

**EXPLANATORY DOCUMENT FOR THE FORM 3.1.4  
FOR BANANA PLANTATIONS**

**Background**

In November 2020, the Standards Committee approved the introduction of the requirements 3.1.2 on the Fairtrade Base Wage, 3.1.3 on the compulsory disbursement of the Premium and 3.1.4 on the data reporting for banana plantations.

The objective of this document focuses on providing clarifications on the following topics related to [requirement 3.1.4](#):

**a) What is the purpose of collecting data with the form 3.1.4**

The purpose of collecting the information is to monitor the evolution of Living Wages indicators, such as wages paid, wage gaps, wage gap reductions, increase of labour costs due to payment of the Fairtrade Base Wage (FBW), etc.

**b) How and when the Standards and Pricing Unit is going to collect the filled in forms 3.1.4**

The Standards and Pricing Unit has defined a specific period of time in the year, for collecting the filled in forms 3.1.4. The collecting period goes from 1st to 31st of January of the same year. The information received out of this period of time will not be considered.

You will receive 2 reminder letters from Standards and Pricing Unit (S&P) for filling in and sending the form 3.1.4 to S&P. One reminder letter will be sent in December of the year previous to the data collection and the second one in January of the year and month of data collection.

This period of time (January) is also aligned with the updating time of the LW Benchmarks and the date of validity of the Fairtrade Minimum Prices for banana.

**c) to whom you have to send the filled in form 3.1.4;**

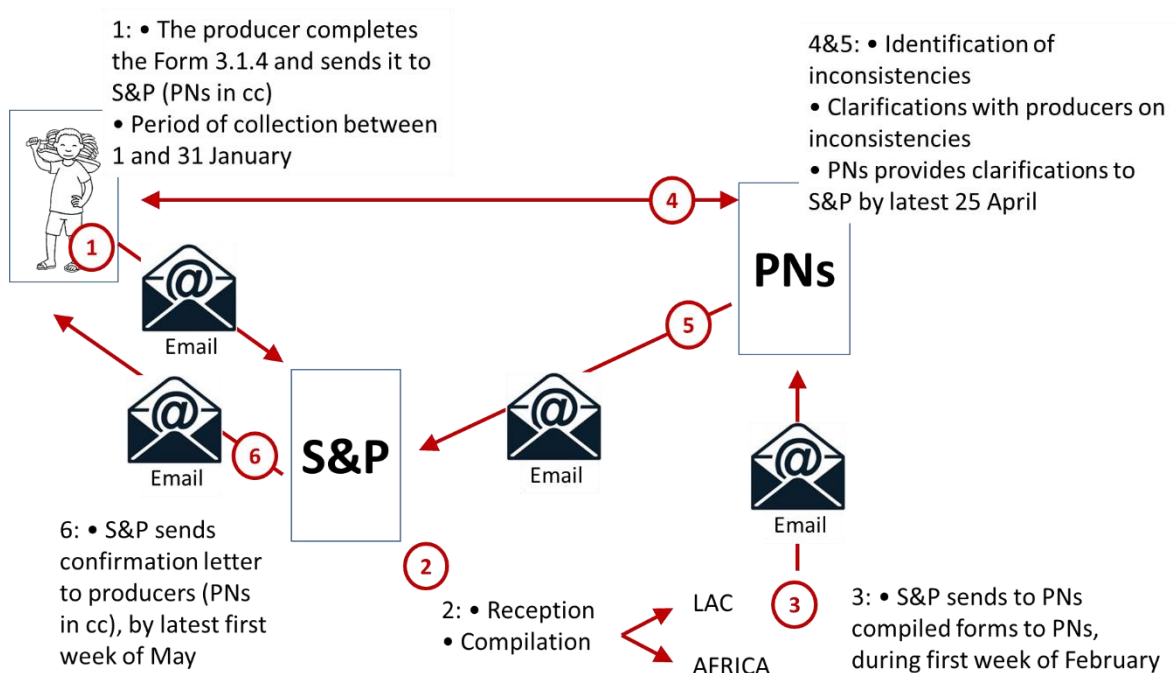
Once you have filled in the form 3.1.4, you have to send it to the **Standards and Pricing Unit**, at Fairtrade International, at the email [freshfruit314reporting@fairtrade.net](mailto:freshfruit314reporting@fairtrade.net), with copy to your producer network. For **CLAC** you have to include the following email: [maria.trinidad@clac-comerciojusto.org](mailto:maria.trinidad@clac-comerciojusto.org), for **Fairtrade Africa**: [m.kitetu@fairtradeafrica.net](mailto:m.kitetu@fairtradeafrica.net), and for **NAPP**: [iresha.sanjeewanie@fairtradenapp.org](mailto:iresha.sanjeewanie@fairtradenapp.org).

**d) Review of the information entered in the form 3.1.4 and the difference between the ACKNOWLEDGMENT OF RECEIPT and the CONFIRMATION letters**

As soon as Standards and Pricing Unit receives the filled in form 3.1.4 from you, the Unit will check that the FLOID number correspond to the name and country of the certified banana plantation and that the email of the producer networks has been included in the letter you have sent to the Standards and Pricing Unit. Then, the Standards and Pricing

Unit will send you an **ACKNOWLEDGMENT OF RECEIPT** letter, informing you that the data entered in form 3.1.4 will be checked together with your producer network. After the checking, the Standards and Pricing Unit will send you a **CONFIRMATION** letter between February and the first week of May of the same year.

The following diagram shows the flow of data collection with the Form 3.1.4:



**e) Which letter can be used as prove of compliance on the criteria 3.1.4**

Only the **CONFIRMATION** letter can be used as proof of compliance on criteria 3.1.4. The Acknowledgment of Receipt letter cannot be used as proof of compliance on criteria 3.1.4.

**f) The form 3.1.4**

The form 3.1.4 collects information on:

- Country, FLOID number, name of the banana plantation
- Salary: frequency of salary payment, lowest gross daily wage received, number of working days per week
- Withholding requested by Law, deducted to workers
- Contributions requested by Law, paid by employer
- Information on the banana plantation (area under production, number of workers, productivity, sales and prices received, exchange rate)

**f) How to visualize the whole form 3.1.4?**

To visualize the all data requested by the form 3.1.4, you need to enter four data point: a) country, where the banana plantation is located, b) the FLOID number, c) the name of the

Fairtrade certified banana plantation and d) the frequency of salary payments (payroll period).

The language and currency will be automatically set for the chose country. The form 3.1.4 will ask you to include your data in the empty cells. Due to withholding and contributions depends on the labour legislation of each Government, the form 3.1.4 offers a tailor made list of withholding and contributions based for each banana producer country.

**g) Entering data in the form 3.1.4**

The information, that will be entered to the form 3.1.4, has to be referred to the period between January and December of the previous year. For instance, if you fill in and send the filled form 3.1.4 to Standards and Pricing Unit in January 2022, then the entered data must be referred to the period between January 2021 and December 2021.

All data is requested in the local currency, except for prices received for volumes of banana sales, which are requested in either US dollars per box of 18.14 kg or Euros per box of 18.14 kg. The prices received you enter in the form 3.1.4 must be the average of the whole year of operation.

The productivity and volumes of banana sales must refer to the standard carton box of 18.14 kg. If you trade banana volumes in another packing box presentation, then you have to convert them to 18.14 kg

By default, the unit of measurement for the area under banana production is the hectare, if you use acres, tareas or any other units, you should choose the appropriate option in the cell.