

## Annex 1. Internal Management System Data

The table below details the member, farm operator, worker and farm information SPOs will be required to collect via their Internal Management Systems. The information also addresses ARS Bronze requirement 4.2.3.2 (Information for Registered Farmers) and annex C farm diagnostic (Information on Individual Farms). This table will be presented for consultation during the next phase of the cocoa review. The table is presented as information only for this current phase.

**Columns A-H detail the information to be collected for SPO members.**

**Columns A-F detail the information to be collected for farm operators (non-SPO members)**

**Column E details the information to be collected for workers**

A. Farmer	B. Household <sup>1</sup>				C. Farm size, location, ownership and operation	D. Cocoa Production	E. Hired Workers	F. Training and Inspections	G. Costs of Production	H. Household Income
	Adult Members	HH	Child Members	HH						
name	names		names		total farm size	previous crop year's production (kilos)	names	Fairtrade-related inspections performed on the farm and their outcomes	cost of hired labour	member cocoa sales per season (kilos)
contact information: address, telephone number	gender		parent/guardian names		number of farm units	previous crop year's sales to SPO (kilos)	gender	training programs attended by the farmer including dates	total family labour	sales of other crops
id document (if available)	date and country of birth		gender		area cultivated with cocoa (with GPS	current crop year's estimated production	date and country of birth		cost of agricultural inputs	food crops for home consumption

<sup>1</sup> Including first, second and third degree relatives who live in or within the grounds of the household.



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			polygons when available)	(kilos)				
gender	education level	date and country of birth	farm location (per farm unit with GPS coordinates)		job function		cost of tools and equipment including PPE	sales of food crops
date and country of birth	relationship to registered farmer e.g. spouse	school registration and attendance details <sup>2</sup>	distance from protected and HCV areas		start and end date of employment		other costs	livestock
education level		kinship with registered farmer	legal ownership rights of the land/farm		wages (take home pay) per day		total cost of production	other income
registration date with SPO			area cultivated with other crops including food crops		permanent, temporary, seasonal or migrant worker			gross and net income
landowner or farm operator <sup>3</sup>			fallow land		subcontracted or directly employed worker			
banking arrangements (bank account, mobile money)			date/year of cocoa farm(s) creation		<b>for children conducting light work (12-14) and young workers (15 – 17 years):</b> address, name and address of parent(s) or legal guardian(s) school registration (if			

<sup>2</sup> Is the child registered at school, school name, location, reason for non-attendance if applicable

<sup>3</sup> The term farm operators refers to: sharecroppers, tenant and caretaker farmers



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					applicable), type of work or tasks, the number of daily and weekly working hours			
			who works on the farm? farm owner, farm operator, family labour, hired labour?		for workers employed for more than one month consecutively: is a legally binding employment contract in place, yes or no?			
			for farm operators: number of years the arrangement has been in place with the landowner					
			for farm operators: is a legally binding contract in place with the landowner, yes or no?					



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## Annex 2. List of requirements of the African Regional Standard

*- Listed throughout this document (at the time of drafting of this document, the ARS is not yet publically available)*



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Chapter in this document	African Regional Standard, part I, II Requirements and Recommendations <sup>4</sup>	Draft Fairtrade Cocoa Standard Requirements
1. Human Rights Due Diligence	12.2.C HR COMMITMENT	1.1 Commitment to Respecting Human and Environmental Rights
1. Human Rights Due Diligence	12.2.D HR POLICY 12.5.A, 12.6.A CHILD RIGHTS/CHILD LABOUR COMMITMENT AND POLICY 12.7.B FORCED LABOUR POLICY	1.2 Human Rights Policy and Procedures
1. Human Rights Due Diligence	12.2.B HR AWARENESS RAISING 12.3.B DISCRIMINATION, HARASSMENT AND ABUSE AWARENESS RAISING 12.4.D-EGENDER ISSUES AWARENESS RAISING 12.4.F-G EQUAL ACCESS TO TRAINING FOR WOMEN/YOUTH, PROMOTION OF PARTICIPATION FOR WOMEN/YOUTH 12.5.C, G AWARENESS RAISING OF CHILD RIGHTS 12.6.B AWARENESS RAISING HAZARDOUS WORK FOR CHILDREN	1.3 Awareness Raising
1. Human Rights Due Diligence	12.2.A HUMAN RIGHTS RISK INVENTORY 12.4.A GENDER AND YOUTH RISK INVENTORY 12.5.B, 12.6.D CHILD RIGHTS/CHILD LABOUR RISK INVENTORY 12.8.A OCCUPATIONAL HEALTH AND SAFETY RISK INVENTORY	1.4 Risk Assessment



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1. Human Rights Due Diligence	12.2.D HR POLICY 12.3.C HARRASEMENT & ABUSE ACTION PLAN 12.4.B-C GENDER/YOUTH ACTION PLAN 12.8 B-C OCCUPATIONAL HEALTH AND SAFETY ACTION PLAN	1.5 Prevention and Mitigation Plan
1. Human Rights Due Diligence	12.3.E PROMOTE INCLUSION OF DISADVANTAGED/ MINORITIES 12.4.H EQUAL OPPS/REMUNERATION AND REWARDING WOMEN/YOUTH FOR OWNING LAND	1.6 Vulnerable Groups and Equal Opportunities
1. Human Rights Due Diligence	12.5.F PROMOTION OF EDUCATION/SCHOOL ATTENDANCE	1.7 Children's School Attendance
1. Human Rights Due Diligence	12.5.H ENCOURAGE VOCATIONAL TRAINING, APPRENTICESHIP, EMPLOYMENT FOR YOUTH	1.8 Youth Vocational Training and Employment
1. Human Rights Due Diligence	12.6.E. UNDERTAKE ACTIONS TO PREVENT, IDENTIFY, MONITOR AND REMEDIATE CHILD LABOUR AND THE WORST FORMS OF CHILD LABOUR	1.9 Monitoring and Remediation
1. Human Rights Due Diligence	12.3.C GENDER SENSITIVE GRIEVANCE PROCEDURE WITH EQUAL ACCESS FOR WOMEN AND MEN	1.11 Grievance Mechanism
2. Identify and further address deforestation risk	13.4.C-E ECOSYSTEM PROTECTION	2.1 Protection of forests and deforestation 2.2 Procedures to prevent deforestation
2. Identify and further address deforestation risk	Part I ANNEX C INFORMATION ON	2.4 Geolocation data of farms

<sup>4</sup> Recommendations shaded in grey



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	INDIVIDUAL FARMS FOR COCOA FARM DIAGNOSTIC	
3. Traceability and Transparency	14 PHYSICAL TRACEABILITY – COCOA SEGREGATION	3.5 Physical segregation to export
4. Living Income	11.2.A CAPACITY BUILDING ON ACCOUNTING AND ENABLING ACCESS TO FINANCIAL CREDITS	4.4 Farmer business training
4. Living Income	11.2.B SYSTEM FOR DOCUMENTING INFORMATION AND EXPENDITURE TO BUILD FINANCIAL HISTORY	4.1 Farm record keeping
4. Living Income	11.2.C DETERMINE FARMER FINANCING NEEDS & SEEK FINANCING	4.5 Farmer financing
4. Living Income	11.3.11.A RAISE AWARENESS OF DIVERSIFIED CROPS	4.3 Income resilience
5. Sharecroppers & Tenant Farmers in SPOs	Part I ANNEX C INFORMATION ON INDIVIDUAL FARMS FOR COCOA FARM DIAGNOSTIC 4.2.3.2 INFORMATION FOR REGISTERED FARMERS	5.1 Records of Farm operators