedures that are fully understood by workers and managers.
4.6.9 Minor	Specific annual medical surveillance for pesticide operators, and documented action to eliminate adverse effects. .
4.6.10 Major	No work with pesticides for pregnant and breast-feeding women.
4.6.10 Major	Use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species should be used where available. However, measures to avoid the development of resistance (such as pesticide rotations) are applied.

Criterion 4.7 An occupational health and safety plan is documented; effectively communicated and implemented.

Indicator:

4.7.1 Major	A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored. <ul style="list-style-type: none"> o LOI N° 94-027 du 18 NOVEMBRE 1994. <i>Portant Code d'hygiène, de sécurité et de l'environnement du travail. (Law n°94-027 November 18th 1994 on the Code of hygiene, safety and working environment).</i>
4.7.2 Major	All operations where health and safety is an issue have been risk assessed and procedures and actions are documented and implemented to address the identified issues. All precautions attached to products should be properly observed and applied to the workers.

4.7.3 Major	All workers involved in the operations have been adequately trained in safe working practices (see also criterion 4.8). Adequate and appropriate protective equipment should be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, land preparation, harvesting, etc. and, if it is used, burning.
4.7.4 Major	A responsible person should be identified. There are records of regular meetings between the responsible person and workers where concerns of all parties about health, safety and welfare are discussed. Records detailing the occurrence and issues raised should be kept.
4.7.5 Minor	Accident and emergency procedures should exist and instructions should be clearly understood by all workers. Accident procedures should be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations and first aid equipment should be available at worksites. Records should be kept of all accidents and periodically reviewed. Workers should be covered by accident insurance.
4.7.6 Minor	Recording of occupational injuries/diseases/illness/disorders. Calculation of Lost Time Accident (LTA) rate should be standardized (either specify acceptable maximum, or demonstrate downward trend).
<p><i>Growers and millers should ensure that the workplaces, machinery, equipment, transport and processes under their control are safe and without undue risk to health.</i></p> <p><i>Growers and millers should ensure that the chemical, physical and biological substances and agents under their control are without undue risk to health when appropriate measures are taken.</i></p> <p><i>A safe and healthy working environment should be provided for all workers, whether they are employees or contractors, and visitors.</i></p> <p><i>The health and safety plan should also reflect guidance in ILO convention 184 and relevant policies (see Annex 2).</i></p>	
Criterion 4.8 All staff, workers, Smallholders and contractors are appropriately trained.	
Indicator:	
4.8.1 Major	A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme.
4.8.2 Minor	Records of training for each employee are kept.
<p><i>The training programme should be appropriate to the scale of the organization.</i></p> <p><i>Training should be given to all staff, workers and contractors by growers and millers to enable them to fulfil their jobs and responsibilities in accordance with documented procedures, and in compliance with the requirements of these principles, criteria and guidance.</i></p> <p><i>Training should cover:</i></p> <ul style="list-style-type: none"> - <i>The relevance of the RSPO standard;</i> - <i>Legal compliance (see criterion 2.1);</i> - <i>Operating procedures (see criterion 4.1);</i> - <i>Soil and water management (see criterion 4.2, 4.3 & 4.4);</i> - <i>Integrated Pest Management (see criterion 4.5);</i> - <i>Agrochemical use (see criterion 4.6);</i> - <i>Occupational health and safety (see criterion 4.7);</i> - <i>Use of fire and relevant regulations (see criterion 5.5.).</i> 	

Principle 5: Environmental responsibility and conservation of natural resources and biodiversity.	
Criterion 5.1 Aspects of plantation and mill management that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement.	
Indicator:	
5.1.1 Major	<p>Documented Environmental Impact Assessment.</p> <ul style="list-style-type: none"> ○ <i>Loi n° 90-033 du 21 Décembre 1990 portant Charte de l'Environnement. (Law n°90-033 December 21th 1990 Charter on Environment).</i> ○ <i>DECRET N° 2003/464 du 15 avril 2004 portant classification des EAUX de surface et REGLEMENTATION DES REJETS D'EFFLUENTS LIQUIDES. (Decree n°2003/464 April 15th 2004on classification of surface and WATER REGULATORY LIQUID EFFLUENT DISCHARGES) See also 4.4.</i>
5.1.2 Minor	<p>Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons.</p> <ul style="list-style-type: none"> ○ <i>DECRET n° 2004-167 du 03 février 2004 relatif à la mise en compatibilité des investissements avec l'environnement (MECIE). (Decree n°2004-167 February 3rd 2004 on the investments made compatible with the environment (IMCE)).</i>
5.1.3 Minor	<p>This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.</p>
<p><i>Environmental impact assessment should cover the following activities, where they are undertaken, but not limited to:</i></p> <ul style="list-style-type: none"> • <i>Building new roads, processing mills or other infrastructure;</i> • <i>Putting in drainage or irrigation systems;</i> • <i>Replanting and/or expansion of planting areas;</i> • <i>Management of mill effluents (Criterion 4.4);</i> • <i>Clearing of remaining natural vegetation;</i> • <i>Management of pests and diseased palms by controlled burning (Criteria 5.5 and 7.7).</i> <p><i>Impact assessment may be a non-restrictive format e.g. ISO 14001 EMS and/or EIA report incorporating elements spelt out in this criterion and raised through stakeholder consultation. Documented management action plans addressing issues raised from the above impact assessment, which is monitored annually.</i></p> <p><i>Environmental impacts may be identified on soil and water resources air quality (see criterion 5.6), biodiversity and ecosystems, and people's amenity (see criterion 6.1 for social impacts), both on and off-site.</i></p>	

Stakeholder consultation has a key role in identifying environmental impacts. The inclusion of consultation should result in improved processes to identify impacts and to develop any required mitigation measures. It is important that where activities, techniques or operations change over time, identifications of impacts, and any required mitigation, are updated as necessary.

Criterion 5.2 The status of rare, threatened or endangered species and high conservation value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and their conservation taken into account in management plans and operations.

Indicator:

5.2.1 Major	Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). <ul style="list-style-type: none"> loi n° 2001-005 du 11 février 2003 portant Code de Gestion des Aires Protégées. (Law n° 2001-005 February 11th 2003 on the Code of Protected Areas Management). Décret n°98-782 du 16 septembre 1998 relatif au régime d'exploitation forestière. (Decree n°98-782 September 16th 1998 on the forest regime). Convention sur la conservation des espèces migratrices appartenant à la faune sauvage, 1979. (Convention on migratory species and wildlife conservation, 1979).
5.2.2 Major	Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan. <ul style="list-style-type: none"> Décret n° 97-1200 du 02 octobre 1997 portant adoption de la politique forestière malagasy. (Decree n°97-1200 October 2nd 1997 adopting the Malagasy forest policy).
5.2.3 Minor	There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species.
5.2.4 Minor	Where a management plan has been created there shall be on-going monitoring: <ul style="list-style-type: none"> The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported;
5.2.5 Minor	Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights.
5.2.6 Minor	Evidence of a commitment to discourage any illegal or inappropriate hunting, fishing or collecting activities; and developing responsible measures to resolve human-wildlife conflicts.

For 5.2.1: This information will cover:

- Presence of protected areas that could be significantly affected by the grower or miller;
- Conservation status (e.g. IUCN status), legal protection, population status and habitat requirements of rare, threatened, or endangered (RTE) species that could be significantly affected by the grower or miller;
- Identification of HCV habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower or miller;

For 5.2.2: These measures will include:

- Ensuring that any legal requirements relating to the protection of the species or habitat are met;
- Avoiding damage to and deterioration of HCV habitats such as by ensuring that HCV areas are connected, corridors are conserved, and buffer zones around HCV areas are created;
- Controlling any illegal or inappropriate hunting, fishing or collecting activities, and developing responsible measures to resolve human-wildlife conflicts (e.g. incursions by elephants).

For 5.2.5: If a negotiated agreement cannot be reached, there should be evidence of sustained efforts to achieve such an agreement. These could include third party arbitration (see Criteria 2.3, 6.3 and 6.4).

This information gathering should include checking available biological records and consultation with relevant government departments, research institutes and interested NGOs if appropriate. Depending on the biodiversity values that are present, and the level of available information, some additional field survey work may be required.

Criterion 5.3 Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.

Indicator:

5.3.1 Major	Documented identification, characterization and quantification of all waste products and sources of pollution and report to National Environmental office every 12 months.
5.3.2 Minor	Having identified wastes, a waste management and disposal plan must be developed and implemented, to avoid or reduce pollution.
5.3.3 Major	Documented and implemented procedures for the safe disposal of pesticide containers.

The waste management and disposal plan should include measures for:

- Identifying and monitoring sources of waste and pollution.
- Improving the efficiency of resource utilization and recycling potential wastes as nutrients or converting them into value-added products (e.g. through animal feeding programmes).
- Appropriate disposal of hazardous chemicals and their containers. Surplus chemical containers should be disposed of or cleaned in an environmentally and socially responsible way (e.g. returned to the vendor) such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's labels should be adhered to.

Criterion 5.4 Efficiency of energy use and use of renewable energy is maximised.

Indicator:

5.4.1 Minor	Regular monitoring and documentation of renewable energy use per tonne of CPO or palm product in the mill. .
5.4.2 Minor	Monitoring and documentation of direct fossil fuel use per ton of CPO (or FFB where the grower has no mill).

Growers and mills should assess the direct energy use of their operations, including fuel and electricity, and energy efficiency of their operations. This should include estimation of fuel use by contractors, including all transport and machinery operations. Records on energy generation and use are to be measured on a daily basis, collected on a monthly basis and reported to ENO. The feasibility of collecting and using biogas should be studied if possible.

Criterion 5.5 Use of fire for waste disposal and for preparing land for replanting is avoided except in specific situations, as identified in the ASEAN guidelines or other regional best practice.

Indicator:

5.5.1 Major	No land preparation by burning.
5.5.2 Major	Documented assessment where fire has been used for preparing land for replanting.

Fire should be used only where an assessment has demonstrated that it is the most effective and least environmentally damaging option for minimizing the risk of severe pest and disease outbreaks, and with evidence that fire-use is carefully controlled.

Criterion 5.6 Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.

Preamble: Growers and millers commit to reporting on operational greenhouse gas emissions. However, it is recognised that these significant emissions cannot be monitored completely or measured accurately with current knowledge and methodology. It is also recognised that it is not always feasible or practical to reduce or minimise these emissions.

Growers and millers commit to an implementation period until the end of December 2016 for promoting best practices in reporting to the RSPO, and thereafter to public reporting. Growers and millers make this commitment with the support of all other stakeholder groups of the RSPO.

Indicator:

5.6.1 Major	An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4). Convention sur l'interdiction d'importer en Afrique des déchets dangereux et sur le contrôle de leurs mouvements transfrontaliers et de leur gestion en Afrique (1998). (Convention on the prohibition of the Import into Africa of Hazardous Wastes and the Control of its trans boundary Movement and management in Africa (1998)).
5.6.2 Major	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented.
5.6.3 Minor	A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools.

For 5.6.2: Plans will include objectives, targets and timelines. These should be responsive to context and any changes should be justified.

For 5.6.2 and 5.6.3: The treatment methodology for POME will be recorded.

For 5.6.3 (GHG): For the implementation period until December 31st 2016, an RSPO-endorsed modified version of PalmGHG which only includes emissions from operations (including land use practices) can be used as a monitoring tool.

The Environmental Management Plan contains plans to reduce pollution, including greenhouse gases.

For 5.6.3: In addition, during the implementation period, growers will start to assess, monitor and report emissions arising from changes in carbon stocks within their operations, using the land use in November 2005 as the baseline. The implementation period for Indicator 5.6.3 is the same implementation period for Criterion 7.8.

During the implementation period, reporting on GHG will be to a relevant RSPO working group (composed of all membership categories) which will use the information reported to review and fine tune the tools, emission factors and methodologies, and provide additional guidance for the process. Public reporting is desirable, but remains voluntary until the end of the implementation period.

During the implementation period the RSPO working group will seek to continually improve PalmGHG, recognising the challenges associated with measuring GHG and carbon stock.

PalmGHG or RSPO-endorsed equivalent will be used to assess, monitor and report GHG emissions. Parties seeking to use an alternative to PalmGHG will have to demonstrate its equivalence to the RSPO for endorsement.

Guidance:

Where practically feasible, operations should follow best management practices to measure and reduce emissions. Advice on this is available from the RSPO.

Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and mills.

Criterion 6.1 Aspects of plantation and mill management that have social impacts are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement.

Indicator:

6.1.1 Major	A documented social impact assessment including records of meetings. Evidence that the assessment has been done with the participation of affected parties. <ul style="list-style-type: none"> o <i>DECRET N° 69-145 DU 8 AVRIL 1969 fixant le code de prévoyance sociale. (Decree n°69-145 April 8th 1969 fixing the Social Welfare Code).</i>
6.1.2 Minor	A timetable with responsibilities for mitigation and monitoring, reviewed and updated as necessary, in those cases where the assessment has concluded that changes should be made to current practices.
6.1.3 Minor	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation.
6.1.4 Minor	The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties.

Identification of social impacts should be carried out by the grower with the participation of affected parties, including women and migrant workers as appropriate to the situation. The involvement of independent experts should be sought where this is considered necessary to ensure that all impacts (both positive and negative) are identified.

Participation in this context means that affected parties are able to express their views through their own representative institutions, or freely chosen spokespersons, during the identification of impacts, reviewing findings and plans for mitigation, and monitoring the success of implemented plans.

Potential social impacts may result from activities such as: building new roads, processing mills or other infrastructure; replanting with different crops or expansion of planting area; disposal of mill effluents; clearing of remaining natural vegetation; changes in employee numbers or employment terms.

The documentation, participation and monitoring of such impact assessments should be included into the EMP.

Plantation and mill management may have social impacts (positive or negative) on factors such as:

- Access and use rights.
- Economic livelihoods (e.g. paid employment) and working conditions.
- Subsistence activities.
- Cultural and religious values.
- Health and education facilities.

And other community values, resulting from changes such as improved transport/communication or arrival of substantial migrant labour force.

Criterion 6.2 There are open and transparent methods for communication and consultation between growers and/or mills, local communities and other affected or interested parties.	
Indicator:	
6.2.1 Major	Documented consultation and communication procedures.
6.2.2 Minor	A nominated management official responsible for these issues.
6.2.3 Minor	Maintenance of a list of stakeholders, records of all communication and records of actions taken in response to input from stakeholders.
<p>Decisions that the growers or mills are planning to make should be made clear, so that local communities and other interested parties understand the purpose of the communication and/or consultation.</p> <p>Communication and consultation mechanisms should be designed in collaboration with local communities and other affected or interested parties. These should consider the use of existing local mechanisms and languages. Consideration should be given to the existence/formation of a multi-stakeholder forum. Communications should take into account differential access to information of women as compared to men, village leaders as compared to day labourers, new versus established community groups, and different ethnic groups. Consideration should be given to involving third parties, such as disinterested community groups, NGOs, or government (or a combination of these), to facilitate smallholder schemes and communities, and others as appropriate, in these communications.</p>	
Criterion 6.3 There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all parties.	
Indicator:	
6.3.1 Major	A documented system open to all affected parties which resolves disputes in an effective, timely and appropriate manner and records the outcome.
6.3.2 Major	Documentation of both the process by which a dispute was resolved and the outcome shall be available.
<p>See also criterion 1.2.</p> <p>Dispute resolution mechanisms should be established through open and consensual agreements with relevant affected parties. Complaints may be dealt with by mechanisms such as Joint Consultative Committees (JCC), with gender representation. Grievances may be internal (employees) or external.</p> <p>These dispute resolution mechanisms should be established through open and consensual agreements with Smallholders. In addition, the dispute resolution mechanisms must be consistent with the national laws.</p>	
Criterion 6.4 Any negotiations concerning compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stake holders to express their views through their own representative institutions.	
Indicator:	
6.4.1 Major	Establishment of a procedure for identifying legal and customary rights and a procedure for identifying people entitled to compensation.
6.4.2 Minor	A procedure for calculating and distributing fair compensation (monetary or otherwise) is established and implemented.
6.4.3 Major	The process and outcome of any negotiated agreements and compensation claims is documented and made publicly available.
<i>This criterion should be considered in conjunction with criterion 2.3 and the associated guidance.</i>	

<p><i>The procedure for calculating and distributing fair compensation takes into account gender differences in the power to claim rights, ownership and access to land; difference of transmigrates and long-established communities; differences in ethnic groups' proof of legal versus communal ownership of land.</i></p> <p><i>Compensation payments should be timely.</i></p> <p><i>This criterion should be considered in conjunction with Criterion 2.3 and the associated guidance.</i></p>	
<p>Criterion 6.5 Pay and conditions for employees and for employees of contractors always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.</p>	
<p style="text-align: center;">Indicator:</p>	
<p>6.5.1 Major</p>	<p>Documentation of pay and conditions.</p> <ul style="list-style-type: none"> o <i>La loi n°2003-044 portant Code du travail. (Law n°2003-044 Labour Code).</i>
<p>6.5.2 Major</p>	<p>Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g., working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) are available in the languages understood by the workers or explained carefully to them by a management/union official.</p>
<p>6.5.3 Minor</p>	<p>Growers and millers provide adequate housing, water supplies, medical, educational and welfare amenities to national standard or above, where no such public facilities are available or accessible (not applicable to Smallholders).</p>
<p><i>Where temporary or migrant workers are employed, a special labour policy should be established. This labour policy would state the non-discriminatory practices; no contract substitution; post arrival orientation program to focus especially on language, safety, labour laws, cultural practices etc.; decent living conditions to be provided. Migrant workers are legalized, and a separate employment agreement should be drawn up to meet immigration requirements for foreign workers, and international standards. Deductions do not jeopardize a decent living wage.</i></p> <p><i>Forced labour is not used (see ILO conventions 29 and 105, Annex 2).</i></p>	
<p>Criterion 6.6 The employer respects the right of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>	
<p style="text-align: center;">Indicator:</p>	
<p>6.6.1 Major</p>	<p>A published statement in English (explained in local languages) recognizing freedom of association.</p>
<p>6.6.2 Minor</p>	<p>Documented minutes of meetings with main trade unions or workers representatives.</p>
<p><i>The right of employees and contractors to form associations and bargain collectively with their employer should be respected, in accordance with Conventions 87 and 98 of the International Labour Organisation.</i></p> <p><i>Labour laws and union agreements or in their absence, direct contracts of employment detailing payments and other conditions are available in the languages understood by the workers or explained carefully to them by a management official.</i></p>	
<p>Criterion 6.7 Children are not employed or exploited. Work by children is acceptable on family farms, under adult supervision, and when not interfering with education programmes. Children are not exposed to hazardous working conditions.</p>	
<p style="text-align: center;">Indicator:</p>	
<p>6.7.1 Major</p>	<p>Documentary evidence that minimum age requirement is met.</p> <ul style="list-style-type: none"> o <i>DECRET N°99-391 DU 26 mai 1999 portant ratification de la Convention de l'OIT (n°138) concernant l'âge minimum.</i> o <i>(Decree n°99-391 May 26th 1999 ratifying the ILO Convention (No. 138) concerning Minimum Age).</i>
<p><i>Growers and millers should clearly define the minimum working age, together with working hours.</i></p> <p><i>Only workers above the minimum school leaving age in the country or who are at least 15 years old may be employed, with the stated exception of family farms. (The company only employs persons of 21 years and older).</i></p>	
<p>Criterion 6.8 Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.</p>	
<p style="text-align: center;">Indicator:</p>	
<p>6.8.1 Major</p>	<p>A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment.</p>
<p>6.8.2 Major</p>	<p>Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against.</p>
<p>6.8.3 Minor</p>	<p>It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available.</p>
<p><i>The right of employees and contractors to form association and bargain collectively with their employer should be respected, in accordance with ILO Conventions 87 and 98.</i></p> <p><i>The grievance procedures detailed in criterion 6.3 apply.</i></p> <p><i>Positive discrimination to provide employment and benefits to specific communities is acceptable as part of negotiated agreements.</i></p>	
<p>Criterion 6.9 A policy to prevent sexual harassment and all other forms of violence against women and to protect their reproductive rights is developed and applied.</p>	
<p style="text-align: center;">Indicator:</p>	
<p>6.9.1 Major</p>	<p>A policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce.</p>
<p>6.9.2 Major</p>	<p>A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce.</p>
<p>6.9.3 Minor</p>	<p>A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce.</p>
<p><i>For 6.9.1 and 6.9.2: These policies should include education for women and awareness of the workforce.</i></p>	

There should be programmes provided for particular issues faced by women, such as violence and sexual harassment in the workplace. A gender committee specifically to address areas of concern to women will be used to comply with this Criterion. This committee, which should include representatives from all areas of work, will consider matters such as: training on women's rights; counselling for women affected by violence; child care facilities to be provided by the growers and millers; women to be allowed to breastfeed up to nine months before resuming chemical spraying or usage tasks; and women to be given specific break times to enable effective breastfeeding.

For 6.9.2: see Indicator 4.6.12.

Convention 100 of the ILO 1951.

There should be a clear policy developed in consultation with employees, contractors and other relevant stakeholders, and the policy should be publicly available.

Progress in implementing the policy should be regularly monitored, and the result of monitoring activities should be recorded.

A gender committee specifically to address areas of concern to women may be requested to comply with the criteria.

This committee, to have representatives from all areas of work, will consider matters such as; trainings on women's rights, counselling for women affected by violence, child care facilities to be provided by the growers and millers, women to be allowed to breastfeed up to nine months (check national law) before resuming chemical spraying or usage tasks, and women to be given specific break times to enable effective breastfeeding.

Criterion 6.10 Growers and mills deal fairly and transparently with Smallholders and other local businesses.

Indicator:

6.10.1 Minor	Current and past prices paid for FFB shall be publicly available.
6.10.2 Major	Pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation).
6.10.3 Minor	Evidence shall be available that all parties understand the contractual agreement they enter into, and that contracts are fair, legal and transparent.
6.10.4 Minor	Agreed payments shall be made in a timely manner.

Criterion 6.11 Growers and mills contribute to local sustainable development wherever appropriate.

Indicator:

6.11.1 Minor	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated.
6.11.2 Minor	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity.

Contributions to local development should be based on the results of consultation with local communities. See also criterion 6.2. Such consultation should be based on the principles of transparency, openness and participation, and should encourage communities to identify their own priorities and needs, including the different needs of men and women.
The local authority should always be involved in community development projects.
Where candidates for employment are of equal merit, preference should always be given to members of local communities. Positive discrimination should not be recognized as conflicting with criterion 6.8.

Criterion 6.12 No forms of forced or trafficked labour are used.

Indicator:

6.12.1 Major	There shall be evidence that no forms of forced or trafficked labour are used.
6.12.1 Minor	Where applicable, it shall be demonstrated that no contract substitution has occurred.
6.12.1 Major	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented.

For 6.12.1: Workers should enter into employment voluntarily and freely, without the threat of a penalty, and should have the freedom to terminate employment without penalty given reasonable notice or as per agreement.
For 6.12.3: The special labour policy should include:

- Statement of the non-discriminatory practices;
- No contract substitution;
- Post-arrival orientation programme to focus especially on language, safety, labour laws, cultural practices etc.;
- Decent living conditions to be provided.

Guidance
Migrant workers should be legalised, and a separate employment agreement should be drawn up to meet immigration requirements for foreign workers and international standards. Any deductions made should not jeopardise a decent living wage.
Passports should only be voluntarily surrendered.
There should be evidence of due diligence in applying this to all sub-contract workers and suppliers.
National guidance should be used on contract substitution.

Criterion 6.13 Growers and millers respect human rights.

Indicator:

6.13.1 Major	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). See also Criterion 6.3.
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All levels of operations will include contracted third parties (e.g those involved in security).

Note:

From the UN Guiding Principles on Business and Human Rights:

“The responsibility of business enterprises to respect human rights refers to internationally recognised human rights – understood, at a minimum, as those expressed in the International Bill of Human Rights and the principles concerning fundamental rights set out in the International Labour Organization’s Declaration on Fundamental Principles and Rights at Work” (“The corporate responsibility to respect human rights” in Guiding Principles on Business and Human Rights).

Principle 7: Responsible development of new plantings.	
Criterion 7.1 A comprehensive and participatory independent social and environmental impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.	
Note: No new planting is planned by the company.	
Indicator:	
7.1.1 Major	Independent environmental and social impact assessment, undertaken through a participatory methodology including external stakeholder groups (if > 40 ha).
7.1.2 Minor	Appropriate environmental and social management planning and operational procedures through the development of the Environmental Management Plan (EMP).
7.1.3 Minor	Where the development includes an outgrower/smallholder scheme, the impacts of the scheme and the implications of the way it is managed should be given particular attention.
<p><i>See also criteria 5.1 and 6.1</i></p> <p><i>The terms of reference should be defined by the Environmental National Office (ENO) of Madagascar and impact assessment should be carried out by qualified independent experts, in order to ensure an objective process. Both should not be done by the same body. A participatory methodology including external stakeholder groups is essential to the identification of impacts, particularly social impacts. Stakeholders such as local communities, government departments and NGOs should be involved, through the use of interviews and meetings, and by reviewing findings and plans for mitigation.</i></p> <p><i>The potential impacts of all major proposed activities should be assessed prior to development. Stakeholders identified will be assessed by the ENO to ensure its comprehensiveness.</i></p> <p><i>The assessment should include, in no order of preference, as a minimum:</i></p> <ul style="list-style-type: none"> - Assessment of the impacts of all major planned activities, including planning, mill operations, roads and other infrastructure. - Assessment, including stakeholder consultation, of High Conservation Values (see criterion 7.3) that could be negatively affected. - Assessment of potential effects on adjacent natural ecosystems of planned developments, including whether development or expansion will increase pressure on nearby natural ecosystems. - Identification of water courses and assessment of potential effects on hydrology by planned developments. Measures should be planned and implemented to maintain the quantity of water resources. - Baseline soil surveys and topographic information, including the identification of marginal and fragile soils, areas prone to erosion and slopes unsuitable for planting. - Analysis of type of land to be used (forest, degraded forest, cleared land). - Analysis of land ownership and user rights. - Analysis of current land use patterns. - Assessment of potential social impact on surrounding communities of a plantation, including an analysis of differential effect on women versus men, ethnic communities, migrant versus long-term residents. <p><i>Assessment of above and below ground carbon storage is important but beyond the scope of an EIA. Note: This aspect will be considered by an RSPO Greenhouse Gas Working Group.</i></p> <p><i>Plans and field operations should be developed and implemented to incorporate the results of the assessment. One potential outcome of the assessment process is that the development should not proceed, because of the magnitude of potential impacts.</i></p>	
Criterion 7.2 Soils surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.	
Indicator:	
7.2.1 Major	Soil suitability maps or soils surveys adequate to establish the long-term suitability of land for oil palm cultivation should be available.
7.2.2 Minor	Topographic information adequate to guide the planning of drainage and irrigation system, roads and other infrastructure should be available.
<p><i>These activities may be linked to the SEIA (criterion 7.1) but need not be done by independent experts.</i></p> <p><i>Soil suitability maps or soil surveys should be appropriate to the scale of operation and should include information on soil types, topography, hydrology, rooting depth, moisture availability, stoniness and fertility to ensure long-term sustainability of the development. Soils requiring appropriate practices should be identified (see Criteria 4.3 and 7.4). This information should be used to plan planting programmes, etc. Measures should be planned to minimise erosion through appropriate use of heavy machinery, terracing on slopes, appropriate road construction, rapid establishment of cover, protection of riverbanks, etc. Areas located within the plantation perimeters that are considered unsuitable for long-term oil palm cultivation will be delineated in plans and included in operations for conservation or rehabilitation as appropriate (see Criterion 7.4).</i></p> <p><i>Measures should be planned to minimize erosion through appropriate use of heavy machinery, terracing on slopes, appropriate road construction, rapid establishment of cover, protection of riverbanks, etc.</i></p>	
Criterion 7.3 New plantings since November 2005, have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.	
Indicator:	
7.3.1 Major	There shall be evidence that no new plantings have replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs), since November 2005. New plantings shall be planned and managed to best ensure the HCVs identified are maintained and/or enhanced (see Criterion 5.2).
7.3.2 Major	A comprehensive HCV assessment, including stakeholder consultation, shall be conducted prior to any conversion or new planting. This shall include a land use change analysis to determine changes to the vegetation since November 2005. This analysis shall be used, with proxies, to indicate changes to HCV status.
7.3.3 Minor	Dates of land preparation and commencement shall be recorded.

7.3.4 Major	An action plan shall be developed that describes operational actions consequent to the findings of the HCV assessment, and that references the grower's relevant operational procedures (see Criterion 5.2).
7.3.5 Minor	Areas required by affected communities to meet their basic needs, taking into account potential positive and negative changes in livelihood resulting from proposed operations, shall be identified in consultation with the communities and incorporated into HCV assessments and management plans (see Criterion 5.2).
<p><i>For 7.3.1: Evidence should include historical remote sensing imagery which demonstrates that there has been no conversion of primary forest or any area required to maintain or enhance one or more HCV. Satellite or aerial photographs, land use maps and vegetation maps should be used to inform the HCV assessment. Where land has been cleared since November 2005, and without a prior and adequate HCV assessment, it will be excluded from the RSPO certification programme until an adequate HCV compensation plan has been developed and accepted by the RSPO.</i></p> <p><i>For 7.3.5: The management plan will be adaptive to changes in HCV 5 and 6. Decisions will be made in consultation with the affected communities.</i></p> <p><i>This Criterion applies to forests and other vegetation types. This applies irrespective of any changes in land ownership or farm management that have taken place since November 2005. HCVs may be identified in restricted areas of a landholding, and in such cases new plantings can be planned to allow the HCVs to be maintained or enhanced.</i></p> <p><i>The HCV assessment process requires appropriate training and expertise, and will include consultation with local communities, particularly for identifying social HCVs. HCV assessments should be conducted according to the National Interpretation of the HCV criteria or according to the Global HCV Toolkit if a National Interpretation is not available (see Definitions).</i></p> <p><i>Developments should actively seek to utilise previously cleared and/or degraded land on mineral soil.</i></p> <p><i>Plantation development should not put indirect pressure on forests through the use of all available agricultural land in an area.</i></p> <p><i>Where landscape level HCV maps have been developed, these should be taken into account in project planning, whether or not such maps form part of government land use plans.</i></p> <p><i>In case of small areas located either in hydrological sensitive landscapes or in HCV areas where conversion can jeopardise large areas or species, an independent assessment will be required. HCV areas can be very small.</i></p> <p><i>Once established, new developments should comply with Criterion 5.2.</i></p>	
Criterion 7.4 Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.	
Indicator:	
7.4.1 Minor	Maps identifying marginal and fragile soils, including excessive gradients and peat soils, shall be available and used to identify areas to be avoided.
7.4.2 Major	Where limited planting on fragile and marginal soils, including peat, is proposed, plans shall be developed and implemented to protect them without incurring adverse impacts.
<p><i>This activity may be integrated with the SEIA required by 7.1.</i></p> <p><i>Planting on extensive areas of peat soils and fragile soils should be avoided (see also criterion 4.3).</i></p> <p><i>Adverse impacts may include hydrological risks or significantly increased risks (e.g. fire risk) in areas outside the plantation (criterion 5.5).</i></p>	
Criterion 7.5 No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.	
Indicator:	
7.5.1 Major	Evidence shall be available that affected local peoples understand they have the right to say 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the grower/miller is signed and ratified by these local peoples. This activity should be integrated with the SEIA required by 7.1.
<p><i>Refer to criteria 2.2, 2.3, 6.2, 6.4 and 7.6 for indicators and guidance on compliance.</i></p> <p><i>Where new plantings are considered to be acceptable, management plans and operations should maintain sacred sites. Agreements with indigenous peoples, local communities and other stakeholders should be made without coercion or other undue influence (see guidance for 2.3).</i></p> <p><i>Relevant stakeholders include those affected by or concerned with the new plantings.</i></p> <p><i>This criterion allows for sales and negotiated agreements to compensate other users for lost benefit, and/or relinquished rights and also provide alternative livelihood.</i></p> <p><i>Negotiated agreements to acquire lands for scheme smallholdings should be non-coercive and entered into voluntarily, carried out prior to new investments or operations and based on an open sharing of all relevant information in appropriate forms and languages, including assessments of impacts, proposed benefit sharing and legal arrangements.</i></p> <p><i>Communities must be permitted to seek legal counsel if they so choose. Communities must be represented through institutions or representatives of their own choosing, operating transparently and in open communication with other community members. Adequate time must be given for customary decision-making and iterative negotiation allowed for, where requested. Negotiated agreements should be binding on all parties and enforceable in the courts.</i></p>	
Criterion 7.6 Local people are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.	
Indicator:	
7.6.1 Major	Documented identification and assessment of demonstrable legal, customary and user rights shall be available. This activity should be integrated with the SEIA required by 7.1.
7.6.2 Major	A system for identifying people entitled to compensation shall be in place.
7.6.3 Major	A system for calculating and distributing fair compensation (monetary or otherwise) shall be in place.
7.6.4 Major	Communities that have lost access and rights to land for plantation expansion shall be given opportunities to benefit from plantation development.

7.6.5 Minor	The process and outcome of any compensation claims shall be documented and made publicly available.
7.6.6 Minor	Evidence shall be available that the affected communities and rights holders have access to information and advice, that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands.
<p><i>For 7.6.1: This activity shall be integrated with the social and environmental impact assessment (SEIA) required by Criterion 7.1.</i></p> <p><i>For 7.6.6: Growers and millers will confirm that the communities (or their representatives) gave consent to the initial planning phases of the operations prior to the new issuance of a concession or land title to the operator.</i></p> <p><i>Refer also to 2.2, 2.3 and 6.4 associated guidance.</i></p> <p><i>This requirement includes indigenous peoples (see Annex 1).</i></p>	
Criterion 7.7 Use of fire in the preparation of new plantings is avoided other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.	
Indicator:	
7.7.1 Major	There shall be no land preparation by burning, other than in specific situations as maybe allowed in local legislation. This activity should be integrated with the SEIA required by 7.1.
7.7.2 Minor	No evidence of land preparation by burning, but where the use of fire for land preparation became necessary a documented assessment must be in place.
7.7.3 Minor	Evidence of approval of controlled burning in accordance with regional best practice. <i>Ordinance n° 60-127 October 3rd 1960 establishing the system of clearing and wildfires.</i>
<p><i>Fire should be used only where an assessment has demonstrated that it is the most effective and least environmentally damaging option for minimizing the risk of severe pest and disease outbreaks, and with evidence that fire-use is carefully controlled.</i></p> <p><i>Extension/training programmes for Smallholders may be necessary.</i></p>	
Criterion 7.8. New plantation developments are designed to minimise net greenhouse gas emissions.	
Indicator:	
7.8.1 Major	The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development shall be identified and estimated.
7.8.1 Minor	There shall be a plan to minimise net GHG emissions which takes into account avoidance of land areas with high carbon stocks and/or sequestration options.
<p>Low carbon stock areas are defined as those with (above and below ground) carbon stores, where the losses as a result of conversion are equal or smaller to the gains in carbon stock within the new development area including set aside areas (non-planted areas) over the period of one rotation.</p> <p><i>For 7.8.1: GHG identification and estimates can be integrated into existing processes such as HCV and soil assessments.</i></p> <p><i>The RSPO carbon assessment tool for new plantings will be available to identify and estimate the carbon stocks. It is acknowledged that there are other tools and methodologies currently in use; the RSPO working group will not exclude these, and will include these in the review process.</i></p> <p><i>The RSPO PalmGHG tool or an RSPO-endorsed equivalent will be used to estimate future GHG emissions from new developments using, amongst others, the data from the RSPO carbon assessment tool for new plantings.</i></p> <p><i>Parties seeking to use an alternative tool for new plantings will have to demonstrate its equivalence to the RSPO for endorsement.</i></p> <p><i>For 7.8.2: Growers are strongly encouraged to establish new plantings on mineral soils, in low carbon stock areas, and cultivated areas, which the current users are willing to develop into oil palm. Millers are encouraged to adopt low-emission management practices (e.g. better management of palm oil mill effluent (POME), efficient boilers etc.) in new developments.</i></p> <p><i>Growers and millers should plan to implement RSPO best management practices for the minimisation of emissions during the development of new plantations.</i></p> <p><i>Guidance</i></p> <p><i>This Criterion covers plantations, mill operations, roads and other infrastructure. It is recognised that there may be significant changes between the planned and final development area, hence the assessment may need to be updated before the time of implementation.</i></p> <p><i>Public reporting is desirable, but remains voluntary until the end of the implementation period.</i></p> <p><i>During the implementation period until December 31st 2016 (as specified in Criterion 5.6), reporting on GHG will be to a relevant RSPO working group (composed of all membership categories) which will use the information reported to review and fine tune the tools, emission factors and methodologies, and provide additional guidance on the process. During the implementation period the RSPO working group will seek to further develop and continually improve the RSPO carbon assessment tool for new plantings, recognising the challenges associated with estimating carbon stocks and projecting GHG emissions from new developments.</i></p> <p><i>Thereafter growers and millers will ensure that new plantation developments are designed to minimise net GHG emissions and commit to reporting publicly on this. Once established, new developments should report on-going operational, land use and land use change emissions under Criterion 5.6.</i></p>	

Principle 8: Commitment to continual improvement in key areas of activity.	
Criterion 8.1 Growers and millers regularly monitor and review their activities and develop and implement action plans that allow demonstrate continual improvement in key operations.	
Indicator:	
8.1.1 Major	<p>The action plan for continual improvement should be implemented and based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and should include a range of indicators covered by these principles and criteria. It should be part of the Environmental Management Plan (EMP). As a minimum, these must include, but not necessarily be limited to:</p> <ul style="list-style-type: none"> • Reduction in use of pesticides(Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); • Optimising the yield of the supply base.
<i>Growers and millers should have a system to improve practices in line with new information and techniques and a mechanism for disseminating this information throughout the workforce.</i>	

Annex 1. Stakeholders consulted.	
Communautés locales	Local communities
Région Atsinanana	Local government administrator of Atsinanana
Chef District Toamasina II	Chief of District Toamasina II
Mairie de Fanandrana	City hall of Fanandrana
Mairie de Amboditandroho	City hall of Amboditandroho
Les chefs ethniques (Tangalamena)	Ethnics chiefs (Tangalamena)
Les chefs Fokontany	Chiefs of arrondissement
Les Chefs de Village	Chiefs of village
Les Chefs carreau	Chief of square
Les Chef de Village	Chiefs of village
Les chefs de quartier	Chiefs of neighbourhood
L'association GP SCB	GP SCB association
L'association des femmes Etoiles de Venus	Women association Etoile de Venus
L'association MANAODE	MANAODE association
associations des femmes RENY MALAGASY Tananambo	Women association RENY MALAGASY Tananambo
Coopérative PAACO	PAACO Cooperative
Structures étatiques	Government services
Agence de la CNAPS de Toamasina	Social security department of Toamasina
Inspection du travail Atsinanana	Labour inspection department of Atsinanana
Directeur Régionale du développement économique	Regional Director of economic development
Directeur Régionale du Développement Rural	Regional Rural development director
Direction Régionale de l'Agriculture Atsinanana	Agriculture regional department of Atsinanana
Direction interrégionale de l'industrie Atsinanana	Industrial interregional director
Direction Régionale de l'eau Atsinanana	Water department of Atsinanana
Direction Régionale de l'environnement et des forêts Atsinanana	Environment and forest regional department of Atsinanana
Direction Régionale de la Santé Atsinanana	Health Regional Director
Direction Régionale des travaux publics Atsinanana	Regional Director
Direction Régionale de l'aménagement du territoire	Land Management regional director
Chef de service de l'enseignement technique et professionnel	Chief of service technical and professional
Office Nationale de l'environnement	Environment National Office
Directeur Régionale du PPRR	PPRR Regional director
Structures de finances	Financial organisations
Directeur régionale du FID	Regional director of FID
Structures de recherche	Research centre
CTHT / FOFIFA	CTHT / FOFIFA
Industriels du palmier	Palm oil activities stakeholders
IBD Certification	IBD Certifications.
Savonnerie Tropicale Huilerie de Melville	Savonnerie Tropicale Oil mill of Melville

Annex 2. Relevant laws, regulations and guidelines. Lois importantes, règlements et lignes directrices:	
CONSTITUTION IVOIRIENNE	ENGLISH VERSION
LOI	LAWS
La loi n°2003-044 portant Code du travail	Law n°2003-044 Labour Code
Loi n°96-016 du 13 août 1996 relative au bail emphytéotique	Law n°96-016 August 13rd 1996 on the leasehold
Loi n° 90-033 du 21 Décembre 1990 portant Charte de l'Environnement	Law n°90-033 December 21th 1990 Charter on Environment
loi n° 98.029 du 20 janvier 1999 portant Code de l'Eau	Law n°98-029 January 20th 1999 the Water Code
Loi n°2005-021 du 17 octobre 2005 portant Code minier	Law n°2005-021 October 17th 2005 the Mining Code
Loi 99-021 du 19 Août 1999 relative à la politique de gestion et de contrôle des pollutions industrielles	Law n°99-021 August 19th 1999 on policy management and control of industrial pollution
loi n° 2001-005 du 11 février 2003 portant Code de Gestion des Aires Protégées	Law n° 2001-005 February 11 th 2003 on the Code of Protected Areas Management
LOI N° 94-027 du 18 NOVEMBRE 1994 portant Code d'hygiène, de sécurité et de l'environnement du travail	Law n°94-027 November 18th 1994 on the Code of hygiene, safety and working environment
Loi n°60-004 du 15 février 1960, Propriété privée titrée	Law n°60-004 February 15th 1960 Private property titled

DECRET	DECREE
DECRET n° 2004-167 du 03 février 2004 relatif à la mise en compatibilité des investissements avec l'environnement (MECIE)	Decree n°2004-167 February 3 rd 2004 on the investments made compatible with the environment (IMCE)
DECRET N° 69-145 DU 8 AVRIL 1969 fixant le code de prévoyance sociale	Decree n°69-145 April 8 th 1969 fixing the Social Welfare Code
DECRET N° 2003/464 du 15 avril 2004 portant classification des EAUX de surface et REGLEMENTATION DES REJETS D'EFFLUENTS LIQUIDES	Decree n°2003/464 April 15 th 2004on classification of surface and WATER REGULATORY LIQUID EFFLUENT DISCHARGES
Décret n° 97-1200 du 02 octobre 1997 portant adoption de la politique forestière malagasy	Decree n°97-1200 October 2 nd 1997 adopting the Malagasy forest policy
Décret n°98-782 du 16 septembre 1998 relatif au régime d'exploitation forestière	Decree n°98-782 September 16 th 1998 on the forest regime
décret n° 95.607 du 10 septembre 1995 portant création et organisation de l'Office National pour l'Environnement	Decree n°98-607 September 10 th 1995 The creation and organization of the National Office for the Environment
DECRET N°99-391 DU 26 mai 1999 portant ratification de la Convention de l'OIT (n°138) concernant l'âge minimum	Decree n°99-391 May 26 th 1999 ratifying the ILO Convention (No. 138) concerning Minimum Age
Décret n° 99-798 du 6 octobre 1999 portant homologation des agents de lutte biologique et des biopesticides	Decree n99-798 October 6 th 1999 with approval of biological control agents and organic pesticide
DECRET N° 62-253 portant publication de la convention phytosanitaire pour l'Afrique au sud du Sahara	Decree N° 62-253 June 6 th 1962 publishing the Phyto-Sanitary Convention for Africa South of the Sahara
ARRETE	DECISION
Arrêté n°9334/99 du 10 septembre 1999 portant renouvellement de l'accréditation d'un organisme de contrôle et de certification en matière d'agriculture biologique (ECOCERT)	Decision n°9334/99, September 10 th 1999, for renewing the accreditation of a inspection and certification Organic Agriculture (ECOCERT)
arrêté n° 18177/04 du 27 septembre 2004 portant définition et délimitation des zones forestières sensibles	Decision n° 18177/04, September 27 th 2004, establishing procedures and limit for sensitive forest area
Arrêté n°3976/92 du 9 juillet 1992 portant approbation du contrat-type de bail emphytéotique pour les terrains domaniaux ou immatriculés au nom de l'Etat Malagasy	Decision n°3976/92, July 9 th 1992, approving the standard contract term leases for public land or registered in the name of the Malagasy State
Arrêté n°4099 du 25 novembre 1972 le rapatriement de devises :	Decision n n°4099 November 25 th 1972 income fund back export.
CONVENTION	CONVENTION
Convention sur la conservation des espèces migratrices appartenant à la faune sauvage, 1979	Convention on migratory species and wildlife conservation, 1979
Convention de Vienne pour la protection de la couche d'ozone de 1985.	Convention of Vienna 1985, for the protection of ozone layer. Montréal Protocol, 1987; London amendment 1990
Convention sur l'interdiction d'importer en Afrique des déchets dangereux et sur le contrôle de leurs mouvements transfrontaliers et de leur gestion en Afrique (1998)	Convention on the prohibition of the Import into Africa of Hazardous Wastes and the Control of its transboundary Movement and management in Africa (1998)
Convention relative aux zones humides d'importance internationale, particulièrement comme habitat de la sauvagine (Ramsar le 2 février 1971)	Convention on Wetlands of International Importance as Waterfowl Habitat especially (Ramsar February 2, 1971)
Amendement au protocole de Montréal relatif aux substances qui appauvrissent la couche d'ozone (Londres le 29 juin 1990)	Amendment to the Montreal Protocol on Substances that impoverish the Ozone Layer (London June 29, 1990)
Convention de Rio sur la diversité biologique (Rio le 5 juin 1992)	Convention of Rio biological diversity (Rio June, 5 th 1992)
Le protocole de Kyoto (23 avril 2007)	Kyoto protocol (April 23, 2007)
Convention Cadre des Nations Unies sur les changements climatiques (New York le 9 mai 1992)	United Nations Convention on Climate change (New York May, 9 1992)
Liste Rouge de l'IUCN (Union internationale pour la conservation de la nature) des espèces floristiques et des espèces protégées en Côte d'Ivoire	IUCN Red List (International Union for Conservation of Nature) of flora species and protected species in Côte d'Ivoire
Convention N°182 de l'OIT sur les pires formes de travail des enfants, 1999	Convention N°182 of International Organisation for Labour about worsen forms of child labour, 1999
Convention N°138 de l'OIT sur l'âge minimum d'admission à l'emploi et au travail	Convention N°182 of International Organisation for Labour about minimum age require for wok and employment
Déclaration de l'OIT relatives aux principes et droits fondamentaux au travail	International Organisation for Labour declaration related to fundamental labour rights and principles
ORDONNANCE	ORDINANCE
ORDONNANCE N° 86-013 du 17/09/1986 relative à la législation phytosanitaire à Madagascar	Ordinance n° 86-013 September 17 th 1986 On the phytosanitary legislation in Madagascar
ordonnance n° 60-127 du 3 octobre 1960 fixant le régime des défrichements et des feux de végétation	Ordinance n° 60-127 October 3 rd 1960 establishing the system of clearing and wildfires
RSPO	RSPO
RSPO: Table Ronde pour la Production durable d'Huile de Palme	Roundtable for sustainable production of palm oil. International Principles and Criteria.

Annex 3. International Laws.			
Principles	International Standards	Key provisions	Summary of Protections
Just Land Acquisition	ILO Convention 169 (1989) on Indigenous and Tribal Peoples	Articles 13-19	Respect and safeguard rights to lands and natural resources traditionally occupied and used; respect for customs of inheritance; no forced removals; compensation for loss and injury.
	UN Declaration on the Rights of Indigenous Peoples (2007)	Articles 25, 26	Right to distinctive relationship with land; right to own, use, develop and control their lands, territories and other resources.
	UN Convention on Biological Diversity (1992)	Article 10(c)	Protect and encourage customary use of biological resources in accordance with traditional practices.
Fair Representation And Participation of Indigenous and Tribal Peoples	ILO Convention 169 (1989) on Indigenous and Tribal Peoples	Articles 6-9	Represent themselves through their own representative institutions; consultations with objective of achieving agreement or consent; rights to decide their own priorities, retain their own customs and resolve offences according to customary law (compatible with international human rights).
	UN Declaration on the Rights of Indigenous Peoples (2007)	Articles 10, 11(2), 19, 28(1), 29(2) and 32(2).	Right to free, prior and informed consent to any project affecting their lands as expressed through their own representative institutions.
	Convention on the Elimination of All Forms of Racial Discrimination, International Covenant on Economic, Social and Cultural Rights, Inter American Human Rights System.	UN CERD Committee, UN Committee on Social Cultural and Economic Rights, Inter- American Commission on Human Rights 3	Free, Prior and Informed Consent for decisions that may affect indigenous peoples. (This standard has been widely accepted as a 'best practice' standard by bodies such as World Commission on dams, Extractive Industries Review, Forest Stewardship Council, UNDP, CBD, IUCN and WWF).
No Forced Labour	ILO Convention 29 (1930) Forced Labour	Article 5	No concession to companies shall involve any form of forced or compulsory labour.
	ILO Convention 105 (1957) Abolition of Forced Labour	Article 1	Not make use of any form of forced or compulsory labour.
Protection of Children	ILO Convention 138 (1973) Minimum Age	Articles 1-3	Abolition of child labour and definition of national minimum age for labour not less than 15-18 years (depending on occupation).
	ILO Convention 182 (1999) Worst Forms of Child Labour	Articles 1-7	Abolition of child slavery, debt bondage, trafficking and procurement for prostitution; suitable methods to monitor and enforce compliance.
	UN Declaration on the Rights of Indigenous Peoples (2007)	Articles 17(2), 21, 22(2)	No exploitation or exposure to hazard or discrimination against indigenous women and children.
Freedom of Association and Collective Bargaining	ILO Convention 87 (1948) Freedom of Association and Protection of Right to Organise	Articles 2- 11	Freedom to join organisations federations and confederations of their own choosing; with freely chosen constitutions and rules measures to protect the right to organise.
	ILO Convention 98 (1949) Right to Organise and Collective Bargaining	Articles 1-4	Protection against anti-union acts and measures to dominate unions; established means for voluntary negotiation of terms and conditions of employment through collective agreements
	LO Convention 141 (1975) Rural Workers' Organizations	Articles 2-3	Right of tenants, sharecroppers and Smallholders to organize; freedom of association; free from interference and coercion.
	UN Declaration on the Rights of Indigenous Peoples (2007)	Article 3	Indigenous peoples have the right to self-determination and to freely pursue their economic, social and cultural development
Non-Discrimination and Equal Remuneration	ILO Convention 100 (1951) Equal Remuneration	Articles 1-3	Equal remuneration for men and women for work of equal value.
	ILO Convention 111 (1958) Discrimination (Employment and Occupation)	Articles 1-2	Equality of opportunity and treatment in respect to employment and occupation; no discrimination on the basis of race, colour, sex, religion, political opinion, national extraction or social origin.

	UN Declaration on the Rights of Indigenous Peoples (2007)	Articles 2, 8(2e), 9, 15(2), 16(1), 21(2), 22, 24(1), 29(1), 46(3)	No discrimination based on origin or identity; free to express identity based on custom; special attention to and full protection of rights of indigenous women.
Just Employment of Migrants	ILO Convention 97 (1949) Migration for Employment	Articles 1-9	Provision of information; no obstacles to travel; provision of health care; non-discrimination in employment, accommodation, social security and remuneration; no forced repatriation of legal migrant workers; repatriation of savings.
	ILO Convention 143 (1975) Migrant Workers (Supplementary Provisions)	Articles 1- 12	Respect basic human rights; protection of illegal migrants from abusive employment; no trafficking in illegal migrants; fair treatment of migrant labour.
Protection of Plantation Workers 4	ILO Convention 110 (1958) Plantations	Articles 5- 91	Protection of members of families of recruited workers; protection of workers' rights during recruitment and transport; fair employment contracts; abolition of penal sanctions; fair wages and conditions of work; no coercion or obligation to use company stores; adequate accommodation and conditions; maternity protection; compensation for injuries and accidents; of association; right to organise and collective bargaining; proper labour inspection; decent housing and medical care.
Protection of Tenants and Sharecroppers	ILO Recommendation 132 (1968) Tenants and Sharecroppers	Articles 4-8	Fair rents; adequate payment for crops; provisions for well-being; voluntary organisation; fair contracts; procedures for the settlement of disputes.
Protection of Smallholders	ILO Convention 117 (1962) Social Policy (Basic Aims and Standards)	Article 4	Alienation with due regard to customary rights; assistance to form cooperatives; tenancy arrangements to secure highest possible living standards
Health and Safety	ILO Convention 184 (2001) Safety and Health in Agriculture	Articles 7- 21	Carry out risk assessments and adopt preventive and protective measures to ensure health and safety with respect to workplaces, machinery, equipment, chemicals, tools and processes; ensure dissemination of information, appropriate training, supervision and compliance; special protections for youth and women workers; coverage against occupational injuries and disease.
Control or Eliminate Use of Dangerous Chemicals and Pesticides	Stockholm Convention on Persistent Organic Pollutants (2001)	Articles 1-5	Prohibit and/or eliminate production and use of chemicals listed in Annex A (e.g. Aldrin, chlordane, PCB); restrict production and use of chemicals in Annex B (e.g. DDT); reduce or eliminate releases of chemicals listed in Annex C (e.g. Hexachlorobenzene).
	FAO International Code of Conduct on the Distribution and Use of Pesticides (1985, Revised 2002)	Article 5	Curtail use of dangerous pesticides where control is difficult; ensure use of protective equipment and techniques; provide guidance for workers on safety measures; provide extension service to Smallholders and farmers; protect workers and bystanders; make available full information on risks and protections; protect biodiversity and minimize impacts on environment; ensure safe disposal of waste and equipment; make provisions for emergency treatment for poisoning.
	Rotterdam Conventions on Prior and Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade (1998)	Articles 1, 5 and 6	Curb trade in banned and hazardous chemicals and pesticides; develop national procedures for control of their use and trade; list banned and hazardous chemicals and pesticides.
	UN Declaration on the Rights of Indigenous Peoples (2007)	Articles 21(1), 23, 24, 29(3)	Improvement of livelihood in sanitation, health and housing; participate in health delivery; maintain traditional health systems; effective monitoring of health.

Annex 4. Procedure for the preparation of a Local Indicators of the International RSPO Principles and Criteria.

1. Local Interpretation Procedure of the International RSPO Principles and Criteria.

The procedures for the preparation of a Local Interpretation are not as comprehensively laid out in the current RSPO certification system documents as are the procedures for the preparation of a full National Interpretation. Likewise, the RSPO does not clearly define what a 'Consultative Process' is and so this procedure is prepared by IBD in order to avoid any confusion or conflict during the endorsement and certification process.

This procedure will be amended in accordance with any comments received from the RSPO and in so doing IBD understand that the RSPO is giving approval of this procedure. Once approved, the LI can only be used by the IBD on an individual project basis.

1.1 Consultative process.

The certification body must develop local indicators through a consultative process and this requires the identification of important stakeholders who must be encouraged to respond and to participate.

1.2 Procedures.

- i. Form a working committee to ensure that all procedures, communications and actions taken are fully documented and recorded.
- ii. Identify all relevant national and local stakeholders.
- iii. Prepare a draft Local Interpretation standard.
It is considered essential that a draft working document is prepared as a "word document" at the very beginning and which incorporates initial proposals for the local interpretation.
- iv. Send a copy of the draft LI to all stakeholders.
- v. Invite all stakeholders to an open meeting.
- vi. Finalise the LI.
- vii. Submit the LI to the RSPO secretariat for approval.
- viii. Final endorsement by the RSPO.
- ix. Proceed with the certification process in accordance with the RSPO certification system document and IBD procedures using the LI as the RSPO standard.

1.3 Responsibilities.

- 1.3.1 As the certification body taking the lead role, IBD will take the responsibility of chairman of the working group.
 - The Chairman's role will be to primarily ensure that due process is conducted in accordance with procedures and to chair the stakeholder meetings. (Chairman appointed for this project: David Ogg).
 - To consult with RSPO working groups in the locality.
 - To ensure that all the procedures shown in 1.2 above are implemented in an effective way.
- 1.3.2 The project owner for whom the LI is being prepared will appoint a vice chairman.
 - The vice-chairman will be the main liaison person with the stakeholders and RSPO as he / she will be fluent in the local language. (Vice-chairman for this project: Gaëtan ETANCELIN).
- 1.3.3 The vice-chairman also acts as secretary.
 - The secretary will work with the vice-chairman and IBD in ensuring that all stakeholders are identified and invited to join in the process and to attend the open stakeholder meeting.
 - A full and complete record of every action taken, every letter sent and full minutes of all meetings to be maintained.
 - To translate all documents into English and the local language with the objective of producing one final Local Interpretation for in both English and the local language.
- 1.3.4 The stakeholders.
 - To work as a team, in a consensual manner, to approve a Local Interpretation in both English and the local language.
 - To be responsible for their own costs.

List of stakeholders that attended the open meeting.

SAVONNERIE TROPICALE SA
Hubert de Meville
Fianarantsoa - Toamasina

ORIGINAL IBD
Certifications

FICHE DE PRESENCE - RPSO SUSTAINABLE PLAM OIL PRINCIPLES AND CRITERIA

N°	NOM & Prénoms	Fonction	Etablissement - Société - Unité	Engagements
1	ZARUONINA	chef de cuisine	Ambodivaoakoa	OK
2	MARINARU Guélin	Tangalamena	Mohin. brso	OK
3	ANDRIAMAZA Jean Jordan	chef de cuisine	Makabava	OK
4	BAOLIS Fred	chef de cuisine	Makabava	OK
5	RANBOANIRAFY Gilbert	Tangalamena	Makabava	OK
6	BEJONTANINA	Tangalamena	Makabava	OK
7	TEJAHY Remy	chef de cuisine	Justinanto Makabava	OK
8	BEZOS Jimmy	chef de cuisine	Ambangambato Makabava	OK
9	SARY Jean Claude	chef de cuisine	Ambangambato Makabava	OK
10	SANBRO BENOIT	Tangalamena	Ambangambato Makabava	OK
11	SANINA Nadivelo	Tangalamena	Ambangambato Makabava	OK
12	BERTRAND	Tangalamena	Ambangambato Makabava	OK
13	RANJANASON Christophe	Tangalamena	Ambangambato Makabava	OK
14	SOSON	Tangalamena	Ambangambato Makabava	OK
15	JEAN Louis	Naivaya	Nasongia	OK
16	SANJANASON Etnez?	chef de cuisine	Ambangambato Makabava	OK
17	MAURICE	Tangalamena	Ambangambato Makabava	OK
18	BENNY Toto	chef de cuisine	Ambangambato Makabava	OK
19	ANDRIAMANANTSA Agalala J.	chef de cuisine	Ambangambato Makabava	OK
20	ANDRIANASOLO Victor Julien	SPA	SAVTROP	OK

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N°	NOM & Prénoms	Fonction	Etablissement - Société - Unité	Engagements
21	INSTRALAH	Tangalamena	Ambangambato Makabava	OK
22	SOLONAH	Tangalamena	Ambangambato Makabava	OK
23	INSTRALAH	Tangalamena	Ambangambato Makabava	OK
24	ETIENNE	Tangalamena	Ambangambato Makabava	OK
25	ROSENA	Tangalamena	Ambangambato Makabava	OK
26	TAJASSA Hamich	Tangalamena	Ambangambato Makabava	OK
27	VAUX Jean-Louis	Tangalamena	Ambangambato Makabava	OK
28	SANJANASON Jean-Clot	chef de cuisine	Ambangambato Makabava	OK
29	VERO LARSA	Tangalamena	Ambangambato Makabava	OK
30	JEFF Remy	Tangalamena	Ambangambato Makabava	OK
31	VERO Agalala	Tangalamena	Ambangambato Makabava	OK
32	VERO Remy	Tangalamena	Ambangambato Makabava	OK
33	VERO Agalala	Tangalamena	Ambangambato Makabava	OK
34	SABA Jean de Dieu	Tangalamena	Ambangambato Makabava	OK
35	JACQUES Remy	Tangalamena	Ambangambato Makabava	OK
36	OLIVIER	Tangalamena	Ambangambato Makabava	OK
37	JEAN Louis Guélin	SAVTROP	SAVTROP	OK
38	RAPISON	Comité	Ambangambato Makabava	OK
39	Victor	Comité	Ambangambato Makabava	OK
40	Talata Simpfin	Tangalamena	Ambangambato Makabava	OK

SAVONNERIE TROPICALE SA
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ORIGINAL IBD
Certifications

FICHE DE PRESENCE - RPSO SUSTAINABLE PLAM OIL PRINCIPLES AND CRITERIA

N°	NOM & Prénoms	Fonction	Etablissement - Société - Unité	Engagements
41	M. Jean Claude Victorin	chef de cuisine	Ambangambato Makabava	OK
42	M. ALEX	chef de cuisine	Ambangambato Makabava	OK
43	M. RAVID Paul	Tangalamena	Ambangambato Makabava	OK
44	M. LEBA Bernard	Tangalamena	Ambangambato Makabava	OK
45	M. Marcelly Gilbert	chef de cuisine	Ambangambato Makabava	OK
46	M. Talata Maurice	Ambangambato Makabava	Ambangambato Makabava	OK
47	M. Talata Maurice	Ambangambato Makabava	Ambangambato Makabava	OK
48	M. RANJANASON Nicolas	chargé d'études	Ambangambato Makabava	OK
49	M. Vozny Gene France	geographe	Ambangambato Makabava	OK
50	M. Sylvain Jean	chef de cuisine	Ambangambato Makabava	OK
51	M. BENO	Tangalamena	Ambangambato Makabava	OK
52	RANANTO	Tangalamena	Ambangambato Makabava	OK
53	RANJANASON	chef de cuisine	Ambangambato Makabava	OK
54	PHILORENE	chef de cuisine	Ambangambato Makabava	OK
55	TOTO Evariste	chef de cuisine	Ambangambato Makabava	OK
56	ANDRIAMANANTSA Tsimitomanana	DRP	Ambangambato Makabava	OK
57	ETIENNE Guélin	chef de cuisine	Ambangambato Makabava	OK
58	David	chef de cuisine	Ambangambato Makabava	OK
59	RANJANASON	chef de cuisine	Ambangambato Makabava	OK
60	ANDRIAMANANTSA Solophary	chef de cuisine	Ambangambato Makabava	OK

SAVONNERIE TROPICALE SA
Fabrique de Melville
Fianarantsoa - Toamasina II

ORIGINAL IBD
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FICHE DE PRESENCE - RPSO SUSTAINABLE PLAM OIL PRINCIPLES AND CRITERIA

N°	NOM & Prénoms	Fonction	Localisation - Société - Endre	Engagements
61	Razafindralandy Paul	Chauffeur Mitrade de	Region Atsinanana	
62	Valomaso Albert	Vainqueur	Ampanisainina	
63	Rabitoaunony Jean Richard	Chf Département	Melville	
64	Bao Roselin Clarique	Adjoint chf compt	Melville	
65	Andriambolana Silver Nelly	chf de Village	Melille caenn	
66	Talalaly	chf caenn	Ampanisainina	
67	Randriao	chf caenn	Fanandiana	
68	Jakivovo Justin	chf caenn	Andriavohy	
69	Yvette	chf caenn	Fanandiana	
70	ZAFU Miso Remi	M. Aggrégé	Fanandiana	
71	TSIVOA Andie	Président de conseil	Fanandiana	
72	Mahatoky		Andriamadia	
73	Masa Lydie Natire	chf Cseo Toamasina	Toamasina II	
74	Rao Michel	Maire Ambositandraka	Toamasina II	
75	Razafimahafa Georges Anne	Andie chf de Sect	Melville	
76	Remi Mison Felix	Agent contrôle	Melille	
77	Ratsimbazafy Christian Pierre	DRCF Atsinanana	Toamasina	
78	Jacques Maxellin	Mpamboly	Andriavohy	
79	Rafy Bruno	Mpamboly	Ampanisainina	
80	Remi Masindahy	Mpamboly	Andriavohy	

