

INSTRUCTIONS AND CLARIFICATIONS FOR CERTIFIED GROUPS IN CAMEROON AND NIGERIA IMPLEMENTING THE COCOA POLICY

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**RAINFOREST
ALLIANCE**



More information?

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INTRODUCTION

The Rainforest Alliance is a growing network of people who are inspired and committed to working together to achieve our mission of creating a better future for people and nature by making responsible business the new normal. Since January 2018, the UTZ Certification program is also part of Rainforest Alliance.

As part of the measures to strengthen the cocoa sector, a specific [policy](#) has been developed to further strengthen the implementation, verification and credibility of our certification programs. It is applicable for all audits conducted after 1 June 2020. **Section 1A of this policy sets out the requirements that apply specifically to certificate holders in Nigeria and Cameroon.**

To support and guide in the implementation of the requirement on Geolocation data of this Policy, the Rainforest Alliance has developed a set of instructions and clarifications, applicable to certified groups in Cameroon and Nigeria.

1. PROTECTED AREAS

Clarifications related to G.D.111 in the UTZ Code of Conduct and to 2.3 and 1.6 in the RA Sustainable Agriculture Standard.

In Nigeria and Cameroon, cocoa production in Protected Areas is illegal. Therefore, RA will not certify groups with producers located in Protected Areas. We will use the maps of the WDPA¹ as our reference for Protected Areas boundaries.

2. COLLECTION OF LOCATION POINT FOR NEW PRODUCERS

Applicable to Cameroon and Nigeria – measure 1.A of the Cocoa Policy

Explanation of the requirement

For new producers who were not part of the group for the 2019-2020 harvest, it is required to collect the location point in the center of the largest farm unit. Below in Annex 1 is the definition of a farm and of a farm unit. The drawing at the bottom shows an example of a farm with several farm units and where the location point should be collected.

Justification

In June 2020, the 2020 Sustainable Agriculture Standard will be published and will become mandatory in 2021. In this new standard, the core criterion for location point collection will ask Certificate Holders to collect the location point of group members in the center of their largest farm unit. This early requirement of the Cocoa Policy is to support groups in complying with the new standard already and to avoid that they are collecting locations points which won't be compliant the following year.

Required format

The location point should be in decimal degrees format with 4 decimals. The separation is done with dot and not a comma (i.e. 4.3546 and not 4,3546). There should be no duplicates between location points for different farms.

¹ Maps also used in the Global Forest Watch



3. GROUP MEMBER REGISTRY

UTZ and RA groups are required to use the new Group Member Registry template provided by Rainforest Alliance. Only the columns with the symbol “ * ” in the template are mandatory with the exception of the field “Personal Identification Number” which is not mandatory for groups in Cameroon and Nigeria.

The table below is providing you explanation on the information expected in some columns of the template.

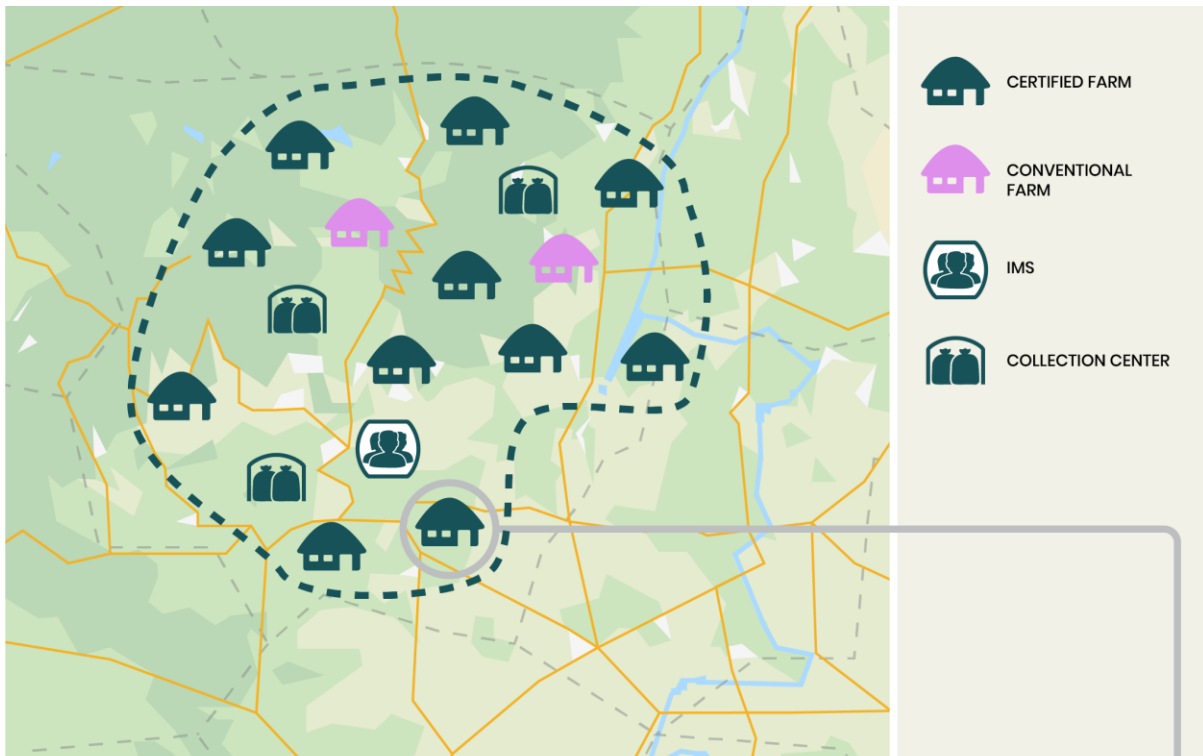
SECTION and/or Column Name	Explanation	Format expected
Farm Owner Identification Number *	This is the identification number which is given to the group member by the group	N/A
Personal Identification Number	This field is not mandatory. This is the personal identification number delivered by the government	
Village District/State/Region City	You should fill in at least one of the 3 columns. You can fill in the one that is representing the most the location of the group member.	N/A
Governmental Farm Identification Number (if it exists)	This field is not mandatory. This is the Identification Number for the farm given by the government.	N/A
GPS DATA PER GROUP MEMBER/ GPS Latitude (DD format) * GPS Longitude (DD format) *	This is the GPS location point recorded by the group.	The location point should be in decimal degrees format with at least 4 decimals. The separation is done with dot and not a comma (i.e. 4.3546 and not 4,3546). There should be no duplicates between location points for different farms.
UTZ TRAINING (only for UTZ group)	This field is optional and can only be filled in for UTZ groups.	N/A
FARM OPERATOR	Those fields are only to be filled in if the manager of the farm is different from the group member.	N/A
Total number of farm units *	Please refer to the Annex 1 for the definition of Farm Unit	Number
CB RECORDED DATA FOR THE AUDIT SAMPLE / GPS Latitude (DD format)* GPS Longitude (DD format)*	This section is mandatory for the CB for audited group members. The CB should indicate the GPS coordinates of the audited group members.	The location point should be in decimal degrees format with at least 4 decimals. The separation is done with dot and not a comma (i.e. 4.3546 and not 4,3546).



		There should be no duplicates between location points for different farms.
CB RECORDED DATA FOR THE AUDIT SAMPLE / Reason for inclusion in sample*	This field is mandatory for audits of groups in Cameroon and Nigeria.	Deforestation Risk or, Risk of encroachment in Protected Areas or, Others



ANNEX 1 - GEOGRAPHICAL SCOPE, FARM AND FARM UNIT



GEOGRAPHICAL SCOPE



Boundary delimitation of the area including all the farms and processing facilities part of the certificate. This is represented with an envelope (a large polygon that demarks an area of interest).

FARM



All land and facilities used for agricultural production and processing activities under the geographical scope of the farm/group management. All farms and farm units falling within this geographical scope must comply with the RA standard, even when a different crop from the certified one is cultivated (e.g. farm/farm unit with a plantation of rice belonging to a producer part of a certified group for coffee that falls within the same geographical scope). A farm may also be composed of several neighboring or geographically separate units of land within one country if they are under a common management body.



FARM UNIT

Piece of continuous land composing a farm. It includes agricultural land and non-agricultural land (buildings, facilities, water bodies and others).