

Guidance for geolocation data reporting to Fairtrade

Guide for Fairtrade Cocoa Traders

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datareporting@fairtrade.net

Find all data templates, instructions and guidance documents here:
<https://nextcloud.fairtrade.net/index.php/s/T9FF82xe25GF9Hs>

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Fairtrade Standard requirements on deforestation

Fairtrade is aligning its Cocoa Standard with the European Union Deforestation Regulation (EUDR) by adding requirements related to deforestation that SPOs and traders must comply with.

Please refer to the cocoa standard requirements under section 3.4 for more details to understand the requirements that apply to your organization.

Cocoa payers and conveyors are required to submit geolocation data of the farm units you are sourcing cocoa from (with appropriate approval from SPOs), applicable from 1st January 2024. The geolocation data must be submitted in the template and format as described below. All cocoa traders are required to report to Fairtrade on the types of support provided to SPOs, applicable from 1st July 2024.

Preparing geolocation data

Collecting geolocation data

The geolocation data for each farm is either in point or polygon format as explained:

- Polygon data are required for any single plot of farm land growing Fairtrade certified cocoa larger than 4 hectares.
- Point or polygon locations are acceptable for any single plot of farm land less than 4 hectares and not defined at high risk.

To update your geolocation data in subsequent years: where there has been no change to the farm size, location or risk of individual farms, the data submission can include data collected in prior years. Any new farms or farms that changed in size must be added or re-mapped. Any farms that you are no longer sourcing from are removed.

Collecting point data: For farms where point format is acceptable (see above for description of which farms this applies to) the geolocation point is taken from the centre of the farm. Where the geolocation point has been taken from should be physically marked on the farm or documented to enable it to be checked at audit.

All geolocation point data must be submitted in one file using the template provided. Accepted file formats: Point data can be submitted in Excel, .csv, .kml/.kmz, .shp shapefile or GeoJSON file format. Please refer to the Excel template for instructions on how to populate the fields in the required formats. The .csv template may be used to import into a GIS program.

Collecting polygon data: The polygon represent the border of the farm. Polygon data must be collected in the field. Polygon data created from a digital or paper map is not precise enough. If farm boundaries consist of straight lines, the farm may be mapped by marking the points at the corners of the farm. If farm boundaries are not straight, the polygon should be mapped by walking and recording the boundary (or perimeter) of the farm to ensure the polygon is precise enough. Farm unit polygons should not overlap but farms next to each other can share a common boundary.

All polygon data from must be submitted in one file using the template provided (available in several file formats). Polygon data should not be submitted in individual files for each farm polygon. Accepted file formats: Polygon data can be submitted in .kml/.kmz, .shp shapefile or GeoJSON file format. Polygon data cannot be submitted in Excel or .csv formats. However, please refer to the Excel template for point data for instructions on how to populate the fields in the required formats. The .csv template may be used to upload into a GIS program.

Preparing geolocation data to submit

Geolocation data is submitted using Fairtrade's template. The template can be downloaded in multiple languages here: <https://nextcloud.fairtrade.net/index.php/s/T9FF82xe25GF9Hs>.

The geolocation data (points and polygons) must be submitted in decimal degree format with at least 6 decimals.

For each farm plot, it is required to submit the FLOID, Unique Internal Farmer ID, Farm Unit ID, Farm unit area in hectares, Latitude, and Longitude.

For polygons, the farm unit area, latitude and longitude (from the centre of the farm) can be generated using any GIS software. Please refer to the Excel template for more detailed guidance on how to populate the template with your geolocation data.

Each farm plot must have the Unique Internal Farmer ID assigned, ideally, by the SPO. This number enables the SPO to identify each member. If a member has more than one farm then the Unique Internal Farmer ID can be repeated in this form for different farm plots. Each farm plot must have a unique Farm Unit ID, i.e., a Farm Unit ID cannot be used for more than one farm plot.

Member names or any other personal, identifiable information must not be submitted to Fairtrade.

In most GIS programs, geolocation point data cannot be mixed with polygon data. Separate files should therefore be used for data in point and polygon format.

Please use our standardized format for naming the files you submit. The name should include your organisation's FLOID, country and product for which you are submitting data (e.g., file name should specify [FLOID]_[Country]_[Cocoa]).

Submitting geolocation data to Fairtrade

Tool for receiving, storing and sharing data

Geolocation data cannot be submitted to Fairtrade via email, this is not a secure way to share data and any data received via email will not be considered. All communications from Fairtrade regarding the process and location for submitting data and receiving deforestation monitoring analysis will be via datareporting@fairtrade.net.

Fairtrade International is using Nextcloud as the data management, storage and sharing tool for geolocation data and deforestation monitoring. Nextcloud is an online file storage platform that enables easy sharing of data files with a customized link for each operator. Other operators will not be able to access or download any geolocation data from your organization.

The Nextcloud environment we are using is hosted by Fairtrade International and it is not necessary for your organization to download or install any software or program on your computers, nor is it necessary to create an account or login credentials. Fairtrade International will create an individual Nextcloud site for your organization that you can access via a link, which will be shared with your organization directly by email.

Submission of data by SPOs

When you have compiled all geolocation data into the provided data template, write to Fairtrade at datareporting@fairtrade.net to request a customized link. Open the link sent to you and upload the data files into the folder.

It is necessary that you have received the proper consent to share the geolocation data with Fairtrade from the SPOs to which the data belong. This should be in the form of written consent given on behalf of the SPO that you retain a record of. In the written consent, the SPO must be made aware of what data is being shared, with whom and for what purpose. In addition, the SPO should be given the right to revoke consent to sharing of their data at any time. The responsibility of collecting, storing and adhering to the consent agreements of the geolocation data you submit to Fairtrade International remains with your organization.

You must submit a consent form with your geolocation data indicating you have collected the necessary consent from the SPOs whose farms are included in your data. The trader consent form can be found here: <https://nextcloud.fairtrade.net/index.php/s/T9FF82xe25GF9Hs> or in Annex I. Geolocation data will only be considered if it is submitted with a signed consent form.

Fairtrade does not perform data quality checks on geolocation data submitted by operators. Fairtrade will, upon receipt of the data, check that the data are reported in the provided Fairtrade data template and that there are no other major or obvious issues with the data. After this top-level check, Fairtrade will notify you to either confirm receipt of the data or request that you correct the errors identified and re-submit the data. Please keep the confirmation for your records for the next FLOCERT audit.

Submitting Support Provided to SPOs

A template for reporting the types of support provided to SPOs will be provided in Q2 2024.

Annex I

Consent of Fairtrade Producer Organizations to allow sharing of geospatial data with Fairtrade International

Your organization is required to submit geolocation data on an annual basis to Fairtrade to be considered compliant with the Fairtrade Cocoa Standard. The data must include all of the farm units you are sourcing from, with the appropriate approval of the SPO.

Fairtrade should not be able to trace farm-level data back to individual members, therefore the data you submit must not contain personal information of SPO members (i.e., names) associated with individual farm plots.

Your data will be received, processed and managed centrally by Fairtrade International and may be shared with FLOCERT for audit activities. Fairtrade International may compile aggregated information obtained from geolocation data submission or analysis based on geolocation data into anonymized reports.

It is necessary that you have received the proper consent to share the geolocation data with Fairtrade from the SPOs to which the data belong. This should be in the form of written consent given on behalf of the SPO that you retain a record of. In the written consent, the SPO must be made aware of what data is being shared, with whom and for what purpose. In addition, the SPO should be given the right to revoke consent to sharing of their data at any time. The responsibility of collecting, storing and adhering to the consent agreements of the geolocation data you submit to Fairtrade International remains with your organization.

I confirm that the necessary consent pertaining to all producer organizations represented in the geolocation data submitted to Fairtrade International has been obtained

Signature: _____

Date: _____