FAIRTRADE GEOLOCATION DATA REPORTING DEFORESTATION RISK ANALYSIS

ⓘ WHAT IS IT ABOUT?

- ⊘ New service by Fairtrade International.
- ⊘ Free for all coffee and cocoa SPOs certified.

- ⊘ Fairtrade standards are aligned with the new EUDR regulation.
- ⊘ For complying with new FT standard requirements.

🚶 STEP BY STEP GUIDE

Collect and prepare Geodata	Submit Geodata	Data Validation	Deforestation Monitoring Analysis	Resolve Alerts
1	2	3	4	5

📅 IMPORTANT DATES

	CUT-OFF DATE*	APPLICABILITY DATE
(cocoa)	31 December 2018. Requirement in the Cocoa Standard 3.2.31	⊘ Africa and Asia: 1 January 2024. ⊘ Latin America: 1 January 2025.
(coffee)	1 January 2014** Requirement in the Coffee Standard 3.1.1 and 3.1.2.	⊘ 1 January 2026.
EU	31 December 2020.	⊘ 1 January 2025.

*The cut-off date identifies the designated date since when no deforestation must have occurred.
**Fairtrade monitors as far back as technology allows, but at minimum from 31 December 2018.

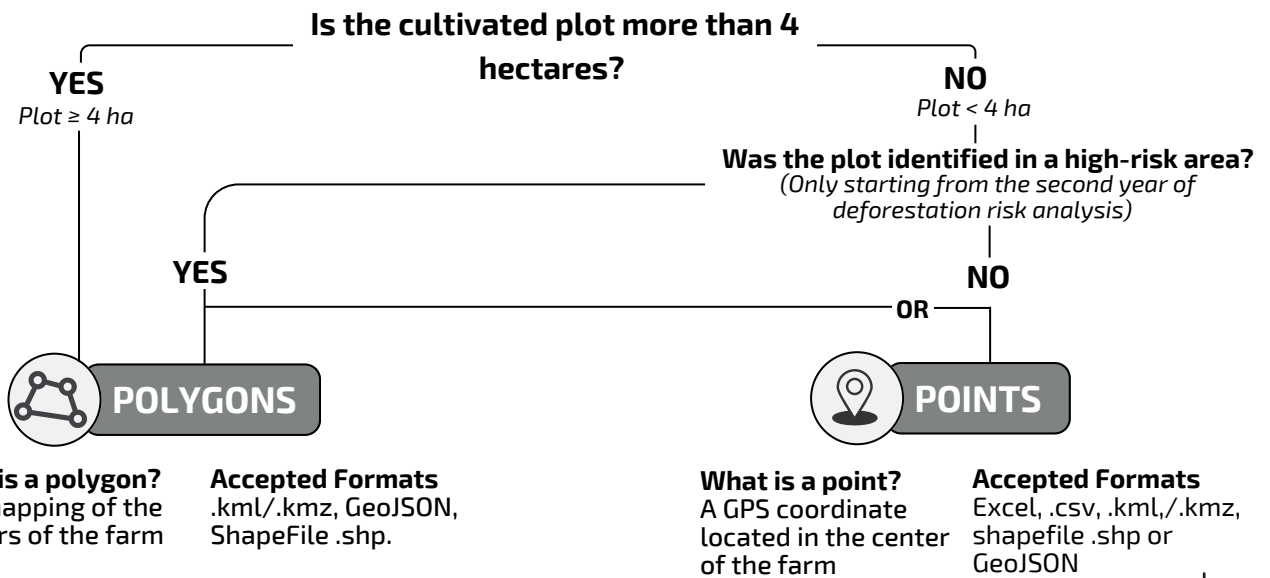Do you want to know more? Ask your Fairtrade contact.

1. Collect > **2. Submit** > **3. Validate** > **4. Analysis** > **5. Alerts**
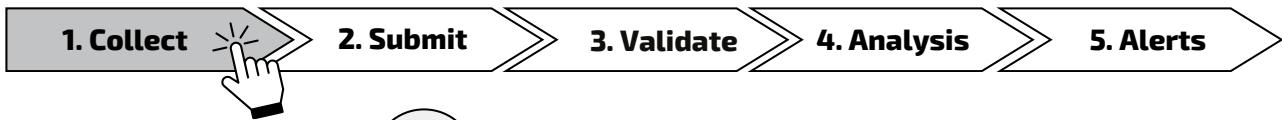
COLLECT GEODATA

**For all certified farmer members.
Two ways for data collection:**

1. Walking in the field
2. Using GIS software

WHAT TYPE OF GEODATA DO YOU NEED TO COLLECT FOR EACH PLOT?

Is the cultivated plot more than 4 hectares?

YES
Plot ≥ 4 ha

NO
Plot < 4 ha

Was the plot identified in a high-risk area?
(Only starting from the second year of deforestation risk analysis)

YES

NO

OR

POLYGONS

What is a polygon?
The mapping of the borders of the farm

Accepted Formats
.kml/.kmz, GeoJSON, ShapeFile .shp.

POINTS

What is a point?
A GPS coordinate located in the center of the farm

Accepted Formats
Excel, .csv, .kml,/.kmz, shapefile .shp or GeoJSON

Important Notes

1. If a plot is exactly 4 ha, we reccomend as a best practice that it is polygon mapped to ensure it will comply with EUDR.
2. The Fairtrade Standards defines plots at high-risk of deforestation as any plot within 500 meters of deforestation or in close proximity to a protected area.
3. The Fairtrade Standards defines farm plots as the area of land used for growing coffee or cocoa.

PREPARE GEODATA

Find template

Use templates:
download here

Data **MUST** be submitted to Fairtrade in the format/ template provided

Required data

1. FLOID
2. Unique Internal Farmer ID
3. Farm Unit ID
4. Farm Unit area (ha)
5. Latitude (in decimal degree)
6. Longitude (in decimal degrees)

Name your file

FLOID_Country_Product

Remember

1. One file for all geopoints
2. One file for all polygons
3. Separate files for each product if you are certified in both cocoa and coffee

For compliance with Cocoa 3.4.5 and Coffee 3.1.6 requirements
Geolocation data includes all plots of land for 100% of your member and farm operator units cultivating Fairtrade certified cocoa and coffee.
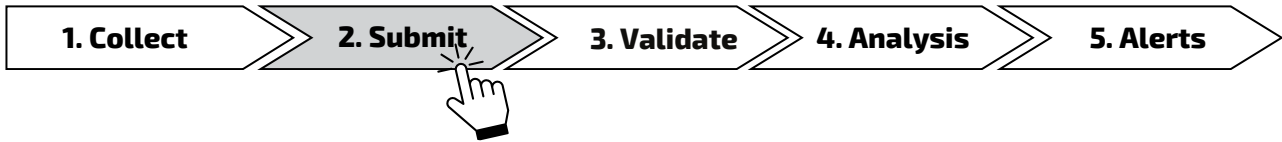
SUBMIT GEODATA

Remember

Check appendix 1 "Data Quality Checklist" for more instructions on how you can execute data pre-validation before sending it to Fairtrade.

WHAT?

GEODATA IN CORRECT FORMAT

AND

CONSENT FORM

Use template (**download here**)

WHERE?

Access the geolocation data reporting tool through your FairInsight account:

- ⊘ Navigate to "Organization Details" --> "Geolocation Links" on the left-hand side.
- ⊘ Upload your data files in folder 1. Submit geolocation data here.

Folder #1

NOTIFICATION

- ⊘ Within 3 weeks, you will be notified of the status of your data by Fairtrade International(datareporting@faritrade.net)

### Are you a 2nd or 3rd grade Producer Organization?

- ⊘ You are responsible for aggregating and sharing data for all of your affiliates.
- ⊘ You have access to the reporting tool and not your affiliates.
- ⊘ Consolidate data from all affiliates in one file.

For compliance with Cocoa 3.4.7 and Coffee 3.1.8 requirements

SPOs must submit their geolocation data to Fairtrade annually. The time at which each SPO reports their data to Fairtrade is decided by the organization, however the data should be reported in the same month each year.
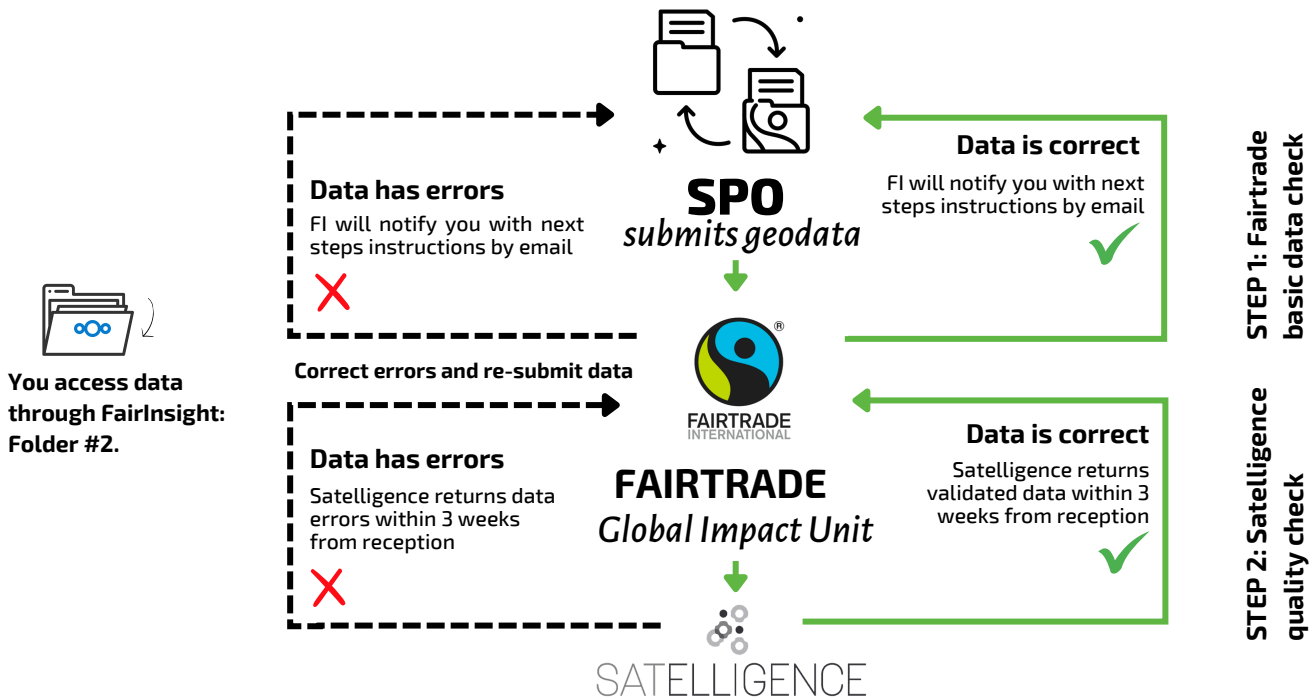
VALIDATION PROCESS
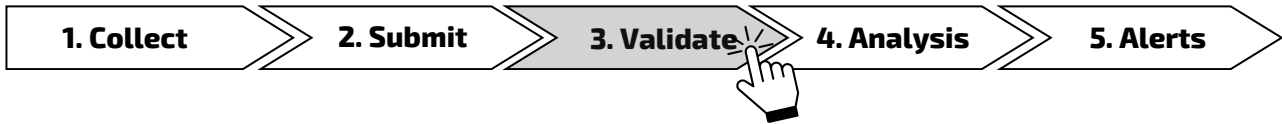
SATELLIGENCE
www.satelligence.com

- ⊘ Your geolocation data will be shared with a third-party service provider, Satelligence.
- ⊘ They provide deforestation risk analyses using satellite-monitoring technology.
- ⊘ Satelligence will not share your data or any resulting monitoring analysis with third parties without your explicit consent.
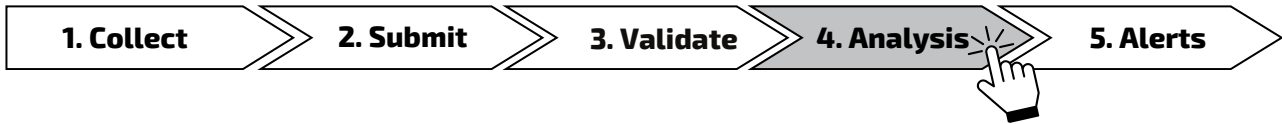
You access data through FairInsight: Folder #2.

SPO
submits geodata

FAIRTRADE INTERNATIONAL

FAIRTRADE
Global Impact Unit

SATELLIGENCE

Data has errors
FI will notify you with next steps instructions by email
✗

Data is correct
FI will notify you with next steps instructions by email
✓

STEP 1: Fairtrade basic data check

Correct errors and re-submit data

Data has errors
Satelligence returns data errors within 3 weeks from reception
✗

Data is correct
Satelligence returns validated data within 3 weeks from reception
✓

STEP 2: Satelligence quality check

OUTCOME OF DATA CHECKS

✓ IF DATA PASSES

- ⊘ **SPO** will be notified by email from Fairtrade.
- ⊘ This email serves as confirmation for Cocoa 3.4.7 and Coffee 3.1.8 requirements. **Save this email for your next audit.**

✗ IF DATA HAS ERRORS

- ⊘ **SPO** will be notified by email from Fairtrade.
- ⊘ **SPO** need to correct data and re-submit within 4 weeks.
- ⊘ **Re-submit using folder #1.**

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the European Union

FAIRTRADE INTERNATIONAL

1. Collect → 2. Submit → 3. Validate → 4. Analysis → 5. Alerts

DEFORESTATION MONITORING RISK ANALYSIS

This analysis detects changes in forest cover over time based on satellite imagery and technology **applied by Satelligence.**

If changes are detected:

Results can be downloaded through FairInsight: Folder #3

ALERTS YOU MAY RECEIVE

- Deforestation on farms
- Deforestation near farms
- Farms in protected areas
- Farms near protected areas

RESULTS OF ANALYSIS

PDF Report
(for internal or external use)

This report belongs to you and can be shared with buyers, partners or others as you want. Based on your geolocation data, the report includes information on:

- Number of members and farm plots
- Number of point mapped farms and number of polygon mapped farms
- Area of land monitored
- Number of farms with on-farm deforestation
- Area of deforested land
- Number of farms in protected area
- Date that the analysis was carried out

EXCEL list of Deforestation Alerts
(for internal use)

This report can be used internally to monitor and resolve alerts. Each alert contains information on:

- Unique Internal Farm ID and Farm Unit ID of the farm where the alert was identified
- Geolocation point of the farm
- A unique alert ID issued by Satelligence
- Geolocation point of the deforested area
- Date of alert

For Cocoa 3.4.2 and 3.4.3 and Coffee 3.1.4 requirements:
SPOs should use the results as part of the deforestation risk assessment, which informs the deforestation prevention and mitigation plan.

| 1. Collect | 2. Submit | 3. Validate | 4. Analysis | 5. Alerts |

⚠️ ALERTS

If alerts are detected, you need to determine the causes of the alert with the corresponding member.
Below, you can see how to resolve the alert, whether you determine it to be true or false.

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⌐3 TYPES OF DEFORESTATION ALERTS¬

| On-farm deforestation | Farms in protected areas | Farms in high-risk area |

Alerts are FALSE if

On-farm deforestation

CASE 1. NO DEFORESTATION HAS OCCURRED
*Resolve alert by: collecting evidence to confirm the alert is false using an alert dispute form**.

**If a form is needed, please request this by writing to Fairtrade at datareporting@fairtrade.net

CASE 2. COLLECTED GEODATA IS INCORRECT
*Resolve alert by collecting again geolocation and re-submit data.

CASE 3. GEOPOINT SHOWS DEFORESTATION NEAR FARM
*Resolve alert by collecting a polygon map and resubmit the data.

Farms in protected areas

CASE 1. PLOT IS NEAR TO A PROTECTED AREA
Resolve alert by: collecting evidence to confirm the alert is false using an alert dispute form**.

CASE 2. ALERT IS TRUE BUT MEMBER HAS LEGAL DEROGATION
*Alert is resolved in the next audit to confirm compliance.

CASE 3. ALERT IS TRUE BUT MEMBER HAS LEGAL PERMISSION
*Alert is resolved in the next audit to confirm compliance.

Farms in high-risk area

Farms are considered high-risk if they are located:
- ⊘ Within 500 meters of an identified deforestation event.
- ⊘ Within 200 meters of a protected area.

⬇

💡 **Remember!**
Include these alerts in your deforestation risk assessment. Polygon mapping farms identified as high-risk should be included as part of your deforestation prevention and mitigation plan, and these plots should be submitted as polygons in the following year

Alerts are TRUE if

DEFORESTATION DID OCCUR AT THE IDENTIFIED LOCATION
*Follow the FI instructions that will be provided on a case-by-case basis.

FARM IS LOCATED IN A PROTECTED AREA
*Follow the FI instructions that will be provided on a case-by-case basis.

💡 **Remember!**
Some un-resolved alerts may result in a noncompliance with the relevant requirement(s) until the corrective action is completed and alerts are resolved.

RESOLVE ALERTS BY REPORTING ACTION TAKEN TO FAIRTRADE

You must collect and submit all files through FairInsight.

📁 **Folder #4.** ➡

- ⊘ Within 4 weeks of receiving the deforestation alert report, you need to document and share with Fairtrade the actions taken to resolve each deforestation alert.
- ⊘ In response, you will receive an email notification to confirm that Fairtrade has received the documentation.
- ⊘ Save the email confirmation as you will it need during your next audit with FLOCERT.

📋 APPENDIX: DATA QUALITY CHECKLIST

- The purpose of this checklist is to help you to self-validate the quality of your data before submitting it to Fairtrade.
- Implementing the basic check and SPO quality check below will make the process easier, avoiding the need to correct data before Fairtrade sends it to Satelligence.
- This also speeds up the reception of the Deforestation Risk Analysis report.
- We suggest to print it and use it, once you have the consolidated data in the template just before submitting it.

I. Basic check		
	Consent Form	Have you signed and submitted the consent form along with the geolocation data?
	Fairtrade Template	Have you used the correct Fairtrade template?
	File Format	Have you used an accepted file format? • For POINT DATA: Excel, CSV, KML, Shapefile or GeoJSON • FOR POLYGON DATA: KML, Shapefile or GeoJSON
	Number of files submitted	Are all plots submitted as points in one file? Are all plots submitted as polygons in one file? For 2nd or 3rd grades: are the affiliates correctly named?

II. SPO Quality Check		
	Data Privacy	Have you removed any personal information of your members from the data, such as their names? Have you ensured to have an internal list that you can use to match the farmer IDs and unique farm IDs to the corresponding members later?
	Farmer ID and unique farm unit ID	Does each plot have a farmer ID and unique farm unit ID? The farmer ID is unique to each member, but some members may have more than one plot. All plots must have their own unique farm unit ID. Each plot with its unique farm unit ID must only be in the dataset once, it cannot be repeated for more than one plot.
	Required data	Does each plot contain all required data? • For point data: FLOID, farmer ID, unique farm unit ID, plot area, latitude and longitude • For polygon data: FLOID, farmer ID and unique farm unit ID attached to each polygon Are larger plots (greater than 4 hectares) polygon mapped?
	Coordinate formats (relevant for point data)	Are the coordinates formatted correctly? Are all coordinates numbers? • Example of a correct coordinate: "4.123456" or "-3.123456" Do all coordinates use a decimal point (.), and not a comma (,)? • Example of a correct coordinate: "4.123456" Are all coordinates designated correctly as positive or negative? Are all coordinates reported in the correct order (latitude in the latitude column, longitude in the longitude column)?
	Coordinate decimals (relevant for point data)	Do all coordinates contain at least 6 decimals? • Example of a correct coordinate: "4.123456" or "4.12345678" • Example of an incorrect coordinate: "4.1234" • A coordinate may contain less than 6 decimals only if the last digit(s) is/are 0
	Polygon area accuracy (optional check)	You can test this using a sample of polygons in any GIS software

III. Satelligence validation
• All plots are in the same general area: There are no plots visibly far away from the group • All polygons are a valid shape: 　*The boundaries are closed (i.e., the start and end points are connected) 　*The sides of the polygon do not cross or overlap each other • All plots should be in a location that makes sense for a cocoa or coffee farm to be: 　*Plots should not be in the middle of a city or developed area 　*Plots cannot overlap with another plot 　*Plots should not be overlapping a body of water 　*Plots should be located in the correct country • All plots should contain geodata, either a point or a polygon: • All data should be in the same reference system, WGS1984