



Implementing the Fairtrade Standards for Small-Scale Producer Organisations (SPOs)

**A Facilitation Manual for Fairtrade Trainers to Train Board Members and
Staff of Small-Scale Producer Organisations (SPOs)**

Version 31.03.2022_v1.0

Copyright Fairtrade Africa 2023



All rights reserved. None of the material provided in this publication may be used, reproduced, or transmitted, in whole or in part, in any form or by any means, electronic or mechanical, including photocopying, recording or the use of any information storage and retrieval system, without permission in writing from Fairtrade Africa.

The material presented here is for informational purposes only. Fairtrade International grants permission to use the information for personal, non-commercial use, without any right to resell or redistribute information or to compile or create derivative works therefrom.

Co-Funding Information



This publication was produced with the financial support of the European Union.

Its contents are the sole responsibility of Fairtrade Africa and do not necessarily reflect the views of the European Union



Table of **Contents**

Contents
Contents
Contents
Contents
Contents



List of Abbreviations.....	4
Using this Manual	5
Facilitating Your Sessions.....	8
Overview of Sessions and Requirements.....	10

1. General requirements

Topic 1.1 Getting to Know Fairtrade	11
Topic 1.2 Understanding the Fairtrade Standards	18
Topic 1.3 Complying with General Requirements	30

2. Trade

Topic 2.1 Building a Product Flow	43
Topic 2.2 Applying Traceability	57
Topic 2.3 Keeping Records on Traceability.....	68
Topic 2.4 Applying Principles of Trade	78

3. Production

Topic 3.1 Managing Production Processes	86
Topic 3.2.1 Managing the Environment.....	98
Topic 3.2.2 Handling Hazardous Materials.....	119
Topic 3.3.1 Protecting Children.....	142
Topic 3.3.2 Protecting the Rights of Employees and Workers.....	154
Topic 3.3.3 Guaranteeing Conditions of Employment.....	172
Topic 3.3.4 Guaranteeing Health and Safety for Employees	182

4. Business and Development

Topic 4.1.1 Developing the Fairtrade Development Plan (FDP)	194
Topic 4.1.2 Organising Minimum Price and Cash Premium Payments	213
Topic 4.1.3 Managing the Fairtrade Development Plan	223
Topic 4.2.1 Structuring your Producer Organisation.....	230
Topic 4.2.2 Organising a General Assembly Meeting	240
Topic 4.2.3 Checking the Constitution	248
Topic 4.2.4 Keeping Records.....	254
Topic 4.3 Protecting Disadvantaged and Minority Groups	262

5. Audits

Topic 5.1 Preparing for an Audit.....	271
---------------------------------------	-----

List of Abbreviations

a.i.	active ingredient
CBA	Collective Bargaining Agreement
FDP	Fairtrade Development Plan
FP	Fairtrade Premium
FMP	Fairtrade Minimum Price
GBV	Gender-Based Violence
GEO	Genetically Engineered Organism
GHG	Green House Gases
GMO	Genetically Modified Organism
H&S	Health & Safety
HML	Hazardous Materials List
ILO	International Labour Organisation
IMS	Internal Management System
IPM	Integrated Pest Management
NFO	National Fairtrade Organisations
PML	Prohibited Materials List
PO	Producer Organisation
PPE	Personal Protective Equipment
SPO	Small-scale Producer Organisation
SSP	Spray Service Provider

General requirements

Topic 1.1 Getting to Know Fairtrade

Topic 1.2 Understanding the Fairtrade Standards

Topic 1.3 Complying with General Requirements



Using this Manual

This manual contains topics to train management and staff of Small-Scale Producer Organisations (SPOs) to implement the Fairtrade Standard on Small-Scale Producer Organisations¹.



IMPORTANT

This manual should be used by Fairtrade trainers to train management and staff of Small-scale Producer Organisations. This manual should NOT be given to management or workers of the organisation.

The requirements discussed in this manual are the general requirements and not the product specific requirements. At the beginning of the guidelines of every topic, an overview is provided of the product specific requirements for that specific topic. For the details on product specific requirements, you should keep the Fairtrade Standard for that product you are discussing at hand.

Facilitating the topics

This manual contains a total of 23 topics. Each topic consists of the following:

1. **Key information:** This is a summary of the most important information. Most information is copied from the Explanatory document for the Fairtrade Standard for Small-Scale Producer Organisations². For some sessions best practices are added that should be shared with participants during the session.
2. **Background information:** Some topics have additional information which will help the trainer to better understand the topic. this information does not have to be transferred to the participants. Further reading may be necessary, especially, if you are not familiar with the topic. Table with Fairtrade Standards and Compliance Criteria: In this table (see below for an example), you will find an overview of all requirements in the Fairtrade Standard for Small-Scale Producer Organisations that are covered in the topic. The table also includes the minimum and best Compliance Criteria from FLOCERT.
3. **Guidelines for the trainers:** This part contains guidelines for the trainer on how to facilitate the session and incorporates all key information and Fairtrade requirements. All guidelines are structured according to the so-called SDF-model (described below) which will help you to structure the training sessions and to focus on implementation rather than knowledge transfer. Different training methods are used to ensure an interactive, participatory and above all practical session. You will also find an estimate of how long the session will take, the materials you need, and the preparations you need to do. In addition, the guidelines contain an overview of product specific requirements and a summary of the structure of the session.
4. **Checklist of Requirements:** The checklist of requirements (see below for an example) provides a summary per year of all requirements discussed in the topic.

Example of table with Fairtrade Standards and Compliance Criteria

Example of Checklist of Requirements

¹Version 03.04.2019_v2.5

²Version 03.04.2019_v2.3

Year for auditing	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Small Producers Organisations	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (minimum practice needed for compliance)	FLOCERT Rank 5 (best practice)
0	Core All grades	2.1.3 You keep records of products sourced from members. Records must indicate the name of the individual member, date of purchase, product name, volume and the price received by the member.	None	2.1.0.07	Complete sourcing records.	Complete records as part of a database of stock, purchases and sales and fully up to date.
0	Core, 2 nd and 3 rd grade			2.1.0.08	Total and Fairtrade production and sales figures are available but there are some unclarities.	Total and Fairtrade production and sales figures are available and there are no mistakes and all figures are up to date.
0	Core All grades	2.1.4 When you sell a Fairtrade product you must identify clearly in the related documents (e.g., invoices, delivery notes) that the product is sourced and traded on Fairtrade terms.	None	2.1.0.09 2.1.0.26	Term "Fairtrade" or similar is mentioned in all invoices AND it is possible to find a reference in other documents.	Term "Fairtrade" AND the FLO-ID are mentioned in all contracts, invoices, B/L, delivery notes, packing lists, etc.

Year 0

Requirement	Action to take	Type	Applies to	Check
3.3.8	No children are employed under 15 (or age defined by local law).	Core	PO and members	☐
3.3.9	Children work with the family under strict condition.	Core	Organisation	☐
3.3.10	No dangerous or exploitative work for children under 18.	Core	PO and members	☐

Year 1

Requirement	Action to take	Type	Applies to	Check
3.3.11	Remediation of child labour.	Core	Organisation	☐

Year 3

Requirement	Action to take	Type	Applies to	Check
3.3.12	If you have identified child labour as a risk in your organization, you take prevention measures.	Development	PO and members	☐

Facilitating Your Sessions

Learning and application of knowledge and skills

Training is not just about the transfer of knowledge and skills; training is about changing the behaviour of people, so they will implement what they have learned. Adults are only willing to change their behaviour if they have the knowledge and skills (“do I know how to do it”), the possible (“is it possible to apply”), willingness (“do I want to do it?”), the confidence (“can I do it?”) and the commitment (“will I do it?”). Unfortunately, knowledge rarely changes behaviour, therefore training should not be focused on knowledge transfer but much more on how the knowledge can be applied.



IMPORTANT

The main objective of this manual is to ensure that the organisation is ready to implement all requirements. Showing the requirements on a PowerPoint slide and explaining them will not achieve that goal, because knowing the Fairtrade

During your sessions, you need to discuss:

- what needs to be done exactly.
- why it is good to implement the requirement.
- what is needed to implement the requirement in terms of equipment, tools, checklists, etc.
- any expected challenge and how that can be solved.
- a step-by-step approach of what needs to be done.
- agree on who will do it and when it will be done.

Splitting participants into groups

When splitting participants into smaller groups, never put more than 3 people in one group. The moment groups contain 4 or more people, not everyone will contribute to the discussion or exercise. Therefore, when forming group, form pairs or groups of 3, unless specifically indicated otherwise in the guidelines for the trainer.

When forming groups, it is important that you constantly mix the groups, so people have to work every time with different people. Instead of doing the (boring) 1-2-3 counting, let participants form their own groups (to give them some ownership and responsibilities) or think about creative ways of forming groups.

When asking groups to share their thoughts or present their work, make sure every participant has to present or share at least once. In case a pair needs to present and a person who has presented before, kindly invite the other person of the pair to share (say that so far, we did not hear XX [mention the name of the other person] and therefore you would like to invite him/her to present).

Facilitating role plays

Roleplays: Playing a real life role to experience the situation.

Types of roleplays

- Everyone plays a role (for example in smaller groups at the same time).
- A few people play a role while the others observe.

Steps to facilitate a roleplay

- Set the scene by explaining what people will observe or do.
- Explain clearly the roles and what is expected from everyone. If people observe, clearly explain what they need to observe.
- Do the roleplay.
- Discuss. First ask those who played a role: Was it difficult? What went well? Then ask the observers: What did you observe? How can we change the situation?

Keep in mind that discussing the results of a role play is even more important than the role play itself.

General facilitation advice

1. **Be prepared:** Even if you know the Fairtrade Standards by heart, make sure to read especially the guidelines for the trainer well in advance so you know what is expected from you. Remember: this training program is NOT about teaching your participants the Fairtrade requirements but about how to IMPLEMENT the requirements. The better you are prepared, the better and smoother your session will be.
2. **Know your audience:** You should know in advance who you are going to train. Collect information about the producer organisation and your participants so you won't get any surprises. Adapt the sessions where necessary to the circumstances and environment you are working in.
3. **Ask questions instead of providing information:** Your audience will be much more willing to implement requirements if they can decide how they would like to implement them. Of course, you can provide examples on how other producer organisation implement certain requirements and give advice but first and foremost, let your audience come up with solutions.
4. **Take your time:** It is better to discuss the implementation of one requirement in detail including an action plan what needs to be done, instead of rushing over all requirements and in the end, no one knows what to do. If the producer organisation knows the steps to implement one requirement, it will be much easier for them to also implement other requirements.
5. **Make them move:** Avoid having participants sit in a chair (or worse, behind a table) throughout the sessions. Do parts of the session outside, use a different wall, form circles, form half a circle, let people stand, etc. Use every corner of your training venue.

Have fun! Nothing is more boring than a facilitator who takes him/herself too seriously. Keep the atmosphere informal, make jokes and smile a lot. If something goes wrong or not as you planned, laugh about it, and continue. If you have fun, your participants will also have fun (and learn much better).

Overview of Sessions and Requirements

The table below provides an overview of which Fairtrade requirements are covered per session.

Session number	Session title	Fair trade requirements covered
1.1	Getting to know Fairtrade	None
1.2	Understanding the Fairtrade Standards	None
1.3	Complying with general requirements	1.1.2 to 1.1.8 1.2.1 to 1.2.4
2.1	The product flow	2.1.2
2.2	Applying traceability	2.1.1 2.1.7 to 2.1.8 2.4.1 to 2.4.2
2.3	Keeping records on traceability	2.1.3 to 2.1.6
2.4	Applying principles of trade	2.2.1 2.3.1 to 2.3.4
3.1	Managing production processes	3.1.1 to 3.1.6
3.2.1	Managing the Environment	3.2.1 3.2.20 to 3.2.37 3.2.40 to 3.2.44
3.2.2	Handling hazardous materials	3.2.2 to 3.2.19 3.2.38 to 3.2.39
3.3.1	Protecting children	3.3.8 to 3.3.12
3.3.2	Protecting the rights of employees and workers	3.3.1 to 3.3.7 3.3.13 to 3.3.17
3.3.3	Guaranteeing conditions of employment	3.3.18 to 3.3.26
3.3.4	Guaranteeing health and safety for employees	3.2.27 to 3.2.36
4.1.1	Developing the Fairtrade Development Plan	4.1.1 to 4.1.3 4.1.7 4.1.13 to 4.1.15
4.1.2	Organising Minimum Price and Cash Premium Payments	4.1.4 to 4.1.6
4.1.3	Managing the Fairtrade Development Plan	4.1.8 to 4.1.12
4.2.1	Structuring your producer organisation	4.2.1 4.2.11 to 4.2.12 4.2.14
4.2.2	Organising a General Assembly meeting	4.2.4 to 4.2.7
4.2.3	Checking the constitution	4.2.2 to 4.2.3
4.2.4	Keeping records	4.2.2 4.2.8 to 4.2.10
4.3	Protecting disadvantaged and minority groups	4.3.1 to 4.3.5
5.1	Preparing for an audit	1.1.1 3.1.5 4.2.13

Topic 1.1 Getting to Know Fairtrade

Key Information

Fairtrade is an ethical certification system and movement with a people first approach to trade. Fairtrade offers disadvantaged farmers and workers the opportunity to improve their lives and plan for their future. Fairtrade offers consumers a powerful way to reduce poverty and instigate change through their everyday shopping. Fairtrade International sets the standards that operators (from producer to the final trader) need to comply with to be Fairtrade certified.

FLOCERT is an independent certification body that audits the operators throughout the Fairtrade supply chains. FLOCERT ensures that the crops sold as Fairtrade are produced and handled according to the Fairtrade Standards. FLOCERT issues certificates to the producers and traders, which indicate that they are Fairtrade certified. The final consumer products are labelled with the Fairtrade Mark so that consumers know the products are produced and traded according to the Fairtrade Standards.

Benefits

You, as organized small-scale farmers in Africa can become Fairtrade certified and produce Fairtrade certified crops. There are several benefits to getting Fairtrade certified:

- **Fairtrade Minimum Price:** Fairtrade guarantees that a minimum price will be paid for your crop. In case the market price is higher than the minimum price, you will get the market price.
- **Fairtrade Premium:** An extra amount is paid on top of the Fairtrade price, which can be invested in your community and/or to improve your business.
- **Voice in decision-making:** As a member of your producer organisation, you will have a voice in the decisions made within the organisation, including on how your organisation spends the Fairtrade Premium.
- **Capacity building:** Fairtrade builds the capacity of producer organisations to be transparent and democratic, which enables empowerment of the farmers and members within the organisations.
- **Better working and living conditions:** The Fairtrade Standards include requirements that will improve the working and living conditions for workers.

- **A healthier environment:** The Fairtrade Standards will reduce the negative impact of farming on the environment and will stimulate measurements to improve it so that you can produce your crop in an increasingly sustainable way.

- **New market opportunities:** When you are Fairtrade certified, you can sell your crop as Fairtrade which will open new opportunities to sell your crops to buyers, since consumers are increasingly seeking products that are sustainably produced.

- **Pre-financing:** Fairtrade offers opportunities for your organisation to get payment for your crop before the harvest.

- **Implementation of projects:** Fairtrade supports producer organisations with the development and implementation of (donor funded) projects that strengthen producer organisations systems and their access to markets.

- **Sharing of experiences:** Fairtrade offers you the chance to attend different producer's forum and thereby share your experience and learn from others.

Fairtrade is different from other certification systems because of its focus on producers, their organisations, and labourers. This means that in addition to the individual farmer and their workers, the Producer Organisation plays a vital role in Fairtrade. Fairtrade believes that strong Producer Organisations are key for improving the lives of their members and those working on their farms by giving everyone a voice and creating an enabling environment in which members and workers can produce to their full potential taking into consideration production, environmental and good social good practices.

Certificate holder

The certificate holder is the organisation that is certified by Fairtrade. All operators in the value chain need to hold a certificate in order to buy and sell crops under Fairtrade terms. The producer organisation will hold a producer certificate. A crop buying company or a processor will hold a trader certificate. This means that an individual farmer cannot become certified; this is only possible as part of a group. The advantage of this is that it creates the power of community. The certificate holder needs to pay a fee for the certification. The fee needs to be paid every year, irrespective if the crop produced by members is sold as Fairtrade or not. The certificate is only valid for the certified crop and not for other crops, even if members of the producer organisation produce other crops in addition to their certified crops, unless the organisation certifies multiple crops.

Background Information

The other major elements of the Fairtrade system are:

1. **Producer Networks:** Associations that Fairtrade certified producer groups may join. Three networks represent producers in Latin America and the Caribbean, Africa, and Asia.
2. **National Fairtrade Organisations (NFOs):** National organisations that promote Fairtrade in their country and licence companies to use the FAIRTRADE Mark on products. There are currently NFOs working in 23 countries in Europe, North America, Japan, Australia and New Zealand. There are also marketing organisations that promote Fairtrade in new markets, including South Africa and Czech Republic.
3. **FLOCERT:** An independent certification company, owned by Fairtrade International, which inspects producers and traders to ensure they comply with Fairtrade Standards. For more information on Fairtrade certification: www.flo-cert.net

Source: Bringing Fairtrade to Market. Fairtrade.

Global support network

Fairtrade International works with producers to meet Fairtrade Standards and maintain their certification. Locally based producer-support staff provide training and support to producers. FLO also partners with external organisations to provide services to Fairtrade farmer and workers' organisations, including better access to financing, market opportunities and capacity building.

Producers participate in fair change

Producers are an integral part of Fairtrade International. They are represented as members in the highest decision-making body of FLO – the Board of Directors. Through the Board and its committees, producers are involved in decisions regarding overall strategy and setting Fairtrade prices, Premiums and Standards. Farmers and workers also take part in consultations on new standards and policies for Fairtrade. Tools in the Fairtrade system, such as standards and prices, are constantly being reviewed to make sure they provide farmers with the best mechanisms for receiving the fairest prices and best business opportunities. These scheduled review processes include a consultation process where producers and business partners' expertise are heard.

Market leader

Since Fairtrade's beginnings in the 1980s and with the launch of the FAIRTRADE Certification Mark in 2002, Fairtrade has become the most widely recognized ethical label in the world. Sales of Fairtrade certified products have been growing at an average of 33 percent per year over the last five years. Fairtrade has achieved very strong market share in certain markets, including 53 percent of bananas sold in Switzerland and 22 percent of ground coffee in the UK. There are now around 27,000 Fairtrade labelled products sold in over 70 countries. Sales of Fairtrade products are taking off in new markets including Eastern Europe, India and South Africa.

Source: Fairtrade is Unique. Fairtrade.

Farmers and workers win because Fairtrade offers major and unique benefits. By being part of Fairtrade, producers receive fair prices. For most products a Fairtrade Minimum Price exists which aims to cover the cost of sustainable production even when world market prices fall. Producers also receive a Fairtrade Premium, which are additional funds for community or business development. The Fairtrade Premium is often used for education, healthcare, farm improvements or processing facilities. Fairtrade helps producers protect their natural world by setting standards that protect the environment. Labour standards guard against exploitation of workers and children and protect producers' health and safety.

Consumers win because shoppers can buy products in line with their values and principles, and directly contribute to global change. They can choose from an ever-growing range of great products. By buying into Fairtrade, consumers support producers to improve their lives

Businesses win because Fairtrade is growing. Through a groundswell of consumer support, Fairtrade has now achieved significant market share across many products in many countries. In some national markets, Fairtrade accounts for over 20 percent of market share in certain products. Fairtrade also offers companies a credible way to ensure that their trade has a positive impact for the people at the beginning of the supply chain. Fairtrade helps workers and farmers to earn a decent living

Adapted from: Bringing Fairtrade to Market. Fairtrade.

Guidelines for the Trainer

Materials needed: Logo of Fairtrade

Flip-sheets and markers

Time needed: 20-25 minutes

Preparations: Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline.



Session in Short

Set up: 2-5 min

Delivery:

5-10 min: introduction to Fairtrade certification

10-15 min: explanation on benefits and certificate holder

Finish: 2-5 min

Set up – 2-5 minutes

- Attention:** how participants the Fairtrade logo and ask who of them knows this logo. Paste the logo on the wall.
- Title:** **Mention the title of the session:** Getting to know Fairtrade.
- Objectives:** During this session, we will discuss what Fairtrade is, the benefits for farmers to become Fairtrade certified and some terminology used within Fairtrade.
- Benefits:** Many farmers think that certification is all about getting a premium but being certified is much more and has many benefits that are more important than premiums. If farmers know what certification is and what they need to do, they can apply for it and benefit from all advantages.
- Direction:** This session is the first topic to train the Producer Organisation and is an introduction. We will not discuss how to get certified as producer organisation.

Delivery

Explanation, Visualisation, Exercise, and Application:

Introduction to Fairtrade certification – 5-10 minutes

- Ask the following questions to introduce Fairtrade certification:
 - Who can explain what “certification” means? Let several people try to answer the question before you provide the correct answer: Certification means that crops are produced according to certain standards (or requirements).
 - Can anyone mention any of these requirements? Let several people answer. Give a few examples of requirements (without explaining what they mean). Say that we will look into detail into these requirements during the next sessions.
 - Who develops these requirements? There are several organisations that have developed requirements. Fairtrade International has developed the requirements for Fairtrade certification. Other certification organisations are Global Gap and UTZ/Rainforest Alliance. Each organisation has its own set of requirements. If you produce according to their standards, they certify your crop.
- Say that being certified by Fairtrade means that as Producer Organisation and as member of the PO you comply with certain requirements (in the next session you will discuss in detail what requirements are). Fairtrade assists POs and their members to comply with requirements by offering training programs. In addition to training sessions for the Board and staff of the PO, there are also training sessions for members.

Introduction to benefits and certificate holder – 10-15 minutes

- Say that being certified under Fairtrade International has several benefits. Ask: Who can mention any benefit of being Fairtrade certified? Collect several answers and add ideas if necessary. Make sure the benefits as listed in the key information are mentioned:
 - Fairtrade Minimum Price
 - Fairtrade Premium
 - Voice in decision-making
 - Better working and living conditions
 - A healthier environment
 - New market opportunities
 - Pre-financing

4. **Ask:** What is the main reason for your Producer Organisation to become certified? What will bring most benefits to your members? Collect several answers.
5. Explain that the certificate holder is the organisation that is certified by Fairtrade. This can be a producer organisation but also a crop buying company, processor, or any other organisation in the value chain. Ask:
 - a. Who is the certificate holder for your Producer Organisation?
 - b. Can a farmer apply for certification as an individual? No, you must be member of a producer organisation and the organisation will become certified.
6. Say that Fairtrade is different from other certification system because of its focus on producers, their organisations, and workers or labourers. This means that in addition to the individual farmer and their workers, the Producer Organisation plays a vital role in Fairtrade. Fairtrade believes that strong Producer Organisations are key for improving the lives of their members and those working on their farms by giving everyone a voice and creating an enabling environment in which members and workers can produce crops to its full potential taking into consideration production,

environmental and social good practices.

7. Explain that the certificate holder needs to pay a fee for the certification. The fee needs to be paid every year, irrespective if the crop that is produced is being sold as Fairtrade or not (we will discuss this further during the topic on Premiums). The certificate is only valid for the certified crop and not for any other crop, even if members of the producer organisation produce other crops in addition to their certified crop.

Finish – 2-5 minutes

Summary: Summarise what Fairtrade is, what certification is and benefits for farmers of being certified.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- What is certification?
- What is Fairtrade?
- What are some of the benefits for farmers to be Fairtrade certified?

Next step: To get certified, the producer organisation and its members need to comply with certain requirements. We will look at these requirements in the next sessions.

Fairtrade Standards

Key Information

To become Fairtrade certified, your organisation and all the members have to comply with the requirements that are listed in the Fairtrade Standard for Small Producer Organisations (SPOs). There are approximately 150 different requirements; some are for the producer organisation (at different levels), while others need to be followed by each member.

The Fairtrade Standard for SPOs and specific producers are separated into four chapters:

1. **General requirements:** Requirements that relate to the certification process and to the scope of the standards. They define what a small producer organisation is.
2. **Trade requirements:** Requirements that establish fair commercial practices for selling a Fairtrade product. It includes requirements on traceability and transparency in the supply chain.
3. **Production requirements:** Requirements on good agricultural practices to ensure ethical and sustainable production. It includes requirements on pesticide application, water management, biodiversity, labour conditions, and child labour.
4. **Business and Development requirements:** Requirements that are specific to Fairtrade and are

intended to lay the foundations for empowerment and development of small producers. It includes requirements on planning for development, democratic decision-making, and member control.

Fairtrade Standards can be seen as an instrument for producer development. Not every requirement has to be complied with from the start, but continuous improvement is expected over the years of certification. For every requirement it is indicated in which year it has to be applied. At the end of year 6 all requirements need to be followed.

Producers can be organized at different levels. Not all requirements apply for all levels of organisation:

1. **First grade organisation:** This is also called the primary society and refers to farmers legally organized in groups at the community level.
2. **Second grade organisation:** This refers to a legal structure, also called union, formed by several first-grade organisations/primary societies. A second-grade organisation is legally formed by at least two first grade member organisations as legal entities, under the control of a central structure.
3. **Third grade organisation:** This is an umbrella organisation, also called association, formed by several second-grade organisations/unions. A third-grade organisation is legally formed by at least two second grade member organisations, as legal entities.



In addition, not all requirements are equally important. There are two different types of requirements:

Core: This is the main set of requirements. These are indicated with the term 'Core' throughout the standards. Non-compliance with a Core requirement can lead to either suspension or corrective measures to be implemented within a short time frame.

Development: These requirements refer to the continuous improvements that certified organisations must make against a scoring system defined by the certification body. These are indicated with the term 'Dev' throughout the standards.

1.1.5 NEW 2019* Collective and democratic decision to join Fairtrade

Core	You ensure that the decision to join Fairtrade was a democratic and informed decision taken by the General Assembly. You inform your members about how they can participate in Fairtrade, the benefits that the certification can bring and the obligations it entails.
Year 0	
Guidance: The commitment from the members is key for Fairtrade to work. Members need to understand the basic principles and concepts of Fairtrade such as democracy, participation, transparency, the FMP and the Fairtrade Premium so that your organization and your members receive the full benefits of Fairtrade.	

Example of a page of the Fairtrade Standard for SPOs

To get a full understanding of the requirements and what your Producer Organisation should do, Fairtrade has developed an explanatory document which provides a checklist of what needs to be done. It also provides an explanation of why certain requirements are important.

Example of a page of the explanatory document on the Fairtrade Standard for SPOs

1	General Requirements	Applies to	Year			
1.1	Certification		0	1	3	6
1.1.5	NEW 2019 Joining Fairtrade is a collective and democratic decision	Organization	0			

Why is this important?

The certification section lays the foundations for your producer organization to be able to begin certification procedures. The requirements facilitate the administrative procedures of certification (arranging audits etc.), clarify some basic principles, and ensure your producer organization is viable and able to benefit from the Fairtrade system. Above all, the requirements ensure that your organization democratically made the decision to join Fairtrade and therefore members are also aware of their responsibilities that come with being part of the Fairtrade system.

What do I need to do?

You need to ensure your producer organization is an established organization (whether a co-operative, association or another type of legal entity) that is able to engage in commercial activities, and has the potential to sell its products as Fairtrade (i.e. to a Fairtrade certified buyer). It is also important here to be aware that all products that the organization sells as Fairtrade must come from its members and no partial certification of a producer organization is allowed - all members of a producer organization collectively decide to join, contribute to and benefit from Fairtrade.

Audit of Requirements

To stay certified as an organisation, your organisation and its members are inspected every year to verify that you comply with the requirements of the Standards. The interpretation of all requirements is described in the Compliance Criteria, which is used as a checklist in audits to determine compliance with the Fairtrade Standards. To better understand what is expected by Fairtrade to fulfil all requirements, it is useful to carefully read the compliance criteria. The criteria are indicated with Core and Development, just as in the Fairtrade Standards. In addition, there are Major compliance criteria which are the most important requirements reflecting key Fairtrade principles.

The compliance criteria are listed in the “Public Compliance Criteria List – Hired Labour”. There are 5 levels of compliance, called ranks:

Rank 1 describes a situation far away from the requirement. It is non-compliance.

Rank 2 describes a situation which is not completely up to the standard. It is non-compliance.

Rank 3 describes the minimum that needs to be done to meet the requirement.

Rank 4 describes a situation that meets the requirement but is not the maximum yet.

Rank 5 describes the full compliance.

For each rank, a description is provided of the situation of the certified organisation.

Example of a page of the FLOCERT Compliance Criteria for SPOs

Reference	Applicable for:	CC No.	FLOCERT Compliance Criteria	Rank 1	Rank 2	Rank 3	Rank 4	Rank 5	Time	Criteria Type
1.1.5	1st grade, 2nd grade, 3rd grade	1.1.0.19	(Does not apply to organizations certified before 1 July 2019) You ensure that the decision to join Fairtrade was a democratic and informed decision taken by the General Assembly.	Fairtrade certification has not been decided upon OR decision is unclear.	Decision taken by the board or management and not the General Assembly OR is not addressed in the GA's minutes OR signatures of participants are missing OR decision democratically taken but members are not informed.	Informed decision taken by the general assembly attended by required quorum as per the organization's statutes and rules.	Informed decision taken by the general assembly attended by all members of the organization.	All members are informed about the Fairtrade certification and this has been decided by all members during a General Assembly.	0	C

For certain products, additional specific requirements apply which are published in product specific standards, including:

- Cane sugar
- Cereals
- Cocoa
- Coffee
- Fibre crops (including cotton)
- Fresh fruit
- Herbs, herbal teas and spices
- Honey
- Nuts
- Oilseeds and oleaginous fruits
- Prepared and preserved fruit and vegetables
- Tea
- Vegetables

- Herbs, herbal teas and spices
<https://www.fairtrade.net/standard/spo-herbs-herbal-teas-spices>
- Honey
<https://www.fairtrade.net/standard/spo-honey>
- Nuts
<https://www.fairtrade.net/standard/spo-nuts>
- Oilseeds and oleaginous fruits
<https://www.fairtrade.net/standard/spo-oilseeds>
- Prepared and preserved fruit and vegetables
<https://www.fairtrade.net/standard/spo-prepared-fruit-vegetables>
- Tea
<https://www.fairtrade.net/standard/spo-tea>
- Vegetables
<https://www.fairtrade.net/standard/spo-vegetables>

Background Information

The Fairtrade Standards are updated regularly, so you always need to ensure that you comply with the latest version of the Standards.

An overview of all available documents on SPOs can be found via the following link:

<https://www.fairtrade.net/standard/spo>

The latest version of the general standards for SPOs can be downloaded via the following links:

Fairtrade Standard for SPOs

- <https://www.fairtrade.net/standard/spo>
- Explanatory Document for the Fairtrade Standard on SPOs
- https://files.fairtrade.net/standards/2020.10.08_SPO_Expl_Doc.pdf
- Interpretation note for the Fairtrade Standard on SPOs
- https://files.fairtrade.net/standards/30102020_SPO_Interpretation.pdf

The “Public Compliance Criteria List – SPOs” can be downloaded via the following link:

<https://www.flocert.net/wp-content/uploads/2021/08/small-producers-compliance-criteria.pdf>

The Crop Specific Standards and other relevant documents can be downloaded via the following links:

- Cane sugar
<https://www.fairtrade.net/standard/spo-cane-sugar>
- Cereals
<https://www.fairtrade.net/standard/spo-cereals>
- Cocoa
<https://www.fairtrade.net/standard/spo-cocoa>
- Coffee
<https://www.fairtrade.net/standard/spo-coffee>
- Fibre crops (including cotton)
<https://www.fairtrade.net/standard/spo-fibre-crops>
- Fresh fruit
<https://www.fairtrade.net/standard/spo-fresh-fruit>

Development requirements

- For development requirements, an overall average score is calculated; the overall average performance rank has to be 3 or higher.
- If the average level of compliance for the Development requirements is less than 3.0 the organisation will select 1 or more Development criteria to perform corrective measures and bring the average compliance level at least to the required minimum level of 3.
- The organisation can decide how to raise their overall average to 3.0, by this process:
 - You decide which areas you want to improve on to reach a higher score.
 - The improvements are documented and proven to the certification body.

Fairtrade defines small producers as those that are not structurally dependent on permanent hired labour and who manage their farm mainly with their own and their family's labour. Producers can hire workers if their family's work is not sufficient during peak seasons like sowing and harvest. However, workers are not usually employed permanently during the whole year of production of these crops.

What is a small producer organisation?

Small producers can participate in Fairtrade if they have formed producer organisations (co-operatives, associations or other types of organisations) that are able to engage in commercial activities and contribute to the environmentally sustainable, social and economic development of their members and of their communities. The organisations have to be democratically controlled by their members, meaning that every person has direct voting rights or is represented by a delegate that votes on behalf of several people. All products that the organisation sells as Fairtrade have to come from its members. The majority of the members have to be small farmers as defined above.

Source: *Explanatory Document for the Fairtrade Standard for Small Producers Organisations*

Guidelines for the Trainer

Materials needed: Fairtrade Standard for Small-scale Producer Organisations.

Explanatory Document for the Fairtrade Standard for Small-scale Producer Organisations.

Public Compliance Criteria List – Small Producers Organisations.

Copies for all participants of page 27 from the Fairtrade Standard for Small Producer Organisations with requirement 3.2.18 to 3.2.21 (version 03.04.2019_v2.4).

Copies for all participants of page 81 from the Public Compliance Criteria List – Small Producers Organisations with CC No 3.2.2.28 (NSF Checklist SPO 7.23 EN-GB, 05 Aug 2021).

Copies for all participants of page 23 and 24 from the Explanatory Document for the Fairtrade Standard for Small-scale Producer (version 03.04.2019_v2.3).

Time needed: 1 to 1.5 hours

Preparations: Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline.
Check in advance for which product(s) the Producer Organisation is (in the process of being) certified and which product specific Fairtrade Standards apply.
Prepare a flip-sheet with the following information (you will use this flip-sheet also during other sessions so keep it neat to be reused):

Fairtrade Standard for Hired Labour

- General requirements
- Trade
- Production
- Business and development

Prepare a flip-sheet with the following information (you will use this flip-sheet also during other sessions so keep it neat to be reused): In case you will use a data projector to show the pages from the standard, explanatory document and compliance criteria list, make sure the pages are ready in your laptop to be shown.

For audit

Types of criteria:

Major

Core

Development

5 levels of compliance:

Rank 1 and 2: non-compliance

Note for the trainer:

In case you have electricity in your training venue, you can show the pages from the Fairtrade Standard, Explanatory document, and Compliance criteria that you discuss on the wall with a data projector. However, you still need to distribute copies to everyone so people can make notes (and in case there is a power failure).

For step 21: In case you have internet in your training venue, you can show online where to find the Fairtrade Standards and other documents on the Fairtrade website (see background information for the correct websites). In case you have no internet, you can either open several pages on your web browser when you have internet and leave them open to show during the training program or you can make screenshots. In case there is no electricity, you can make copies of screenshots and distribute them.



Session in Short

Set up: 2-5 min

Delivery:

5-10 min: introduction of Fairtrade Standards

15-20 min: discussion to explain and visualize the Standard for SPOs

5-10 min: discussion to explain and visualize the product Standard (if applicable)

2-5 min: discussion to explain and visualize the explanatory document

20-25 min: understanding the Compliance Criteria

5-10 min: application, using all documents

Set up – 2-5 minutes

Attention: Show the Fairtrade Standard, Compliance Criteria list and Explanatory document and say that these documents contain all requirements that the producer organisation and its members need to follow.

Title: Tell the title of the session: Understanding the Fairtrade Standards.

Objectives: To explain what the Fairtrade Standards are, the different types of requirements, and what compliance criteria are.

Benefits: The better you understand the Fairtrade Standards, the easier it will be to comply with the requirements, and to become and stay certified.

Direction: We will use a few specific requirements to explain how the Fairtrade Standards work. However, we will not discuss yet how we can comply with these requirements; that will be discussed during other sessions.

Delivery

Explanation, Visualisation, Exercise, and Application:

Introduction – 5-10 minutes

1. Confirm for which product(s) the producer organisation is (being) certified. Say that to become Fairtrade certified, all members have to produce XX (mention the crop) according to requirements. A requirement tells you what you need to do to become and stay certified. All requirements are listed in the Fairtrade Standard for Small-Scale Producer Organisations and the Fairtrade Standard for XX (mention the crop, if applicable). There are more than 125 different requirements; some apply to the producer organisation while others need to be followed by each member.
2. Paste the flip-sheet with the chapters of the Standard on the wall. Say that the Fairtrade Standards are divided into four chapters:
 - a. **General requirements:** These are requirements that relate to the certification process and to the scope of the standards, and they define what a small producer organisation is.
 - b. **Trade requirements:** These are requirements that establish fair commercial practices for selling a Fairtrade product. It includes requirements on traceability and transparency in the supply chain.
 - c. **Production requirements:** These are requirements on good agricultural practices to ensure ethical and sustainable production. It includes requirements on pesticide application, water management, biodiversity, labour conditions, and child labour.
 - d. **Business and Development requirements:**

These are requirements that are specific to Fairtrade and are intended to lay the foundation for empowerment and development of small producers. It includes requirements on planning for development, democratic decision-making, and member control in the producer organisation.

Understanding the Fairtrade Standard – 15-20 minutes

3. Show the Fairtrade Standard for Small-Scale Producer Organisations and distribute page 27. Explain that on this page we see 4 different requirements: 3.2.18, 3.2.19, 3.2.20 and 3.2.21 (point this out on the page). In front of all requirements we see 2 columns: one with a year and the second with Core or Dev in it (point this out on the page).
4. Say that not every requirement has to be complied with from the start; for every requirement it is indicated in which year it must be applied. At the end of year 6 all requirements need to be complied with. Ask the following questions to practice the understanding of the year of compliance:
 - a. In what year do you have to comply with requirement 3.2.18? In year 1.
 - b. And with requirement 3.2.20? In year 3.
 - c. Add that if it says year 0, it means you must comply with this requirement to become certified.
5. Now look at Core and Dev. Not all requirements are equally important. The Core and Dev refer to how important a requirement is:
 - a. **Core:** This is the main set of requirements. These are indicated with the term 'Core' throughout the standards. Non-compliance with a Core requirement can lead to either suspension or corrective measures to be implemented within a short time frame.
 - b. **Development:** These requirements refer to the continuous improvements that certified organisations must make against a scoring system defined by the certification body. These are indicated with the term 'Dev' throughout the standards.
6. Ask the following questions to practice the understanding of core and development requirements:
 - a. Which requirements on this page are Core requirements? Requirement 3.2.18 and 3.2.20.
 - b. Which requirements on this page are Development requirements? Requirement 3.2.19 and 3.2.21.
7. Look at the requirements. We see printed in front of all requirements a blue box that says "new 2019". This means that these requirements were introduced in 2019.
8. Ask if someone can read requirement 3.2.19: "You minimize the amount of herbicides used by members through other weed prevention and control strategies". Ask the following questions to get a better

understanding of requirements:

- a. What does this requirement mean? Let several people provide an explanation. It means that members need to use weed prevention and control strategies other than herbicides.
- b. Say that most of the requirements will raise lots of questions. Mention the questions without giving any participant the chance to answer (you will discuss these questions in detail when you discuss these requirements):
- c. What are other ways to prevent and control weeds?
 - How will your members know what they can do?
 - What if your members do not want to do this?
 - Say that we will discuss these questions in detail when we discuss these requirements.
9. Say that as producer organisation you need to ensure that your members are going to implement the requirements. Ask: How can we ensure that our members implement the requirement on weed control? Let several people answer. Say that Fairtrade has added guidance on how to ensure compliance with a requirement. Ask if someone can read the guidance for requirement 3.2.19: "Strategies may include activities to avoid favourable growing conditions for weeds, to bring competition to weeds or to promote alternative control measures such as mechanical weeding, manual weeding, using herbivores or biological control."
10. This means that on the field, farmers need to apply different measures to prevent and control weeds. Add that the requirement is like the official rule that needs to be implemented, while the guidance gives ideas on how requirements can be implemented practically.

Understanding the product specific standard – 5-10 minutes (only to be facilitated when applicable)

11. Say that for some products there are additional requirements. Show the applicable product standard and say that this product standard applies to their producer organisation in addition to the general Fairtrade Standard. Discuss an example of one of the requirements as you did for the general standard.

Using the explanatory document – 5-10 minutes

12. Say that in addition, Fairtrade has developed an explanatory document (show the document). Explain that the document provides a checklist of what needs to be done. It also provides an explanation of why certain requirements are important.
13. Show page 23 and 24 of the explanatory document. Point to the checklist with requirements, the text with heading "Why is this important" and the heading "What

do I need to do". Add that the explanatory document is an easy-to-understand document which will help the producer organisation to implement the requirements.

Understanding the Compliance Criteria – 20-25 minutes

14. Every year, all requirements are checked by FLOCERT, which is an independent certification body. Staff of FLOCERT will visit the producer organisation and the farms of members, and check all the requirements. To check the requirements, FLOCERT staff uses compliance criteria, which are verifiable control points. The control points are all listed in the "Public Compliance Criteria List – Small Producers Organisations". Show the Public Compliance Criteria List – Small Producers Organisations and distribute page 81 to all participants.
15. Go over all columns one by one:
 - a. **Column 1 Reference:** this number refers to the requirement in the Fairtrade Standard for Small-Scale Producer Organisations.
 - b. **Column 2 Applicable for:** in this column we see to which level of organisation this requirement applies: first, second or third grade. Explain the difference between the different level of organisations. Primary societies are member organisations at the grassroot level and are called first-grade organisations. Several primary societies form a union which are called second-grade organisations. Several unions form an association which are called third-grade organisations (see key information for more details).
 - c. **Column 3 CC No:** this refers to the Compliance Criteria number.
 - d. **Column 4 FLOCERT Compliance Criteria:** this describes how the situation should be and is based on the description in the Fairtrade Standard.
 - e. **Column 5 to 9 Rank 1 to Rank 5:** this indicates the level of compliance with the Compliance Criteria. We will get back to this.
 - f. **Column 10 Time:** this refers to the year in which the criterion must be complied with.
 - g. **Column 11 Type:** this indicates if a criterion is Major, Core, or Development. We have seen Core and Development requirements in the Fairtrade Standards. FLOCERT has added an additional criterion called Major criteria. A Compliance Criterion classified as major is linked to a major Fairtrade Principle. Non-conformity with a major compliance Criterion may lead to suspension.
16. Paste the flip-sheet with the information on the audit on the wall. Ask if someone can repeat requirement 3.2.29 from the Fairtrade Standard for Small-Scale Producer Organisations. Next ask if someone to read out loud

the FLOCERT Compliance Criteria (in the fourth column) for requirement 3.2.29: “You minimise the amount of herbicides used by members through other weed prevention and control strategies”. The requirement describes what should be done, while the Compliance Criteria describes the situation after compliance. In this case, it means that if all members minimise the use of herbicides and use other weed control methods, the organisation complies with this requirement.

17. Finally ask everyone to look at rank 1 to 5. Ask someone to read out loud all the ranks for requirement 3.2.29. Explain that rank 1 to 5 indicate the level of compliance with the Compliance Criteria.
 - Rank 1 describes a situation far away from the requirement.
 - Rank 2 describes a situation which is not completely up to the standard.
 - Rank 3 describes the minimum that needs to be done to meet the requirement.
 - Rank 4 describes a situation that meets the requirement but is not the maximum yet.
 - Rank 5 describes the full compliance.

Say that FLOCERT, an independent certification body, will check the compliance with the requirements. In case a requirement is not followed, it is called non-compliance.

18. Ask the following questions to better understand the different ranks:
 - a. Which ranks indicate that you comply? Rank 3, 4 and 5.
 - b. If a criterion is Major or Core, which rank do you need to achieve? Rank 3, 4 and 5.
 - c. If a criterion is Development, which rank do you need to achieve? Explain that for development requirements, an overall average score is calculated; the overall average performance rank must be 3 or higher.
- If the average level of compliance for the Development requirements is less than 3.0 the organisation will select 1 or more Development criteria to perform corrective measures and bring the average compliance level at least to the required minimum level of 3.
- The organisation can decide how to raise their overall average to 3.0, by this process:
 - You decide which areas you want to improve on to reach a higher score.
 - The improvements are documented and proven to the certification body.

Application – 5-10 minutes

19. Repeat that at least 3 documents (and maybe 4) are important:

- Fairtrade Standard for Small-Scale Producer Organisations.
- Explanatory Document for the Fairtrade Standard for Small-scale Producer Organisations.
- Public Compliance Criteria List – Small-scale Producer Organisations from FLOCERT.
- Production standard (if applicable).

20. Ask the following questions to check if what has been learned during this session can be put into practice:
 - a. *Are you comfortable in working with these documents?*
 - b. *What are the main challenges you foresee in using these documents?*
 - c. *What can Fairtrade do to assist you in using these documents?*
 - d. *What are the steps for your producer organisation to start using these documents?*
21. Finally show on the internet where to find all the documents mentioned in step 19.

Finish – 2-5 minutes

Summary: Summarise what a requirement is, the definition of Core and Development requirements, compliance criteria and

the different ranks. Refer to the different documents that were discussed and how the producer organisation can start using the documents.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- What is the difference between the Fairtrade Standard and the Compliance Criteria?
- What is the difference between a requirement and compliance criteria?
- What is the difference between a Core and Development requirement?
- Which rank in the compliance criteria indicates compliance?

Next step: We have seen how we are evaluated when being Fairtrade certified. Make sure to read the Fairtrade Standards and

the Compliance Criteria to ensure that you know what is expected from your organisation and its members. In the

sessions to come, we are going to discuss all requirements and how to comply.

After the session:

- Distribute the key information to everyone as handout.
- Move the 2 flip-sheets (with information on the Standard and audit) to a place in the back of the venue so you can easily refer to them in next sessions, if necessary.

Topic 1.3 Complying with General Requirements

Key Information

The certification section lays the foundations for your producer organisation to be able to begin certification procedures. The requirements facilitate the administrative procedures of certification (arranging audits etc.), clarify some basic principles, and ensure your producer organisation is viable and able to benefit from the Fairtrade system. Above all, the requirements ensure that your organisation democratically made the decision to join Fairtrade and therefore members are also aware of their responsibilities that come with being part of the Fairtrade system.

What do I need to do?

You need to ensure your producer organisation is an established organisation (whether a co-operative, association or another type of legal entity) that is able to engage in commercial activities, and has the potential to sell its products as Fairtrade (i.e. to a Fairtrade certified buyer). It is also important here to be aware that all products that the organisation sells as Fairtrade must come from its members and no partial certification of a producer organisation is allowed – all members of a producer organisation collectively decide to join, contribute to and benefit from Fairtrade.

The requirement on complying with national law (1.1.6) underlines that producer organisations must abide by national law on the topics covered by the standard. Having the legal and legitimate right to land, water use, and land tenure (1.1.7) ensures that any disputes over your members' land are resolved prior to certification or being addressed, in cases which are on-going. Trading with integrity (1.1.8) sets the expectation that producer organisations follow the basic principles of honest commercial practice.

The requirements 1.1.6 – 1.1.8 are reactive requirements, which means that they will not be checked proactively but action can be taken by FLOCERT if there are any indications to the contrary. In the case of land and water rights, Fairtrade would not enter to mediate in disputes but could take action in case there are substantiated allegations.

Definition of a small-scale producer organisation

Small-scale producers are at the heart of Fairtrade. The Fairtrade definition of a small-scale producer organisation aims to above all support small-scale producer members while enable producer organisations to grow and produce enough for the international market.

To understand whether your producer organisation is eligible to become (or stay) certified under the Fairtrade Small-scale Producer Organisation Standard, it is important you understand whether your membership composition fits with the Fairtrade definition.

How does Fairtrade define a small-scale producer organisation?

Here are the key Fairtrade membership rules for a small-scale producer organisation*:

- At least two thirds (66%) of its members are small-scale / family-based farms**.
- At least half (50%) of the products it sells as Fairtrade come from those small-scale/ family-based farms.
- Up to one third of the members (33%) may be medium-sized farms**.
- Up to half (50%) of the products it sells as Fairtrade may come from those medium-sized farms.
- No large farms (30 hectares or more of cultivated land) are allowed as members.

**Note 1: This refers to 1st grade small-scale producer organisations.*

Therefore 2nd or 3rd grade producer organisations need to know whether their 1st grade members fit with the definition.

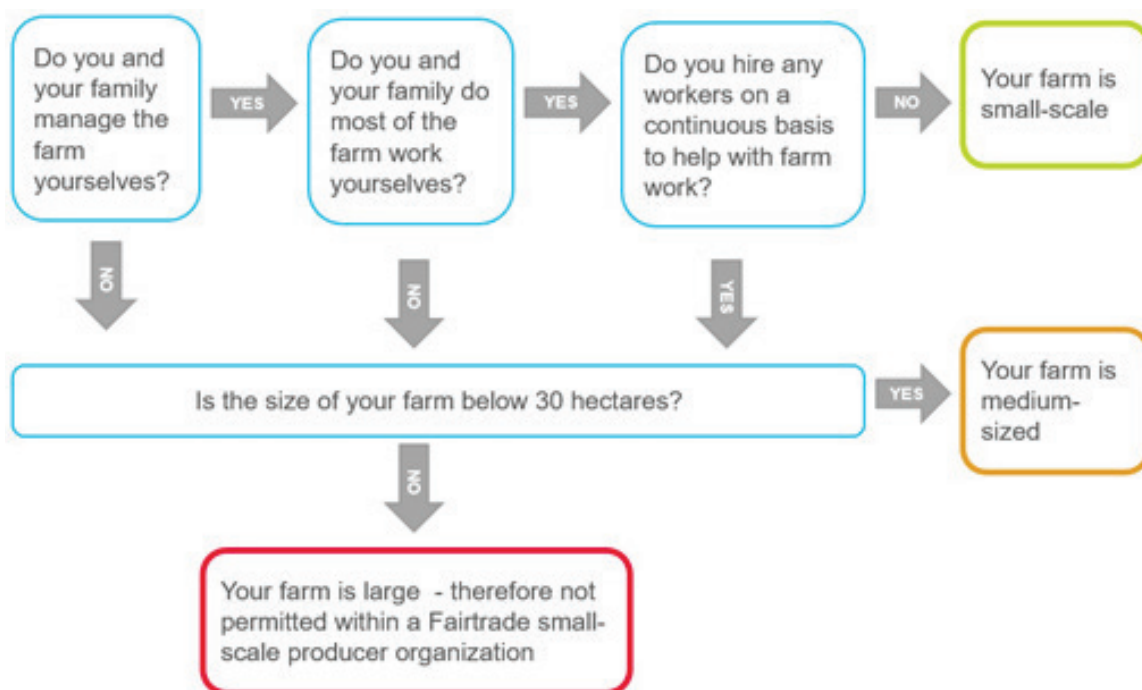
*** Note 2: Definitions of small-scale/ family-based farms, and medium-sized farms are explained on the following pages.*

What is the difference between a small-scale/ family-based farm and a medium-sized farm?

On a small-scale/ family-based farm, farmers and their families manage and carry out most or all of the farm work themselves, while on a medium-sized farm, the focus may be less on the family and more on increasing production. Fairtrade recognises, however, that cultivating certain products requires more labour than others and that even small-scale/family-based farms may need to hire additional labour to cover some of the farm work. Furthermore, Fairtrade recognizes that due to labour shortages some producers and their families may engage in rotational farming, such as for harvesting. Under such circumstances, Fairtrade would still consider them as labour if not engaged in their own family farms. The Fairtrade definitions therefore depend on the labour-intensity of the product and regional and product differences in land size.

To understand whether your farm is a small-scale or medium-sized farm, you can use the charts below and answer the following questions.

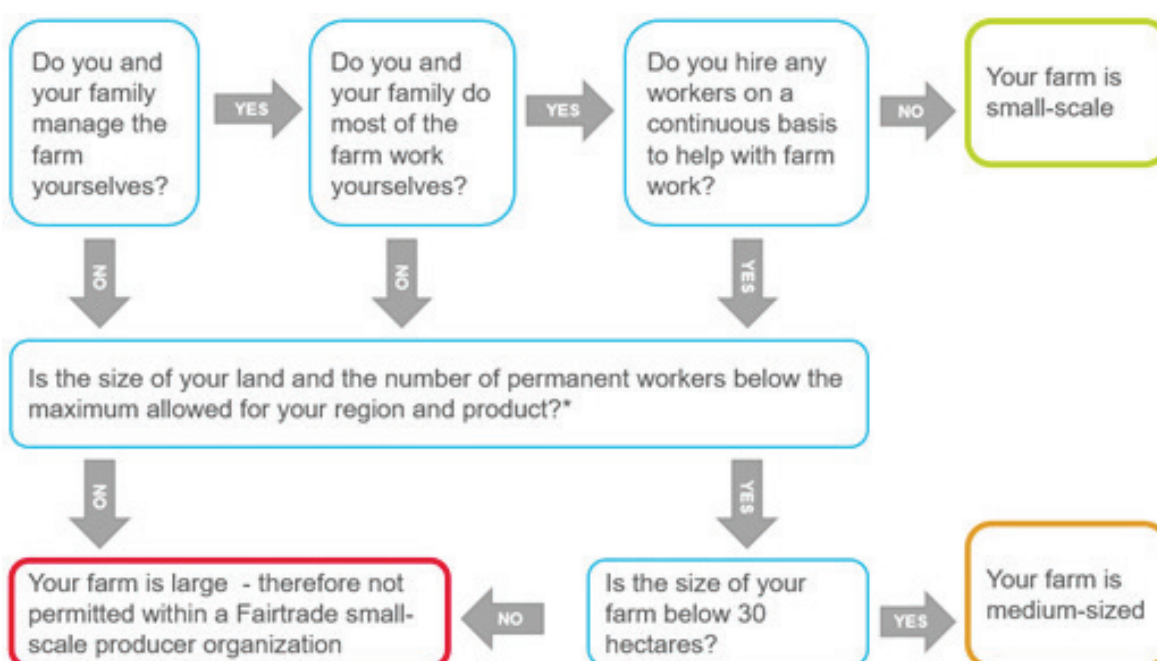
For farms producing cocoa, coffee, herbs, herbal teas, spices, honey, nuts, oilseeds, oleaginous fruit, cereals or fibre crops:



For farms producing cane sugar, prepared/preserved fruit or vegetables, fresh fruit, vegetables or tea:

Note: There are cases where exceptions can be granted for farmers with more than 30 hectares. For example, for cane sugar and wine grapes farmers are allowed to farm up to 100 hectares (but only for 15% of the total members).

Source: Explanatory Document for the Fairtrade Standard for Small-scale Producer Organisations



Fairtrade Standards and Compliance Criteria

Year for auditing	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Small Producers Organisations	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank3 (Minimum practice needed for compliance)	FLOCERT Rank5 (Best practice)
o	Core All grades	1.1.2 You appoint a contact person for all certification matters. This person keeps the certification body updated with contact details and important information relating to certification.	Ideally the contact person is either a member of or an employee of the organisation and not a third party. Changes that are important to notify are: modifications in the legal structure, statutes, affiliated organisations, number of workers/ members, additional entities and new products to be sold as Fairtrade, contact details including email address.	1.1.O.03	The organisation identified the contact person only during the audit.	The organisation identified it in writing prior to the audit AND the person actively communicates with FLOCERT.
				1.1.O.04	There have been no changes in the organisation, but the contact person is unaware of functions	The organisation is always reachable AND has communicated all changes in the organisation
o	Major All grades	1.1.3 You demonstrate that you are an established organisation by providing the following documents: Legal registration, Records of commercialization and Financial statements. Alternatively, records of commercialization and financial statements can be replaced by a recommendation from a Fairtrade Producer Network.	Fairtrade Producer Networks are not obliged to support in providing the recommendation but can do so in case they have the capacity and resources.	1.1.O.18	The documents provided cover the required details.	
o	Major All grades	1.1.4 You demonstrate that there is Fairtrade market potential for your product.	Market potential or demand for your product can be demonstrated through a letter of intent, or a similar document of a (prospect) trade partner that indicates a commitment and estimated volumes to be bought under Fairtrade terms. The certification body will check this requirement only during the initial audit.	1.1.O.18	The documents provided cover the required details.	

O	Core All grades	1.1.5 You ensure that the decision to join Fairtrade was a democratic and informed decision taken by the General Assembly. You inform your members about how they can participate in Fairtrade, the benefits that the certification can bring and the obligations it entails	The commitment from the members is key for Fairtrade to work. Members need to understand the basic principles and concepts of Fairtrade such as democracy, participation, transparency, the FMP and the Fairtrade Premium so that your organisation and your members receive the full benefits of Fairtrade.	1.1.O.19	Informed decision taken by the general assembly attended by required quorum as per the organisation's statutes and rules.	All members are informed about the Fairtrade certification and this has been decided by all members during a General Assembly.
				1.1.O.20	At least 50% of workers are informed on the benefits, obligations of Fairtrade.	All members have been informed AND there are informative materials.

O	Core All grades	1.1.6 There are no indications that you or your members violate national legislation on the topics covered by this Standard. If your country has developed additional regulations for the operation of Fairtrade as a certification scheme, you and your members are also required to comply with them.	Fairtrade International requires that organisations and its members always abide by national legislation on topics covered by this Standard. If a Standard requirement contradicts national legislations or regulations, the law is always to be complied with and prevails. Where national legislation conflicts with internationally recognized standards and conventions (for example the fundamental ILO Conventions) or with Fairtrade Standards, the higher criteria prevail. However, if national legislation sets higher standards as compared to Fairtrade International, then the national legislation prevails. The same applies to regional and sector-specific practices. The scope of this requirement is the topics covered by this Standard (e.g. labour conditions, environmental requirements). Any other issues/topics that are not related to the requirements outlined in this Standard are not covered by this requirement.	1.1.O.21	No indications of violations are found OR if there are indications of rare cases the organisation can demonstrate it took action OR further assessment is advisable as there are hints to potential violations.	No indication of violations is found AND IMS that controls this at member level.
				1.1.O.22	You and your members are complying with the additional regulations developed by your country for the operation of certification schemes.	

o	Core All grades	1.1.7 If there are indications of conflicts of your members' legal and legitimate right to land, water use and land tenure, they are resolved responsibly and transparently before certification can be granted. In cases where land claims and disputes are on-going, there is evidence that a legal resolution process is active and is carried out by legal authorities in your country.	This requirement is based on ILO Convention C169 (Indigenous and Tribal Peoples Convention), Part II and the "Voluntary Guidelines on the Responsible Governance of Tenure" as defined by the Committee on World Food Security-Food and Agricultural Organisation (CFS-FAO) in May 2012 and the United Nations declaration on the rights of peasants and other people working in rural areas.	1.1.0.23	There are no indications OR there were indications but they have been resolved responsibly and transparently.	
				1.1.0.24	There are no land claims and disputes OR there is evidence of an active legal resolution process.	
o	Major All grades	1.1.8 There are no indications that you or your members take actions to evade the Standard.	Fairtrade does not accept dishonest practices that damage producers' capacity to compete on a level playing field. Dishonest practices are those that grossly deviate from good commercial practice and are contrary to good faith. Some examples of such practices are: sales of non-Fairtrade products as Fairtrade products; subdivision of land plots in order to classify as small-scale producer; falsification of members' records; "double selling" volumes when members belong to more than one organisation.	1.1.0.25	The auditor found no indication that this is present OR if there are indications of rare cases the organisation can demonstrate it took action.	RANK3 AND there is a written policy approved by the General Assembly and made known to members and workers AND IMS that controls this at member level.
o	Major All grades	1.2.1 You are an organisation of small-scale producers. Fairtrade defines a small-scale producer organisation as an organisation where at least two thirds (2/3 or 66%) of its members are small-scale producers.	None	1.2.0.12 1.2.0.13	At least 66% of members are small-scale producers.	At least 66% of members are small-scale producers AND the small-scale producer requirements are clearly mentioned in the member inclusion process.

		1.2.2 All small-scale farms are operated and managed by members and their families. This means that members and their families are directly involved in farming activities (unless not possible due to age, incapacity etc.) Your members are considered small-scale producers if they comply with the following criteria: Members do not hire workers on a continuous basis and they work on their own-account Farm work is mostly done by members and their families; In particular circumstances when the farmer is not able to carry out work on the farm (e.g. due to age, incapacity) and the work of the family members is not sufficient, hiring permanent labour is allowed. If your members produce cane sugar, prepared and preserved fruit and vegetables, fresh fruit, vegetables or tea, they are allowed to hire workers on a continuous basis to support the farm work. In this case, they are considered small-scale producers if they comply with the specific product indicators on land size defined by Fairtrade International. Please see the table for SPO indicators for farm size and average number of workers for more information. For the certification of Fairtrade products, the definition of a small-scale producer prevails in case there is national legislation that defines a small-scale producer in the regional context.				
o	Core All grades	1.2.3 The maximum size of the cultivated land where a member grows a Fairtrade crop is equal to or below 30 hectares.	Please refer to the product standards for exceptions on this requirement.	1.2.0.10	The maximum size of the cultivated land where a member grows a Fairtrade crop is equal to or below 30 hectares.	

0	Major All grades	1.2.4 At least half (50%) of the volume of a Fairtrade product that you sell as Fairtrade per year is produced by small-scale producers as defined by Fairtrade (see requirement 1.2.1).	This also applies to 2nd and 3rd grade organisations. This does not mean that you can sell products from non-members as Fairtrade. All your Fairtrade products come from members (see requirement 2.1.1).	1.2.0.06	Data is inaccurate or incomplete BUT the risk is negligible and the auditor can estimate compliance.	Production and sales data is complete and the organisation fulfils this rule AND the organisation is aware of this rule and checks continuous compliance during sales OR all members are small-scale producers.
---	------------------	--	---	----------	--	---

Guidelines for the Trainer

Materials needed: Flip-sheets and markers

Time needed: 55 minutes to more than 1 hour (depends a bit on how much you need to discuss about requirements that are not in place yet)

Preparations: Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline. There might be country specific additional regulations. Check this in advance.

Product specific requirement

Crop	Applicable product requirement	Type of requirement	FLOCERT compliance criteria
Cane sugar	1.1.1	Specification to SPO requirement 1.2.3 for Mauritius	None
	4.4.2	Additional requirement	1.2.0.08
Cocoa	1.1	Additional requirement for Cote d'Ivoire	1.1.0.17
	FLOCERT requirement	Additional requirement for Cote d'Ivoire	1.1.0.26
Coffee	1.1.1	Additional requirement	1.1.0.28
	1.1.1	Additional requirement	1.1.0.29
	1.1.1	Additional requirement	1.1.0.30
Fresh fruit	1.1.1	Specification to SPO requirement 1.2.3	1.2.0.09

Note for the trainer

In case certain actions need to be taken to comply with any of the requirements, write these actions on a flip-sheet and add the name of the person responsible for the action and the Compliance Criteria number (see table with Fairtrade Standards and Compliance Criteria in this topic).

Set up – 2-5 minutes

Attention: Say that when you register with Fairtrade to become certified, you need to comply with a few general requirements.

Title: Tell the title of the session: Complying with general requirements.

Objectives: During this session, we will discuss how you can implement the general requirements. You need to comply with these general requirements in year 0, which means from the moment you register with Fairtrade.

Benefits: The general requirements will provide the necessary framework for effective implementation of the Standard, which will help to avoid non-conformity.

Direction: For this topic, we will use the Fairtrade Standard for Small-scale Producer Organisations and the Compliance Criteria as developed by FLOCERT. We have combined both in tables. The requirements we will discuss during this session, are part of the first chapter in the standard which covers General requirements and commitment to Fairtrade (refer to the flip-sheet with an overview of the chapters, developed for session 1.2).

Delivery

Explanation, Visualisation, Exercise, and Application:

Complying with legal aspects – 10-15 minutes

1. Say that we will first look at some legal aspects of the organisation. You will ask several questions to check compliance with requirement 1.1.3 and 1.1.4. If the group is not sure, mention documents within the PO that could help providing an answer. Note any action point on a flip-sheet.
 - a. Requirement 1.1.3: Is your organisation legally registered? Which document can prove this? Where is the document? If not, discuss where and how the organisation can be registered, when this should be done, and who is responsible for doing this.
 - b. Requirement 1.1.3: Do you have records of commercialisation (meaning: that the SPO is engaged in selling produce of members)? Which document can prove this? It can be a contract of a trade partner or accounts. Where is the document? If there is no record of commercialisation, discuss where and how the organisation can get records, when this should be done, and who is responsible for doing this.
 - c. Requirement 1.1.3: Do you have financial statements? Where are they? If not, how can we get them?
 - d. Requirement 1.1.4: Is there Fairtrade market potential for your product? Which document can prove this? It can be a letter of intent or similar documents of a (prospective) trade partner. Where is the document? If there is no buyer yet, discuss how the organisation can identify a buyer.

Complying with member requirements – 20-25 minutes

2. Continue by saying that there are also some requirements linked to your membership (1.2.1, 1.2.2, 1.2.3 and 1.2.4). Say that the organisation needs to have at least 2/3 or 66% small-scale producers as members. Small-scale producers are defined as farmers who do not hire workers on a continuous basis and where farm work is mostly done by members and their families. In particular circumstances when the farmer is not able to carry out work on the farm (e.g., due to age, incapacity) and the work of the family members is not sufficient, hiring permanent labour is allowed.
3. Ask the following questions to check compliance with these membership criteria. Again, note any action point on a flip-sheet.
 - a. Requirement 1.2.1 and 1.2.2: Is 2/3 or 66% of your members small-scale producers? How can you prove this? The most obvious answer would be in the membership database. If not sure, ask: What information do we need? We need to know from each member who is doing the work on the farm.

How can we get this information? Discuss how to get this information, when it should be ready, and who is responsible.

- b. Requirement 1.2.3: Is the maximum size of cultivated land where a member grows a Fairtrade crop equal to or below 30 hectares? How can you prove this? Look at the charts in the key information to identify if farmers are small, medium, or large scale. The information should be in the membership database. If not sure, ask: What information do we need? We need from each member the area of cultivated land. If the information is not available, ask: How can we get this information? Discuss how to get this information, when it should be ready, and who is responsible.
- c. Beware: The size of cultivated land refers to the production area of EACH member and NOT to the average of all members. This means that members with more than 30 hectares of cultivated land can no longer be member.
- d. Requirement 1.2.4: Is at least half (50%) of the volume of a Fairtrade product that you sell as Fairtrade per year produced by small-scale producers? How can you prove this? To calculate this, you need to add all production of the small-scale members and that of medium-scale members. What information do we need? We need from each member the yearly production. If the information is not available, ask: How can we get this information? Discuss how to get this information, when it should be ready, and who is responsible.

Complying with legal national aspects – 10-15 minutes

4. Other requirements deal with legal national aspects. Mention the requirements one by one as described below and check together if the organisation complies. In case no one knows, try to find out who in the organisation should know and make a note to discuss the issue:
 - a. One of the requirements (requirement 1.1.6) states that there are no indications that you or your members violate national legislation on the topics covered by this Standard. How would you know if any of your members violate national legislation on topics covered in the Standard? The PO should have some kind of system in place where any issues are reported to the PO. Is there any reporting system in place at the moment? It can be part of an Internal Management System (IMS) which will be discussed in topic 3.1 on Managing production processes.
 - b. If your country has developed additional regulations for the operation of Fairtrade as a certification scheme, you and your members are also required to comply with them.

Note: In case any additional regulations exist, mention them and check compliance.

- c. Requirement 1.1.7: Are there any indications of conflict of your members' legal and legitimate right to land, water use and land tenure? How can we know this? Also, this can be part of an IMS.

Avoiding evasion of Fairtrade Standards – 10-15 minutes

- 5. Requirement 1.1.8 states that members should not evade the Fairtrade Standard. Mention the following issues as described below. For each issue ask: How would you know if a member would do this to evade the Standard? What actions can you take to avoid this?
 - a. Sales of non-Fairtrade products as Fairtrade products.
 - b. Subdivision of land plots in order to classify as small-scale producer.
 - c. Falsification of members' records.
 - d. "Double selling" volumes when members belong to more than one organisation.
- 6. **Note for the trainer:** A well-functioning IMS can help to avoid the issues mentioned above.

Checking other Fairtrade requirements – 5-10 minutes

- 7. Another requirement (requirement 1.1.5) is that the decision to join Fairtrade was taken by the General Assembly. Ask the following questions to check compliance with requirement 1.1.5:
 - a. Did the General Assembly approve the decision to join Fairtrade?
 - b. Were members informed how they can

participate in Fairtrade, the benefits of being certified, and the obligations it entails?

In case any of the points mentioned did not take place, discuss how to organise this as soon as possible.

- 8. Say that the organisation needs to have one contact person for Fairtrade and FLOCERT (requirement 1.1.2). Ask: "Who in your organisation is that contact person?" In case there is no contact person yet, agree who is going to be the contact person. Provide information on the responsibilities of this person (see key information).

Implementation of action points – 5-10 minutes

- 9. Finally look together at the actions as agreed to comply with all requirements mentioned in this session. Ask the group:
 - a. Are you confident you can implement all actions?
 - b. Which action will be most difficult for you to implement?
 - c. What can be done to make it easier?

Finish – 2-5 minutes

Summary: Repeat a few general requirements with regards to membership, legal national aspects and other requirements.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- Mention a few general requirements your organisation needs to comply with from the start (year 0).

Next step: Repeat all actions to be taken. Agree when the actions should be implemented (add a timeline to the list with action points) and agree when you will check progress.

Checklist of Requirements

Year 0

Requirement	Action to take	Type	Applies	Check
1.1.2	Appoint a contact person for all certification matters.	Core	PO	
1.1.3	Demonstrate you are an established organisation.	Core	PO	
1.1.4	Demonstrate Fairtrade market potential.	Core	PO	
1.1.5	Joining Fairtrade is a collective and democratic decision.	Core	PO	
1.1.6	Compliance with national law.	Core	PO and members	
1.1.7	Legal and legitimate right to land, water use and land tenure.	Core	PO and members	
1.1.8	Trading with integrity	Core	PO and members	
1.2.1	2/3 of members of your organisation are small-scale producers	Core	PO	
1.2.2	Definition of an individual small-scale producer.	Core	PO and members	
1.2.3	Maximum land cultivated by individual small-scale producers is 30 hectares.	Core	PO and members	
1.2.4	1/2 of volume sold by organisation comes from small-scale producers.	Core	PO	

2. Trade

Topic 2.1 Building a Product Flow

Topic 2.2 Applying Traceability

Topic 2.3 Keeping Records on Traceability

Topic 2.4 Applying Principles of Trade

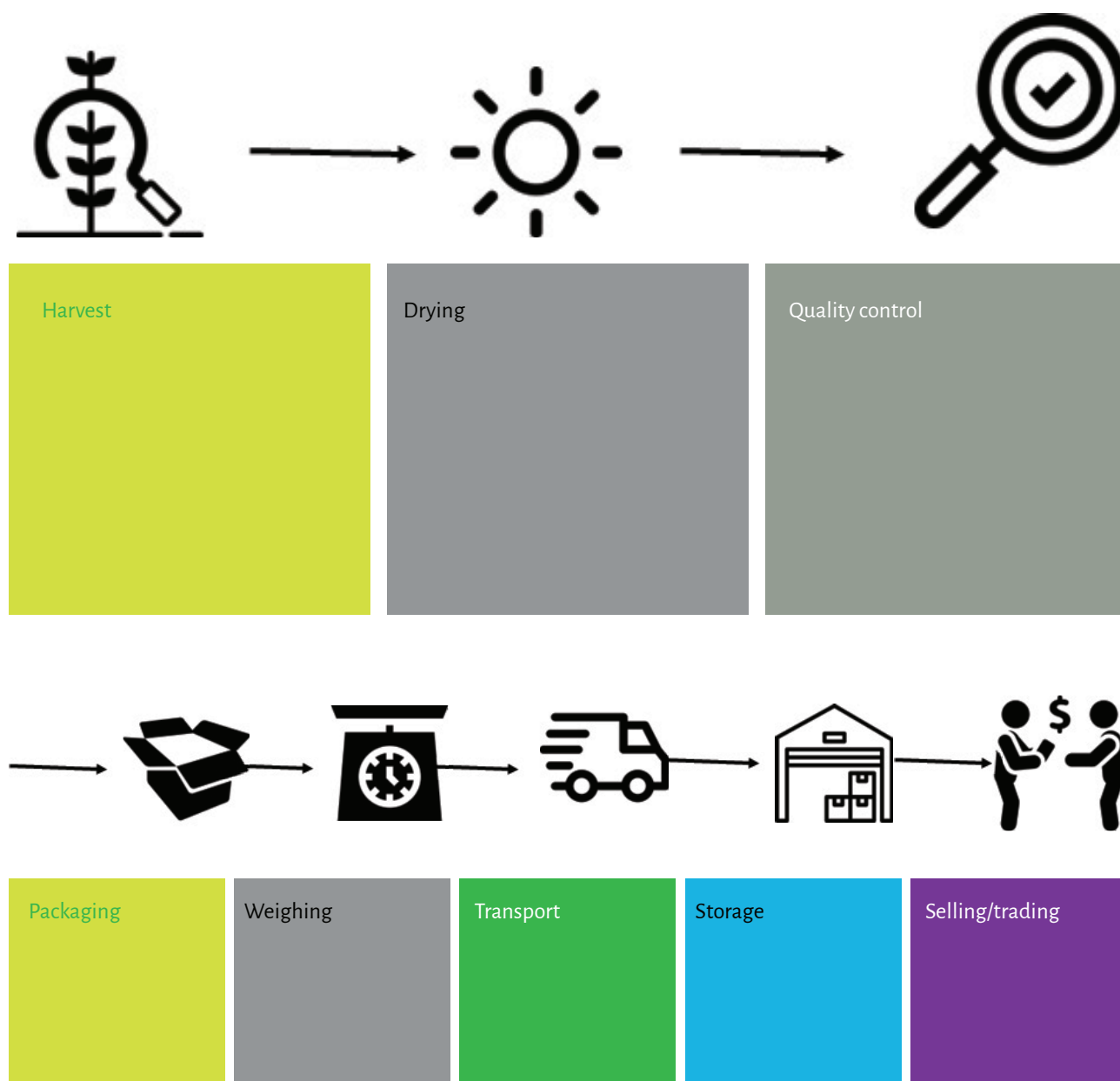


Topic 2.1 Building a Product Flow

Key Information

A product flow chart depicts all steps from the moment the crop is harvested to the arrival of the crop at the buyer. Members need to understand the product flow that should include a description of the collection process from members and the transaction process to buyers. One way to do that is to have a written description of product flow (path) from members to buyers and share that with members. In addition, it is recommended to have a visualised product flow (as a chart with drawings or pictures) that can be put on the wall of the office for everyone to see.

Below an example of a product flow is depicted.



Every product flow is different and can include different activities and/or a different order of activities. Other activities can include cleaning, sorting and grading, threshing, fermenting, bagging, etc.

The Role of the Producer Organisation in the Value Chain

During harvest and post-harvest activities the organisation has to ensure that members follow all requirements concerning these activities. That means training programs need to be organised and members need to be assisted in the field where necessary.

If the Producer Organisation buys crops from members and sells them in bulk to a trader/buyer, the organisation plays an important role as the main link between members and the buyer/trader.

Fairtrade Standards and Compliance Criteria

Year for auditing	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Small Producers Organisations	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum practice needed for compliance)	FLOCERT Rank 5 (Best practice)
0	Core, 1st, 2nd and 3rd grade	2.1.2 You have a written description of product flow (path) from members to buyers.	The product flow should include a description of the collection process from your members and the transaction process to your buyers.	2.1.0.06	Detailed written/ drawn description of the product flow AND written description is followed.	Rank 3 AND full description are part of a written traceability procedure.

Guidelines for the Trainer

Materials needed:

- Coloured cards
- 1 black marker
- Masking tape
- The crops produced by the group you are going to train.
- Copies of the icons at the end of this session that are applicable to the crop you are going to discuss.
- Laminate the icons so you can reuse them.

Time needed:

45-50 minutes

Preparations:

During the session you are going to build together a product flow for the product the group produces. Make sure that you have an idea of the product flow so you will be able to ask the correct questions.

Look for icons that can depict steps that are missing in this topic (for example, in case you are dealing with a crop which will be threshed, you need to look for an icon depicting threshing). Of course, you can also draw your own icon on a sheet of paper.

Product specific requirement:

None

Set up – 2-5 minutes

Attention: Show the crop and ask where their crops mainly end up. Say that before the crops are processed or consumed, it passes through many hands.

Title: Mention the title of the session: Building a product flow.

Objectives: During this session we will develop a product flow and see what the role is of your producer organisation in this product flow.

Benefits: It is one of the Fairtrade requirements to write down the product flow. In addition, understanding the product flow will help you understand where best to support your members with requirements linked to traceability.

Direction: We will discuss the product flow from the moment the crop is harvested, which means we will not discuss any steps before harvest. In addition, we will not discuss traceability; that will be discussed in another topic.



Session in Short

Set up: 2-5 min

Delivery:

30-35 min: building the product flow

5-10 min: documenting the product flow

Finish: 2-5 min

Delivery

Explanation, Visualisation, Exercise, and Application:

Building a product flow – 30-35 minutes

1. Show again the crop and paste the card with “Harvesting” on the wall. Try by asking questions (where is the crop going next?) to follow the flow of the crop. Think about processing, drying, transport, storage, cleaning, sorting and grading, threshing, fermenting, bagging, selling, marketing, etc. The last step will consumption. You can ask the following questions:
 - a. Do members bring their products to a collection point or does the organisation pick products up at members’ farms?
 - b. What happens to the products within your organisation (processing, storage)?
 - c. How do you sell products to the first buyer (how do you deliver your product)?
2. Every time you agree on a step, paste the icon on the

wall next to the previous steps. At the end you will have a horizontal line with icons which depicts the product flow.

3. Discuss all the steps of the product flow in detail and write key words for every step on a flip-sheet (or you can add them on the icons).
4. Say that in all these steps the producer organisation and the members are involved. Look at all the steps that you have identified together and ask:
 - a. In which stage stops the responsibility of the members and will the crop become the responsibility of the PO? Most likely this will be when the crop is collected by the PO or when members bring the crops to a warehouse or storage facility of the PO.
 - b. Where does the responsibility of the PO stop? That will be when the product is sold to the buyer/trader. That means that after this stage, the PO can no longer influence what happens with the product.
5. Say that their members need to understand how their crops flow through the system. One way to do that is to build together a product flow as we just did. Agree on who could facilitate this for members (most likely the field officers) and when this can be done.

Documenting the product flow – 5-10 minutes

6. Say that there is a Fairtrade requirement (requirement 2.1.2) to have a written description of the product flow from members to buyers. Point to the icons and the key words you wrote down which describe all the steps of the product flow. Say that the work we did so far is a good start for such a written description. Ask the following questions:
 - a. Who is going to do the write up of the product flow? Agree who will be responsible.
 - b. When will it be done? Remind the group that this is a Core requirement for year 0.
 - c. Are you confident you can do this? Do you need any support?
7. Finalize by saying that they should share the written description of the product flow with all groups.

Finish – 2-5 minutes

Summary: Repeat all steps of the product flow by using the icons on the wall.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- Which steps are the responsibility of the members?
- Which steps are the responsibility of the PO?
- Where does the responsibility of the PO stop?

Next step: We are going to use the product flow to discuss traceability.

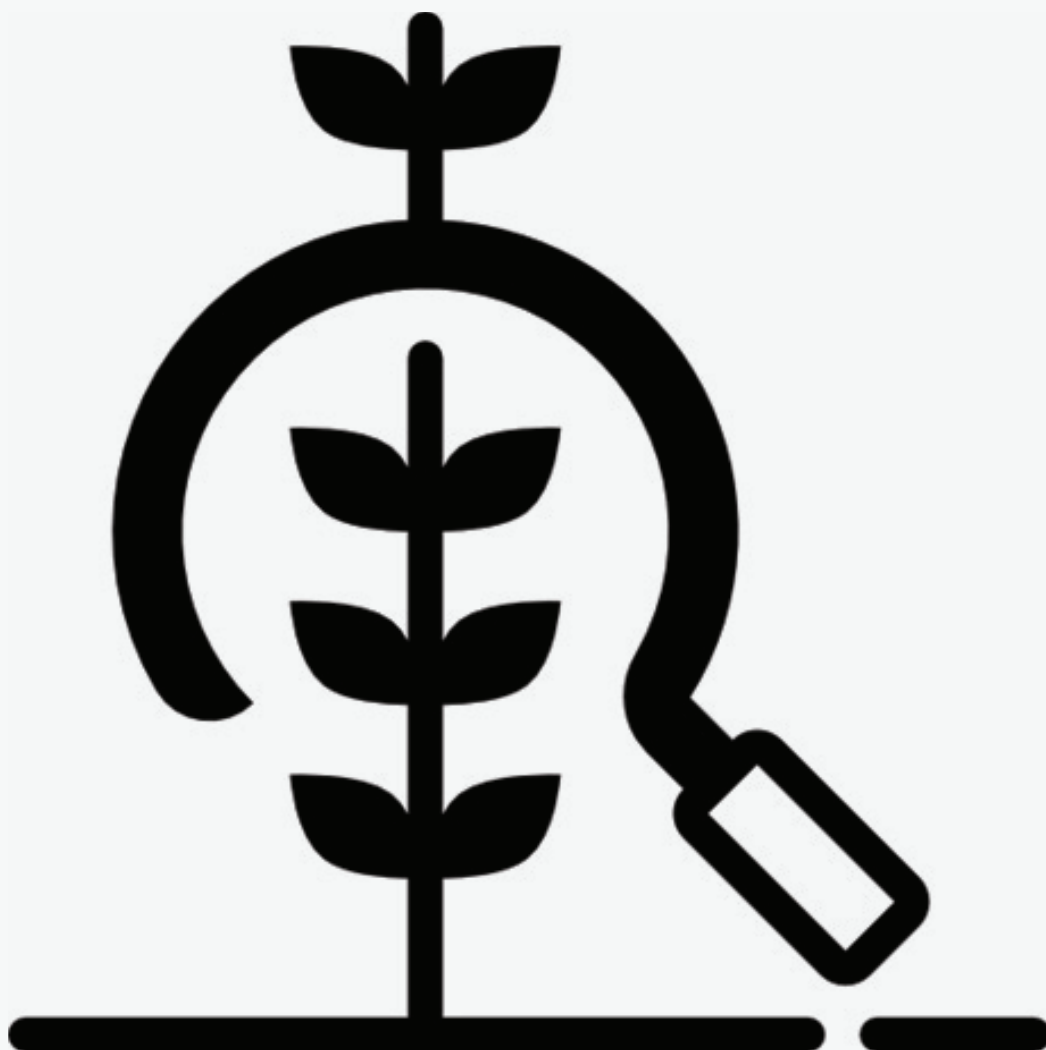
Note for the trainer: Leave the product flow pasted on the wall because you will use it for the next session (2.2 on traceability).

Checklist of Requirements

Year 0

Requirement	Action to take	Type	Applies to	Check
2.1.2	Document the product flow	Core	PO	

Harvest



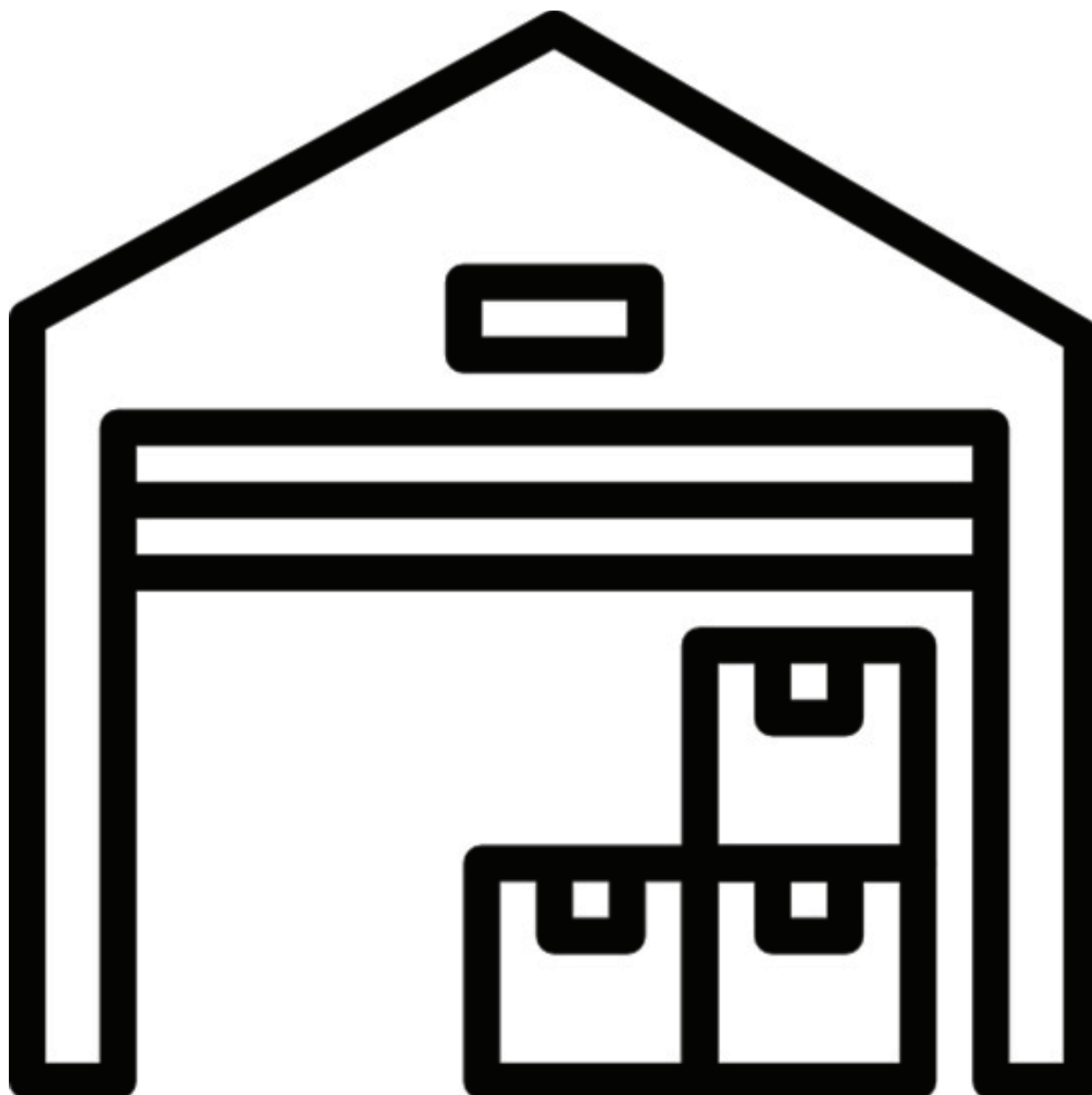
Transport



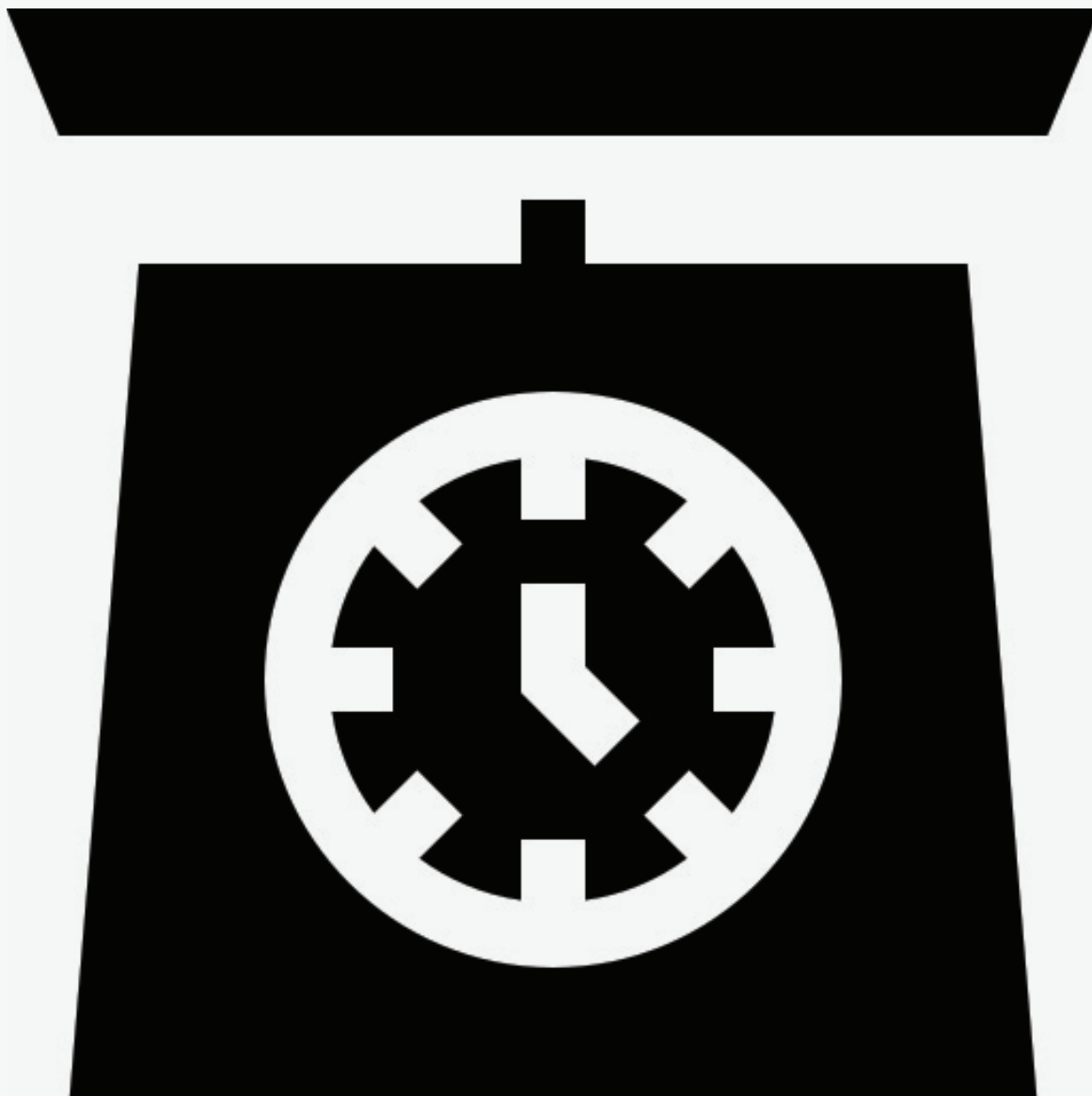
Packaging



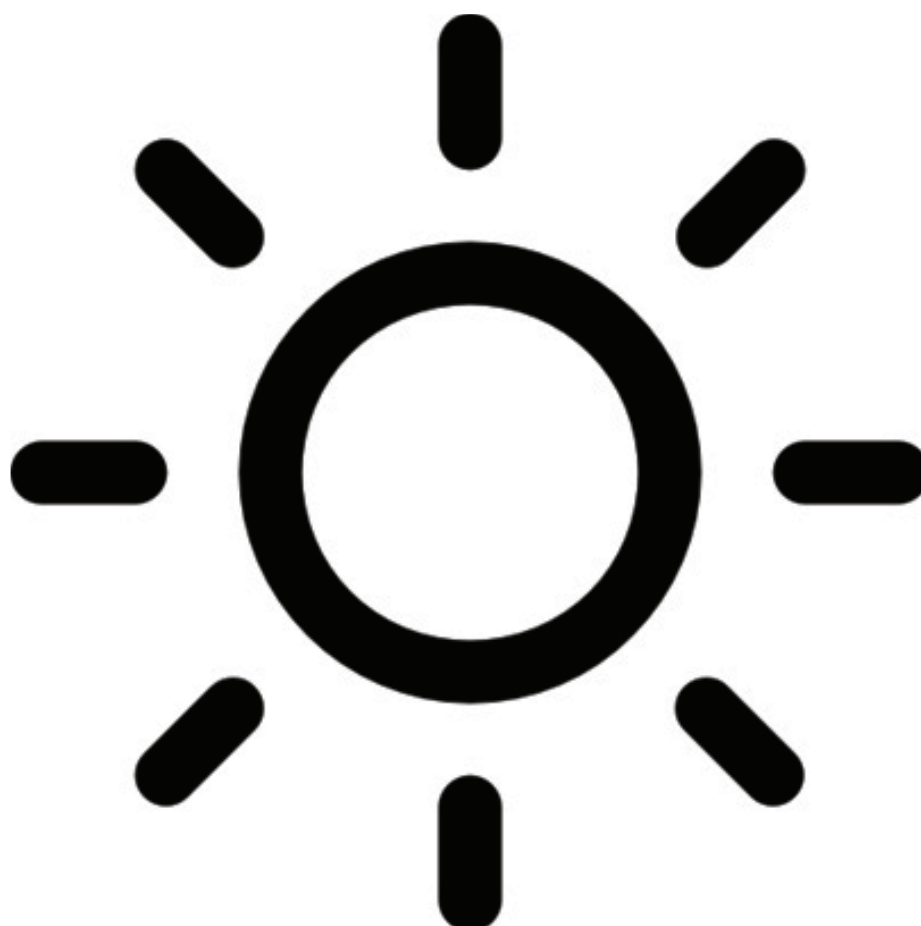
Storage



Weighing



Drying



Quality control



Selling/Trading



Topic 2.2 Applying Traceability

Key Information

To monitor and provide feedback on quality issues, it is necessary to be able to know where crops were produced. This is called traceability. It means that products sold as Fairtrade actually come from producers that produce according to Fairtrade Standards. Certification then ensures the authenticity and the integrity of Fairtrade products being purchased by consumers.

Traceability applies to several stages of the crop value chain. To ensure full traceability of crops this would mean that all actors in the chain should comply with the requirements concerning traceability. However, because the responsibility for the crops of your members stops the moment they sell their crop, your producer organisation cannot influence what is happening with the crops after that.

The following terminology is important to know:

- Documentary traceability means that all steps in the sales process are being recorded (see topic 2.3 on Record Keeping on Traceability).
- Physical traceability means that Fairtrade crops is physically separated at all stages from non-Fairtrade crops.
- Mass balance means that the quantities produced as Fairtrade equals the quantities sold as Fairtrade.

Physical traceability

Physical traceability in a Fairtrade supply chain is the ability to follow a specific Fairtrade product all along the supply chain and through all stages of production and processing. Fairtrade products always have to be segregated from non-Fairtrade products. For instance: Fairtrade crops cannot be mixed in transportation with non-Fairtrade products. The requirements for physical traceability are applicable to all producers who process themselves and who sell to buyers that use physical traceability. In case your buyer uses physical traceability (you need to check this!), your organisation will have to guarantee physical traceability as well and you need to separate certified crops (from your members) from non-certified crops (from non-members) in all stages of the process. In case your buyer applies mass balance, you do not have to keep physical traceability during processing in your organisation either.

BEST PRACTICE to apply physical traceability

Mass balance

This is applicable to producers who sell to buyers with no physical traceability and for cocoa, cane sugar, juice, and tea. It means that the quantities produced as Fairtrade equals the quantities sold as Fairtrade. For example, if 50 tonnes is produced by your members as Fairtrade and 60 tonnes is collected from non-members and the crops is physically mixed during processing, only 50 tonnes can be sold as Fairtrade. The proof is in the documentation of the sales process. The possibility to mix crops from members and non-members only applies at the processing stage if you process yourself or subcontract the processing. Up to the processing stage, physical separation (as in requirement 2.1.1 “For Fairtrade sales you must physically separate the products that were produced by members from the products from non-members, at all stages, until the product is sold”) is mandatory. This implies that members are NOT allowed to apply mass balance.

To ensure traceability of certified crops, you as a Producer Organisation should:

- Inform members that they cannot sell any crops on behalf of someone else as Fairtrade crop. When they sell crops on behalf of someone else, they cannot sell it as Fairtrade.
- Provide members with the relevant mark to be used to mark their Fairtrade crops. You can decide what type of mark you will use (e.g., the Fairtrade International ID or “Fairtrade International/ Fairtrade” on the package and documentation), so long as it is visible and clear.

- Inform members to keep their crops physically separate in case they transport it to a central warehouse.

Branding

If you want to use the Fairtrade Mark for unfinished products or for promotional materials, your organisation needs to get permission, by writing to artwork@fairtrade.net. For finished products (ready for consumption), you need to get permission from Fairtrade International of the relevant country Fairtrade network.

All requirements, for both farmers as producer organisation, are Core requirements valid from year 0.



An example of branding for finished products.

Fairtrade Requirements and Compliance Criteria

Year for auditing	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Small Producers Organisations	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum practice needed for compliance)	FLOCERT Rank 5 (Best practice)
0	Major All grades	2.1.1 You can only sell as Fairtrade those products which were sourced from your members. For Fairtrade sales you must physically separate the products that were produced by members from the products from non-members, at all stages, until the product is sold.	This requirement may not apply for processing of cocoa, cane sugar, juice and tea (see requirement 2.1.8). You only need to separate the products of members that you want to sell as Fairtrade from those of non-members. You can always sell products from non-members, but you cannot sell them as Fairtrade products. If any of your members are also members of any other Fairtrade-certified organisation(s) for the same certified product(s), it is important that you pay special attention to the traceability of the products coming from these members (see requirement 4.2.2.).	2.1.0.01	No mix up of product except possible mistakes up to 2% sales OR the structure of the organisation makes mixture of products very unlikely (negligible risk).	No mix up of product and no mistakes AND compliant with traceability system by not sourcing from non-members and having measures in place to avoid non-member business.

o	Major 2nd and 3rd grade			2.1.O.02	No mix up of product except possible mistakes up to 2% sales OR the structure of the 2nd/3rd grade organisation makes mixture of products very unlikely (negligible	No mix up of product and no mistakes AND compliant with traceability system by the 2nd/3rd grade organisation not sourcing from non-members and having measures in place to avoid non-member business.
o	Core All grades			2.1.O.03	There is a system in place to physically separate products even if there are small mistakes.	There is a physical traceability system in place to trace back product to each individual producer with no mistakes.
o	Core 2nd and 3rd grade			2.1.O.04	There is a system in place to separate products even if there are small mistakes.	There is a physical traceability system in place to trace back products to each individual producer/ affiliate with no mistakes.
o	Core All grades	2.1.7 When you sell a Fairtrade product you must mark the product clearly so that it can be identified as Fairtrade. This requirement does not apply for cocoa, cane sugar, juice and tea if you sell to operators without physical traceability.	You can decide what type of mark you will use to identify the product as Fairtrade (e.g. the Fairtrade International ID or "Fairtrade International/ Fairtrade" on the package and documentation), so long as it is visible and clear.	2.1.O.13	Detachable on-product mark with the term "Fairtrade" or similar.	Non-detachable on-product mark with the term "Fairtrade" or similar and the name and ID of seller and buyer.

O	Major All grades Cocoa, cane sugar, juice or tea	2.1.8 If you produce and process cocoa, cane sugar, juice or tea and you sell to operators without physical traceability, you do not need to physically separate at the processing stage the product that was produced by members from the product that was produced by non-members. You must fulfil the following rules: The volumes sold as Fairtrade must not exceed the equivalent volumes produced by your members. The product must be produced by your members before it is sold. The product from your members must be delivered and processed in the same site where the Fairtrade product is processed. The product from members must be of the same kind and quality as the input used to process the Fairtrade product (like for like). If you want to sell cocoa, cane sugar, juice and tea to operators that have physical traceability in place then you must physically separate the product during processing.	The above are called the Mass Balance Rules. To explain what the “same kind” of product means two examples are given: If you sell cocoa powder made with high quality cocoa, the product that you get from members cannot be low quality cocoa beans. Or, if you sell organic tea, the product that you get from members cannot be non-organic tea. The possibility to mix product from members and non-members only applies at the processing stage if you process yourself or subcontract the processing. Up to the processing stage, physical separation (as in requirement 2.1.1) is mandatory. The certification body will determine whether additional requirements are needed for products sold under physical traceability.	2.1.O.14	No excessive sales except possible mistakes estimated up to 1% of sales.	No mix up of product and no mistakes AND compliant with sourcing record system with records indicating the name of the individual member, date of purchase, product name, volume and the price received by the member.
---	---	---	--	----------	--	--

	Core All grades Cocoa, cane sugar, juice or tea			2.1.O.15	There is a system in place to separate product even if there are small mistakes. The products are identified as physically traceable on the invoices and on the product.	There is a physical traceability system in place to trace back product to each individual producer with no mistakes. The products are identified as physically traceable at least through the lot numbers.
				2.1.O.16	At the processing stage, the products have been produced and sourced from members before the sale of the processed Fairtrade product.	
				2.1.O.17	The product from your members is delivered and processed in the same site where the Fairtrade product is processed.	
				2.1.O.18	The product from members is of the same kind and quality as the input used to process the Fairtrade product	
	Major All grades Cocoa, cane sugar, juice or tea			2.1.O.30	No excessive sales except possible mistakes estimated up to 1% of sales.	No mix up of product and no mistakes AND compliant with sourcing record system with records indicating the name of the individual member, date of purchase, product name, volume and the price received by the member.

	Core All grades			2.1.O.31	There is a system in place to separate product even if there are small mistakes.	There is a physical traceability system in place to trace back product to each individual producer with no mistakes. The physical traceability procedures are recorded and followed.
--	--------------------	--	--	----------	--	--

0	Core All grades	2.4.1 If you want to use any of the FAIRTRADE Marks on your wholesale packaging or external promotional material (such as brochures, websites or invoices for Fairtrade products) you first contact Fairtrade International for approval at artwork@fairtrade.net.	Fairtrade International encourages producers to use the FAIRTRADE Mark but needs to verify that it is used in line with the “Trademark Use Guidelines” to protect its integrity. Please calculate 5 to 6 weeks for the complete process. Artwork approval is needed whenever the FAIRTRADE Marks on materials are used externally, for example: garments such as t- shirts provided as gifts to farmers or workers, any signs facing the outside (signs, flags, walls, etc.), any printed or digital materials used externally, including websites, brochures, flyers, trade fair materials, catalogues, newsletters (as e-mail or printed), FAIRTRADE Marks on bulk packaging.	2.4.0.01	Fairtrade International is contacted at artwork@fairtrade.net for approval for the use of the FAIRTRADE Mark on your wholesale packaging or external promotional material (such as brochures, websites or invoices for Fairtrade products).	
---	--------------------	--	---	----------	---	--

O	Core All grades	2.4.2 If you produce finished Fairtrade products and sell them to consumers under your own brand name with any FAIRTRADE Mark, you have signed a contract with Fairtrade International or with a National Fairtrade Organisation.	Please contact Fairtrade International at license@fairtrade.net for more information.	2.4.0.02	If you produce finished Fairtrade products and sell them to consumers under your own brand name with any FAIRTRADE Mark, you have signed a contract with Fairtrade International or with a National Fairtrade Organisation.	
---	--------------------	---	--	----------	---	--

Guidelines for the Trainer

Materials needed: Flip-sheets, markers and masking tape
The product flow you built during session 2.1
The Fairtrade logo

Time needed: 50-55 minutes

Preparations: Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline.
For cocoa, cane sugar, juice or tea special requirements are described in requirement 2.1.8. Make sure you know the requirements if you deal with any of these crops.
In case mass balance is allowed: get 5 pieces of the crop you are dealing with. Paste on two pieces the Fairtrade logo.

Product specific requirement

Crop	Applicable product requirement	Type of requirement	FLOCERT compliance criteria
Cocoa	2.1.1	Additional to requirement 2.1.8	2.1.0.42
	2.1.5	Additional to requirement 2.1.5	2.1.0.43
	2.1.6	Additional	2.1.0.44
Coffee	2.1.1	Additional	2.1.0.46
Fibre crops (including cotton)	2.1.1	Additional	2.1.0.38
Fresh fruit	4.5.7	Additional	2.1.0.19
	4.5.7	Additional	2.1.0.20
	4.5.7	Additional	2.1.0.21

Note for the trainer

Check in advance if the PO needs to apply physical traceability or mass balance. Mass balance is allowed for producers who sell to buyers with no physical traceability. In case mass balance is not allowed, you can skip step 3 and 4 of these guidelines.

Set up – 2-5 minutes

Attention:

Ask someone to explain what traceability is. Let several people answer: traceability means you know where something is coming from and where the product has been since that time.

Title: Mention the title of the session:

Applying traceability.

Objectives:

We are going to discuss what your organisation can do to assist your members to comply with the requirements concerning traceability.

Benefits:

To monitor and provide feedback on quality issues, it is necessary to know where crops were produced. When you and your members cannot ensure the traceability of the crop, the crop cannot be certified.

Direction:

During this session, we will only discuss traceability of crops up to the point where you deliver the crops of your members to the buyer, because the producer organisation is only responsible for traceability as long as you are the owner of the crops. We will also not discuss any records you have to keep; that will be covered in the next topic.

Delivery

Explanation, Visualisation, Exercise, and Application:

Applying physical traceability – 30-35 minutes

1. Start with physical traceability (requirement 2.1.1). Refer to the product flow that you developed in the previous session and ask the following questions to explain physical traceability:
 - a. What is physical traceability? Physical traceability in a Fairtrade supply chain is the ability to follow a specific Fairtrade product all along the supply chain and through all stages of production and processing.
 - b. How can members and the PO apply physical traceability during all steps of the product flow? Fairtrade crops need to be physically separated at all stages from non-Fairtrade crops.
 - c. The crop is the responsibility of the farmer until he/she sells it. If we look at the steps from harvest to selling, where is there a risk that Fairtrade crops are mixed with non-Fairtrade crops? Look together at all the steps that are the responsibility of the farmer and discuss for every step the risks.
 - d. What is the most common risk we see in the field?
 - e. How can your organisation assist farmers in keeping their crops separate in all these steps and avoid mixing of Fairtrade crops with non-Fairtrade crops? Again, discuss this for every step. Assistance can include creating awareness on the product flow, training on traceability, advising farmers to use separate drying mats (if applicable), marking bags in which

crops are transported and stored, transporting their crops separately from non- Fairtrade crops, not selling crops for anyone else, not letting their crops sell by anyone else, etc.

- f. During which step of the product flow (which are the responsibility of the farmer) will it be most difficult to apply physical traceability?
- g. Can the PO do something extra to avoid challenges during this step? Does the PO need support? Who can provide that support? Share best practices as mentioned in the key information or share your own best practices. In case support is needed, discuss who will organize this, how and when. Write any agreed actions on a flip-sheet.

Note for the trainer: In case the organisation uses a digitized tracking system, you still need to discuss these questions.

2. The moment your members sell their crops, their responsibility for the crop stops and it becomes the responsibility of the Producer Organisation. Focus on the steps where the crop is the responsibility of the PO and ask the following questions for every step:
 - a. Where is there a risk that Fairtrade crops are mixed with non-Fairtrade crops?
 - b. What is the most common risk?
 - c. How can your organisation keep the crops separate in all these steps and avoid mixing of Fairtrade crops with non-Fairtrade crops?
 - d. During which step of the product flow (which are the responsibility of the PO) will it be most difficult to apply physical traceability? Share best practices as mentioned in the key information or share your own best practices.
 - e. Does the PO need support? Who can provide that support? In case support is needed, discuss who will organize this, how and when. Write any agreed actions on a flip-sheet.
3. Ask: Why do you think traceability is important for Fairtrade? Collect several answers. To monitor and provide feedback on quality issues, it is necessary to be able to know where crops were produced. Traceability guarantees that products sold as Fairtrade actually come from producers that produce according to Fairtrade Standards. Certification ensures the authenticity and the integrity of Fairtrade products being purchased by consumers.
4. Summarize what needs to be done to comply with the Fairtrade requirements. As PO you must:
 - a. Physically separate Fairtrade products.
 - b. Mark products as Fairtrade in documentation and physically. We will discuss the documentation in detail in session 2.3.
 - c. Maintain physical traceability at the processing stage (only applicable to POs that process their own products without physical traceability (only

permitted for cocoa, cane sugar, juice or tea producers).

Applying mass balance –10-15 minutes

5. Say that because their crop is sold to producers who sell to buyers with no physical traceability, the PO is also allowed to apply so called mass balance (requirement 2.1.8). Mass balance means that the quantities produced as Fairtrade equals the quantities sold as Fairtrade.
6. Take your 5 crops to demonstrate how mass balance works.
7. Say that for example a buyer collects 20 tonnes that is produced by your members as Fairtrade (show the 2 crops with the Fairtrade logo) and 30 tonnes that is collected from non-members (show the 3 crops without Fairtrade logo).
8. Now the crops are physically mixed during processing (remove the Fairtrade label and mix the crops). Say you are removing the Fairtrade logo because after mixing you no longer know which crops were produced as Fairtrade and which were not.
9. Repeat that mass balance means that the quantities produced as Fairtrade equals the quantities sold as Fairtrade. Ask: How many tonnes can I sell as Fairtrade after all the crops are mixed during processing? That will be 20 tonnes.
10. Say that the possibility to mix crops from members and non-members only applies at the processing stage if you process yourself or subcontract the processing. Up to the processing stage, physical separation as we just discussed is mandatory. This implies that members are NOT allowed to apply mass balance.
11. Say that the only way to prove mass balance is in the documentation of the sales process. We will discuss this during other sessions on record keeping on traceability and sales.

Using the Fairtrade mark –5-10 minutes

12. Show the Fairtrade logo. Say that they can use the Fairtrade mark on wholesale packaging or external promotional material. Ask if they would be interested in this. If they are, say that they need to get permission by writing to artwork@fairtrade.net (requirement 2.4.1). Agree on who should do this.
13. Check if the PO sells directly to consumers. If yes, check if they would like to use the Fairtrade mark on the packaging or promotional materials. If yes, the organisation needs to sign a contract with Fairtrade International or a national Fairtrade Organisation (requirement 2.4.2). They should contact license@fairtrade.net for more information. Agree on who should do this.
14. Share best practices on the use of the Fairtrade logo for branding as mentioned in the key information or share your own best practices.
15. Add that another requirement (2.1.7) is that Fairtrade products have to be identified in all documents, for example with the words “Fairtrade” and the producer and buyer’s FLO ID. Agree whose responsibility this is

(most likely the accountant).

Finish – 2-5 minutes

Summary: Repeat what physical traceability is and how the PO can support members to separate their products. If applicable, repeat what mass balance is and how it can be applied.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- What is physical traceability?
- What do you need to do to ensure physical traceability?

If applicable: What is mass balance?

Why is traceability important for Fairtrade?

Next Step: Check all actions points that were agreed and repeat who needs to do what.

Note for the trainer: Leave the product flow pasted on the wall because you will use it for the next session (2.3 on record keeping on traceability).

Checklist of Requirements

Year 0

Requirement	Action to take	Type	Applies to	Check
2.1.1	Physically separate Fairtrade products	Core	PO	
2.1.7	Mark products as Fairtrade in documentation and physically	Core	PO	
2.1.8	Maintain physical traceability at processing stage Only applicable to PO that process their own products without physical traceability (only permitted for cocoa, cane sugar, juice or tea producers)	Core	PO	
2.4.1	Seek approval before you use any of the Fairtrade marks on wholesale packaging or external promotional material	Core	PO	
2.4.2	Sign a contract with Fairtrade International or a national Fairtrade Organisation if you want to sell directly to consumers for the use of the Fairtrade mark	Core	PO	

Topic 2.3 Keeping Records on Traceability

Key Information

Documentary Traceability

All Fairtrade operators (producers and traders) must show documentary traceability. This means that you as a producer organisation have to keep records of all your purchases and sales.

In order to clearly identify how much your members deliver individually and all together, you have to keep records of products bought from members (with name of the individual members farmer, volume supplied, date, and amount received). Fairtrade products have to be identified in all documents, for example with the words “Fairtrade” and the producer and buyer’s FLO ID.

When selling the product to a buyer, you need to keep track of details of the volumes, prices paid and received, the

name of the buyer and its FLO-ID number, and the date of the transaction. You also have to write down how products move from your members to the buyers (see topic 2.1 on the Product flow). Do members bring their products to a collection point or does the organisation pick products up at members’ farms? What happens to the products within your organisation (processing, storage) and how do you sell products to the first buyer (how do you deliver your product?).

Documents as contracts, bills of lading, delivery notes, invoices etc. will demonstrate which volumes of Fairtrade product were handled.

To ensure that members comply with the Fairtrade Standards, you as organisation should develop formats for members to keep their records on sales. Records should include: name of buyer, volume supplied, date, and amount received.

All requirements, for both farmers as producer organisation, are Core requirements valid from year 0.

BEST PRACTICE for setting up an IMS

The best way to set up an Internal Management System is to set up an electronic system. You can set up a simple system with records in Excel or Access, which are for free available with Windows Office. It is also possible to install a more sophisticated system in which data is collected with mobile devices, products can be traced electronically, and individual member reports will be developed. Of course, a more sophisticated system will come at a cost. However, having a well-functioning IMS can help to access new markets, get partners for projects, and manage funds better.

Example of Records for Producer Organisation on Harvest and Processing of Members

(See requirement 2.1.6)

	Date	Membership code	Name of the member	Type of product	Volumes harvested in kilograms	Volumes processed
1						
2						
3						
4						
5						
6						
7						
8						
9						

Product specific requirement

Crop	Applicable product requirement	Type of requirement	FLOCERT compliance criteria
Cane sugar	3.1.1	Additional requirement	3.1.0.6
Cocoa	3.1.3	Replacement for requirement 3.1.5	3.1.0.7
	3.1.4	Additional requirement	3.1.0.8
	3.1.6	Additional requirement	3.1.0.9
	3.1.7	Additional requirement	3.1.0.10
	3.1.8	Additional requirement	3.1.0.11

Example of Records for Producer Organisation on Products Bought from Members

(See requirement 2.1.3)

	Date	Membership code	Name of the member	Type of product purchased	Volume bought in kilograms	Price per kilograms	Total amount paid to member	Receipt number
1								
2								
3								
4								
5								
6								



Product specific requirement

Crop	Applicable product requirement	Type of requirement	FLOCERT compliance criteria
Cane sugar	3.1.1	Additional requirement	3.1.0.6
Cocoa	3.1.3	Replacement for requirement 3.1.5	3.1.0.7
	3.1.4	Additional requirement	3.1.0.8
	3.1.6	Additional requirement	3.1.0.9
	3.1.7	Additional requirement	3.1.0.10
	3.1.8	Additional requirement	3.1.0.11

Example of Records for Producer Organisation on Crop Sales

(See requirement 2.1.5)

	Date	Name of the buyer	FLO-ID number	Type of crop	Volume supplied in kilograms	Price per kilograms	Total amount received	Receipt number
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Example of Records for Members on Harvest and Processing

	Date	Type of crop	Volumes harvested in kilograms	Volumes processed in kilograms
1				
2				
3				
4				
5				
6				
7				
8				
9				

Example of Records for Members on Crop Sales

	Date	Name of the buying company	Name of the field officer of the buying company	Type of crop	Volume sold in kilograms	Price per kilograms	Total amount received	Receipt number
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Fairtrade Standards and Compliance Requirements

Year for auditing	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Small Producers Organisations	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum practice needed for compliance)	FLOCERT Rank 5 (Best practice)
o	Core All grades	2.1.3 You keep records of products sourced from members. Records must indicate the name of the individual member, date of purchase, product name, volume and the price received by the member.	None	2.1.O.07	Complete sourcing records.	Complete records as part of a database of stock, purchases and sales and fully up to date.
o	Core, 2nd and 3rd grade			2.1.O.08	Total and Fairtrade production and sales figures are available but there are some unclarities.	Total and Fairtrade production and sales figures are available and there are no mistakes and all figures are up to date.
o	Core All grades	2.1.4 When you sell a Fairtrade product you must identify clearly in the related documents (e.g., invoices, delivery notes) that the product is sourced and traded on Fairtrade terms.	None	2.1.O.09 2.1.O.26	Term “Fairtrade” or similar is mentioned in all invoices AND it is possible to find a reference in other documents.	Term “Fairtrade” AND the FLO-ID are mentioned in all contracts, invoices, B/L, delivery notes, packing lists, etc.
o	Core All grades	2.1.5 You keep records of all your Fairtrade sales. Those records must indicate the volume sold, the name of the buyer and its Fairtrade International ID number, the date of the transaction and a reference to sales documents in such a way that the certification body is able to link these records with the corresponding sales documents.	None	2.1.O.10	Complete Fairtrade sales records with a reference to sales documents. Premium correctly invoiced.	Complete records as part of a database of stock, purchases and sales and fully up to date. Premium correctly invoiced.

	Core, 2nd and 3rd grade			2.1.O.11	The majority of contracts distinguish between Fairtrade and non-Fairtrade sales.	All contracts distinguish between Fairtrade and non-Fairtrade sales AND documented traceability system in place.
	Core All grades			2.1.O.27	Complete processing and Fairtrade sales records at subcontractors level with a reference to sales documents.	Complete records at subcontractors level as part of a database of stock, processed volumes, purchases and sales and fully up to date.
o	Core All grades	2.1.6 If you process Fairtrade products you keep records that specify the amount of product before and after processing.	None	2.1.O.28	Organisation creates/ obtains a record showing calculated yearly average yields.	Organisation creates/obtains records showing real yields of each processing batch AND organisation shares real yields of each processing batch with buyer.

Guidelines for the Trainer

Materials needed: Flip-sheets and markers

The product flow as used in topic 2.1 and 2.2

Prepare flip-sheets with examples of all records mentioned in this topic:

- For POs on harvest and processing of members
- For POs on products bought from members
- For POs on sales

For members on harvest and processing

For members on sales

Time needed: 2 to 2.5 hours

Preparations: Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline.

Product specific requirement: None

Set up – 2-5 minutes

Attention: Say that in the previous session we have discussed traceability. However, we did not yet discuss the aspect of how we can keep records on traceability.

Title: Mention the title of the session: Keeping records on traceability.

Objectives: We will discuss what type of records on traceability your organisation needs to keep and how you can assist your members in record keeping for traceability.

Benefits: Record keeping is often a challenge within organisations and its members. If you know what to do and how to set up your records, it can assist you in keeping solid records.

Direction: During this session, we will only discuss records on traceability, not any other type of records.

Delivery

Explanation, Visualisation, Exercise, and Application:

Data collection in the product flow – 15-20 minutes

1. Say that if we talk about documentary traceability, it means that you have to write down and keep records of how products move from members to buyers.
2. You as producer organisation have a licence to buy crops from your members and to sell it to a buyer. Let's start with buying crops from your members. Refer to the product flow as used on session 2.1 and 2.2 and focus on the steps where members have the responsibility over their crops. Say that we are going to look at what type of information we can collect during all these steps.
3. Start with harvest and ask: What information can be collected? You can collect information about the quantities harvested per member (meaning: you also need the names and membership code of all members). Write the answers on a flip-sheet. Continue with the other steps. You end with the sales of the crop to the PO. At the end you should have the following information (requirement 2.1.3): name of the individual members farmer, farmer ID, type of crops (product name), volumes harvested, volumes processed, date of purchase, volume supplied, and the price received by the member.

Keeping records on harvest and purchases from members – 45-50 minutes

4. Say that the next step is to keep records of the information you collect during the product flow. The first step is to keep records on harvest and processing of members. Ask the following questions:
 - a. What data do you as Producer Organisation already collect from members on harvest and processing?
 - b. If you keep data, how do you record it? Where do you record it?
5. In case the Producer Organisation is already keeping records on harvest and processing, ask to see it. Look together at what type of data is recorded. Then show the flip-sheet with the example records for Producer Organisations on harvest and processing of members to all participants. Compare the existing records of the Producer Organisation with the example record.
 - a. Is all data captured?
 - b. What data is missing in the existing records of the Producer Organisation? Where can the Producer Organisation get or find that data? Would it be possible to add this data to the existing records? Agree on what needs to be done to get the records complete.

6. In case the Producer Organisation is NOT keeping records on harvest and processing, show the flip-sheet of the example records for Producer Organisations on harvest and processing of members. Explain the record by mentioning all data that needs to be collected. Then ask:
 - a. Where can we find all the information? Think about farmers records/passports and purchase records kept by field officers and at the main office. In case the organisation uses a digitized traceability system, make sure it is mentioned.
 - b. Who within the Producer Organisation can keep these records? Agree who can keep these records and how data will be collected.
7. Continue with the records on products bought from members and discuss in the same way:
 - a. In case the Producer Organisation has existing records, compare the records to the example record for Producer Organisations on products bought from members.
 - b. In case the Producer Organisation does NOT have existing records, explain the example record for Producer Organisations on products bought from members and agree how the Producer Organisation can start keeping these records.
8. Say that there is lots of information to be collected. Ask the following questions:
 - a. How can we ensure all information is always up to date? You can provide members with easy-to-use ledgers and train them on the use of it.
 - b. How can we ensure that illiterate members keep their records? They can ask one of their family or group members to help them.
 - c. How can we capture the information from the members? This can be done by field officers. In addition, the PO needs to collect information when members sell their crops.

Recording crop sales to a buyer – 20-25 minutes

9. Continue with sales to a buyer. Again, refer to the product flow and look at all steps where the PO has the responsibility over the crops. For every step discuss what type of information should the PO collect (requirement 2.1.5). Note the answers on a flip-sheet. Make sure the following is mentioned: volumes before and after processing (requirement 2.1.6), volumes stored/sold/transported, the name of the buyer and its certification-ID number, the date of the transaction/transport/storage, product name, and price received. In case the contract with the buyer carries a code or number, you can add this.
10. Show the flip-sheet with the example record for Producer Organisation on crop sales. Discuss the example record in the same way as you discussed the previous records:
 - a. In case the Producer Organisation has existing records, compare the records to the example record for Producer Organisations on crop sales.
 - b. In case the Producer Organisation does NOT have existing records, explain the example record for Producer Organisations on crop sales and agree how the Producer Organisation can start keeping these records.
11. Say that there is lots of information to be collected. Ask the following questions:
 - a. Where can we find all the information (requirement 2.1.)? Think about contracts, bills of lading, delivery notes, invoices etc. In case the organisation uses a digitized traceability system, make sure it is mentioned.
 - b. How can we ensure all information is always up to date? Someone should be in charge, procedures for documenting all information should be in place, including checks. A digitized traceability system can also be an option.

Records on harvest, processing and sales for members – 20-25 minutes

12. Say that lots of information needs to be collected from members. To ensure that members have the data we need, each members need to keep records on harvest, processing and sales. Discuss first the example record for members on harvest and processing. Discuss then the example record for members on sales in the same way as the previous records.
 - a. In case members keep existing records, compare the records to the example records.
 - b. In case the members do NOT have existing records, explain the example records and agree how the Producer Organisation can train and motivate members to start keeping these records.

Application of requirements – 15-20 minutes

13. Say that we now know what needs to be done. The next step is to discuss how we can implement all the requirements. Discuss for the following points if it is already done by the PO, what can be improved or how to start doing it. For every action point, agree who is responsible and when it should be done. Write all on a flip-sheets. Discuss the following:
 - a. Supplying members with record keeping books.
 - b. Training members on how to keep records.
 - c. Collecting information from the record books of members.
 - d. Collecting information on crops purchased from members.
 - e. Keeping sales records (also look at documents mentioned under 6a).
 - f. Keeping sales records up to date.

Share any best practice as mentioned in the key information or share your own best practices.

14. Another requirement (2.1.4) is that when you sell a Fairtrade product, you must identify clearly in the related documents (e.g., invoices, delivery notes) that the product is sourced and traded on Fairtrade terms. Ask:
- To which documents (e.g., invoices, delivery notes) does this apply?
 - Who should be responsible for doing this?

Finish – 2-5 minutes

Summary: Repeat what the PO needs to do to ensure that it complies with all requirements. The PO must:

Keep records of products sourced from members (requirement 2.1.3)

Document Fairtrade sales (requirement 2.1.4)

Keep records of all Fairtrade sales (requirement 2.1.5)

Keep records of inputs and outputs (if you process Fairtrade products) (requirement 2.1.6)

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- What information do members need to record?
- What information does the PO need to record?
- How can we ensure members keep their records up to date?

Next Step: Check all actions points that were agreed and repeat who needs to do what.

Checklist of Requirements

Year o

Requirement	Action to take	Type	Applies to	Check
2.1.3	Keep records of products sourced from members	Core	PO	
2.1.4	Document Fairtrade sales	Core	PO	
2.1.5	Keep records of all your Fairtrade sales	Core	PO	
2.1.6	Keep records of inputs and outputs (if you process Fairtrade products)	Core	PO	

Topic 2.4 Applying Principles of Trade

Key Information

In most cases the producer organisation will buy crops from its members and then sell it in bulk to a buyer based on a contract. Your organisation can only sell products as Fairtrade if you have a valid certificate or Permission to Trade.

Contracts (requirement 2.3.1)

According to Fairtrade, if due to the type of legal entity the producer organisation cannot engage in commercial activities and therefore the trader must buy directly from individual members, there must be a framework contract in place. Contracts that are signed with buyers must be in line with Fairtrade requirements and must at minimum clearly indicate:

- Agreed volumes.
- Quality of the crops.
- Price (Fairtrade Minimum Price or market price, whichever is higher), when and how the Fairtrade price will be fixed.
- Fairtrade Premium.
- Which party is responsible for paying the Fairtrade price and premium to the producer.
- Payment terms.
- Traceability of the crops.
- Delivery conditions.

A contract is a legal document. In case one of the parties does not follow what has been agreed to in the contract, it means that this can have legal consequences and it will damage the relationship between the two parties. Therefore, it is important that you as producer organisation will honour what has been agreed (requirement 2.3.4) and that your members are aware of what is expected from them. It is also important that everyone within your Producer Organisation will understand what the negative consequences can be of not following what has been agreed.

Other requirements include:

- All contracts between producers and Fairtrade payers or conveyors must stipulate a mechanism to resolve conflicts separate from jurisdiction agreed by both

parties.

- In case new Fairtrade prices are published you have to fulfil the contracts you already signed at the earlier agreed price.

Sourcing (requirement 2.2.1)

When you first become Fairtrade certified you are allowed to sell recently harvested or stocked products, which were produced/harvested during the 12 months before you gained certification. This enables your organisation to make the most of your new certification and already start selling as Fairtrade, without having to wait for the next harvest or production.

If you do sell any of your stock when you first gained certification, you need to be able to prove in your documentation that those products were produced/harvested within the 12 months before certification. Documents which could prove this include:

- Purchase/collection records for the products from members
- Processing records (batch/lot numbers, outturn ratio)
- Storage records (own storage, external warehouse where applicable)
- Sales records (local and international sales)

You also still need to be able to comply with the traceability requirements (see topic 2.2) and prove that Fairtrade products were only sourced from members (through detailed member records and lists).

Suspension (requirement 2.3.2)

In case your organisation or your buyer is suspended by Fairtrade, your organisation is not allowed to sign new Fairtrade sales contracts, unless you can prove that you have existing trade relations. In that case you can sign new contracts with these partners but the volume is restricted to up to a maximum of 50% of the volume traded with each partner in the previous year. In all cases you must fulfil existing Fairtrade contracts during the suspension period.

Decertification (requirement 2.3.3)

If either you or your buyer become decertified, the Fairtrade contract becomes immediately invalid and you are not permitted to sell under the Fairtrade contract or sign any new contracts.

Fairtrade Standards and Compliance Criteria

Year for auditing	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Small Producers Organisations	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum practice needed for compliance)	FLOCERT Rank 5 (Best practice)
0	Core All grades	2.2.1 When you become certified you can sell the product that you have in stock as Fairtrade, but you must not sell the product that was produced more than one year before initial certification as Fairtrade.	This requirement means that a producer organisation obtaining certification may begin selling recently harvested products in stock from the last 12 months of production without having to wait for the next harvest after initial certification. Traceability requirements will be applied to these products, i.e. the products must have come from members.	2.2.0.01	No mix up of older product except possible mistakes up to 2% sales OR the structure of the organisation makes mixture of products very unlikely (negligible risk).	No mix up of product and no mistakes AND compliant with traceability system by sourcing only from members and separating the products that are produced by members from the products from non-members, at all stages, until the product is sold.
0	Core All grades	2.3.1 You sign binding purchase contracts provided by your buyers, which are in line with Fairtrade requirements. It is the responsibility of your buyer to provide a contract that is in line with Fairtrade requirements.	See Trader Standard requirement 4.1.2 for the elements that traders are required to include in the contract. It is your responsibility to sign the contract, once you have agreed with your trader.	2.3.0.13	Written and complete purchase contract or purchase order exists AND is confirmed by producer (purchase order) or countersigned by organisation.	
0	Major All grades	2.3.2 You do not sign new Fairtrade contracts if: your buyer is suspended; or you are suspended. Unless you can prove that you have existing trade relationships. If you do have existing trade relationship, you can sign new contracts with this partner but the volume is restricted to up to a maximum of 50% of the volume traded with each partner in the previous year. In all cases you fulfil existing Fairtrade contracts during the suspension period.	The contracts can be cancelled only if you and your buyer both agree to it in writing. The certification body will determine whether an existing trading relationship exists.	2.3.0.01	The organisation has neither exceeded volumes allowed during suspension NOR signed contracts with new trade partners.	

O	Core All grades	2.3.3 If you or your first Fairtrade buyer are decertified, you stop selling any Fairtrade products from the date of decertification even if you have signed Fairtrade contracts still to be fulfilled.	None	2.3.0.02	The organisation finally sold as non-Fairtrade and did not change written contract but removed Fairtrade marks.	The organisation finally sold as non-Fairtrade, removed Fairtrade marks and cancelled Fairtrade contract.
O	Core All grades	2.3.4 You ensure that all elements of the transactions fixed in the contract are honoured, unless you and the other party agree to a change. If you become aware that exceptional and/or unforeseen circumstances prevent you from supplying the volume stated in the contract, you promptly notify the buyer in writing and actively seek a solution. If Fairtrade International publishes new Fairtrade Minimum Prices, you fulfil all signed contracts at the price agreed in the contract. The price in the contract can be modified only if you and your buyer both agree to it in writing.	In case one party is not able to fulfil the contract due to exceptional and/or unforeseen circumstances the producer and buyer need to both demonstrate to the certification body that they are actively seeking to reach contract resolution.	2.3.0.03	In case new Fairtrade prices are published you do fulfil the contracts you already signed at the earlier agreed price OR there was a mutual agreement with the buyer.	
				2.3.0.16	Contracts are honoured OR in case of any disputes, the dispute resolution mechanism has been/is being used to solve the conflict.	Contracts are honoured without any changes.
				2.3.0.17	The buyer was notified promptly and a solution suggested.	Rank 3 and solution agreed on and implemented AND buyer would have suggest the same solution as implemented.

Guidelines for the Trainer

Materials needed: Flip-sheets and markers

Time needed: 35-40 minutes

Preparations: Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline.

Product specific requirement

Crop	Applicable product requirement	Type of requirement	FLOCERT compliance criteria
Cane sugar	4.4.1	Additional to requirement 2.3.1	2.1.0.40
Coffee	2.2.2	Additional to requirement 2.3.1	2.3.0.06
	2.2.3	Additional to requirement 2.3.1	2.3.0.07
	2.2.4	Additional to requirement 2.3.1	2.3.0.05
	2.2.7	Additional to requirement 2.3.1	2.3.0.04
	4.1.2	Additional to requirement 2.3.1	2.3.0.18
Fibre crops (including cotton)	2.4.1 2.4.2	Additional	2.3.0.09
Fresh fruit	4.2.1	Additional	2.3.0.14
Oilseeds and oleaginous fruits			2.3.0.08

Set up – 2-5 minutes

Attention: We have just seen that you must keep records of all your purchases and sales, but there is much more to trading crops than keeping records.

Title: Mention the title of the session: Applying principles of trade.

Objectives: During this session we will look at requirements linked to selling crops, including contracts and the honouring of contracts.

Benefits: A contract is a legal document. In case one of the parties does not follow what has been agreed to in the contract, it means that this can have legal consequences and it will damage the relationship between the two parties. Therefore, it is important that you as producer organisation will honour what has been agreed and that your members are aware of what is expected from them. It is also important that everyone within your Producer Organisation will understand what the negative consequences can be when contracts are breached.

Direction: We will focus on the content of an agreement with a buyer, not how to negotiate with a potential buyer.

Delivery

Explanation, Visualisation, Exercise, and Application:

Signing and honouring contracts – 15-20 minutes

- Say that when the producer organisation sells crops to a buyer, you need to have a binding contract with the buyer (requirement 2.3.1). Ask the following questions:
 - To whom do you mainly sell your crops?
 - Do you always have a contract? If no, why not?
 - Do you have a format for a contract?
- Split participants into pairs. Let each pair discuss what should be in a contract. Let participants discuss for a few minutes.

3. Discuss the results. Let every pair give at least one answer. Write the answers on a flip-sheet. Make sure the following has been mentioned:
 - a. Agreed volumes.
 - b. Quality of the crop.
 - c. Price (Fairtrade Minimum Price or market price, whichever is higher), when and how the Fairtrade price will be fixed.
 - d. Fairtrade Premium.
 - e. Which party is responsible for paying the Fairtrade price and the Fairtrade Premium to the members.
 - f. Payment terms.
 - g. Traceability of the crops.
 - h. Delivery conditions.
4. Say that a contract is a legal document and an agreement between two parties. Ask the following questions to increase understanding on contracts:
 - a. If you agree on something with someone, and the person does not honour the agreement, how would you feel about that?
 - b. Would you be willing to make an agreement again with that person in the future?
 - c. A contract is a legal document. What can be the consequences if one of the parties does not follow what has been agreed to in the contract? It can have legal consequences and it will damage the relationship between the two parties.
 - d. In case your producer organisation signs an agreement with a buyer, what can be the consequences for you and your organisation, if individual members do not sell their crops as agreed to the producer organisation? Very likely the PO will not be able to deliver the quantities as agreed in the contract. This means the contract will be breached. This can have legal consequences for your organisation and very likely the buyer is not going to sign any contract with your organisation in the future.
5. Explain that as PO, you need to ensure that all elements of the transactions fixed in the contract are honoured, unless you and the other party agree to a change (requirement 2.3.4). In addition, if you become aware that exceptional and/or unforeseen circumstances prevent you from supplying the volume stated in the contract, you promptly notify the buyer in writing and actively seek a solution. If Fairtrade International publishes new Fairtrade Minimum Prices, you fulfil all signed contracts at the price agreed in the contract. The price in the contract can be modified only if you and your buyer both agree to it in writing.

Discussion on application of contract requirements – 10-15 minutes

6. Have a short discussion how the contract requirements can best be implemented. If you agree on any action point, write it on a flip-sheet. Ask the following questions:
 - a. Who is responsible for contracts within the PO?
 - b. What are the main challenges with contracts?
 - c. How can we solve these challenges? What needs to be done? Who will do it and when?
 - d. How can we ensure that your members sell their crops to the PO and not to another organisation (how to avoid side-selling)?

Explaining additional requirements – 5-10 minutes

7. Inform the group about some additional requirements:
 - a. Requirement 2.2.1: When you become certified you can sell the product that you have in stock as Fairtrade, but you must not sell the product that was produced more than one year before initial certification as Fairtrade.
 - b. Requirement 2.3.2: In case your organisation or your buyer is suspended is suspended by Fairtrade, your organisation is not allowed to sign new Fairtrade sales contracts, unless you can prove that you have exiting trade relations. In that case you can sign new contracts with these partners, but the volume is restricted to up to a maximum of 50% of the volume traded with each partner in the previous year. In all cases you must fulfil existing Fairtrade contracts during the suspension period though.
 - c. (Only mention this if applicable): If due to the type of legal entity the producer organisation cannot engage in commercial activities and therefore the trader must buy directly from individual members, there must be a framework contract in place.

Finish – 2-5 minutes

Summary: Summarise the requirements for an agreement and other requirements for trade.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- What should be included in an agreement with a buyer?

- Why is it so important that our members stick to any agreement with a buyer?

Next step: In case your organisation is preparing an agreement with a buyer, check the Fairtrade requirements to ensure that

you comply with all requirements.

Checklist of Requirements

Year 0

Requirement	Action to take	Type	Applies to	Check
2.2.1	Selling the product that you have in stock (up to 12 months old) when you become certified.	Core	PO	
2.3.1	Sign binding purchase contracts.	Core	PO	
2.3.2	Don't sign new Fairtrade contracts if you or your buyer is suspended.	Core	PO	
2.3.3	Stop selling any Fairtrade products if you or your buyer is decertified.	Core	PO	
2.3.4	Honour all elements of the transaction fixed in the contract.	Core	PO	

3. Production

Topic 3.1 Managing Production Processes

Topic 3.2.1 Managing the Environment

Topic 3.2.2 Handling Hazardous Materials

Topic 3.3.1 Protecting Children

**Topic 3.3.2 Protecting the Rights of Employees
and Workers**

**Topic 3.3.3 Guaranteeing Conditions of
Employment**

**Topic 3.3.4 Guaranteeing Health and Safety for
Employees**



Topic 3.1 Managing Production Processes

Key Information

Internal Management System (IMS)

Because of the many requirements that need to be followed, including keeping records on all members, and organising training program and audits, an Internal Management System (IMS) needs to be set up in the third year. The Internal Management System is a tool to keep track of your organisation's compliance, so you can detect possible incompliance before the external auditor does, and take appropriate measures. With the setting up of an IMS, tools that have been used will be more formalized and aspects that are not used yet, will be added. If your IMS functions well and is reliable, your organisation can be confident about complying with the Fairtrade Standards when the external audit is due.

Below a description of the main tools is provided. Some of these tools are explained in detail in other topics.

BEST PRACTICE for setting up an IMS

The best way to set up an Internal Management System is to set up an electronic system. You can set up a simple system with records in Excel or Access, which are for free available with Windows Office. It is also possible to install a more sophisticated system in which data is collected with mobile devices, products can be traced electronically, and individual member reports will be developed. Of course, a more sophisticated system will come at a cost. However, having a well-functioning IMS can help to access new markets, get partners for projects, and manage funds better.

Documented Description and Management Structure

You need to document how the IMS is functioning and how it fits into the existing structure of the organisation. There should be one person responsible for the IMS, even if tools and procedures are already used. This can be someone who is already working for the organisation, a new staff member can be recruited, or within smaller organisations, it can be one of the members. Depending on the size of the organisation, the IMS team or committee may consist of a coordinator and a number of internal inspectors.

Internal Regulations

The IMS should have its internal regulations, describing how internal inspections will be done, how results are recorded and what follow up measures will be taken in case of non-compliance detected on members' farms. These can include sanctions. Some of these procedures are (or should be) described in the constitution, for example on the organisation of elections. You should also have an updated membership list, including names, phone numbers, farm location, and all information related to inspection and training.

Internal Inspectors

At least once a year, all farms are inspected by an internal inspector. This can be someone from your producer organisation or someone asked by your organisation. Your organisation should have a list of all inspectors. When internal inspectors are identified, they should be trained on the Fairtrade Standards to ensure they are capable to do the job that is expected from them. In topic 5.1 on Preparing for an audit you will find more information on how to select internal inspectors and how to train them.

Training of Staff and Members

One of the tasks of your organisation is to assist members to comply with all requirements. One way to achieve this is training which has to be organized by your organisation. In addition, you have to ensure that your staffs have the required knowledge and skills to train the farmers.

Risk Assessment

In the first year of certification your organisation has to identify where its members are at risk of not complying with the environmental and labour requirements. This is called a risk assessment. Evaluating the risks means to identify and analyse the difficulties that your organisation and members might have in complying with the production standards.

You should evaluate risks in different ways so members will be involved in the identification of risks:

Invite people to share their concerns on the implementation of what they have learned after training your members on Fairtrade Standards. You need to document the concerns and difficulties anticipated.

Discuss with a small group consisting of some executive members, staff and lead farmers the requirements of the Fairtrade Standards and try to identify risks of non-compliance. You should discuss:

- Are there any current production techniques or agricultural practices used that go against the Fairtrade Standards?
- Are there any indigenous beliefs that will hamper compliance?
- Do farmers and the producer organisation have the capacity to follow the requirements?
- Do farmers and the producer organisation have all equipment or tools to follow the requirements?
- Are members and the producer organisation willing and motivated to follow the requirements?
- Are there any other obstacles?

When all risks are identified, you should plan activities to overcome these difficulties. Also, in this process members can be involved, because often groups and/or communities can manage their own challenges. You should document possible solutions so you can follow up on its implementation.

The risk identification should be repeated periodically at least every 3 years.

Fairtrade Standards and Compliance Criteria

Year for auditing	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Small Producers Organisations	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum practice needed for compliance)	FLOCERT Rank 5 (Best practice)
0	Core 1st, 2nd and 3rd grade	3.1.1 You inform your members and explain to them the environmental and labour requirements in the Production chapter.	You can use the list of members (see requirement 4.2.2) and identify the activities that have been implemented to raise awareness about the intention and the meaning of the requirements in this chapter.	3.1.0.1	At least 80% of members were informed once about at least Core requirements AND content of information was sufficient AND trainings are planned/scheduled for the remaining producers.	At least 80% of members were informed annually about at least Core requirements AND trainings were carried out AND there are informative materials AND the identified and implemented activities are reflected in the member list.
1	Core 1st, 2nd and 3rd grade	3.1.2 You identify which requirements in the Production chapter you and your members may be at risk of not complying with.	Risks refer to the probability of members not being able to comply with the requirements. The information needed to determine risks would most probably come from knowledge within the community, from your and your members' experiences or from discussions at the General Assembly. Best practice is to gather this information through farm assessments. See guidance document for additional information.	3.1.0.2	There is a basic written/drawn identification of possible risks that covers at least the most important risks.	There is a written/drawn identification of the possible risks that are related to all requirements AND there is a process to involve members on this identification AND best practice in terms of obtaining information: data from all members through farm assessments.
3	Core 1st, 2nd and 3rd grade	3.1.3 Your identification of risks is repeated periodically, at a minimum every 3 years	The identification could be repeated more frequently if needed.	3.1.0.14	There is an updated basic written/drawn assessment that covers at least the most important risks AND all areas that generated non-conformities in previous years.	The updated risk assessment covers all requirements and identifies all relevant risks AND there is a process to involve members on this identification AND best practice in terms of obtaining information: data from all members in field survey.

3	Core 1st, 2nd and 3rd grade	3.1.4 You define and implement a procedure to monitor and assess the performance and compliance of your members in relation to the requirements in the Production chapter.	You could obtain performance results and monitor the compliance of your members by evaluating them directly, for example through an Internal Management System, or by encouraging members to assess themselves and to provide feedback to you based on their knowledge of their own situation and / or their management systems.	3.1.0.15	There is a documented procedure in place to assess the performance and compliance regarding the core requirements AND it is implemented.	There is an Internal Management System that covers all members. This is implemented and works well.
3	Core 2nd and 3rd grade	3.1.5 If you are a 2nd or 3rd grade organisation, you implement an Internal Management System (IMS) which enables you to monitor and assess compliance with Fairtrade requirements at all levels of the organisation.	General principles for a functioning IMS are: · A documented description of the IMS; · A documented management structure, which includes plans and policies; · One person responsible for the IMS; · An internal regulation to ensure compliance; · Identified internal inspectors; · Training of the person responsible and the internal inspectors; · Annual inspections and reports, including key production indicators; · Use of internal sanctions; · Regularly updated list of members; · Use of risk assessment to address risks and threats to the integrity of the IMS. The certification body will define and publish the necessary elements that an IMS will require.	3.1.0.13	Basic internal Management System is in place and used to monitor and assess compliance.	RANK 3 AND it has all the principles of an IMS AND the IMS is known and understood by members and detailed records exist.

3	Development 1st grade	3.1.6 If you are a 1st grade organisation with more than 100 members, you implement an Internal Management System (IMS) which enables you to monitor and assess compliance with Fairtrade requirements at all levels of the organisation.	See requirement 3.1.5 for guidance on principles for an IMS.	3.1.0.13	Basic internal Management System is in place and used to monitor and assess compliance.	RANK 3 AND it has all the principles of an IMS AND the IMS is known and understood by members and detailed records exist.
---	-----------------------	---	--	----------	---	---

Guidelines for the Trainer

Materials needed: Flip-sheets and markers

Time needed: 60 to 70 minutes

Preparations: Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline
A flip-sheet with the following text:

Principles for an IMS

1. A documented description of the IMS
2. A documented management structure (incl. plans and policies)
3. One person responsible for the IMS
4. An internal regulation to ensure compliance
5. Identified internal inspectors
6. Training of the person responsible and the internal inspectors
7. Annual inspections and reports (incl. key production indicators)
8. Use of internal sanctions
9. Regularly updated list of members
10. Use of risk assessment to address risks and threats to integrity of the IMS

Product specific requirement

Crop	Applicable product requirement	Type of requirement	FLOCERT compliance criteria
Cane sugar	3.1.1	Additional requirement	3.1.O.6
Cocoa	3.1.3	Replacement for requirement 3.1.5	3.1.O.7
	3.1.4	Additional requirement	3.1.O.8
	3.1.6	Additional requirement	3.1.O.9
	3.1.7	Additional requirement	3.1.O.10
	3.1.8	Additional requirement	3.1.O.11
	3.1.8	Additional requirement	3.1.O.12
Coffee	3.1.1	Additional requirement	3.1.O.16
	3.1.2	Additional requirement	3.1.O.17
	3.1.3	Additional requirement	3.1.O.18
	3.1.3	Additional requirement	3.1.O.19

Note for the trainer

Although the IMS is a third-year requirement for second and third grade organisations (and first grade organisation if there are more than 100 members), it is advisable to discuss this topic before year 3, especially for larger organisations.

Set up – 2-5 minutes

Attention: Say that being certified is hard work for a producer organisation and its members because of all requirements. Fortunately, there is a tool, called the Internal Management System (IMS), to keep track of your organisation's compliance, so you can detect possible non-compliances before the external auditor does, and take appropriate measures.

Title: Mention the title of the session: Managing production processes.

Objectives: During this session we will discuss how you can set up an Internal Management System and do a risk assessment, which are both necessary to manage production processes.

Benefits: A well-functioning IMS and good risk assessment can help your members and the producer organisation to comply with all requirements. In addition, an IMS helps the producer organisation to know what is going on in the organisation and what activities to implement to help members to progress. Although the main purpose of the IMS is to ensure that members and the producer organisation comply with production requirements, it can also help to improve the business aspect of your organisation.

Direction: We will discuss the steps of setting up an IMS and doing a risk assessment, but we will not actually set up an IMS or do a risk assessment.

Delivery

Explanation, Visualisation, Exercise, and Application:

Introduction – 5-10 minutes

- Say that managing production processes needs to ensure that members comply with all requirements, especially those related to production processes. The first step is to ensure that members are aware of all the requirements and know what to do (requirement 3.1.1). Ask the following questions to discuss how awareness can be created:
 - How can you make all members aware of all requirements? You can organise meetings and share the requirements with representatives of workers.
 - How can you ensure that all members know what to do? This can be done during training programs.
 - Should you tell all the requirements at once or rather step-by-step? During an initial meeting, you can explain the themes within the production chapter and talk very general about what is expected. During training programs, you can focus on requirements per theme.

The Internal Management System – 20-25 minutes

- Another step to ensure compliance is to set up an Internal Management System (IMS). An IMS consists of a database and several procedures and tools with the purpose of better managing the producer organisation and especially the compliance

with production requirements of Fairtrade. Share the best practices on setting up an IMS as described in the key information or share your own best practices. There are a few general principles that need to be in place for a functioning IMS. Together, we are going to look at what we need to do and have.

3. Paste the flip-sheet with the main principles for an IMS on the wall and ask one of the participants to read out loud the text on the flip-sheet. Say that together we are going to look what is in place already and what needs to be added/improved.
4. Start with 1. A documented description of the IMS. Say that at the end of this session, we are going to have a documented description of the IMS because you are going to keep track of all discussions on flip-sheets. One person within the organisation should type out all the flip-sheets. Agree on who will do this.
5. Continue with 2. A documented management structure, which includes plans and policies. Ask the following questions:
 - a. Is there a documented management structure? This can be an organogram. It also refers to what is written in the constitution. If there is a documented structure, ask where it is, and if it is still up to date.
 - b. If not, ask if someone can try to draw the existing management structure on a flip-sheet and let others give their inputs.
 - c. You should include plans and policies, such as yearly or activity plans and policies on any subject. What plans and policies do you have in your organisation? List all of them on a flip-sheet.
6. Continue with 3. One person responsible for the IMS. One person should be responsible for the IMS, even if tools and procedures are already used. This can be someone who is already working for the organisation, a new staff member can be recruited, or within smaller organisations, it can be one of the members. Ask the following questions:
 - a. What should the responsible person be able to do? The person should be literate and should be able to manage the database (especially in case there is an electronic database).
 - b. Who within the organisation could be responsible for the IMS? Agree on who this could be.
7. Continue with 4. An internal regulation to ensure compliance. Ask the following questions:
 - a. What do you do as producer organisation do to ensure that all members comply with the Fairtrade requirements? Probably the PO organises training programs for members and has an internal inspection (refer to topic 5.1 on Preparing for an audit). Say that this is in line with requirement 3.1.4 which says that you define and implement a procedure to monitor and assess the performance and compliance of your members in relation to the requirements in the Production

chapter. A risk assessment can help to identify areas where you expect problems.

- b. What do you do as producer organisation to ensure that the producer organisation complies with the Fairtrade requirements? Also, for the requirements for the PO, an internal inspection and risk assessment should be done.
- c. Say that the PO should describe how internal inspections will be done, results recorded and what follow up measures will be taken in case of non-compliances detected on members' farms. These can include sanctions. Are these processes described in a document? If not, who can do it? Does the person need any support? Agree on action points and who will implement them.
8. Continue with the principles related to the internal inspection: 5. Identified internal inspectors, 6. Training of the person responsible and the internal inspectors, and 7. Annual inspections and reports, including key production indicators. Add that we have covered the internal inspectors in topic 5.1 on Preparing for an audit.
 - a. Does the PO already have internal inspectors? How many?
 - b. What should the person who is responsible be able to do? The person should be able to manage and understand the database, interpret data for decision making, do a risk assessment, and safeguard processes.
 - c. What would be the main challenge for the person who is responsible? Can this be solved with training? If yes, who can give that training?
 - d. Who should develop the report on the annual inspection? Agree who should do this. It could be the responsible person (IMS manager).
9. Continue with 8. Use of internal sanctions.
 - a. Do you have a system of internal sanctions? If yes, is it documented (or written down)?
 - b. If there are no (documented) sanctions yet, who decides on these sanctions? Probably the Board or Executive Council, after which is needs to be approved by the General Assembly.
 - c. If there are no documented sanctions yet, agree when they will be discussed (and by whom). Check if the PO needs support with this.
10. Continue with 9. Regular update of the membership list. Refer to topic 2.4.2 on Keeping records in which you will discuss how to set up a membership list.

Doing a risk assessment – 30-35 minutes

11. Continue with 10. Use of risk assessment to address risks and threats to the integrity of the IMS. Say that in the first year of certification your organisation has to identify where its members are at risk of not complying with the environmental and labour requirements (requirement 3.1.2). This is called a risk assessment.
12. We will discuss one example to see how this works.

One of the requirements is that all people, including members and workers, wear appropriate protective equipment when handling pesticides or hazardous chemicals. Ask the following questions:

- a. What is the non-compliance for this requirement? That not everyone is wearing protective equipment.
 - b. What should members have so they can meet this requirement? They should have protective equipment to wear (it should be available).
 - c. Is it enough that the equipment is available or is more needed to meet the requirement? Members should be willing to wear it, and they should know how to wear it.
13. Now look at all conditions and try to identify together what the problem areas might be. Write them down on a flip-sheet (because you will come back to them later).
- a. Availability of equipment: what are the main challenges? Protective equipment is not everywhere for sale and members might not have the funds to buy the equipment.
 - b. Willingness of people to wear it: what are the main challenges? Often people are not aware of the risks of exposure to pesticides and other chemicals, so they do not see the need to protect themselves. In addition, they find the equipment not comfortable or too warm to wear, which gives them an excuse for not wearing it.
 - c. Knowing how to wear it: what are the main challenges? Maybe no one ever told members how to wear the equipment in a proper way, they did not understand the instructions well or they do not see the need to follow the instructions (because they are not aware of the risks).
14. Ask: For your members, what would be the highest risk of all challenges we have mentioned? What is most likely to happen?
15. Now we have identified the risks. What would be our next step? You should plan activities to overcome these challenges. Try for the following risks listed below to come up with activities to overcome them. Split participants into small groups and give every group one or two risks to discuss:
- a. Equipment is not for sale
 - b. Members do not have the funds to buy equipment
 - c. Members are not aware of risk of exposure
 - d. Members find equipment not comfortable to wear
 - e. No one told members how to wear the equipment
 - f. Members did not understand instructions well
 - g. Members do not see the need to follow instructions
16. Discuss the results. Ask every group to present their results and let other groups add ideas. Make sure the following is discussed:
- a. Equipment is not for sale: The organisation can approach a supplier of equipment and agree that a certain quantity will be brought to a central point where members can buy it.
 - b. Members do not have the funds: The organisation can discuss a discount with the supplier in case large quantities will be purchased. In addition, people are willing to spend money on things they find important. Awareness creation on the importance of wearing protective equipment can help with that.
 - c. Members are not aware of risk of exposure: Create awareness on the importance of protective equipment by talking about the consequences of not wearing equipment.
 - d. Members find equipment not comfortable to wear: People will be willing to wear the equipment the moment they see the importance of it. This can be done by awareness creation.
 - e. No one told members how to wear the equipment: Train people on how to wear it.
 - f. Members did not understand instructions well: Distribute posters which indicate how to properly wear the equipment so people can check before they put their equipment on.
 - g. Members do not see the need to follow instructions: This comes back again to not being aware of the risks.
17. Say that what we did here needs to be done for all requirements. Possible solutions should be documented so you can follow up on its implementation.
18. You should do your risk assessment at two levels:
- a. After a training of your members on Fairtrade Standards, invite people to share their concerns on the implementation of what they have learned. You need to document the concerns and difficulties anticipated.
 - b. With a small group consisting of some executive members, staff and lead farmers look at the requirements of the Fairtrade Standards and try to identify risks. You should discuss:
- Are there any current production techniques or agricultural practices used that go against the Fairtrade Standards?
- Are there any indigenous beliefs that will hamper compliance?
 - Do farmers and the producer organisation have the capacity to follow the requirements?
 - Do farmers and the producer organisation have all equipment or tools to follow the requirements?
 - Are members and the producer organisation willing and motivated to follow the requirements?
 - Are there any other obstacles?
19. Share the best practices on doing a risk assessment as described in the key information or share your own best practices. Finally say that the risk identification should be repeated periodically at least every 3 years (requirement 3.1.3).

Finish – 2-5 minutes

Summary: Summarise what an IMS is and its main principles, and how it, together with a risk assessment and internal inspection can contribute to compliance with the Fairtrade requirements.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- What is an Internal Management System?
- Why is it important to have one?
- What is a risk assessment?
- How can a risk assessment help to comply with Fairtrade requirements?

Next step: Repeat the main decisions that have been taken and who needs to take action on what.

Checklist of Requirements

Year 0

Requirement	Action to take	Type	Applies to	Check
3.1.1	Inform members about the standard.	Core	PO	

Year 1

Requirement	Action to take	Type	Applies to	Check
3.1.2	Identify risks of not compliance	Core	PO	

Year 3

Requirement	Action to take	Type	Applies to	Check
3.1.3	Update identification of risks (3 years at a minimum)	Core	PO	
3.1.4	Define and implement procedures to monitor and assess the performance and compliance of your members	Core	PO	
3.1.5	Implement an Internal Management System (if you are 2nd or 3rd organisation)	Core	PO	
3.1.6	Implement an Internal Management System (if you are 1st grade with more than 100 members)	Development	PO	

Topic 3.2.1 Managing the Environment

Key Information

Farming has an impact on the environment. To minimise the negative impact Fairtrade has put some requirements in place. As Producer Organisation you should have one person who has the responsibility to ensure that your organisation complies with the environmental requirements (requirement 3.2.1). The person should have clear Terms of Reference.

Activities for your organisation include the following.

Requirements	Action to be taken
Pesticide Management	
Requirements 3.2.2 to 3.2.19, 3.2.38 and 3.2.39	This is covered in topic 3.2.2 Handling hazardous materials (in this manual).
Soil Management	
Requirement 3.2.20: You have identified land at risk of soil erosion and already eroded land in the fields where your members plant Fairtrade crops. Requirement 3.2.21: You have trained the members of your organisation with identified risk of soil erosion or already eroded land on practices that reduce and/or prevent soil erosion. Requirement 3.2.22: You train your members on the appropriate use of fertilisers. Requirement 3.2.23: Your members implement measures to enhance soil fertility.	In topic 3.2.1 (in the manual train farmers), members learn how to apply the requirements concerning soil erosion and how to do a risk assessment. Topic 3.2.2 (in the manual train farmers) covers fertiliser application. In your risk assessment (see topic 3.1 on Managing Production processes in this manual) you need to check which farms are at risk of erosion. During your internal inspection, you need to keep track of measures implemented against soil erosion. To ensure members can apply all requirements, you need to ensure they have access to: - Organic fertilisers or being capable of making their own organic fertilisers. - Shade trees or being capable of setting up a nursery for seedlings.
Water Management	
Requirement 3.2.24: You list sources of water used for irrigation and processing of Fairtrade crops. Requirement 3.2.25: You are informed about the situation of the water sources in your area. In case local environmental authorities or other entities consider your water sources as being depleted, or in a critical situation, you have to engage in a dialogue in order to identify possible ways to be involved in research or solution finding. Requirement 3.2.26: You have trained your members on measures to use water efficiently. These measures are in line with the standard requirements. You have educated your members about wastewater and the health risks it bears as well as prevention of risks and treatment methods of wastewater and their implementation. Requirement 3.2.27: Your members follow practices that improve water resources management. Requirement 3.2.28: You handle wastewater from central processing facilities in a manner that does not have a negative impact on water quality, soil fertility or food safety. Requirement 3.2.29: You train your members on wastewater and the health risks it bears as well as on the prevention of risks and treatment methods of wastewater and their implementation.	In topic 3.2.3 (in the manual train farmers), members learn how to apply requirements concerning water management. As part of the training program, groups should assess the water situation on farms of their members. This can be facilitated by the trainer. The results should be entered in your database, so you have an overview of the situation in the communities.

Biodiversity	
Requirement 3.2.30: Your members avoid negative impacts on protected areas and in areas with high conservation value within or outside the farm or production areas. The areas that are used or converted to production of the Fairtrade crop comply with national legislation in relation to agricultural land use. Requirement 3.2.31: Your members do not cause deforestation and do not destroy vegetation in carbon storage ecosystems or protected areas. Requirement 3.2.32: You have a procedure in place to ensure that your members do not cause deforestation or degradation of vegetation. Requirement 3.2.33: You and your members take measures to protect and enhance biodiversity. Requirement 3.2.34: You and your members maintain buffer zones around bodies of water and watershed recharge areas and between production areas and areas of high conservation value, either protected or not. You do not apply pesticides, other hazardous chemicals and fertilizers in buffer zones. Requirement 3.2.35: You and your members that carry out wild harvesting of Fairtrade products from uncultivated areas assure the sustainability and survivability of the collected species in its native habitat. Requirement 3.2.36: You raise awareness among your members so that no collecting or hunting of rare or threatened species takes place. Requirement 3.2.37: You raise awareness among your members so that alien invasive species are not introduced.	In topic 3.2.5 (in the manual train farmers), members learn about biodiversity. Before and after the training program, you should continuously raise awareness on deforestation, threatened species and biodiversity. You can develop posters which visualise the consequences of deforestation and the good practices. You can involve the community and formal and informal leaders in the community in this process. You should develop procedures to avoid deforestation or degradation of vegetation. These procedures should be shared with members during meetings and training programs, and you should monitor its implementation.
Waste Management	
Requirement 3.2.40: You raise awareness among your members about re-using organic waste through the implementation of practices that allow nutrients to be recycled. You and your members may only burn organic waste if it is required by applicable legislation for sanitary purposes, or it is clearly a more sustainable practice.	In topic 3.2.4 (in the manual train farmers), members learn how to apply the requirements concerning waste management.
Genetically Modified Organism (GMO)	
Requirement 3.2.41: You and your members do not intentionally use genetically engineered seed or planting stock for Fairtrade crop(s). You implement practices to avoid Genetically modified (GM) contamination in seed stocks.	In topic 3.2.6 (in the manual train farmers), members learn about GMO. You can prepare a list of GMO projects in your countries to see in which areas there is risk of contamination. It is extremely important to let members know that GMOs are not allowed and that they must not be (intentionally) used.
Climate change	
Requirement 3.2.42: You implement measures on adaptation to climate change. Requirement 3.2.43: In central processing facilities where non-renewable energy is used, you take measures to use energy more efficiently. You replace non-renewable sources by renewable ones as far as possible. Requirement 3.2.44: You as an organization or your members take measures to reduce Green House Gas (GHG) emissions and increase carbon sequestration.	In topic 3.2.7 (in the manual train farmers), members learn how to apply requirements concerning climate change. For processing facilities, you should make renewable energy sources available.

Fairtrade Standards and Compliance Criteria

Year for auditing	Type of requirement and applicable for	Fairtrade Standard for Small Producers Organisations	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum practice needed for compliance)	FLOCERT Rank 5 (Best practice)
0	Core All grades	3.2.1 A person in your organisation is given responsibility to lead the operational steps required for your organisation to comply with the requirements in section 3.2 Environmental Development.	The chosen person does not need to have a formal education in subjects such as the environment or agronomy but needs to have enough practical or theoretical knowledge to be able to perform these tasks properly. The person should be in a position that can influence decision making at the organisational level.	3.2.1.01	Appointed AND knows the relevant environmental requirements and organisation's risks.	Appointed AND knows the relevant environmental requirements and organisation's risks AND given plenty of time and/or resources to fulfil responsibilities AND the appointed person is at a high decision-making position.
				3.2.1.02	No written description but the person is aware of his/her responsibilities.	There is a detailed written description and the person(s) knows it.
3	Core All grades	3.2.20 You have identified land at risk of soil erosion and already eroded land in the fields where your members plant Fairtrade crops.	A best practice, as a follow-up to this activity, is to develop practical preventive measures that reduce soil erosion and/or restorative measures to convert degraded land to arable land.	3.2.3.10	The organisation documented (in writing or maps) existing and potential general problems in the area.	The organisation inspected all farms and documented in writing existing and potential problems AND implemented preventive measures.
6	Development All grades	3.2.21 You train those members of your organisation where risk of soil erosion or already eroded land has been identified on practices that reduce and/or prevent soil erosion.	The training may include information on preventive measures to avoid erosive conditions, remedial actions, establishing ground cover or other kinds of vegetation.	3.2.3.02	At least 50% of members with risk of erosion have been trained AND content of training was sufficient.	At least 80% of members with risk of erosion have been trained AND content of training was sufficient AND training materials are clear and correct AND some preventive and corrective measures are ongoing.

6	Development All grades	3.2.22 You train your members on the appropriate use of fertilizers. You ensure that this training includes: · measures to ensure that fertilizers (organic and inorganic) are applied in amounts that respond to the nutrient need of the crop; · measures to store fertilizers separately from pesticides in a way that minimizes risks of polluting water.	Nutrient content of soil may be determined by producers based on their knowledge. If soil samples are sent to laboratories for analysis, the samples shall represent all cultivated land and be analysed as often as possible. Cross contamination between fertilizers and pesticides can lead to crop damage. However, if the label or the instructions allows mixing, they can be stored together.	3.2.3.03	At least 50% of members have been trained AND content of training was sufficient.	At least 80% of members have been trained AND content of training was sufficient AND training materials are clear and correct AND some preventive and corrective measures are implemented.
3	Development All grades	3.2.23 Your members implement measures to enhance soil fertility.	You are free to choose the measures that enhance soil fertility. Measures can include practices such as: crop rotation, intercropping, agroforestry, incorporation of compost or green manures into the soil, the use of ground covers, or any other conservation agriculture practices.	3.2.3.04	The organisation has implemented measures to improve soil fertility.	RANK 3 AND measures implemented were from internal evaluation of its practices AND the organisation benefits from advice from local experts such as authorities, universities or NGOs.
3	Core All grades	3.2.24 You list sources of water used for irrigation and processing of Fairtrade crops.	Maps or schemes can be used to show the location of the water sources. As a best practice, in addition to maps or schemes you may list other relevant basic information on water resources such as: records of dates or seasons when water reservoirs are filled or emptied and/or any other information.	3.2.3.11	The organisation has a map or written list of all sources of water for irrigation and processing with basic information (river, seasonal river, artificial dam, underground well, rainwater collector, etc.).	The organisation has a map or written list of all sources of water for irrigation and processing with basic information (river, seasonal river, artificial dam, underground well, rainwater collector, etc.) AND with identified irrigation method: surface (basin, furrow, sprinkler, drip, etc.) AND the organisation can prove that the use of all sources is authorised.

6	Development All grades	3.2.25 You are informed about the situation of the water sources in your area. In case local environmental authorities or other entities consider that your water sources are being depleted, or are in a critical situation, or under excessive pressure, you engage in a dialogue with the authorities or local existing initiatives in order to identify possible ways to be involved in research or solution finding.	You may find it difficult to know if a water source is sustainable or if it has replenishing capacity, but you may monitor the existing knowledge about the sustainability of the water sources for related information and/or claims with local authorities, universities or organizations that are working in your region.	3.2.3.06	The organisation can explain if sources of water are sustainable AND if there is a depletion problem it has contacted relevant stakeholders.	The organisation can explain if sources of water are sustainable AND if there is a depletion problem it has contacted relevant stakeholders AND the organisation has drafted a plan to improve sustainability of water sources AND the organisation has a drafted plan to improve sustainability of water sources in coordination /cooperation with the community and relevant authorities.
3	Development All grades	3.2.26 You train your members on measures to use water efficiently. You ensure that this training includes: · estimating how much water is needed to irrigate and/or process Fairtrade crops; · measuring (or estimating) how much water is extracted from the source; · water quality for irrigation or processing; · measuring how much water is used for irrigation and/or processing; · providing maintenance to the water distribution system; · adopting, as applicable, methods to recirculate, reuse and/or recycle water.	It is best practice that the training on water quality for irrigation or processing includes the assessment of water quality.	3.2.3.07	At least 50% of members have been trained AND content of training was sufficient.	At least 80% of members have been trained AND content of training was sufficient AND training materials are clear and correct AND some procedures for efficient use of water are implemented.

3	Development All grades	3.2.27 Your members follow practices that improve water resources management.	The aim of this requirement is that members manage water use efficiently and in a sustainable manner. Members are free to decide which practices suit their production systems best and/or find other measures applicable to the specific conditions of their region/ production area, topography, micro-climate, or crop. Examples of practices that may improve water efficiency are: · A regular estimation of the amount of water used for irrigation to avoid over- or under-irrigation, or for processing, to avoid water waste; · Improved irrigation scheduling, to supply water when crops need it; · Different irrigation methods (e.g., drip irrigation, intermittent irrigation, furrow irrigation); · Measures to improve soil properties (soil cover to prevent water evaporation, or planting cover crops); · Monitoring of water sources to ensure water is of good quality; · Improved design of water channels to prevent water loss through percolation or evaporation and allow more efficient water management; · Use of water storage facilities for regions with seasonal water availability; · Implementation of a water-recycling system.	3.2.3.12	Members apply at least one sustainable practice of efficient water management.	Sustainable practices are evaluated and implemented on a regular basis.
---	---------------------------	---	---	----------	--	---

6	Development All grades	3.2.28 You handle wastewater from central processing facilities in a manner that does not have a negative impact on water quality, soil fertility or food safety.	Wastewater from processing facilities includes water contaminated by the processing itself and waste water from sanitary facilities. You may define a plan to monitor the water quality of the wastewater discharged from processing facilities. Such a plan may include: baseline levels of acceptability for waste water quality, method(s) of analysis of water quality and a specified frequency of monitoring and means to correct any incidence of contaminants down to adequate levels. You may install water filtration or other treatment systems in the processing facilities.	3.2.3.08	Quality of water has been analysed AND quality is equal or above the levels required by legislation OR, if quality is below required levels, adequate measures have been implemented.	RANK 3 AND analysis is made regularly AND the organisation has a plan for further improving quality of water.
6	Development All grades	3.2.29 You train your members on wastewater and the health risks it bears as well as on the prevention of risks and treatment methods of wastewater and their implementation.	Plans to improve the sanitary conditions at member level could complement the training.	3.2.3.09	At least 50% of members have been trained AND content of training was sufficient.	At least 80% of members have been trained AND content of training was sufficient AND training materials are clear and correct AND some measures for wastewater treatment / improvement of sanitation conditions are implemented.

o	Core All grades	3.2.30 Your members avoid negative impacts on protected areas and in areas with high conservation value within or outside the farm or production areas. The areas that are used or converted to production of the Fairtrade crop comply with national legislation in relation to agricultural land use.	“Protected areas” are a clearly defined geographical space, recognised, dedicated and managed, through legal or other effective means, to achieve the long-term conservation of nature with associated ecosystem services and cultural values (IUCN 2008). Protected areas can be public or private biological conservation areas. You may identify protected areas with the help of local, regional or national authorities. “Areas with high conservation value” is a concept developed by Forest Stewardship Council – FSC- and refers to areas that are worth conserving because they are important on a local, regional or global scale and which may include social value such as the benefits that an area provides to a community in terms of its cultural importance or economic resource. Biological value includes ecosystems or habitats of an endangered species. These areas can usually be identified through natural vegetation with low disturbance from agriculture, forestry, industry, urbanism or other. You may initially identify areas with high conservation value based on available knowledge within your organization and neighbouring community. You may wish to consult with elders and people in the community who may have knowledge of the natural vegetation in the region. (For more information see www.fsc.org and www.hcvnetwork.org) “Negative impact” refers to partial or complete destruction of the protected area or loss of the conservation value.	3.2.6.01	Organisation informed members of local protected/H CV areas and there are no indications of negative impacts.	Organisation effectively controls activities of members in protected areas AND the organisation actively promotes the conservation of local protected/H CV areas.
---	--------------------	---	--	----------	---	---

				3.2.6.02	There are no indications that conversion was illegal OR there is no new land converted to production of Fairtrade crop.	The organisation has evidence of the legal use and legal conversion to production of Fairtrade crop
0	Core All grades	3.2.31 Your members do not cause deforestation and do not destroy vegetation in carbon storage ecosystems or protected areas.	Deforestation is the conversion of forest to other land use or the permanent reduction of the tree canopy cover below the minimum 10 percent threshold (The Global Forest Resources Assessment, FAO, 2015). The following activities are not considered 'deforestation': · When a tree crop is replaced by another (for example cocoa, coffee or fruit tree); · Tree management on agro-forestry or home-garden production systems. Your members may identify protected areas with the help of local, regional or national authorities. Carbon storage ecosystems are terrestrial and aquatic ecosystems with a capacity to sequester and store carbon, maintain environmental quality and provide living conditions to plants and animals.	3.2.6.08	Your members do not cause deforestation and do not destroy vegetation on protected areas or other carbon storage ecosystems.	

1	Core All grades	3.2.32 You have a procedure in place to ensure that your members do not cause deforestation or degradation of vegetation.	The procedure demonstrates a commitment to prevent deforestation. This procedure may include: · Mapping of protected areas in the region and cross-checking this information with member's farm location to identify areas at risk. · Geo-mapping and polygon maps (including boundaries of the farms) can be used as a tool to map risk areas more accurately; · Identifying if and how your member's activities have negative impacts on at-risk areas; · Raising awareness amongst members on identified risk areas and activities or production practices that have negative impacts; · Promoting the implementation of production practices that have a positive impact (i.e., agro-ecological practices, exchange of good practices, demonstration plots, trainings). · Monitoring members' production practices and other activities in at-risk areas.	3.2.6.09	There is a documented procedure in place AND it is implemented.	Rank 3 AND members are aware of risk areas and activities or production practices that have negative impacts AND Geo-mapping and polygon maps are used as a tool to map risk areas more accurately AND the procedure is part of an Internal Management System that covers all members and that works well.
---	--------------------	---	---	----------	---	--

6	Development All grades	3.2.33 You and your members take measures to protect and enhance biodiversity.	Your members are free to choose the measures to protect and enhance biodiversity. Activities can include: · Identification of key biodiversity issues in the region and actions that your members have implemented in order to improve the situation; · Activities you have provided to your members such as raising awareness about biodiversity or training in techniques to protect it; · Agro-forestry systems; · Maintaining and restoring natural ecosystems in areas that are not suitable for cultivation, and in buffer zones around bodies of water and watershed recharge areas and between production and areas of high conservation value, either protected or not · Activities to increase ecosystem connectivity by identifying unproductive sites and buffer zones. You may find valuable knowledge within your local community regarding further activities. With time you may benefit from advice by local experts such as authorities, universities, NGOs or online data bases. Restoration of ecosystems can take place by actively replanting native vegetation or by actively protecting it to allow regeneration of native vegetation.	3.2.6.03	The organisation implemented measures to protect and enhance biodiversity.	Organisation evaluated and quantified internally its practices, implemented them and prepared a report AND the organisation benefits from advice from local experts such as authorities, universities or NGOs OR updates the report adding new practices.
---	---------------------------	--	--	----------	--	--

6	Development All grades	3.2.34 You and your members maintain buffer zones around bodies of water and watershed recharge areas and between production areas and areas of high conservation value, either protected or not. You do not apply pesticides, other hazardous chemicals and fertilizers in buffer zones.	Buffer zones lead to better management and sustainability of adjacent protected areas which thus enhances biodiversity. Clusters of small farms can be considered a single production site, with buffer zones at its perimeters only. It is recommended that total use of land for crop production be avoided. It is also recommended that buffer zones, where feasible, are connected in order to create ecological corridors. Restoration of ecological corridors may take place by actively reintroducing the native vegetation or by protecting it to allow regeneration of native vegetation. No requirement is made on minimum distance.	3.2.6.04	Enough distance is maintained around water bodies/watershed recharge areas or protected/H CV areas so to avoid any drift of application of pesticides or fertilizers.	There are uncultivated buffer zones around water bodies/watershed recharge areas or protected/H CV areas AND around farms (or cluster of farms) AND buffer zones are restored with natural vegetation and (if feasible) connected.
1	Core All grades	3.2.35 You and your members that carry out wild harvesting of Fairtrade products from uncultivated areas assure the sustainability and survivability of the collected species in its native habitat.	Wild harvesting implies that the only productive activity in the uncultivated area is the harvest itself. Any other activities (e.g., clearing paths, maintaining camps) should be done in a way that minimizes human impact. Assuring sustainability refers to harvesting in such a way to maintain the species, maintain availability to other species in the ecosystem that depend on it, and ensure that the subsequent harvest cycle will provide a comparable quantity.	3.2.6.05	Wild harvesting of Fairtrade crop respects the biological cycle of the species (this knowledge can come from tradition) and no signs of depletion.	RANK 3 AND the organisation carried out awareness raising activities AND there is an Internal Management System that covers all members and that controls volumes and times of harvesting.

3	Development, All grades	3.2.36 You raise awareness among your members so that no collecting or hunting of rare or threatened species takes place.	Initial classification of rare and threatened species may be made by your members based on their own knowledge. You may want to contact a local expert on biodiversity who would provide support in identifying rare and threatened species and in adjusting the initial classification. In addition to regional or local information, you may want to look at IUCN red list of threatened species at http://www.iucnredlist.org for further reference.	3.2.6.06	At least 50% of members have been informed AND content of information was sufficient.	At least 80% of members have been trained AND content of training was sufficient AND there are informative materials AND no collection or hunting of rare and threatened species takes place.
3	Development, All grades	3.2.37 You raise awareness among your members so that alien invasive species are not introduced.	Initial classification of alien species may be made by your members based on their own knowledge. You may want to contact a local expert who could provide support in identifying alien species and ways in which their introduction and propagation may be avoided. For further information see the Convention of Biological Diversity at www.cbd.int/invasive .	3.2.6.07	At least 50% of members have been informed AND content of information was sufficient.	At least 80% of members have been informed AND content of information was sufficient AND there are informative materials AND alien invasive species are not used.
3	Development All grades	3.2.40 You raise awareness among your members about re-using organic waste through the implementation of practices that allow nutrients to be recycled. You and your members may only burn organic waste if it is required by applicable legislation for sanitary purposes, or it is clearly a more sustainable practice.	Examples of good practices are composting, mulching and using green manures. Feeding animals with organic waste contaminated with pesticides and burning organic waste are not sustainable practices. If burning organic waste for sanitary reasons is undertaken, it should be done in a strictly controlled manner to minimize risk of wildfires and smoke production. Using organic waste as fuel can be considered a more sustainable practice.	3.2.4.04	At least 50% of members have been informed AND content of information was sufficient.	At least 80% of members have been informed AND content of information was sufficient AND there are informative materials AND some measures for re-using organic waste are implemented.

o	Core All grades	3.2.41 You and your members do not intentionally use genetically engineered seed or planting stock for Fairtrade crop(s). You implement practices to avoid Genetically modified (GM) contamination in seed stocks	You may evaluate the potential risk of your members to use genetically modified seed stock and/or planting material. You may establish a program to raise awareness about the GM species and varieties which are registered in the country or region and are to be sold as Fairtrade. For species identified as at risk, you may establish additional measures to avoid use of these seed lots. You may make a list of GMOs being marketed in the country, by species, trait, and brand names. You may monitor publicly available lists to know what products are available on the market as GMOs. For any crops that your members grow that are of known GMO species you may have a standardized procedure for requiring documentation, analysis and other non-GMO verification for the seed in question. In cases where there is a risk of GMO contamination of the FT crop, you may: - have a plan to actively seek out and request non-GMO seed. - keep records that show the distribution of the seed – by farmer name, quantity, lot number(s) of the seed, brand/source. - check if amount of seed distributed to the farmer matches theoretical planting density for the stated planted acreage. If you save/produce your own seed, your species, field production techniques and post-harvest practices may be monitored to ensure contamination is avoided. A sampling and testing protocol may be in place, with a rationale given for the frequency and types of tests.	3.2.5.01	Organisation generally knows where members obtain seeds/plants and sources are free from contamination AND most interviewed members could identify the local risks.	Organisation has prepared awareness raising programs AND offers members the tools to avoid contamination.
---	--------------------	---	---	----------	---	---

				3.2.5.02	Organisation generally knows where members obtain seeds/plants and sources are free from contamination AND most interviewed members could identify the local risks.	Organisation has prepared awareness raising programmes AND offers members the tools to avoid contamination.
3	Development All grades	3.2.42 You implement measures on adaptation to climate change.	The adaptation measures and activities depend on identified risks and existing practices in your region/ product and are in line with the human and financial capacity of your organization and members. Examples of adaptation practices include: adjustments in crop planting dates to avoid periods with high temperature stress, installation of facilities for rain water collection and use, soil cover/mulch application, use of drought resistant crop varieties, crops diversification, and improved pruning practices. Members who are engaging in climate change adaptation activities are encouraged to share their experience with other members, using their field plots for demonstration of climate change adaptation practices for further replication of these practices by other members.	3.2.7.03	The organization implemented at least one adaptation measure to climate change.	Rank 3 AND all measures on adaptation to climate change are based on identified risks AND members share examples of implemented climate change adaptation measures with other members.

3	Development All grades	3.2.43 In central processing facilities where non-renewable energy is used, you take measures to use energy more efficiently. You replace non-renewable sources by renewable ones as far as possible.	Record keeping on energy consumption is a tool that can help you to identify measures and make informed decisions on how to reduce energy consumption. An example of more efficient energy use is the adequate maintenance of processing equipment.	3.2.7.01	The organisation is measuring energy consumption AND knows sources of renewable energy to compare AND has planned energy efficiency measures.	The organisation is measuring energy consumption AND has taken energy efficiency measures (maintenance of equipment, use of renewable energy, etc) OR has changed to renewable sources AND the organisation can prove energy consumption was indeed reduced since record-keeping started.
6	Development All grades	3.2.44 You as an organization or your members take measures to reduce Green House Gas (GHG) emissions and increase carbon sequestration.	You are free to choose the measures to reduce GHG emissions and increase carbon sequestration. Examples of measures are: incorporating green manure in the fields and increasing organic matter in the soil.	3.2.7.02	The organisation implemented measures to reduce GHG emissions and increase carbon sequestration.	Organisation evaluated internally its practices, implemented them and prepared a report AND the organisation benefits from advice from local experts such as authorities, universities or NGOs OR updates the report adding new practices/measures.

Guidelines for the Trainer

Materials needed: Flip-sheets and markers
Copies of the checklist of requirements

Time needed: 1 to 1.5 hours

Preparations: A flip-sheet with the following text:

- Environmental management
- Soil management
- Water management
- Biodiversity
- Waste management
- GMOs
- Climate change

Note for the trainer

Keep in mind that this topic is about HOW the producer organisation can SUPPORT members to implement certain requirements. That means this topic is NOT about what actions members should take in the field (that is covered in the topics to train farmers). Your discussions should therefore be focused on what members need (in terms of equipment and knowledge) to ensure that they CAN apply all requirements. In addition, another important discussion is how to MOTIVATE members to apply the requirements.



Session in Short

Set up: 2-5 min

Delivery:

5-10 min: introduction

45-50 min: complying with soil, water and biodiversity requirements

15-20 min: complying with other requirements

Finish: 2-5 min

Set up – 2-5 minutes

Attention: Say that farming has an impact on the environment. To minimise the negative impact, Fairtrade has put some requirements in place.

Title: Tell the title of the session: Managing the environment.

Objectives: During this session we will look at all requirements covering sustainable production processes and discuss how we can assist members to comply with these requirements.

Benefits: When we take good care of our environment, we avoid that our children and animals will get sick, that the soil will be depleted, and the water is polluted. If we can avoid all this, we can all live in a healthy environment, and our crops can grow better which will lead to higher yields.

Direction: We will not discuss any hazardous materials, such as pesticides because that will be covered in topic 3.2.2 on Handling hazardous materials.

Delivery

Explanation, Visualisation, Exercise, and Application:

Introduction – 5-10 minutes

1. Paste the prepared flip-sheet with all components of environmental management on the wall and read it out loud. Say that there are 23 requirements covering the production process (excluding those covering hazardous materials). Some requirements describe what members need to do, while others describe training topics for members. We will look at all requirements and discuss how best we can support members with the application of all requirements. We need to keep in mind that members can only apply what they have learned, if the practice is possible to apply and if members want to apply it (are motivated to apply it).
2. Say that the PO needs to have one person who is responsible to lead the operational steps required for your organisation to comply with the production requirements (requirement 3.2.1). The chosen person does not need to have a formal education in subjects such as environment or agronomy but needs to have enough practical or theoretical knowledge to be able to perform these tasks properly. The person should be in a position that can influence decision making at the

organisational level. Agree on who this person should be. Write the name on a flip-sheet.

Note for the trainer: Ensure that the person who is appointed to be responsible for production processes is present. If not, either postpone this session or get the person to attend.

Complying with soil, water and biodiversity requirements—45-

50 minutes

3. Divide the participants into 3 groups. Give each group the checklist with requirements. Allocate to each group one theme and tell the group which requirements they need to cover:
 - a. Group 1 Soil management:
 - requirements 3.2.20 and 3.2.23 in year 3
 - requirements 3.2.21 and 3.2.22 in year 6.
 - b. Group 2 Water management:
 - requirements 3.2.24, 3.2.26 and 3.2.27 in year 3
 - requirements 3.2.25, 3.2.28 and 3.2.29 in year 6
 - c. Group 3 Biodiversity:
 - requirements 3.2.30 and 3.2.31 in year 0
 - requirements 3.2.32 and 3.2.35 in year 1
 - requirements 3.2.36 and 3.2.37 in year 3
 - requirements 3.2.33 and 3.2.34 in year 6
4. Each group should discuss the following question:
 - a. In case of training: What could be training topics?
 - b. In case of measurements: What type of measurements?
 - c. General: What can the PO do to support members to comply with the requirements?
 - d. Emphasize that you want to hear as much as possible action points to be taken (except for the training topics).
5. Let the groups work for 10-15 minutes. They can write the results of their discussions in their notebook (no need to use flip-sheets, because you will later write notes of flip-sheets). Walk around to guide the groups if necessary.
6. Discuss the results. Let each group present their results and let the other two groups respond with additional input or questions/remarks. notes on a flip-sheets in case action points are mentioned. Use the key information to ensure all action points are covered. You can ask the following questions to guide the discussions. When applicable, share best practices as described in the key information or share your own best practices.
 - a. **Soil management:**
 - How can you check which farms are at risk?
 - What are possible measures to enhance soil fertility?
 - Do members need any equipment or other

things to be able to implement these measures? If yes, where can members get the equipment? Can the PO play a role in this?

- How can you motivate members to implement these measures?

b. Water management:

- How can you check where all water sources used for irrigation and processing are?
- How can you ensure to be informed about the water situation in the area? Who in the area would have this knowledge and could possibly help you?
- What would be measures to use water efficiently?
- Do members need any equipment or other things to be able to implement these measures? If yes, where can members get the equipment? Can the PO play a role in this?
- How can you motivate members to implement these measures?
- How should wastewater be handled correctly?
- Do members need any equipment or other things to be able to implement these measures? If yes, where can members get the equipment? Can the PO play a role in this?
- How can you motivate members to implement these measures?

c. Biodiversity:

- How do you know which areas are protected or have a high conservation value?
- How can members avoid negative impacts on protected areas?
- What are the main challenges with deforestation? Why does deforestation exist?
- What can members do to avoid deforestation?
- How can you motivate members to not cause deforestation?
- How do members know what species are rare or threatened and what alien invasive species are?
- How can you motivate to protect these species?

Complying with other requirements—45-50 minutes

7. When you are done with all the soil, water, and biodiversity requirements, discuss the rest of the requirements together as described below. Make sure you get clear action points and write them down on a flip-sheet. You can ask the following questions listed below to guide the discussions. In the table with the Fairtrade requirements in the column with the Fairtrade Standard Guidance, you will find technical information

on how to deal with the GMO and climate change requirements.

8. Waste management. Clarify that we do not discuss hazardous waste (that is part of session 3.2.2 on Hazardous materials):

- What type of waste is there on a farm (excluding hazardous waste)?
- What do members do at this moment with their waste?
- Is what they do acceptable for the requirements? If not, what needs to change?
- How can you ensure that all members change their practices, if necessary?

9. Genetically Modified Organism (GMO).

- Are any GMOs produced in this area? And in our country?
- How can you avoid any contamination?

10. Climate change.

- What measures can members take to adapt to climate change?
- How can you ensure members will apply these measures?
- What type of energy do we use for processing?
- What would be renewable energy?
- How can you ensure members have access to renewable energy?
- What measures can members take reduce Green House Gas emissions?

When applicable, share best practices as described in the key information or share your own best practices.

Finish – 2-5 minutes

Summary: Say that when we take good care of our environment, we avoid that our children and animals will get sick, that the soil will be depleted, and the water is polluted. If we can avoid all this, we can all live in a healthy environment, our crops can grow better which will lead to higher yields. Repeat the the 6 themes we discussed: soil, water, biodiversity, waste, GMOs and climate change. Repeat a few requirements.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- Why is it important that members comply with all requirements we discussed during this session?
- What can you do to assist your members in managing water?
- What can you do to assist your members in soils?

Next step: Repeat the action points as listed on the flip-sheet and who is responsible to do what.

Checklist of Requirements

Year 0

Requirement	Action to take	Type	Applies to	Check
3.2.1	Appoint a person for compliance with environmental requirements.	Core	PO	
3.2.30	Avoid negative impacts on protected areas and in areas with high conservation.	Core	Members	
3.2.31	No deforestation and no detriment of vegetation on protected areas or other carbon storage ecosystems.	Core	Members	

Year 1

Requirement	Action to take	Type	Applies to	Check
3.2.32	Implement a procedure to prevent deforestation.	Core	PO	
3.2.35	Assure the sustainability and survivability of collected wild species in its native habitat (if your members carry out wild harvesting).	Core	PO and members	
3.2.41	No use of Genetically Modified Organisms (GMO).	Core	PO and members	

Year 3

Requirement	Action to take	Type	Applies to	Check
3.2.20	Identify land at risk of soil erosion.	Core	PO	
3.2.23	Implement measures to enhance soil fertility.	Development	Members	
3.2.24	List sources of water for irrigation or processing.	Core	PO	
3.2.26	Train members on sustainable water use.	Development	PO	
3.2.27	Members follow practices that improve water resources management.	Development	PO	
3.2.36	Raise awareness about rare or threatened species.	Development	PO	
3.2.37	Raising awareness about alien invasive species.	Development	PO	
3.2.40	Raise awareness about organic waste and disposal.	Development	PO	
3.2.42	Implement measures to adapt to climate change.	Development	PO	
3.2.43	Use energy efficiently in central processing facilities with non- renewable energy.	Development	PO	

Year 6

Requirement	Action to take	Type	Applies to	Check
3.2.21	Train members where risks of soil erosion have been identified.	Development	PO	
3.2.22	Train members on appropriate use of fertilizers.	Development	PO	
3.2.25	Inform yourself about the water sources in the area.	Development	PO	
3.2.28	Minimize negative impacts of wastewater from central processing facilities.	Development	PO	
3.2.29	Train members on wastewater and health risks.	Development	PO	
3.2.33	Take measures to protect and enhance biodiversity.	Development	PO and members	
3.2.34	Maintenance of buffer zones around water bodies and areas of high conservation value.	Development	PO and members	
3.2.44	Take measures to reduce Green House Gas (GHG).	Development	PO and members	

Topic 3.2.2 Handling Hazardous Materials

Key Information

The term pesticide refers to insecticides, herbicides, fungicides, acaricides, biocides, and algacides. The term hazardous chemicals refer to substances that pose a danger either to the environment or human health or both. Pesticides and chemicals are commonly used in agricultural workplaces. Furthermore, fuels, disinfectants and emissions such as dusts or fumes are also considered hazardous substances.

Fairtrade includes in its Standards a list of dangerous pesticides known as the Hazardous Materials List (HML). The Fairtrade International HML has three parts:

- Part 1 The Red List: This is a 'prohibited' list and includes materials that must not be used on Fairtrade products.
- Part 2 The Orange List: This is a 'restricted' list,

which includes a list of materials that can only be used under the certain conditions specified in the HML document (https://files.fairtrade.net/standards/Hazardous_Materials_List_EN.pdf).

- Part 3 The Yellow List: This is a 'flagged' list and includes materials which are flagged for being hazardous and should be used under extreme caution.

Your members can only use pesticides that have been approved by the national regulatory services and that are not listed on the red or orange list.

Most requirements for farmers related to pesticides are core requirements that need to be complied with from year 0. Therefore, it is necessary to put time and efforts in activities that will assist your members and your organisation to comply with these requirements. As producer organisation you can assist your members to comply in several ways.

Requirement number	Requirement	Action to take to comply
Training and awareness creation		
3.2.2	Train members on Integrated Pest Management.	Get advice on the content of the training program or hire a company/organisation to train your field staff. Develop informative materials. Organise training programs. Develop formats for training reports to be used by trainers. Follow up on the implementation of IPM measures.
3.2.4	Train members and workers on safe handling of hazardous materials.	Get advice on the content of the training program or hire a company/organisation to train your field staff. Select those applying pesticides for your training programs. Organise training programs. Develop formats for training reports to be used by trainers. Follow up on the implementation of good application practices.
3.2.6	Raise awareness on hazardous materials risks.	Get advice on the content of the awareness creation program. Incorporate awareness creation into other programs, events, or meetings for members.

Requirement number	Requirement	Action to take to comply
Pesticide application		
3.2.3	Pesticides are applied based on knowledge of pests and diseases.	Include scouting and decision making on preventive and control practices in your IPM training program. Include record keeping in your IPM training program. Provide members with record keeping ledgers on pesticide application.
3.2.5	Ensure members and workers wear personal protective Equipment.	Facilitate access to PPE (for example by purchasing it in bulk for a reduced price). Include the use of PPE in your training program. Follow up on the access and use of PPE.
3.2.7	Observe buffer zone of 10 meters (no pesticides application close to human activity).	Include the observation of buffer zones in your training program. Include the reading of the label and re-entry interval in your training program. Include the re-entry interval in your awareness creation activities for all members.
3.2.8	No pesticides application close to human activity and water sources (if sprayed by air).	Map the area to ensure the identification of Rivers, water bodies, houses and other sensitive areas or hire a company for the application that includes the mapping in its activities.
3.2.12	Plan spray and prevent accidents and spills.	Include in your training program topics on planning and dealing with accidents and spills.
3.2.19	Minimize the use of herbicides.	Include advice on minimising the use of herbicides in training program, including different weed preventive and control methods.
Pesticide storage		
3.2.9	Minimize risks of central storage of hazardous materials.	Get an expert to inspect your storage facility and implement his/her advice. Organise training on responsible handling of pesticides for everyone working or involved in the storage facility.
3.2.10	Store hazardous materials with minimum risks.	Organise training for members of pesticide storage. Encourage community to have a central storage facility to reduce risks of contamination.
3.2.11	Label all hazardous materials.	Create awareness on labelling. Facilitate access to good quality pesticides (that will always have labels).
Hazardous waste		
3.2.13	No reuse of hazardous materials containers to store or transport food or water.	Create awareness among all members on the risks of reusing empty containers. Set a container collection program.
3.2.14	Cleaning and storage of hazardous materials containers.	Include triple rinsing in your training program. Set a container collection program.

Requirement number	Requirement	Action to take to comply
3.2.38	Ensure that your members keep their farms free of hazardous waste.	Include triple rinsing in your training program. Set a container collection program.

3.2.39	Designated areas for waste storage and disposal.	Set a container collection program. Set areas for waste storage and disposal. Teach members how to build a special disposal pit for hazardous waste. Organise equipment to construct waste pits for hazardous waste including lime to line the pits and warning signs placed next to the pits.
Choice of pesticides		
3.2.15	Compile a list of pesticides used on Fairtrade crops.	Compile the list of pesticides used by members. Check which pesticides are on the Fairtrade Red, Orange or Yellow list. Update the list yearly.
3.2.16	No use of materials on the Hazardous Materials List part 1 (Red List).	Organise access to good quality pesticides. Inform members about the pesticides that are allowed to be used on the Fairtrade crops and which pesticides are now allowed to be used.
3.2.17	Materials in the Orange List are used only under conditions.	In case any materials listed in the Orange list, check if they comply with any of the exceptions. If not, take action to avoid using these materials. Offer members alternatives for materials listed in the Orange list.
3.2.18	Develop procedures to ensure members do not use materials on the Hazardous Materials List part 1 (Red List).	Inform members about the pesticides that are allowed to be used on the Fairtrade crops and which pesticides are now allowed to be used.

BEST PRACTICE for pesticide application

Applying pesticides is not an easy job: you need to be literate to be able to read the pesticide label, you need to calculate or know the correct dosage, you need to know on which part of the crop or tree to apply, what equipment to use (a knapsack sprayer or a mist blower), when to apply the products, etc.. It is almost impossible to train all your members in all these aspects, especially given the fact that many members are illiterate and therefore cannot read the pesticide label.

The best solution would be to organise spray teams among members and to have them trained by professionals. This will ensure that only properly trained members apply pesticides and other members do not have to deal with the products. Farmers can pay the spray teams directly for their services or your organisation can give them a fee.

Training

As organisation you should raise awareness and train your member on:

- The hazards and risks related to pesticides, including those not directly handling pesticides and other hazardous chemicals. This is covered in topic 3.1.4 (in the manual train farmers) on risks of pesticides.
- The risks in handling pesticides and how to handle them properly. This is covered in several topics to train farmers on pesticides.
- Integrated Pest Management (IPM), including pest and disease monitoring, alternative ways to control pests and diseases, preventive measures and measures to avoid pests and diseases building up resistance to pesticides. This is covered in topic 3.1.3 (in the manual train farmers) on IPM.

You can contact the Centre for Agriculture and Bioscience International (CABI) office in your region for ongoing training programs on pest identification and pest control in the country.

- Regional centre for West Africa (based in Ghana) westafrica@cabi.org
- Regional centre for Africa (based in Kenya) africa@cabi.org
- Regional centre for Southern Africa (based in Zambia) southernafrica@cabi.org

Access to Good Quality Products

In several countries in Africa, many fake (counterfeit) and illegal pesticides are on the market so it is important to share with your members a list of approved products that they can use. In case any of your members is still using pesticides that are on the list of prohibited materials, you should make it clear to the member that using the product is strictly prohibited by Fairtrade and that it can lead to suspension. You should develop procedures to ensure that members do not use any of these prohibited materials. In case any of your members by derogation would like to use any prohibited materials, you need to request this with Fairtrade and receive permission.

BEST PRACTICE on storing pesticides and fertilizer

Pesticides should not be removed from their original container and the seal must stay intact. You should only open a pesticide bottle when you want to use the product.

All products should have clear labels.

Pesticides that are prohibited by Fairtrade but can be used for other crops are clearly marked not for use on Fairtrade crops. You should store them on a separate shelf to avoid confusion.

Damaged or leaking containers should be disposed in the proper way and should not be stored. The best is to bring them back to the dealer or otherwise dispose them in the

In addition to good quality pesticides, you can also negotiate a good price for Personal Protective Equipment (PPE) to ensure that all people, including members and workers, wear appropriate protective equipment when handling pesticides or hazardous chemicals. You can do the same for good quality application equipment such as knapsack sprayers and mist blowers.

Storage Facilities

Your members need to store pesticides under safe conditions, so they form no threat to human beings, animals, or the environment. Building a separate storage facility might be too costly for each individual member but as producer organisation you can stimulate your members to establish a central storage facility in the community. Members can store their products in their own plastic boxes that can be locked, and one or two members can have the key to the central lock.

In case you as PO have a storage facility for pesticides, you should have an emergency shower at the warehouse. Safety information should be clearly displayed and warning signs should be put up that identify risk areas and potential hazards in local languages and including pictograms if possible. At all times your organisation should ensure that the work area is safe. Inputs should be stored according to Fairtrade requirements (see topic 3.1.13 in the manual train farmers on Storage of pesticides). Employees, not only those working in the warehouse, should get information and training about dangers in the workplace and how to deal with accidents.

All employees working in the storage facility should be trained in how to wear protective equipment. Pregnant or nursing women, mentally disabled people, people with chronic, hepatic or renal diseases; and people with respiratory diseases are not allowed in the storage facilities.

BEST PRACTICE on disposal of empty pesticide containers and other waste

To stimulate the safe disposal of empty containers, you can stimulate members to place collection bins in the community or nearby the farms. One member can have the key to the collection bin and should be responsible for emptying the bin when it is full. Even better is to arrange the emptying of the bins by the distributor.

Bringing back the empty containers to the distributor will avoid those containers will be burned (prohibited according to most national laws) or buried (which is not good for the environment). In some countries, pilot programs are implemented to recycle the empty containers. Contact for more information the local association for importers of fertilisers and pesticides.

Waste Management

Your organisation should train members in how to safely deal with wastewater from triple rinsing containers and cleaning protective and application equipment.

You should discuss with the suppliers of the pesticides or the Ministry of Agriculture the returning of any obsolete stock (pesticides that can no longer be used anymore, for example because they are expired). You should discuss how the collection of obsolete stocks can be organized best.

Fairtrade Standards and Compliance Criteria

Year for auditing	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Small Producers Organisations	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum practice needed for compliance)	FLOCERT Rank 5 (Best practice)	
3	Development All grades	3.2.2 You have trained your members on integrated pest management, including pest and disease monitoring, alternative ways to control pests and diseases, preventive measures and measures to avoid pests and diseases building up resistance to pesticides.	Alternative controls refer to methods other than the use of chemical pesticides. These can include biological controls such as the introduction of natural enemies or physical controls such as sticky traps to capture pests, as well as other means that serve to reduce and/or control the population of the pest. Preventive measures refer to cultivation techniques that may reduce the presence or the effects of pests. Your members are free to choose suitable measures. These can include crop rotation, ground covers, mixing compost with the soil, removing pest infested plants and plant parts and intercropping.	3.2.2.01	At least 50% of members have been trained AND content of training was sufficient AND trainings are planned/ scheduled for the remaining producers.	At least 80% of members have been trained AND content of training was sufficient AND training materials are clear and correct AND there are informative materials AND some IPM measures are implemented.	

Year 6	Development All grades	3.2.3 You must be able to demonstrate that pesticides are applied based on knowledge of pests and diseases.	Pesticide application decisions based on monitoring can best happen when you and your members understand which pests and diseases affect your Fairtrade crop and under which conditions, they may put the crop at risk. Monitoring can include diagrams or sketches showing the distribution of pests and diseases in the field which could lead to spot pesticide applications.	3.2.2.03	80% of members can explain why a particular application was done.	RANK 3 AND at least 80% of members use tools to monitor incidence of pests and diseases AND record pesticide application, or no pesticides are used.	
3	Core All grades	3.2.4 Members and workers who handle pesticides and other hazardous chemicals have been trained about the risks in handling these materials and how to handle them properly. The training contents are in line with the requirements.	None	3.2.2.05	At least 50% of persons Handling pesticides have been trained AND content of training was sufficient AND trainings are planned/ scheduled for the remaining persons.	At least 80% of persons handling pesticides have been trained AND content of training was sufficient AND training materials are clear and correct AND measures are indeed implemented.	
				3.2.2.06	Training reports with signed list of participants are available, although some mistakes can be found.	Clear report available, lists are accurate and complete.	

3	Core All grades	3.2.5 You have implemented measures to ensure that all people, including members and workers, wear appropriate personal protective equipment (PPE) when handling pesticides or hazardous chemicals.	PPE is protective clothing that effectively limits exposure to hazardous chemicals. PPE includes garments or equipment which cover the arms and legs, footwear (shoes or boots), a mask when applicable and, if spraying crops above your head, a hat. Specific garments will vary according to local context. The product labels may provide further guidance on the type of PPE that should be used when mixing and applying.	3.2.2.07	Members have access to PPE AND workers are provided with free essential PPE (employer may penalise for lost/damage due to improper use).	RANK 3 AND interviewed members and workers declare it is used at all times AND PPE is adapted to local weather conditions as much as possible in order to increase usability.	
3	Core All grades	3.2.6 You raise awareness amongst all members and workers of the hazards and risks related to pesticides and other hazardous chemicals, even if they are not directly handling these materials.	None	3.2.2.31	At least 50% of members and workers have been informed AND content of information was sufficient.	At least 80% of members and workers have been informed AND content of information was sufficient AND there are informative materials AND there is an ongoing training/awareness plan/refresher training, or no pesticides or hazardous chemicals are used.	
1	Core All grades	3.2.7 You and the members of your organization must not apply pesticides and other hazardous chemicals within 10 meters from ongoing human activity (housing, canteens, offices, warehouses or the like with people present). A buffer zone of at least 10 meters must be kept unless there is a barrier that effectively reduces pesticide drift. Alternatively, appropriate re-entry intervals can be applied so that people are not affected by pesticide drift.	The size of the buffer zone may depend on the density of the barrier and on the spraying or application methods.	3.2.2.09	Buffer strips or appropriate re-entry intervals are respected on all audited farms.	RANK 3 AND the organization carried out awareness activities AND there is an (organic) Internal Control System in place that works well.	

1	Core All grades	3.2.8 If you, the members of your organization or subcontractors spray pesticides or other hazardous chemicals from the air, you and your members or subcontractors do not spray above and around places with ongoing human activity or with water sources	None	3.2.2.11	Rivers, water bodies, houses and other sensitive areas are identified in maps and communicated in advance to pilots. However, the indications/ instructions were not respected BUT the organization changed subcontract or/ pilot or took other corrective measures such as better marking.	Rivers, water bodies, houses and other sensitive areas are identified in maps, communicated in advance to pilots and are always avoided AND organization warns local population of spraying times, or no pesticides or hazardous chemicals are used.	
---	--------------------	--	------	----------	---	--	--

0	Core All grades	3.2.9 If you have a central storage for pesticides and other hazardous chemicals then you maintain it in a way that minimizes the risks, and you ensure that it: · Is locked and accessible only to trained and authorized personnel; · Is ventilated to avoid a concentration of toxic vapours; · Has equipment, such as absorbent materials, to handle accidents and spills; · Does not contain food; · Contains pesticides that are clearly labelled indicating contents, warnings, and intended uses, preferably in the original container when possible; and · Contains information on the proper handling of pesticides (safety sheets).	To further reduce risks, you are encouraged to store the least amount of stock as possible and practical for you, depending on need, season, and distance to suppliers. It is good practice to keep obsolete materials in your storage area until they can be disposed of properly.	3.2.2.12	Storerooms controlled by organization are at least locked and accessible only to trained and authorized personnel, ventilated, with labelled materials and do not contain food.	Store rooms controlled by organization minimize risks according to all specifications in the requirement AND stocks are as minimal as possible. AND there are additional measures to minimize risks such as contact details for emergencies, fire extinguishers, waterproof floor, concrete curbing, sloped floor, etc.	
1	Core All grades	3.2.10 Your members store pesticides and other hazardous chemicals in such a way that minimizes risks so they cannot be reached by children.	None	3.2.2.32	Store areas controlled by members are locked and not accessible to any child.	Organization is a good example of Internal Control System and can guarantee this at member level.	
1	Core All grades	3.2.11 Your members have all pesticides and hazardous chemicals clearly labelled.	Containers must be labelled indicating contents, warnings, and intended uses (preferable in the original container when possible).	3.2.2.33	Unlabelled pesticides are not found.	Organization is a good example of Internal Control System and can guarantee this at member level, or no pesticides or hazardous chemicals are used.	

6	Development All grades	3.2.12 Your members plan their spraying in such a way that no or very little spray solution is left. Your members have equipment to handle accidents and spills in the areas where they prepare or mix pesticides and other hazardous chemicals, so these do not seep into soil or water.	The guidance can be very simple, such as absorbent materials.	3.2.2.15	Members have/ carry equipment to handle accidents to all places where pesticides are mixed or prepared AND of spills happen contaminated soil is disposed in a way that risks are minimized.	Organization is a good example of Internal Control System and can guarantee this at member level, or no pesticides or hazardous chemicals are used.	
				3.2.2.16	No considerable amounts of spray solution are left (and stored in spraying equipment, etc. or disposed).	Organization is a good example of Internal Control System and can guarantee this at member level, or no pesticides or hazardous chemicals are used.	
o	Core All grades	3.2.13 You and the members of your organization must not reuse pesticide and other hazardous chemical containers to store or transport food or water.	None	3.2.2.17	There are no indications of members reusing pesticide containers AND interviewed members know the dangers.	RANK 3 AND organisation carried out awareness activities AND organization provides a disposal system for members that minimizes risks.	

3	Core All grades	3.2.14 You and the members of your organization triple rinse and puncture empty pesticide containers properly. All equipment that has been in contact with hazardous materials are cleaned and stored in a way that risks are minimized.	Store properly means to reduce risk of hazards by keeping away from people, animals and water sources. Equipment refers to other material that has been in contact with pesticides, such as personal protection equipment (PPE), filters, measuring and application equipment. You are encouraged to contact chemical suppliers and/or local authorities for disposing of these materials. Pesticide and other hazardous material remnants are covered under requirements related to storage (see 3.2.9 and 3.2.10).	3.2.2.34	No dirty equipment or dirty/non-punctured empty containers are found.	Organization is a good example of Internal Control System and can guarantee this at member level, or no pesticides or hazardous chemicals are used.	
---	--------------------	--	--	----------	---	---	--

O	Core All grades	3.2.15 You compile a list of the pesticides that are used on Fairtrade crops and keep it updated. The list has the name of the active ingredients, commercial name, crop on which the pesticides are used and the targeted pest. You indicate which of those materials are in the Fairtrade International Prohibited Materials List (HML), part 2 (Orange list) and part 3 (Yellow list).	Adequate knowledge of pesticides is the first step in proper use of hazardous materials in production and therefore maintaining an updated pesticide list is important. You can decide how you gather this information. You are encouraged to update the list often. The list can be compiled through interviews and informal communication with groups of members, or by collecting records of use kept by members. The Fairtrade International HML has three parts, part 1, the Red List, which includes a list of prohibited materials, part 2, the Orange List, which includes a list of materials that that can only be used under conditions specified in the requirement 3.2.17 and the use of which will be monitored and part 3, the Yellow List, which includes a list of materials that are flagged for being hazardous. You are encouraged to abandon the use of all materials in the Orange and Yellow Lists.	3.2.2.19	There is a sufficiently complete list. The list was developed based on local knowledge and informal communication with members.	There is an accurate list AND organisation regularly documents pesticides used by members as part of a general IMS and also monitors pesticides available in surrounding stores.	
---	--------------------	---	--	----------	---	--	--

O	Major All grades	3.2.16 You and your members of your organization do not use the materials on the Fairtrade International HML part 1 (Red list) on all Fairtrade crops that your organisation is certified for and also on the fields where they are grown. All synthetic materials are used only if officially registered and permitted for use on the crop in the country of usage. Prohibited materials are clearly marked not for use on Fairtrade crops.	The organization may use materials listed on the HML on crops that are not Fairtrade certified. However, it is recommended not to use these materials on any crops as they are dangerous for the people and the environment. There are many materials that are not approved for use in agriculture due to their extreme hazardous nature or are now considered obsolete and all of them are not listed in the HML. It is therefore important that only officially approved materials are used for crop production and for purpose for which they are approved. Traditional pest control methods such as botanical preparations can be used even if they are not explicitly approved for use in agriculture, provided they are not explicitly prohibited for use.	3.2.2.21	Use was found in < 5% of sampled members AND the organization has developed a procedure to ensure that members do not use on the Fairtrade crops any material that appears on the Fairtrade International Prohibited Materials List.	No use was detected in audit AND there is an (organic) Internal Control System that covers all members and that works well.	
	Core All grades			3.2.2.22	Pesticides prohibited in the HML part 1 (Red list) are clearly marked "Not for use on Fairtrade crops".		

o	Core All grades	3.2.17 You and your members use the materials in the Orange List on Fairtrade crops only under the following conditions: a) You fulfil the specific conditions of use. See Annex 2; AND b) You only use a material in the Orange List: i) as part of avoiding pesticide resistance build up in pests, ii) in rotation with less harmful pesticides, iii) as part of Integrated Pest Management (IPM) (see requirements 3.2.2 and 3.2.3) and iv) including non- chemical control measures; c) You develop a plan for reducing/phasing out the use of the materials, including information on the type of material (technical name / active ingredient (a.i.), formulation (% of a.i.), commercial name), the quantity used (spray concentration (a.i. / ha or in % or ppm etc.) and total consumed a.i. / ha / year), actions taken for reducing / phasing out the material including details of other non-chemical controls which are part of the IPM strategy. The plan is implemented and made available to the certification body.	None	3.2.2.30	All conditions for use are fulfilled.	There is a documented Quality Monitoring System to ensure that the conditions are met AND the phase out plan is effectively implemented.	
---	--------------------	--	------	----------	---------------------------------------	--	--

1	Core All grades	3.2.18 You have developed a procedure to ensure that members do not use on the Fairtrade crops any material that appears on the Fairtrade International Prohibited Materials List part 1 (red list). The procedure includes activities that raise your member's awareness of the PML.	The procedure can describe any series of measures that are effective for your members. It may also include activities such as keeping and communicating an updated list of the commercial names of the materials on the PML part 1 (Red List), identifying those materials that may be critical to your members, as well as activities that aim at an exchange of best practices based on your members' experiences.	3.2.2.27	Organisation has implemented at least one measure on awareness raising, i.e., providing information to members in any form AND described it in writing.	There is an (organic) IMS that covers all members and that works well.	
3	Development All grades	3.2.19 You work towards all members who use herbicides minimizing the amount they use by implementing other weed prevention and control strategies.	Strategies may include activities to avoid favourable growing conditions for weeds, to bring competition to weeds or to promote alternative control measures such as mechanical weeding, manual weeding, using herbivores or biological control.	3.2.2.28	At least 50% of members who use herbicides have been trained on weed prevention and control strategies OR the organization carried out other promoting activities with the same reach.	RANK 3 (80%) AND some preventive and some alternative weed prevention and control strategies are implemented, or no herbicides are used.	
1	Core All grades	3.2.38 You ensure that your members keep their farms free of hazardous waste.	You may explain to your members which waste is hazardous, in which operations hazardous waste is involved and ways to handle and store hazardous waste properly in order to minimize risks.	3.2.4.01	No hazardous waste is found on farms (except on designated storage areas).	No hazardous waste is found on farms (except on designated storage areas) AND the organisation carried out awareness activities AND there is an (organic) Internal Management System in place that works well.	

3	Development All grades	3.2.39 You and your members have designated areas for the storage and disposal of hazardous waste. In the absence of appropriate disposal facilities, small amounts of hazardous farm waste can be burned in a well-ventilated area away from people, animals or crops. You and your members may only burn hazardous waste if it is allowed by local regulation and all safety recommendations are followed.	You may provide central areas for disposal and storage of hazardous waste so that your members may avoid disposing of them unsafely or store them indefinitely. You may also contact suppliers and local authorities to help you identify hazardous materials and better practices to handle and dispose of them.	3.2.4.02	Members have designated storage areas on farms or at central areas where risk is minimised.	Organisation eliminates or has access to resources which eliminate hazardous waste permanently without burning.	
				3.2.4.03	Hazardous waste is not burned OR burned only if allowed by regulation and following good practices.	RANK 3 AND the organisation eliminates or has access to resources which eliminate hazardous waste permanently without burning.	

Guidelines for the Trainer

Materials needed: Copies of the checklist of requirements for all participants

Time needed: 60-70 minutes

Preparations: A flip-sheet with the following text:

- Training/awareness creation
- Pesticide application
- Pesticide storage
- Hazardous waste management
- Choice of pesticides
- Check if there is an existing Spray Service Provider (SSP) program in your country implemented by CropLife or any similar program.
- Check if there is an existing container management program in your country implemented by CropLife or any other organisation.
- Check if there is any organisation offering training on pest identification and pest control. Check CropLife, CABI or any pesticide company.

Product specific requirement

Crop	Applicable product requirement	Type of requirement	FLOCERT compliance criteria
Fresh fruit	3.1.1	Only for banana	3.2.2.02



Session in Short

Set up: 2-5 min | **Delivery: 5-10 min:** introduction
10-15 min: IPM | **15-20 min:** Pesticide application

Set up – 2-5 minutes

Attention: Ask if members use pesticides to prevent and/or control pests and diseases. Very likely they do. Say that unfortunately, for most crops we do need pesticides to control pests and diseases. However, there are challenges related to the handling and use of pesticides. The Fairtrade Standard has several requirements to reduce the risks related to pesticides.

Title: Tell the title of the session: Handling hazardous materials.

Objectives: To discuss how your organisation can assist members in complying with requirements concerning hazardous materials.

Benefits: If pesticides are used correctly, they can control pests and diseases so crop losses will be reduced. Using pesticides in a responsible way will avoid harm to human beings, animals and environment. In addition, using pesticides responsibly will avoid wasting money because products will be applied correctly and are therefore not wasted.

Direction: We will not discuss in detail what your members need to do; that is described in topics to train farmers.

Delivery

Explanation, Demonstration, Exercise, and Application:

Introduction – 5-10 minutes

1. Ask the following questions:
 - a. What are pesticides? Pesticides are products that control pests and diseases so crop loss will be reduced. There are chemical pesticides (manmade) and organic pesticides (natural).
 - b. Who can mention some types of pesticides? Examples of pesticides are insecticides, fungicides and herbicides. It is possible that people mention brands of pesticides. Agree that those are examples of pesticides but are brand names (like there is Coca cola and Pepsi cola).
2. To get a better understanding of how pesticides are handled and applied, ask the following questions:
 - a. Who applies pesticides at the farms: is it done by members, their workers or someone else?
 - b. Where do members buy pesticides: is it organised via the producer organisation or does every member buy its own

pesticide?

- c. What are the main challenges with pesticide handling (including storage, transport, and managing empty containers) and application?
3. Say that pesticides, including organic pesticides, can be toxic and therefore need to be handled and applied with care. In addition, some other chemicals, like liquid fertilisers or disinfectants, can also be hazardous. Many of the requirements listed in the Fairtrade Standards are related to the responsible use of pesticides. Often members struggle to comply with these requirements because they are not aware of the good practices related to pesticides and the risks of not following the requirements. Most requirements for farmers related to pesticides are core requirements that need to be complied with from the start. Therefore, it is necessary to put time and efforts in activities that will assist your members and your organisation to comply with these requirements.

IPM–10-15 minutes

4. As producer organisation you can assist your members to comply in several ways. Distribute the checklist of requirements. Say that we are going to look at all these requirements group by group. Paste the prepared flip-sheet on the wall. Start with training. Say that requirements 3.2.2, 3.2.3, 3.2.4, and 3.2.6 are directly linked to training and awareness creation. Ask the following questions to discuss how to organise training:
 - a. Who should you train on Integrated Pest Management (IPM)? All members.
 - b. What type of topics should you include? The most important topics are alternative methods to prevent and control pests and diseases, and scouting.
 - c. Who should you train on safe handling of hazardous materials? Those members handling hazardous materials. It is not necessary to train those who do not handle hazardous materials because they will be informed about what is necessary to know during the awareness creation.
 - d. What type of topics should you include? All topics as mentioned in the requirements related to pesticides (and discussed in this session).
 - e. Do you have enough expertise in pesticides to train your members? If not, is there an organisation that can train your field staff or even train all your members? There might be a national CropLife association, CABI, agro dealers' association, or pesticide company that can train field officers or train members.
 - f. Among whom should you raise awareness on safe handling of hazardous materials? All members.
 - g. What should be your key message? The consequences of wrongly handling and using pesticides, and how to avoid any risks.
5. Agree on the steps that need to be taken to implement all requirements. Write all actions on flip-sheets

including who will do it and when it will be done.

- a. In case the PO will organise their own training: Who will update the curriculum? How to ensure that all field officers who train members will be trained? Who will make the planning for the training?
- b. In case the PO will use a company/organisation for the training: Who will contact the company/organisation? What exactly do you need to discuss with them?

Pesticide application–15-20 minutes

6. Continue with pesticide application. Say that applying pesticides is not an easy job: you need to be literate to be able to read the pesticide label, you need to calculate or know the correct dosage, you need to know on which part of the tree to apply, what equipment to use (a knapsack sprayer or a mist blower), when to apply the products, etc. Ask the following questions to ensure responsible application of pesticides:
 - a. What can the PO do, in addition to training, to ensure that pesticides are applied based on knowledge of pests and diseases? The PO can provide members with record keeping ledgers on pesticide application. With records, farmers can keep track of what is happening on their farm. It also helps to know what methods and pesticides work to prevent or control pests and diseases and what does not work.
 - b. Requirement 3.2.5: What can the PO do to ensure that members and workers wear Personal Protective Equipment?
 - Facilitate access to PPE (for example by purchasing it in bulk for a reduced price).
 - Include the use of PPE in your training program.
 - Follow up on the access and use of PPE.
 - c. Requirement 3.2.7: What can the PO do to ensure that those applying pesticides observe buffer zone of 10 meters (no pesticides application close to human activity).
 - Include the observation of buffer zones in your training program.
 - Include the reading of the label and re-entry interval in your training program.
 - Include the re-entry interval in your awareness creation activities for all members.
 - d. Requirement 3.2.8: In case pesticides is applied by air: What can the PO do to ensure that no pesticides are applied close to human activity and water sources? Map the area to ensure the identification of rivers, water bodies, houses and other sensitive areas or hire a company for the application that includes the mapping in its activities.
 - e. Requirement 3.2.12: What can the PO do to ensure that spraying is planned? Include in your training

program topics on planning. Does the PO have this knowledge or do they need advice on this?

- f. Requirement 3.2.12: What can the PO do to ensure that applicators prevent accidents and spills, and handle correctly in case of an accident or spill? Include in your training program a topic on dealing with accidents and spills. Does the PO have this knowledge or do they need advice on this?
 - g. Requirement 3.2.19: What can the PO do to ensure that the use of herbicides is minimised? Include advice on minimising the use of herbicides in training program, including different weed preventive and control methods. Does the PO have this knowledge or do they need advice on this?
7. Say that it is almost impossible to train all your members in all these aspects, especially given the fact that many members are illiterate and therefore cannot read the pesticide label. Another solution would be to introduce spray teams within the PO. Spray teams are groups of young men from the community who receive special training on pesticide application, are provided with a set of protective equipment and record keeping ledgers, and are monitored and coached in the field. With well-functioning spray teams, more than half of the requirements related to pesticides will be covered (see best practices in key information). Ask: Could spray teams work in your PO? What would be the main challenges?
 8. Agree on the steps that need to be taken to implement all requirements. Write all actions on flip-sheets including who will do it and when it will be done.
 - a. In case members will continue their own application: Who will update the curriculum to include all topics? How to ensure that all field officers who train members are capable and knowledgeable to train? How to organise PPE and record keeping ledgers?
 - b. In case the PO will use a company/organisation to set up spray teams: Who will contact the company/organisation. What exactly do you need to discuss with them, etc.?

Pesticide storage and hazardous waste management – 15-20 minutes

9. Continue with pesticide storage (requirement 3.2.9):
 - a. What are the main challenges with storage of pesticides?
 - b. Requirement 3.2.10: Does the PO have a central storage facility? If yes, what can be done to minimise risks of central storage of hazardous materials? The PO should get an expert to inspect the storage facility and implement his/her advice. Organise training on responsible handling of pesticides for everyone working or involved in the storage facility.

- c. Could members store their products in a central storage facility at community level? If yes, how can this be organised?
 - d. Do all pesticides have labels? Remind everyone that according to the law all pesticides need to have labels in XX (mention the national language of your country). If there is no label or a label in a different language, the pesticide is considered counterfeit (even if the content would be of good quality).
 - e. Requirement 3.2.11: How can the PO ensure that all pesticides have labels? Create awareness on labelling and facilitate access to good quality pesticides (that will always have labels).
10. Agree on the steps that need to be taken to implement all requirements. Write all actions on flip-sheets including who will do it and when it will be done.
 11. Continue with hazardous waste management. Say that when applying pesticides, there are two waste products: the empty container and obsolete pesticides (pesticides that can no longer be used anymore, for example because they are expired). In addition, there will be wastewater from triple rinsing and cleaning protective and application equipment. All this waste can contaminate the environment and can be a risk to human health if they are reused or not properly handled.
 - a. What do members do at this moment with empty containers?
 - b. Requirement 3.2.14: How can the PO ensure that members will triple rinse all containers? With spray teams, this will be done by the spray teams and members need to be sensitised on this. If there are no spray teams, triple rinsing should be included in the training program.
 - c. Requirement 3.2.13: How can the PO ensure that members will not reuse empty containers? Awareness creation. With spray teams, containers are never returned to members but disposed in a proper way.
 - d. How do members dispose empty containers at this moment? Remind everyone that burning containers is prohibited by law, while burying (unless in a special disposal pit) will contaminate the soil.
 - e. Requirement 3.2.38: How can the PO ensure that members keep their farms free of hazardous waste? Awareness should be created on the risks of keeping hazardous waste on the farm and members need to know how to properly deal with hazardous waste.
 - f. Requirement 3.2.14 and 3.2.39: How can the PO ensure that members will dispose empty containers in a proper way? The best is to start a container management program in which containers are collected at community level and

then brought back to the supplier or recycler. In case it is not possible to start a container management program, the community should have designated areas for hazardous waste. Members should be taught how to build a special disposal pit for hazardous waste (check if the PO has this knowledge).

12. In case your country has a container management program, explain how this works and what the PO needs to do to participate in this program. Share any best practices.
13. Agree on the steps that need to be taken to implement all requirements. Write all actions on flip-sheets including who will do it and when it will be done.

Choice of pesticides – 10-15 minutes

14. Continue with choice of pesticides. Explain the list of dangerous pesticides known as the Hazardous Materials List (HML). The Fairtrade International HML has three parts:
 - Part 1 The Red List: This is a 'prohibited' list and includes materials that must not be used on Fairtrade products.
 - Part 2 The Orange List: This is a 'restricted' list, which includes a list of materials that can only be used under the certain conditions specified in the HML document (https://files.fairtrade.net/standards/Hazardous_Materials_List_EN.pdf).
 - Part 3 The Yellow List: This is a 'flagged' list and includes materials which are flagged for being hazardous and should be used under extreme caution.

Your members can only use pesticides that have been approved by the national regulatory services and that are not listed on the Red or Orange list.

15. You need to compile a list of pesticides used on Fairtrade crops (requirement 3.2.15). Ask the following questions:
 - a. What information will be included in that list? The list has the name of the active ingredients, commercial name, crop on which the pesticides are used and the targeted pest.
 - b. Who has this information? The members.
 - c. How can you get this information? In case members have records, the information should

be there. In case members do not keep records, you can ask members what pesticides they use.

- d. Who will compile this list? Agree on who will do this and when. Check if the person needs support.
 - e. Requirement 3.2.16 and 3.2.17: Member should not use materials on the Red and Orange list. How can you ensure this? Organise access to good quality pesticides. Inform members about the pesticides that are allowed to be used on Fairtrade crops and which pesticides are now allowed to be used.
 - f. Requirement 3.2.18: The PO should develop procedures to ensure members do not use materials on the Hazardous Materials List part 1 (Red List). How can this be done? Who in the PO can do this? Does the PO need any assistance? Who could provide that assistance?
16. Finally add that establishing a good relationship with (a) distributor(s) of good quality products can be very beneficial, because you can negotiate a discount on their products in case your members order in bulk and transport of the products to a central collection point that is easy accessible for your members to reduce risks during transport. In addition to good quality pesticides, you can also negotiate with the distributor a good price for Personal Protective Equipment (PPE) to ensure that all people, including members and workers, wear appropriate protective equipment when handling pesticides or hazardous chemicals. You can do the same for good quality application equipment such as knapsack sprayers and mist blowers.

Finish – 2-5 minutes

Summary: Summarise how the PO can assist members in complying with requirements concerning pesticides.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- What can your PO do to assist your members in the responsible application of pesticides?
- What can your PO do to assist your members in proper storage of pesticides?

Next step: Check all the action points to be taken, who is responsible and when it should be done. Check if any additional support is needed.

Checklist of Requirements

Year 0

Requirement	Action to take	Type	Applies to	Check
3.2.9	Minimize risks of central storage of hazardous materials.	Core	PO	
3.2.13	No reuse of hazardous materials containers to store or transport food or water.	Core	PO and members	
3.2.15	Compile a list of pesticides used on Fairtrade crops.	Core	PO	
3.2.16	No use of materials on the Hazardous Materials List part 1 (Red List).	Core	PO and members	
3.2.17	Materials in the Orange List are used only under conditions.	Core	PO and members	

Year 1

Requirement	Action to take	Type	Applies to	Check
3.2.2	Train members on Integrated Pest Management.	Development	PO	
3.2.7	No pesticides application close to human activity.	Core	PO and members	
3.2.8	No pesticides application close to human activity and water sources (if sprayed by air).	Core	PO and members	
3.2.10	Minimize risks of storage of hazardous materials.	Core	Members	
3.2.11	Label all hazardous materials.	Core	Members	
3.2.18	Develop procedures to ensure members do not use materials on the Hazardous Materials List part 1 (Red List).	Core	PO	
3.2.38	Ensure that your members keep their farms free of hazardous waste.	Core	PO	

Year 3

Requirement	Action to take	Type	Applies to	Check
3.2.4	Train members and workers on safe handling of hazardous materials	Core	PO	
3.2.5	Ensure members and workers wear personal protective Equipment.	Core	PO	
3.2.6	Raise awareness on hazardous materials risks.	Core	PO	
3.2.14	Cleaning and storage of hazardous materials containers.	Core	PO and members	
3.2.19	Minimize use of herbicides.	Development	PO	
3.2.39	Designated areas for waste storage and disposal.	Development	PO and members	

Year 6

Requirement	Action to take	Type	Applies to	Check
3.2.3	Pesticides are applied based on knowledge of pests and diseases.	Development	Members	
3.2.12	Plan spray and prevent accidents and spills.	Development	Members	

Topic 3.3.1 Protecting Children

Key Information

Child labour is a complex issue, and your Producer Organisation has an important role to play in raising awareness and explaining all aspects of child labour to your members. Your organisation can do the following.

Your Current Situation

The first step within your organisation is to know what current practices are among members. You should be able to answer the following questions.

- Are children (i.e., under 18) helping on (member's) farms? If yes, what type of work do children do, what hours, under what conditions and at what ages, etc.?
- Do any of the members employ children below the age of 15?
- Does the work on the farm prevent children from going to school?
- Is there any risk of child labour? (For this you can do a risk assessment, see topic 3.1 on Risk assessment.)

According to the current situation among your members, you can plan your activities to raise awareness and discuss aspects of child labour with your members.

As organisation you should ensure that you and your members will not employ children below the age of 15 or under the age defined by local law, whichever is higher. A written policy on child protection and child labour approved by the General Assembly is considered as best practice. The policy can include that members will ensure schooling for all children. Children over 15 years of age but still under 18 must not participate in hazardous work. You should also be aware of what your government says about hazardous work. You can obtain the country's Hazardous Child Labour List from the government's labour department (if available) to ensure that the activities undertaken by a child are not hazardous as defined by that country's government.

It is thus important that you are not only familiar with Fairtrade Standards but also with relevant international laws. See for example:

ILO C183 [http://www.ilo.org/dyn/normlex/en/f?p=NORMLEX_PUB:12100:0::NO::P12100_INSTRUMENT_ID:312327](http://www.ilo.org/dyn/normlex/en/f?p=NORMLEX_PUB:12100:0::NO::P12100_INSTRUMENT_ID:312327&ILO C138)
& ILO C138 http://www.ilo.org/dyn/normlex/en/f?p=1000:12100:0::NO:12100:P12100_INSTRUMENT_ID:312283

Raising Awareness

Raising awareness means promoting communication and information exchange in order to improve mutual understanding on a topic. It also means mobilising communities and the whole society to bring about the

needed change in attitudes and behaviour.

Raising awareness on child labour can make parents or adults understand the negative consequences of child labour. It can also make people alert to cases of child labour so they will respond quicker to it. You should raise awareness on the following:

- What child labour is and its negative consequences.
- What child labour is not (the difference between child labour and child work).
- Suitable work for children of different age categories.
- Hazardous list according to the government.

Raising awareness can be done in several ways. As organisation you can put child labour on the agenda of meetings to discuss the topic. You can discuss for example how to approach members that exploit children, or members that sometimes let children do dangerous or heavy work or other hazardous work. You can discuss what suitable work looks like for different age categories, how to ensure that children still learn good agricultural practices without overloading them, etc. You can also ask members what they would like to discuss.

Role of the IMS

The Internal Management System (IMS) should control all aspects of child labour at members' level. If you have deemed there is a risk, you must set up an internal monitoring system. This can be done in several ways including:

Unexpected farm visits to check if children under 15 are doing unsuitable tasks (note that children under 15 can help out under strict conditions); check if children over 15 but under 18 are involved in any type of hazardous work; to ensure children are in school and have access to developmental opportunities.

Creating an anonymous reporting system in which members can report cases of child labour to your organisation.

- Keeping records of the ages of young workers.
- If child labourers have been found and have been removed from work, the organisation must follow up to ensure this child is provided with educational opportunities, the child is not made to work elsewhere, etc.

Special Programs

- If in the past any of your members have employed children under 15 for any type of work, or children under 18 for dangerous and exploitative work, your organisation could develop a child rights-based remediation policy and program (see below) in partnership with a governmental or international organisation and train your members on child rights methodologies.
- If you have identified child labour as a risk in your organisation, your organisation must implement relevant procedures to prevent children below the age of 15 from being employed for any work and children

below the age of 18 from being employed in dangerous and exploitative work. This can include establishing a youth inclusive community-based monitoring and remediation on child labour, as part of your Fairtrade Development Plan.

Child rights-based remediation policy and program

The policy and program should ensure that those children do not enter or are at risk of entering into even worse forms of labour including hazardous work, slave-like practices, recruitment into armed conflict, sex work, trafficking for labour purposes and/or illicit activities. The help of child rights organisations or government entities can and should

be sought.

It means your organisation has discussed and agreed on what to do if children are found to be in child labour. This can include removing them from work, helping them find a school, supporting them with their education and life, involving social workers, etc. If the wages that the child loses is significant to their wellbeing or that of the family, compensating that loss of income until the child reaches working age, or hiring a family member instead that is of working age, can be done. If it is a case of the worst forms of child labour, such as a trafficked child being exploited, the authorities need to intervene. This all should be done thinking of what is in the best interest of that particular child and listening to him or her.

BEST PRACTICE on child protection

Programs to protect children has recently shifted away from a punitive strategy towards a more supportive strategy. This means that members or workers that are at risk to be engaged in child labour are supported with preventative measures. In addition, in case any member or worker is identified as being involved in child labour, the family is supported to avoid that it happens again.

Background information

Fairtrade rights-based approach to child labour elimination is informed by the guiding principles of the UNCRC. These are as follows:

Non-discrimination (Article 2)

Children will not be discriminated against. That means that every child has the right to be protected against all forms of discrimination or punishment on the basis of the status, activities, expressed opinions, or beliefs of the child's parents, legal guardians, or family members.

Best interests of the child (Article 3)

The best interests of children must be the primary concern in making decisions that may affect them. All adults should do what is best for children. When adults make decisions, they should think about how their decisions will affect children.

Right to life, survival and development (Article 6)

Every child has the inherent right to life and adults have to ensure to the maximum extent possible the survival and development of the child.

Respect for the views of the child (Article 12)

A child who is capable of forming his or her own views, should be given the right to express those views freely in all matters affecting the child. The views of the child should be taken into consideration- in accordance with the age and maturity of the child.

The UN Convention on the Rights of the Child can be downloaded via the following link:

<http://www.ohchr.org/EN/ProfessionalInterest/Pages/CRC.aspx>

What is defined as high-risk area / product for child labour?

The US Department of Labour publishes a list, called List of Products Produced by Forced or Indentured Child Labour, indicating a list of products and their source countries which it has a reasonable basis to believe are produced by forced or indentured child labour. The list can be downloaded via the following link:

<http://www.dol.gov/ilab/reports/child-labor/list-of-products/index-country.htm>

You should be informed about national laws applying to your particular case and particular studies undertaken by the government on child labour, including the government National Action Plan or the Elimination of Child Labour. You are also expected to assess if your product and your region are at risk of child labour. If so, this should be identified as a risk in requirement 3.1.2 in the Fairtrade SPO standard. In this case, you have to implement procedures to prevent child labour. It is up to your organisation to decide which measures you want to take. It could be for example keeping records of all workers with relevant data such as age, gender, migratory status, awareness of child labour, awareness of members about the rights of children and the rules if they help on the family farm.

If there has been child labour in the past in your organisation, this should be addressed openly through a remediation policy and program, so that children are prevented from being employed and protected from entering worse forms of

child labour. If you and your member chose to mitigate risk through your Fairtrade Development Plan you could build a youth inclusive community-based monitoring and remediation on child labour on an on-going basis. This means the community, including children and young people, review the situation in their community and the types of work children do. The aim is to remove children from dangerous work and provide them with developmental opportunities. For information on how to set this up you can contact Fairtrade International (or Fairtrade Africa).

Fairtrade Standards and Compliance Criteria

Year for auditing	Type of requirement and applicable for	Fairtrade Standard for Small Producers Organisations	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum practice needed for compliance)	FLOCERT Rank 5 (Best practice)
0	Major All grades	3.3.8 You and the members of your organisation do not employ children below the age of 15 or under the age defined by local law, whichever is higher.	In the case of child-headed households where all members of the household are below the age of 18 years, a child's right approach should be used to interpret the minimum age requirements, giving priority to the best interest of the child. The minimum age requirement also applies to children who are employed indirectly by you or the members of your organisation, for example when children of workers are working with their parents in your or your members' fields. If the age of a child is unknown, all efforts must be made to identify the age following child rights guidelines. When there is a high likelihood of child labour as defined by ILO Convention 138 (Minimum age) and ILO Convention 182 (Worst forms of child labour) occurring you are encouraged to address this and include actions that tackle root causes of child labour such as ensuring safe schooling of children in your Fairtrade Development Plan. If there are no schools available in the area where children live, all effort should be given to work with national authorities and/or other relevant partners to build schools for children or provide safe transportation so children can attend the nearest schools. If children who migrate temporarily with their working families to areas where no schools are available, temporary schooling alternatives could be sought and provided so children can attend school and receive a quality education. In all circumstances child rights should be given primary consideration, as reflected in the guiding principles of the UN Convention of the Rights of the Child (UNCRC).	3.3.3.01	The auditor found no indication (through workers' and employers' interviews, and local knowledge) that this is present.	There is a written policy approved by the General Assembly and made known to members that includes ensuring of safe schooling for all children AND IMS that controls this at member level.

O	Core All grades	3.3.9 Your members' children below 15 years of age are allowed to help your members on their farms under strict conditions: you ensure that they only work after school or during holidays, the work they do is appropriate for their age and physical condition, they do not work long hours and/or under dangerous or exploitative conditions and their parents or guardians supervise and guide them.	None	3.3.3.02	The auditor found no indication (through member's interviews, observation, and local knowledge) that non-suitable work/non-suitable time is present.	The organisation has an awareness raising programme for members that identifies suitable work AND IMS that controls this at member level.
O	Major All grades	3.3.10 You and the members of your organisation do not submit workers of less than 18 years of age to unconditional worst forms of child labour or to any type of work which, by its nature or the circumstances under which it is carried out, is likely to jeopardize their health, safety, morals or their school attendance.	The term unconditional worst forms of child labour comprise of the following categories: All types of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom and forced or compulsory labour, including forced or compulsory recruitment of children for use in armed conflict; All activities which sexually exploit children, such as prostitution, pornography or pornographic performances; Any involvement of a child in illegal activities, especially the production or trafficking of drugs. Examples of work that is potentially damaging includes work that takes place in an unhealthy environment, involves excessively long working hours, night hours, the handling or any exposure to toxic chemicals, work at dangerous heights, operation of dangerous equipment and work that involves abusive punishment or is exploitative. Every country is expected to generate its own hazardous child labour activity list and SPOs are encouraged to be use them as a reference.	3.3.3.03	The auditor found no indication (through member's interviews, observation, and local knowledge) that non-suitable work is present.	Rank 3 AND the organisation has relevant policies, procedures and monitoring response programs (OMS) for identifying and responding to child labour AND awareness raising projects, prevention projects or related projects at member level.

				3.3.3.7	The auditor found no indication (through members' interviews, observation, and local knowledge) that hazardous non-suitable work is present OR present on rare occasions but organisation took action.	Rank 3 AND the organisation has an awareness raising program for members that identified suitable work AND IMS that controls this at member level.
1	Core All grades	3.3.11 If in the past you or your members have employed children under 15 for any type of work, or children under 18 for dangerous and exploitative work, you ensure that those children do not enter or are not at risk of entering into even worse forms of labour including hazardous work, slave-like practices, recruitment into armed conflict, sex work, trafficking for labour purposes and/or illicit activities. Any action that you take to ensure this respects the UN Convention on the Rights of the Child (CRC) protective framework, which means that: - the best interest of the child are always the top priority; - their right to survival and development is respected; - you apply them to all children without discrimination; - the views of the child are heard and respected; - at all moments they are protected from violence.	In order to ensure children do not enter worse forms you could develop a rights-based remediation policy and program within a UN CRC protective framework that covers how to withdraw the children and how to prevent that they enter into worse forms of labour. This policy and program should include a clear statement against child labour and remediation projects to ensure the immediate and continued protection of children. To be able to monitor the risk of child labour, you could consider including in your remediation project a youth inclusive, community led monitoring and remediation on child labour aimed at improving social protection at household levels where possible impacted and at-risk children live. These projects can include support from expert partner organisations, preferably local. You can check your country's National Action Plan to Eliminate Child Labour, especially its Hazardous Child Labour Framework, if available. If you choose to partner with Fairtrade and/ or its child rights partner in safe withdrawal of impacted children found in unconditional worst forms of child labour, you will need a signed Child Protection Policy and Procedure that demonstrates a commitment to adopting a child rights' approach to protecting impacted children. You and your relevant staff will need to be trained on child rights methodologies and a Fairtrade contact within your organisation or another representative from senior management should be responsible for the development, ratification, implementation, and evaluation of this Child Protection Policy and Procedure.	3.3.3.04	Organisation can provide details of all children working in the past and their current safe situation.	Organisation developed a child rights based remediation policy and program in partnership with a governmental or international organisation AND its members are trained on child rights methodologies.

				3.3.3.06	Any action that was taken, respects the UN Convention on the Rights of the Child (CRC).	
3	Development All grades	3.3.12 If you have identified child labour as a risk in your organisation (see requirement 3.1.2) you and the members of your organisation implement relevant procedures to prevent children below the age of 15 from being employed for any work and children below the age of 18 from being employed in dangerous and exploitative work.	Relevant procedures can be keeping records of all workers stating their age, gender, identification papers, migratory status and other relevant data. If you and your member chose to mitigate risk through your Fairtrade Development Plan you could build a youth inclusive community-based monitoring and remediation on child labour on an on-going basis. This would include: identifying children in or at risk of being employed in child labour, reporting on the status of the identified children on a regular basis, measuring the progress made in safely withdrawing and preventing children from being engaged in child labour; and avoiding that children withdrawn from labour situations are substituted by other. For suggestions on how to establish a youth inclusive community-based monitoring and remediation on child labour, please request Fairtrade's descriptive and training materials on this from producer support team.	3.3.3.05	Organisation has implemented some control measures such as keeping records at member level.	Organisation has established a youth inclusive community-based monitoring and remediation on child labour.

Guidelines for the Trainer

Materials needed: Flip-sheets and markers

Time needed: 60-65 minutes

Preparations: None

Product specific requirement: No specific requirements.

Note for the trainer

There are thematic topics on child protection and child labour. The objective of those topics is to get a deeper understanding of the subject, to see what the situation is at this moment and how the producer organisation can develop and implement a more sustainable approach towards child protection and child labour. This topic is solely focused on complying with the requirements as listed in the Fairtrade Standard for SPOs.

Also, topic 3.3.1 (in the manual train farmers) concerns Child Labour. In that topic a clear description of child work, child labour, and worst forms of child labour is provided. Therefore, it is advised to first facilitate topic 3.3.1 (in the manual train farmers) on Protecting Children before facilitating this topic.



Session in Short

Set up: 2-5 min

Delivery:

15-20 min: introduction of Fairtrade Standards and certification

40-45 min: discussion to explain and visualize the Standard for Hired Labour

Set up – 2-5 minutes

Attention:

Say that our children are our future and most of their members would like their children to take over the farm one day. We also have to ensure that we protect the children of labourers and other people in the community. Child labour is a complex issue, and their organisation has an important role to play in raising awareness and explaining all aspects of child protection and child labour to their members and what is permissible under Fairtrade's standards.

Title:

Tell the title of the session: Protecting children.

Objectives:

During this session, we will discuss the different Fairtrade requirements concerning child protection and child labour, and how the producer organisation can assist their members to comply with these requirements.

Benefits:

Child labour is an extremely important issue for many organisations, including Fairtrade, traders, and many governments. Children have rights to be protected from exploitation and abuse and we all have a part to play in this.

Direction:

We will not discuss what the situation is among your members at this moment. We will also not discuss details about how to avoid child labour and how to develop a more sustainable approach on child protection. That will be discussed in thematic topics on child protection and child labour.

Delivery

Explanation, Visualisation, Exercise, and Application:

Introduction to child protection and child labour – 15-20 minutes

- Say that to make sure we are all on the same page, you will quickly explain what we mean with child labour. We consider someone as a child if he/she is below 18. Child labour is work that:
 - is physically, mentally, socially or morally dangerous and harmful to children; and
 - interferes with their schooling.
- Ask if anyone can give some examples of child labour. Add some examples yourself as well. An example of child labour is when a child works on a farm during school hours and can therefore not attend school. Another example is children using dangerous equipment or handling chemicals, such as pesticides.

3. Add that whether particular forms of “work” can be called “child labour” depends on the child’s age, the type and hours of work done, the conditions under which it is performed, and what each country has decided. The answer on what child labour is exactly thus varies from country to country, as well as among sectors within countries. Child labour is not about prohibiting children from going to the farm and participating in aspects of the work to learn skills and how to grow crops.
4. Say that there are 5 Fairtrade requirements with regards to child protection and child labour. Mention all the 5 requirements:
 - a. Requirement 3.3.8: No children are employed under the age of 15 (or the age defined by local law).
 - b. Requirement 3.3.9: Children work with the family under strict condition.
 - c. Requirement 3.3.10: No dangerous or exploitative work for children under 18.
 - d. Requirement 3.3.11: In case child labour was detected, actions need to be taken to reserve this and to avoid it is getting worse.
 - e. Requirement 3.3.12: If you have identified child labour as a risk in your organization, you take prevention measures.
5. Say that the best way is to develop a policy on child protection and child labour which will take all these requirements into consideration. A policy is a set of guidelines proposed by the producer organisation. It describes clearly what is allowed and what is not allowed. During this session, we will NOT develop a policy; that will be done when facilitating the thematic topics on child protection and child labour.
6. Share the best practices as mentioned in the key information or share your own best practices.

Implementing a child protection and child labour policy – 40-45 minutes

7. Now, let’s assume that the PO has a policy. The main question is how the PO can ensure that its members will follow the policy. You can ask the following questions to guide the discussion. Write any action that can be taken by the PO on a flip-sheet.
 - a. How can you ensure that members know what child labour is and what is allowed and not allowed? This can be done through awareness creation.

- b. How can you ensure that members know the difference between child labour and children helping parents on the farm to learn farming? This can be part of awareness creation.
 - c. How can you ensure that members know who is at risk? You can do a risk assessment together with your members (per community or area) based on the risk assessment done for the policy.
 - d. How can you ensure that members know what to do when they know families that are at risk? This can be part of a meeting to explain the policies.
 - e. How can you ensure that members know what is in the policy? This can be part of a meeting to explain the policies.
 - f. How can you motivate members to follow the policy? Members need to understand the negative consequences of child labour for children and the community. This can be part of awareness creation.
 - g. How can members help to monitor the situation in the field? They should know what to monitor and then agree within the group how this can be done. The PO can give guidelines and ideas for this.
 - h. How can you avoid that members do not want to cooperate because they do not want that any member will be expelled or suspended from the producer organization? During meetings to explain the policies, it should be made clear that actions are rather focused on supporting families instead of punishing them. The policy will help to support families at risk to avoid child labour, instead of waiting for child labour to happen. A firm understanding of the policy will not be achieved with one meeting but will take time.
 - i. How can you avoid that members do not want to cooperate because they are afraid of retaliation (think about juju in West Africa) when they report child labour? This is a challenge that is not easily solved and needs time. It is important to stress to stress the focus on supporting families rather than punishing them.
8. At the end of your discussion, ask:
 - a. What are going to be the main challenges when implementing a policy on child protection and child labour?
 - b. What can we do to avoid these challenges?

Finish – 2-5 minutes

Summary: Repeat the 5 Fairtrade requirements concerning child labour and what the organisation can do to implement a policy on child protection and child labour.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- How can we motivate members to follow a policy on child protection and labour?
- How can members help to monitor the situation in the field?

Next step: Agree when you will discuss the thematic topics on child protection and child labour. Agree on who will participate in this program (it would be good to have a mix of different types of members).

Checklist of Requirements

Year 0

Requirement	Action to take	Type	Applies to	Check
3.3.8	No children are employed under 15 (or age defined by local law).	Core	PO and members	
3.3.9	Children work with the family under strict condition.	Core	PO	
3.3.10	No dangerous or exploitative work for children under 18.	Core	PO and members	

Year 1

Requirement	Action to take	Type	Applies to	Check
3.3.11	Remediation of child labour.	Core	PO	

Year 3

Requirement	Action to take	Type	Applies to	Check
3.3.12	If you have identified child labour as a risk in your organization, you take prevention measures.	Development	PO and members	

Topic 3.3.2 Protecting the Rights of Employees and Workers

Key Information

Your members might have workers or labourers working on their farms. Your Producer Organisation might also have employees to manage the organisation on a day-to-day basis.

The Fairtrade Standard for Small-scale Producer Organisations has several requirements that cover rights of employees, including requirements on:

- Freedom from discrimination
- Freedom from forced or compulsory labour
- Freedom of association and bargaining

Freedom from discrimination

Discrimination can hamper the development of individuals and organisations. To avoid that your members and organisation cannot develop to its full potential, it is important that you do not discriminate or tolerate discrimination against members, employees or workers on the basis of race, colour, gender, sexual orientation, disability, marital status, age, HIV/AIDS status, religion, political opinion, language, property, nationality, ethnicity or social origin regarding participation, voting rights, the right to be elected, access to markets, access to training, technical support, or any other benefit of membership (requirement 3.3.1).

Your organisation and your members should:

- Not conduct tests for pregnancy, HIV and genetic problems during recruitment of employees or workers (requirement 3.3.2).
- Not engage in, support or tolerate the use of corporal punishment, mental or physical coercion or verbal abuse (requirement 3.3.3).
- Not engage in, support or tolerate behaviour – including gestures, language, and physical contact – that is sexually intimidating, abusive or exploitative (requirement 3.3.4).

Freedom from forced or compulsory labour

Forced labour – also known as compulsory or bonded labour – is the opposite of decent work. Forced labour means that a person is forced to carry out certain work by threatening him/her with punishment or the loss of rights or privileges. Bonded labour, also called debt bondage, occurs when a person is forced to pay off a loan with direct labour instead of actual payment and when the employer grants loans under unreasonable conditions such as very high interest rates. The least protected persons, including women and youth, indigenous peoples, and migrant workers, are particularly vulnerable.

Any form of forced labour including bonded and involuntary

prison labour is forbidden (requirement 3.3.5). People must be free to leave their employment at any time after an agreed notice period. Remediation involves safe withdrawal of persons in forced labour and prevention – implementing projects, policies or procedures, to ensure withdrawn person are not replaced by new ones also in forced labour situations. You should have remediation procedures in place, in case forced labour has been detected within your organisation (requirement 3.3.6). Employers cannot force a worker's spouse to work for them (requirement 3.3.7). Spouses have the choice to work elsewhere if they wish, even if the employer provides housing for the whole family.

Here are some ideas if action on forced labour is needed:

- Have a clear and transparent 'no forced labour' policy, setting out the measures taken to prevent forced labour and ensure farmers, farm managers, workers and job contractors or brokers are aware of it.
- Use a gender lens when addressing forced labour and note in some areas women and girls might face multiple forced labour situations.
- Treat migrant workers fairly. Monitor the hiring practices and conditions of work offered by job contractors, job brokers or agencies working across borders, and terminate work with those known to have used abusive practices and forced labour.
- Ensure that all workers have written contracts, in a language that they can easily understand, specifying their rights with regards to payment of wages, overtime, retention of identity documents, and other issues related to preventing forced labour.
- Train auditors, human resource and compliance officers so that they can identify forced labour in practice and seek appropriate remedies.
- Promote agreements and codes of conduct by industrial sector (as in agriculture), identifying the areas where there is risk of forced labour, and take appropriate remedial measures.

Freedom of association and bargaining Workers Union

Workers on the farm and the employees of the PO should be free to join any workers' organisation and participate in group negotiations on their working conditions (requirement 3.3.13). These rights should not have been denied in the last two years. In case workers' organisations do not have a base in your organisation, you should allow them to meet your workers and share information, and you should not interfere in workers' meetings (requirement 3.3.14). Your organisation should not discriminate against workers and their representatives for organising, joining (or not) a workers' organisation or participating in the legal activities of the workers' organisation (requirement 3.3.15). When a workers' representative is dismissed, you should inform the certification body, including reason for dismissal. Records of all terminated contracts indicating the reason for termination and whether the worker was a member of a union or workers' organisation should be in place.

Organisations with more than 20 employees

The following requirements are only applicable for organisations with more than 20 permanent or seasonal/temporary workers that are present for one month or more during a year; or fewer workers where the local law has defined a lower number.

If there is no union that is recognized and active in your area, you should encourage workers to elect democratically a workers' organisation to negotiate with you to defend their interests (requirement 3.3.16). Your organisation should provide training to staff during paid working time for improving their participation and representation (requirement 3.3.17).

Additional Information

Guidelines for requirement 3.3.1

- According to ILO, all persons should, without discrimination, enjoy equality of opportunity and treatment in respect of:
- access to training and employment of their own choice; access to promotion;
- security of tenure of employment;
- remuneration for work of equal value;
- conditions of work including hours of work, rest periods, annual holidays with pay, occupational safety and occupational health measures, as well as social security measures and welfare facilities and benefits provided in connection with employment.

The following indicators can help you to assess if your organisation is at risk of discriminatory practices. These are the indicators that auditors will check when looking at the requirement on freedom from discrimination.

Workers, members or staff are treated on the basis of one's attributes for or stereotypes in belonging to a particular group or category, and therefore:

- not being paid the same as someone doing the same job with the same experience and qualifications;
- not receiving remuneration for work of equal value;
- working for longer hours;
- having no rest periods;
- not having occupational safety and occupational health measures;
- not having security of tenure of employment;
- not having access to social security measures and welfare facilities and benefits provided in connection with employment;
- not having access to training and employment of their own choice;
- not having access to promotion;

- not having decent work conditions and type of jobs;
- having the terms and conditions of their employment reduced in quality, including lay-off and termination;
- facing undue influence, threats or repercussions in their efforts to organize and administer trade unions in the workplace.

Effective measures to prevent discrimination in organisations include:

- Asses the risks of discrimination and develop/ implement policies to prevent and mitigate the identified risks. Create awareness amongst all members of possible risks and measures to be taken;
- Developing and implementing written policies against any forms of discrimination;
- Having an equal opportunities policy for recruitment, remuneration, promotion and training and applied in practice with records that show reasons for acceptance, dismissals and promotion of workers;
- Posting in a visible manner a right-to-unionize statement in the workplace addressed to workers and their supervisors;
- Having an up-to-date record of all workers, including temporary, casual and sub-contracted workers, containing for each worker:
 - Full name
 - Gender
 - Year of birth
 - Nationality
 - Start and end date of employment
 - Type of work (permanent, temporary, seasonal, full time/part-time)
 - Salary rate earned per day, week, fortnight or month
 - Social / in-kind benefits received or available when applied (health, education, food, housing, transportation)
 - Affiliation to social security and / or private health insurance

In countries/regions with legal barriers that negatively affect the access to specific rights and benefits for workers, the producer organisation and their members invest in equivalent services, compensation and/or benefits to mitigate the negative impact of these barriers. Please contact Fairtrade International in case you need a worker register template. Where discrimination is endemic within a sector or region you are encouraged to include activities to address this in your Fairtrade Development Plan.

Fairtrade Standards and Compliance Criteria

Year for auditing	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Small Producers Organisations	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum practice needed for compliance)	FLOCERT Rank 5 (Best practice)
0	Major All grades	3.3.1 You and your members do not discriminate or tolerate discrimination on the basis of race, colour, gender, sexual orientation, disability, marital status, age, HIV/AIDS status, religion, political opinion, membership of unions or other workers' representative bodies, national extraction or social origin in recruitment, promotion, access to training, remuneration, allocation of work, termination of employment, retirement or other activities.	Discrimination remains a persistent global problem especially for those in vulnerable, disadvantaged and minority positions and can perpetuate poverty, stifle development and productivity. Women and men around the world are denied access to jobs and training, receive low wages or are restricted to certain occupations simply on the basis of their sex, skin colour, ethnicity, trade union affiliation or beliefs, without regard to their capabilities and skills. Freedom from discrimination is a fundamental human right and is essential for workers to be able to choose their employment freely, develop their potential to the full and reap economic rewards on the basis of merit. See additional information for more guidance.	3.3.1.01	There are no records or rules but no indications of discriminatory practices.	There is an equal opportunities policy for recruitment, remuneration, promotion and training and applied in practice with records that show reasons for acceptance, dismissals and promotion of workers.
0	Core All grades	3.3.2 During the recruitment of workers you and your members do not test for pregnancy, HIV or genetic disorders.	None	3.3.1.02	No policy but indications of test or questions during recruitment.	There is a clear policy forbidding this and organisation controls this at member level.
0	Major All grades	3.3.3 You and your members do not engage in, support, or tolerate the use of corporal punishment, or mental or physical coercion, bullying, harassment verbal abuse or any abuse of any kind.	Where such practices are endemic within a sector or region you are encouraged to include activities to address this in your Fairtrade Development Plan, or for example to develop a written policy and a monitoring system to prevent improper disciplinary practice.	3.3.1.03	The auditor found no indication (through workers and employers' interviews, and local knowledge) that this is present OR if there are indications of rare cases the organisation can demonstrate it took action.	There is a written policy approved by the General Assembly and made known to members and workers AND ICS that controls this at member level.

o	Major All grades	3.3.4 You and your members do not engage in, support, or tolerate behaviour, including gestures, language, and physical contact, that is violent and abusive including sexually abusive acts, intimidation, bullying or other forms of exploitation and abuse.	Gender Based Violence (GBV) is an umbrella term for any harmful act that is perpetrated against a person's will and that is based on socially ascribed (gender) differences between females and males. Examples include sexual violence, including sexual exploitation/abuse and forced prostitution; domestic violence and trafficking. Other forms of exploitation and abuse include physical (causing injury or trauma to another person), psychological or emotional (violating any person's dignity and creating fear, embarrassment or intimidation) and verbal (using words to threaten, harass, intimidate or harass a person). Where GBV and other forms of harassment are endemic within a sector or region you are encouraged to include activities to address this in your Fairtrade Development Plan or to develop a written policy that clearly prohibits sexually intimidating behaviour and a monitoring system to prevent GBV. When cases are identified, the organisation is expected to remedy the situation. This includes ensuring the prolonged safety of the individual (s), implementing policies, procedures and monitoring to prevent GBV and other forms of violence. Prolonged safety means keeping the person/s free from risk of or actual harm or danger.	3.3.1.04	The auditor found no indication (through workers' and employers' interviews, and local knowledge) that this is present OR if there are indications of rare cases the organisation can demonstrate it took action	There is a written policy approved by the General Assembly and made known to members and workers AND ICS that controls this at member level.
				3.3.1.11	The auditor found no indication (through members' interviews, observation, and local knowledge) of these forms of GBV OR present on rare occasions, but organisation took action including safely reporting to relevant national protection agencies or equivalent.	RANK 3 AND There is a written policy approved by the General Assembly and made known to members and workers AND IMS that controls this at member level.

O	Major All grades	3.3.5 You and your members do not directly or indirectly engage in forced labour, including slave, bonded or involuntary prison labour. You explain this to all workers.	“Forced labour” includes work for which a person has not offered him or herself voluntarily and is forced to perform under the threat of any penalty. Some examples of forced labour include: - slavery; - involuntary prison labour; - forced recruitment; - debt bondage; - human trafficking for labour and/or sexual exploitation; Examples of practices that are considered forced labour are: - retaining any part of the workers’ salary, benefits, property or documents in order to force them to remain in their employment; - requiring or forcing workers to remain in employment against their will using any physical or psychological measure; - demanding unreasonable notice period for termination of the contract of employment. The term “bonded labour” or “debt bondage” refers to workers that have received loans from employers, where these loans are subject to unreasonable and/or unjust terms and conditions for repayment, where the worker and/or their families are held to pay off the loan through their labour against their will. The following indicators developed by ILO can help you to assess if your organisation is at risk of forced labour. - Abuse of vulnerability; - Deception; - Restriction of movement; - Isolation; - Physical and sexual violence; - Intimidation and threats; - Retention of identity documents; - Withholding of wages; - Debt bondage; - Significant abusive working and living conditions; - Excessive overtime. Wages significantly lower than the minimum wage and farmer income significantly lower than the cost of sustainable production can also be an indicator of risk of forced labour.	3.3.2.01	The auditor found no indication (through workers’ and employers’ interviews, and local knowledge) that this is present.	RANK 3 AND there is a written policy approved by the GA and made known to members and workers AND IMS that controls this at member level.
---	---------------------	--	--	----------	---	---

	Core All grades			3.3.2.02	Workers are informed.	Workers are Informed and this is reflected in the contract.
1	Core All grades	3.3.6 If you have identified cases of forced adult labour in your organisation (see requirement 3.1.2), you and your members remediate to ensure prolonged safety and implement relevant policies and procedures to prevent vulnerable adults above the age of 18 years from being employed in abusive, exploitative and unacceptable work conditions as defined by ILO Conventions 29 and 105.	Relevant procedures can include a due diligence and risk mitigation systems to monitor forced labour and relevant projects to respond and prevent it.	3.3.2.04	The organisation has taken remediation measures and has implemented policies and procedures to protect vulnerable workers.	RANK 3 AND the policy and procedures include preventive measures and a safe withdrawal of the people affected based on the key principles of safeguarding AND the organisation implements it proactive.
o	Core All grades	3.3.7 You and your members do not make the employment of a worker or an offer of housing conditional on the employment of their spouse. Spouses have the right to work elsewhere.	None	3.3.2.03	Organisation does not inform but there are no indications of this taken place.	Organisation makes all workers aware (especially those living in farm) about their right to work elsewhere.
o	Major All grades	3.3.13 You and your members ensure that all workers are free to join a workers' organisation of their own choosing, and that workers are free to participate in group negotiations regarding their working conditions. You do not deny these rights in practice. You have not opposed these rights in the last two years.	"Worker's organisation" is any organisation of workers with the objective of "furthering and defending the interests of workers" (ILO Convention 110, Article 69). If there has been opposition to these rights in the last two years you and your members can still fulfil this requirement if your circumstances have changed substantially, for example in case of a change of management.	3.3.4.01	There is a written statement made public to workers, even if some workers do not know it OR there is no written statement but it is implemented and most workers are aware.	Rank 3 AND all workers are aware AND the organisation actively encourages workers.
				3.3.4.02	There are no indications of opposition in the last 2 years OR there was opposition, but the conditions changed substantially (e.g. change of directors / management, offending members (where applicable) where expelled, declaration from independent union, organisation actively and successfully informed workers of new attitude, etc.).	RANK 3 AND workers' organisation(s) exist, and collective negotiation takes place.

O	Core All grades	3.3.14 You and your members allow trade unions that do not have a base in the organisation to meet workers and to share information. You do not interfere in these meetings. Time and place for these meetings have to be agreed in advance	Workers are free to participate or not in these meetings. The meetings can be requested by the workers. External union officials can request the meetings if the union is involved in a Collective Bargaining Agreement (CBA) within the relevant industry or at national level. If you or your members have not been informed first, you are not required to allow these meetings.	3.3.4.03	Organisation/farm owner allows such meetings outside working hours and provides space for this.	Organisation/farm owner actively encourages workers to meet and provides reasonable resources, including paid working time, for this.
				3.3.4.04	Your organisation is present during meetings at request of TU/ Workers and do not interfere OR are not present.	Your organisation is not present and provide a conducive environment for the meetings.
O	Core All grades	3.3.15 You and your members ensure that there is no discrimination against workers and their representatives for organizing, joining (or not) a workers' organisation, or for participating in the legal activities of the workers' organisation. If a workers' organisation representative is dismissed, you and your members report it immediately to the certification body and explain the reason. You and your members keep a record of all terminated contracts. These records include the reason for termination and indicate if workers are members of a workers' organisation.	"Discrimination" means that workers are treated differently or suffer any negative repercussions. Some actions that could indicate discrimination against workers who form a workers' organisation or who are trying to form one are closing production, denying access, longer working hours, making transport difficult or dismissals.	3.3.4.05	There have been cases of discrimination by mid managers but the organisation/farm owner took successful actions.	Organisation/farm owner have a training/ awareness programme for mid managers to prevent discrimination AND there are no cases of any kind of discrimination.
				3.3.4.06	Notice sent in due time by organisation OR there were no dismissals and organisation is aware of this requirement.	
				3.3.4.07	Organisation maintains complete records for own workers and makes individual producers aware of this requirement (if applicable).	Organisation maintains complete records for own and individual farms' workers (if applicable) and workers' representatives signs them.

Only applicable for organisations and/ or individual members with more than 10 workers that are present for one month or more during a year; or fewer workers where the local law has defined a lower number.						
3	Development All grades	3.3.16 If there is no union that is recognized and active in your area, or if unions are forbidden by law, or if unions are managed by government and not by members, then you and your members encourage workers to democratically elect a workers' organisation. The workers' organisation will represent workers in their negotiations with you to defend their interests.	Fairtrade defends the rights of freedom of association and collective bargaining and believes that independent trade unions are the best way for achieving this. "Recognized union" means that the union is affiliated with a national or international trade secretariat (for example the Global Union Federation). If you or the workers need help in contacting a trade union representative you can ask Fairtrade International for support.	3.3.4.08	Organisation took basic measures to encourage workers (provided information, facilitated contacts, raised awareness, etc.).	Organisation arranged/ provided independent training AND a workers' organisation is elected.
6	Development All grades	3.3.17 You and your members train workers to improve their awareness about workers' rights and duties. Training takes place during paid working time.	None	3.3.4.09	At least one training was provided within paid working time and the content is correct.	Rank 3 AND there is an ongoing training plan AND workers are consulted on the topics to be covered.

Guidelines for the Trainer

Materials needed: Flip-sheets and markers

You need to read out loud requirements 3.3.1 to 3.3.7. Make sure you have them at hand.

Time needed: 1.5 to 2 hours

Preparations: Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline.
The country you are working in has laws on the rights of employees and labourers. In case the regulations are stricter than the Fairtrade requirements, the national law prevails. Check in advance which regulations apply. It might be possible that regulations are in place but not always enforced.

Almost every country has specific sectors that are more at risk of forced and bonded labour (to be discussed in these guidelines from point 7 to 12). Make sure you know the facts, especially when it concerns the sector the PO is active in. You can search online for articles and newspaper clippings.

Product specific requirement

Crop	Applicable product requirement	Type of requirement	FLOCERT compliance criteria
Cocoa	3.2.1 3.2.2 3.2.3	Additional	None
Prepared and preserved fruit and vegetables	3.3.2	Additional	3.3.1.05

Note for the trainer

- For several products, there are additional requirements concerning the rights of employees and workers in which the PO needs to develop policies covering discrimination and forced labour. Under the current Standard for SPOs, policies are required to achieve rank 4 or 5 during an external audit. Although it is not a requirement under the general standard yet to comply, it is recommended to start the process to develop such policies.
- There are thematic topics on rights of employees and on inclusion. The objectives of those topics are to discuss elements of procedures to respect workers' rights, which is necessary to get a more sustainable, systemic change the producer organisation. This topic is solely focused on complying with the requirements as listed in the Fairtrade Standard for SPOs.
- Probably you will note down lots of action points to be done. Always make sure to clearly note them on flip-sheets, add who is responsible for the action and when it should be done.



Session in Short

Set up: 2-5 min

Delivery:

20-25 min: complying with requirements concerning discrimination

30-35 min: complying with requirements concerning forced/ compulsory labour

Set up – 2-5 minutes

Attention: Ask: How many staffs are working for your producer organisation? Does any of the members have workers on their farms? Collect the answers but do not discuss them. Say that there are several Fairtrade requirements to protect the right of both workers and employees.

Title: Tell the title of the session: Protecting the rights of employees and workers.

Objectives: During this session we will discuss what you need to do to comply with Fairtrade requirements concerning freedom from discrimination, freedom from forced or compulsory labour, and freedom of association and bargaining.

Benefits: This topic will help you to comply with all Fairtrade requirements concerning workers' rights. In addition, employees and workers that are happy, often work better and harder, and that is good for the whole organisation.

Direction: During this session, we will not discuss child labour (that is covered in topic 3.3.1).

Delivery

Explanation, Visualisation, Exercise, and Application:

Complying with requirements concerning discrimination – 20-25 minutes

1. Say that there are a total of 12 Fairtrade requirements that are linked to rights of employees. The first four requirements are to prevent discrimination. Read out loud requirements 3.3.1, 3.3.2, 3.3.3 and 3.3.4 (not the guidance). Summarise that:
 - a. Within the PO and farmers groups, and on farms there can be no discrimination (requirement 3.3.1).
 - b. It is not allowed to do tests for pregnancy, HIV or genetic disorders during recruitment (requirement 3.3.2).
 - c. Abuse of any kind is not allowed, including corporal punishment, nor support or tolerance of it (requirement 3.3.3).
 - d. No tolerance of gender-based violence and other forms of harassment (requirement 3.3.1).
2. Ask the following questions to start the discussion on how the PO can comply with these requirements:
 - a. What does the national law say about discrimination?
 - b. Are the requirements of Fairtrade stricter or not?
 - c. Do you keep track of cases of discrimination? Are there any records?
 - d. What does the PO already do to prevent or handle any of these requirements? Write contributions with key words on a flip-sheet (you can use as heading: actions already taken).
3. Share the best practices on discrimination as mentioned in the key information or share your own best practices.
4. Divide participants into small groups of 2 to 3 participants (maximum 3 participants per group). The

group has heard the four requirements concerning discrimination and we have seen what the PO already does. Ask: What else can the PO do? Let the groups discuss your question for a few minutes (no longer).

5. Discuss the results. Try to get at least one idea per group. Write ideas in key words on another flip-sheets (you can use as heading: possible actions to take).
6. Say that lots of good ideas came up. Ask: What can we do to incorporate these ideas in a more structured approach? Collect several ideas. To have a structured approach, the PO should:
 - a. Do a risk assessment.
 - b. Develop and implement procedures.
 - c. Create awareness among members about the policies and its implementation.
 - d. Monitor the implementation of the policies.
7. Say that Fairtrade has developed guidelines on how to do a risk assessment, and how to develop and implement procedures and monitoring (this is covered in the training manual on the thematic topic on worker's' rights). Agree on a date you will take them through these guidelines and who will participate in that program.

Complying with requirements concerning forced/compulsory labour – 30-35 minutes

8. Continue with Freedom from forced labour or compulsory labour. Have a focused discussion about the existence of forced labour in the country and sector by asking the following questions:
 - a. What do you understand by forced labour? Forced labour means a person is forced to carry out certain work by threatening him/her with punishment or the loss of rights or privileges.
 - b. Can anyone give an example of forced labour?
 - c. Do you know any sectors in our country where there is forced labour?
 - d. Do you think there is forced labour in our sector (mention the specific product)?
 - e. What do you understand by bonded labour? Bonded labour, also called debt bondage, occurs when a person is forced to pay off a loan with direct labour instead of actual payment and when the employer grants loans under unreasonable conditions such as very high interest rates.
 - f. Can anyone give an example of bonded labour?
 - g. Do you know any sectors in our country where there is bonded labour?
 - h. Do you think there is bonded labour in our sector (mention the specific product)?
9. Say that there are three Fairtrade requirements concerning forced/compulsory labour (requirement 3.3.5, 3.3.6, and 3.3.7). Read out loud requirement 3.3.5 (no forced labour). Share the best practices on forced/bonded labour as mentioned in the key information or

share your own best practices.

10. Ask the following questions:

- a. Are your members aware of the requirements concerning forced labour? If yes, how can you prove this?
- b. How can you ensure your members become aware? Discuss how this can be done, who will be responsible for it and when it will be done. Write what has been agreed on a flip-sheet.
- c. Are farm workers aware of the requirements concerning forced labour? If yes, how can you prove this?
- d. How can you ensure farm workers become aware? Discuss how this can be done, who will be responsible for it and when it will be done. Write what has been agreed on a flip-sheet.

11. Continue with requirement 3.3.6 (remediation in case forced labour is identified). Read it out loud and ask the following questions:

- a. Is there a mechanism in place to report cases of forced labour? If yes, discuss it and check if anything can be improved. If no, discuss possible way to set up such a system: Can it be integrated in a same kind of system for discrimination and child labour?
- b. Do you have identified cases of forced labour? If yes, discuss the case and check if any remediation measures were taken.

12. Continue with requirement 3.3.7 (freedom for spouses). Read it out loud and ask the following questions:

- a. What does the requirement mean? It means that you cannot say to a worker that he/she can only work for you or get housing, if his/her spouse will also work for you/
- b. Does this happen; either among your members or among farmers who are not member of your PO?
- c. Are members aware that they cannot make employment or housing of a worker conditional on the employment of their spouses? If yes, how can you prove this?
- d. If not, how can you make members aware? Discuss how this can be done, who will be responsible for it and when it will be done. Write what has been agreed on a flip-sheet.

Complying with requirements concerning freedom of association and bargaining – 30-35 minutes

13. Continue with freedom of association and bargaining. Ask the following questions to get a better understanding of what freedom of association and bargaining is:

- a. Who can mention a profession where it is very normal for employees to be member of a union? Let several people answer. Good examples are teachers and nurses.

- b. Why are these people member of a union? To protect their interests and improve their working conditions.

- c. If they want to protect their interest and improve working conditions, why is it necessary to form a union? Why can't they just talk to their employees? Let several people give their opinion without giving your opinion.

- d. If you go to the market and you buy something, do you pay the first price that is asked? No, you negotiate.

- e. Why do you negotiate? To arrive at a price that is good for you and good for the person selling the article. Negotiation on a market is completely normal but negotiating about your salary or working conditions might not be so easy. A union can help you and will also avoid that every single person has to negotiate with the employer.

14. Share the best practices on association and collective bargaining as mentioned in the key information or share your own best practices.

15. Say that employees and workers can decide to form or join a union of their choice (requirement 3.3.13). Under Fairtrade, your PO and your members need to respect the right of employees/workers to unionise in writing and in practice, for example by allowing unions to meet freely with employees/workers in the workplace. Ask the following questions:

- a. Is there a written statement within the PO which says that workers are free to join a workers' organisation and to participate in group negotiation of their working condition? If yes, look at the written statement together and see if it covers all aspects as mentioned in requirement 3.3.13. If no, discuss how a written statement can be developed, who will be responsible for it and when it will be done. Write what has been agreed on a flip-sheet.
- b. How can we make the written statement public to all workers? Discuss how this can be done.

16. Next is requirement 3.3.14: Your PO/members can join a workers' meeting, at the request of the employees/workers, but are not allowed to interfere. A union could also represent employees/workers in case of disagreement with the employer.

- a. Are there any workers' unions active that represent the rights of workers in your sector?
- b. Are members aware that they should allow union representatives to discuss with their workers? If yes, how can you prove this?
- c. Are members aware they should not interfere in such meetings? If yes, how can you prove this?
- d. How can you make members and workers aware of these requirements? Discuss how this can be done.

17. Mention that employees/workers that are member of a

union should not be discriminated by your PO or your members (requirement 3.3.15), for example by either favouring them or doing the opposite.

- a. Does this happen?
 - b. Are members and workers aware that they should not discriminate? If yes, how can you prove this? If not, discuss how this can be done. It can be done by awareness creation, for example in the form of a meeting.
 - c. In case a workers' representative is dismissed, your organisation should be informed and you should inform FLOCERT. How can you make members aware of this? Discuss how this can be done. First of all, members should be aware. Secondly, there should be some kind of reporting system for this, probably through field officers.
 - d. You should keep records of all terminated contracts indicating the reason for termination and whether the worker was a member of a union or workers' organisation. How can we ensure the PO and your members will do this? Discuss how this can be done.
18. Check if the PO or any of their members has 20 or more employees/workers.
 19. If not, just mention that there are a few requirements that only apply for organisations with 20 or more employees/workers. Because that does not apply at this moment to their PO, we will only discuss these

requirements when it becomes necessary.

20. If yes, discuss for the requirements mentioned below if this has been implemented in the organisation or not. If not, discuss how it can be done. Keep track of the discussion by writing key words on a flip-sheet.
 - a. Requirement 3.3.16: If there is no union that is recognised and active in your area, you should encourage employees/workers to elect democratically a workers' organisation to negotiate with you to defend their interests.
 - b. Requirement 3.3.17: Your organisation should provide training to employees/workers during paid working time to improve their participation and representation.

Finish – 2-5 minutes

Summary: Repeat some of the rights of employees/workers concerning discrimination, forced labour, and freedom of association and bargaining.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

What steps can we implement to get a more structured approach for discrimination and forced labour?

How can we prove that members are aware of something?

Next step: Repeat the action points the group agreed on and ensure that someone is assigned to follow up on these action points.

Checklist of Requirements

Year 0

Requirement	Action to take	Type	Applies to	Check
3.3.1	No discrimination.	Core	PO and members	
3.3.2	No tests for pregnancy, HIV or genetic disorders during recruitment.	Core	PO and members	
3.3.3	No abuse of any kind.	Core	PO and members	
3.3.4	No tolerance of Gender Based Violence and other forms of harassment.	Core	PO and members	
3.3.5	No engagement in forced labour.	Core	PO and members	
3.3.7	Employment of a worker or an offer of housing is not conditional on the employment of their spouse.	Core	PO and members	
3.3.13	Workers have freedom to join a workers' organisation.	Core	PO and members	
3.3.14	Workers are allowed to meet with trade union representatives.	Core	PO and members	
3.3.15	No discrimination against unionised workers.	Core	PO and members	

Year 1

Requirement	Action to take	Type	Applies to	Check
3.3.6	Remediate in case forced labour is identified.	Core	PO and members	

Year 3

Requirement	Action to take	Type	Applies to	Check
3.3.16	If there is no union that is recognized and active in your area, workers are encouraged to democratically elect a workers' organisation*.	Development	PO and members	

Year 6

Requirement	Action to take	Type	Applies to	Check
3.3.17	Workers are trained to improve their awareness about workers' rights and duties*.	Development	PO and members	

Topic 3.3.3 Guaranteeing Conditions of Employment

Key Information

This topic is only applicable if the PO or their members:

- employ more than 10 workers AND
- at least 10 of the workers work for more than 30 hours per week for at least one month during one year or equivalent (for example during harvest season).

Wages, working time, work organisation, maternity protection, and arrangements to adapt working life to the demands of life outside work are core elements of the employment relationship and of workers' protection.

The PO and their members need to pay wages to their workers that are the same as or higher than national laws and official agreements on minimum wages (requirement 3.3.18). All workers need to have written contracts and receive wages on a regular and agreed basis in the valid currency (requirement 3.3.20). For work based on production, quotas and piecework, during normal working hours, the PO and their members pay the proportionate minimum wage or the relevant industry average, whichever is higher. Information about this pay rate is available for all workers and worker organisations (requirement 3.3.19).

Contracts need to include clear regulations about maternity

leave, social security provisions and non-monetary benefits (vacation, training etc.) and need to be at least equal to national law. Workers' wages should be raised step by step above the regional average or the official minimum wage in relation to the additional income that the organisation or members receive through Fairtrade (requirement 3.3.23). The PO and their members should hold discussions with workers on increasing wages in order to reach living wage levels. All permanent workers need to have legally binding contracts and understand their contents, including their related rights, responsibilities and salaries (requirement 3.3.22). The PO and their members are not permitted to issue seasonal contracts in order to avoid giving benefits to permanent workers.

Since the situation of temporary and migrant subcontracted workers is often particularly vulnerable, it is necessary to implement extra measures (such as selecting contracting agencies according to relevant guidelines) to ensure that the working conditions of those workers also comply with the standard (requirement 3.3.21) and are the same as for permanent employees (requirement 3.3.26). Where possible all regular work is assigned to permanent employees (requirement 3.3.24).

The PO and their members need to set maternity leave, social security provisions and non-mandatory benefits according to national laws, or according to CBA regulations where they exist, or according to the agreement signed between the workers' organisation and the employer, whichever is the most favourable for the employee (requirement 3.3.25).

Fairtrade Standards and Compliance Criteria

Year for auditing	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Small Producers Organisations	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum practice needed for compliance)	FLOCERT Rank 5 (Best practice)
o	Major All grades	3.3.18 You and your members set salaries for workers according to CBA regulations where they exist or at regional average wages or at official minimum wages for similar occupations whichever is the highest. You specify wages for all employee functions and employment terms, such as piecework.	None	3.3.5.01	Salaries ≥ legal minimum, CBA or regional average.	RANK 3 AND all legal provisions and agreed benefits are respected for all workers.
	Core All grades			3.3.5.02	Organisation informs verbally OR refers to external sources of information (CBA, legal regulations) AND all interviewed workers know roughly how much they will earn.	Salary categories (including all additional benefits) are specified in writing and made known to all workers in a way that is easy to understand.
o	Major All grades	3.3.19 For work based on production, quotas and piecework, during normal working hours, you and your members pay the proportionate minimum wage or the relevant industry average, whichever is higher. Information about this pay rate is available for all workers and worker organisations. For pay based on piecework, you and your members make the method of calculation transparent and accessible to the worker. You and your members do not use production, quotas and piecework employment as a means to avoid time-bound contracts.	None	3.3.5.03	On average, pieceworkers earn at least the equivalent salary on a monthly average.	All pieceworker s earn at least the equivalent hourly salary every day.
	Core All grades			3.3.5.04	There is no piece work OR the concerned workers prefer this type of employment.	Rank 3 AND some benefits are paid to workers employed on piece work AND all statutory benefits are paid in line with permanent employment.

				3.3.5.05	Organisation informs verbally AND all interviewed workers are able to calculate roughly how much they will earn.	Rates and an explanation of the method used to reach that rate are specified in writing and made known to all workers in a way that is easy to understand and workers agree that this is fair.
o	Core All grades	3.3.20 You and your members make payments to workers at regularly scheduled intervals and document the payments with a pay slip containing all necessary information. Payments are made in legal tender. Only if the worker explicitly agrees may you make the payment in kind.	None	3.3.5.06	Payment is usually made within one week of the end of the paid working period, although some occasional delays happen.	Payment is always made on the same day that the paid working period ends or before.
				3.3.5.07	Workers receive a physical payslip with full information together with each payment.	Workers receive a physical payslip together with each payment and a consolidated payslip every year.
				3.3.5.08	Payment is made in the way chosen by the organisation, but in legal tender (bank transfer, check, cash, etc.) OR otherwise explicitly agreed by workers.	Payment is made in the way chosen by workers but when payment is made in cash the organisation took measures to prevent assaults.

0	Core All grades	3.3.21 If you or your members employ migrant or seasonal workers through a contracting agency or person, you put effective measures in place to ensure that their hiring and working conditions also comply with this Standard.	The Standard cover all workers whether they are local, migrant, directly contracted or subcontracted. As subcontracted migrant or seasonal workers are in an especially vulnerable position, the organisation needs to ensure that the requirements are equally applied to them. Effective measures may include referring to guidelines to select contracting agencies or persons, and procedures to monitor the working conditions of migrant or seasonal subcontracted workers.	3.3.5.15	Measures have been implemented and hiring and working conditions are in line with the standard.	RANK 3 AND interviewed workers declare it is always followed and adhered to AND interviewed workers declare it is always followed and adhered to and monitoring is done regularly.
3	Development All grades	3.3.22 You and your members ensure that all permanent workers have a legally binding contract and are aware of their rights and duties, responsibilities, salaries, and work schedules as part of the legal labour contract. You ensure that workers have a signed copy of their employment contract and that they understand the content by providing it in a format and language they understand.	If national legislation accepts oral contracts, then this is also accepted as long as the oral contracts provide the same benefits of a written contract.	3.3.5.10	All permanent workers have signed contracts that include at least job title, wages, working hours and identical notice periods and which comply with labour law.	All permanent workers have signed contracts that include job description, wages and other benefits, working hours, rest and lunch hours, overtime compensation, holidays and identical notice period, and comply with labour law AND contracts are verbally explained and in a language understood by the worker.
3	Development All grades			3.3.5.11	Provided in writing to all permanent workers.	Provided in writing to all permanent workers AND verbally explained AND there are written contracts for temporary workers.

1	Core All grades			3.3.5.16	All permanent workers have signed contracts that include at least job title, wages, working hours and identical notice periods and which comply with labour law.	All permanent workers have signed contracts that include job description, wages and other benefits, working hours, rest and lunch hours, overtime compensation, holidays and identical notice period, and comply with labour law AND contracts are explained verbally and in a language that the worker understands.
				3.3.5.17	Provided in writing to all permanent workers AND workers understand the content.	Provided in writing to all permanent workers AND verbally explained AND there are written contracts for temporary workers.
3	Development All grades	3.3.23 You and your members gradually increase salaries above the regional average and the official minimum wage.	None	3.3.5.12	Organisation pays below regional average for most positions but has a detailed plan for increases and can show evidence that increases happened in the last year(s).	Organisation already pays substantially above regional average in all positions.
3	Development All grades	3.3.24 Where possible you and your members assign all regular work to permanent workers.	Regular work excludes all seasonal work i.e., work that is added to usual work levels during peak periods, and special tasks. The intention of this requirement is that you do not avoid legal obligations by using continuous fixed-term employment contracts.	3.3.5.13	All workers performing tasks all year have consecutive limited contracts as permitted in national law and later issued permanent/ unlimited contracts.	All workers performing tasks all year have permanent/ unlimited contracts and workers performing seasonal work have discontinued unlimited contracts (if they exist) or similar commitments by the organisation.

6	Development All grades	3.3.25 You and your members set maternity leave, social security provisions and non-mandatory benefits according to national laws or according to CBA regulations where they exist, or according to the agreement signed between the workers' organisation and the employer, whichever is the most favourable for the worker.	None	3.3.5.09	The organisation fulfils all legal/ agreed provisions.	The organisation complements benefits beyond legal/ agreed provisions.
6	Development All grades	3.3.26 You and your members give local, migrant, seasonal and permanent workers the same benefits and employment conditions for the same work performed. In cases where equivalent benefits, such as a pension scheme or social security, cannot be made available to a set of workers, e.g. migrant or temporary/seasonal workers, your organisation provides an alternative and equivalent benefit through other means.	None	3.3.5.14	Salaries, paid rest days, sickness/ disability coverage are the same or equivalent.	RANK 3 AND maternity leave, pension scheme and non-mandatory benefits are the same or equivalent AND workers have been consulted on how to choose equivalent benefits when needed.

Guidelines for the Trainer

Materials needed: Flip-sheets and markers

Copies of the checklist of requirements (see end of this topic) for all participants.

Time needed: 1 to 1.5 hours, maybe longer, depending on what is already in place.

Preparations: Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline.

Product specific requirement

Crop	Applicable product requirement	Type of requirement	FLOCERT compliance criteria
Fibre crops (including cotton)		Applicable to cotton Extra requirement	4.3.0.07
Fresh fruit	4.2.8	Extra requirement	4.3.0.08

Note for the trainer

This topic is only applicable if the PO or their members:

- employ more than 10 workers AND
- at least 10 of the workers work for more than 30 hours per week for at least one month during one year or equivalent (for example during harvest season).



Session in Short

Set up: 2-5 min

Delivery:

2-5 min: introduction to all requirements on conditions of employment

50-55 min: application of requirements on conditions of employment

Finish: 2-5 min

Set up – 2-5 minutes

Attention: We have just discussed how we can protect the rights of employees and workers. There are also conditions of employment to take into consideration.

Title: Tell the title of the session: Guaranteeing conditions of employment.

Objectives: To discuss how you can comply with the requirements concerning conditions of employment including salaries, contract, mode of payment and other conditions.

Benefits: This topic will help you to comply with all requirements concerning conditions of employment. It will also ensure that employees and workers are treated well.

Direction: The requirements we will discuss in this session only applies to farms/organisations that employ more than 10 workers AND at least 10 of the workers work for more than 30 hours per week for at least one month during one year or equivalent (for example during harvest season).

Delivery

Explanation, Visualisation, Exercise, and Application:

Introduction to all requirements on conditions of employment – 2-5 minutes

1. Say that there are a total of 9 requirements concerning conditions of employment. Distribute the checklist of requirements to all participants. Read all requirements out loud. Say that we are going to look at all requirements one by one. For every requirement, we are going to see what it means and how to support members to comply with these criteria.
2. Share the best practices on conditions of employment as mentioned in the key information or share your own best practices.

Application of requirements on conditions of employment – 50-55 minutes

Note for the trainer:

- You are going to discuss all requirement 3.3.18 to 3.3.26 one by one. There are some general questions you should ask for every requirement. In addition, there are some specific questions for some requirements. Under point 2 you will find the general questions you can ask, while under point 3 you will find the specific questions.
 - In case a requirement (also) applies to the PO, you should discuss if the requirement is already applied by the PO. If the requirement is applied already, you can check the Compliance Criteria of FLOCERT (see table with Fairtrade requirements in this topic) to check the compliance rank. If the requirement is NOT applied yet, you should discuss how the PO can comply with the Fairtrade requirements.
3. General questions to ask for every requirement:
 - a. How can you support members to apply this requirement? Is there anything specific they need to enable them to comply? Think about advice, templates, formats, examples, etc.
 - b. How can you motivate members to apply this requirement? If they comply with the requirements, they can become or remain certified. In addition, the requirements ensure that employees and workers are treated well and will less likely look for another job.
 - c. What will be the main challenge for members to apply this requirement?
 - d. How can you support members to overcome these challenges?
 4. Specific questions to ask:
 - a. Requirement 3.3.18. Salaries are paid according to Collective Bargaining Agreement regulations where they exist or at regional average wages or at official minimum wages for similar occupation.
 - Say that it means that you and your members need to pay wages to your workers that are the same as or higher than national laws and official agreements on minimum wages.
 - Where can we find these minimum wages? How do we know if there are official agreements on minimum wages? Each country has its own minimum wages and Collective Bargaining Agreement regulations. You can find information at the labour department.
 - b. Requirement 3.3.19. For work based on production, quotas and piecework equivalent payment is paid.
 - If someone is paid based on production, quotas and piecework, how can you calculate the equivalent hourly salary? Very simplistic: It all depends on the speed of production. In case it takes you one hour to produce a piece, the fee for that piece should be equivalent to the hourly salary. If you can do 2 pieces in one hour, the fees for one piece should be half the hourly salary.
 - c. Requirement 3.3.20. Payments are made regularly, documented and in legal tender.
 - What does regularly mean? Regular payments mean that payments are made on the same day that the paid working period ends, based on definitions by specific countries under the labour laws. Usually, the paid working period is one month but can also be weekly or biweekly, depending on the contract.
 - What do we mean with legal tender? That could be a bank transfer, check, mobile money, cash.
 - It also says that payment cannot be made in-kind, unless explicitly agreed by the worker. What is in-kind? In-kind is in goods or services. For example, bags or rice or accommodation.
 - d. Requirement 3.3.21. Effective measure in place for subcontracted workers.
 - In case workers are hired through a contracting agency or person, their hiring and working conditions need to comply with the Standard. How can members check if the hiring and working conditions of a contracting agency or person are in line with the Fairtrade Standard? Members should check the contracts that workers have with the agency. The same applies for the PO when using a contracting agency or person to hire people.
 - What should you do in case the agency does not give contracts to workers? All workers having a contract is one of the Fairtrade requirements (requirement 3.3.22). In case the agency does not give contracts, another agency should be used.
 - e. Requirement 3.3.22. Workers have legally binding contracts and are aware of their rights.
 - How do members know what to put in a contract? The PO can advise them or can provide a template.
 - How can members ensure that all their workers understand the content of the contracts? Contract should be explained verbally to workers if necessary.
 - f. Requirement 3.3.23. Salaries are gradually increased above the regional average and the official minimum wages.
 - Add that this is a Development requirement for year 3.
 - g. Requirement 3.3.24. Regular work is assigned to permanent workers.
 - Add that this is a Development requirement for year 3.

- h. Requirement 3.3.25. Maternity leave, social security and other benefits set according to national laws or according to CBA regulations.
 - Add that this is a Development requirement for year 6.
 - Where can members find what the national law says on maternity leave, social security, and other benefits? Although it is country specific, in general information can be found in the Labour Institutions Act, Employment Act or National Social Security Act.
- i. Requirement 3.3.26. Local, migrant, seasonal and permanent workers receive same benefits and employment conditions.
 - Add that this is a Development requirement for year 6.
5. In case you agree that the PO should take certain actions to support members, ask who will be responsible for each action and when it should be done. Write all that is agreed on a flip-sheet.

Finish – 2-5 minutes

Summary: Repeat the main conditions of employment that apply in year 0 and 1.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- Mention a few requirements that need to be applied by the members.
- What will be some ways to motivate members to apply all requirements?

Next step: Repeat the action points the group agreed on and ensure that someone is assigned to follow up on these action points.

Checklist of Requirements

Year 0

Requirement	Action to take	Type	Applies to	Check
3.3.18	Salaries are paid according to Collective Bargaining Agreement regulations where they exist or at regional average wages or at official minimum wages for similar occupation.	Core	PO and members	
3.3.19	For work based on production, quotas and piecework equivalent payment is paid.	Core	PO and members	
3.3.20	Payments are made regularly, documented and in legal tender.	Core	PO and members	
3.3.21	Effective measure in place for subcontracted workers.	Core	PO and members	

Year 1

Requirement	Action to take		Applies to	Check	
3.3.22	Workers have legally binding contracts and are aware of their rights.		PO and members		

Year 3

Requirement	Action to take	Type	Applies to	Check
3.3.23	Salaries are gradually increased above the regional average and the official minimum wage.	Development	PO and members	
3.3.24	Regular work is assigned to permanent workers.	Development	PO and members	

Year 6

Requirement	Action to take	Type	Applies to	Check
3.3.25	Maternity leave, social security and other benefits set according to national laws or according to CBA regulations.	Development	PO and members	
3.3.26	Local, migrant, seasonal and permanent workers receive same benefits and employment conditions.	Development	PO and members	

Topic 3.3.4 Guaranteeing Health and Safety for Employees

Key Information

This topic is only applicable if the PO or their members (except requirement 3.3.27):

- employ more than 10 workers AND
- at least 10 of the workers work for more than 30 hours per week for at least one month during one year or equivalent (for example during harvest season).

Workers in every occupation can be faced with a multitude of hazards in the workplace which can include the following³:

- **Physical hazards:** lifting (of heavy bags), awkward postures, slips and trips, noise, dust, smoke, machinery, sharp equipment (including cutlass), unsafe stacking, (no) use of ladders, etc.
- **Chemical hazards:** handling and use of pesticides, fertilisers, cleaning chemicals, other chemicals, aerosols, etc.
- **Infrastructural hazards:** bad road network, bad status of transport means (vehicles, motorbikes), limited access to clean water and/or toilets, etc.
- **Institutional hazards:** limited awareness among workers about hazards when working, lack of or limited clear guidelines and rules concerning health and safety, etc.
- **Weather hazards:** high temperatures, bright sun, heavy rainfalls, cold, etc.

Accidents and injuries do not only cause human suffering but will also results in huge costs for the employer resulting from unproductive time of sick workers.

Occupational health and safety address the broad range of workplace hazards from accident prevention to the more insidious hazards including toxic fumes, dust, noise, heat, stress, etc. Preventing work-related diseases and accidents must be the goal of occupational health and safety programmes (requirement 3.3.28), rather than attempting to solve problems after they have already developed.

The PO needs to work to reduce the risk to health and safety of members and workers as much as possible. Pregnant or nursing women, employees younger than 18 years and those with serious health problems may not undertake potentially dangerous tasks (requirement 3.3.29). Adequate first aid facilities should be in place (requirement 3.3.30). Staff should be provided with drinkable water (requirement 3.3.27), toilet, hand-washing and showering facilities (requirement 3.3.31).

A workers' representative needs to be appointed to whom workers can address health and safety issues and who discusses these points with the employer (requirement 3.3.35). Adequate training (requirement 3.3.32) as well as clothing or equipment should be provided to ensure work is carried out safely (requirement 3.3.34). The PO need to ensure that all health and safety related information is accessible to members and workers in straightforward language and if possible, with suitable visuals to illustrate requirements.

In order to keep the workplace safe, the PO and their members need to display appropriate safety information (requirement 3.3.33) and improve overall health and safety conditions (requirement 3.3.36). It is also essential that the PO and their members identify the risks that workers might be exposed to in the particular situation.

For special health and safety measures on chemical pesticides and fertilisers, see topic 3.2.2.

First aid boxes

A relatively simple first-aid box would usually include the following items:

- Individually wrapped sterile adhesive dressings
- Bandages (and haemostat bandages, where appropriate)
- A variety of dressings for wounds
- Sterile sheets for burns
- Sterile eye pads
- Triangular bandages
- Safety pins
- Scissors
- Antiseptic solution
- Cotton wool balls
- Disposable gloves for dealing with blood spills
- First-aid instructions

³ Social and mental hazards are not included in this topic.

Recognizing Risks

Exposure	Health effect	Specificity to agriculture
Weather, climate	Dehydration, heat cramps, heat exhaustion, heat stroke, skin cancer.	Most agricultural operations are performed outdoors.
Snakes, insects	Fatal or injurious bites and stings.	Close proximity results in high incidence.
Sharp tools, farm equipment	Injuries ranging from cuts to fatalities; hearing impairment from loud machinery.	Most farm situations require a wide variety of skills levels for which workers have little formal training, and there are few hazard controls on tools and equipment.
Physical labour, carrying loads	Numerous types of (largely unreported) musculoskeletal disorders, particularly soft-tissue disorders, e.g. back pain.	Agricultural work involves awkward and uncomfortable conditions and sustained carrying of excessive workload.
Pesticides	Acute poisonings, chronic effect such as neurotoxicity, reproductive effects, and cancer.	More hazardous products are used in developing countries with minimal personal protective equipment (PPE).
Dusts, fumes, gases, particulates	Irritation of the eyes and respiratory tract, allergic reactions, respiratory diseases such as asthma, chronic obstructive pulmonary disease, and hypersensitivity pneumonitis.	Agricultural workers are exposed to a wide range of dusts and gases from decomposition of organic materials in environments with few exposure controls and limited use of PPE use in hot climates.
Biological agents and vectors or diseases	Skin diseases such as fungal infections, allergic reactions, and dermatoses. Parasitic diseases such as schistosomiasis, malaria, sleeping sickness, leishmaniasis, ascariasis, and hookworm. Animal-related diseases or zoonoses such as anthrax, bovine tuberculosis, and rabies (at 40 of the 250 zoonoses occupational diseases in agriculture). Cancers, such as bladder cancer caused by urinary bilharzia contracted through working in flooded areas in North and Sub-Saharan Africa.	Workers are in direct contact with environmental pathogens, fungi, infected animals, and allergenic plants. Workers have intimate contact with parasites in soil, wastewater/ sewage, dirty tools, and rudimentary housing. Workers have ongoing, close contact with animals through raising, sheltering, and slaughtering. Agricultural workers are exposed to a mix of biological agents, pesticides, and diesel fumes, all linked with cancer.

Fairtrade Standards and Compliance Criteria

Year for auditing	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Small Producers Organisations	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum practice needed for compliance)	FLOCERT Rank 5 (Best practice)
0	Core All grades	3.2.27 You and your members ensure that all field workers have access to clean drinking water that is available in the region.	This is applicable to all producers regardless of the number of workers. If the practice in the region/ product is that workers bring their own water, this is accepted. The quality of the water is similar to the one the members drink themselves.	3.3.6.17	Free clean drinking water provided for field workers in one central, easily reachable point AND the quality of the water is similar to the one the members drink themselves.	Free clean drinking water provided for all field workers at their various sites AND the quality of the water is similar to the one the members drink themselves.
				3.3.6.18	Clean drinking water is provided.	

The following requirements are only applicable for organisations with more than 10 permanent or seasonal/ temporary workers that are present for one month or more during a year; or fewer workers where the local law has defined a lower number.						
O	Major All grades	3.2.28 You and your members have made work processes, workplaces, machinery and equipment on your production site safe.	None	3.3.6.01	All machinery has appropriate safety devices and there are at least fire exits and fire fighting equipment in indoor workplaces AND the auditor could not find any important hazard.	The organisation is aware of national regulations on health and safety and proves compliance AND the organisation already complies with all CC on health and safety below.
O	Major All grades	3.3.29 Children under the age of 18 years, pregnant or nursing women, mentally disabled people, people with chronic, hepatic or renal diseases; and people with respiratory diseases do not carry out any potentially hazardous work, such as the application of pesticides. Alternative work is provided for them.	None	3.3.6.02	The organisation has no system but is aware of this rule and auditor found no indications of this happening.	Offences and incidences at member level are recorded and sanctioned as part of an Internal Management System.

	Core All grades			3.3.6.03	Organisation guaranteed a new position elsewhere OR offered compensation to each family (school grants, employment of an adult healthy family member, etc.).	Organisation offered a new position in the organisation with the same salary benefits and conditions.
o	Core All grades	3.3.30 You and your members have accessible first aid boxes and equipment and a sufficient number of people trained in first aid in the workplace at all times.	None	3.3.6.04	Accessible and equipped kit in central workplace AND sufficient people are trained (one person per 30 workers or less).	Accessible and equipped kits in all workplaces, including mobile kits for fields AND at least one person trained in all workplaces AND annual refresher training on first-aid.
o	Core All grades	3.3.31 You and your members provide clean toilets with hand washing facilities close by for workers, and clean showers for workers who handle pesticides. These facilities are separate for women and men and the number is proportional to the number of workers.	None	3.3.6.05	Clean toilets AND at least one hand washing facility at close distance from toilets and place for eating (so workers do use them) AND clean showers provided.	Clean toilets AND at least one hand washing facility at close distance from toilets and place for eating (so workers do use them) AND clean showers provided AND hand washing facilities in the same place as toilets and in place for eating.
				3.3.6.06	Clean stocked toilets (+ showers if applicable) in a proportion 20:1 that can be locked.	Separated clean stocked toilets with bin (+ showers if applicable) in a proportion 20:1 that can be locked.
3	Core All grades	3.3.32 You and your members have trained workers who carry out hazardous work regarding the risks to their health and environment because of this work and on what to do in case of an accident.	None	3.3.6.08	There has been training of workers performing other hazardous work, focusing on preventive measures.	As the result of training, all interviewed workers performing hazardous work are aware of risks, and know how to prevent them.
				3.3.6.09	There has been training of workers performing other hazardous work, focusing on how to act in case of emergencies.	As the result of training, all interviewed workers performing hazardous work know how to act in case of emergencies.

3	Core All grades	3.3.33 When you carry out hazardous work, you and your members display all information, safety instructions, re-entry intervals and hygiene recommendations clearly in a visible place in the workplace in the local language(s) and with pictograms.	None	3.3.6.10	Local language or pictorial safety signs are posted in all areas.	Local language and/or pictorial safety signs are posted in all areas AND verbally explained at induction AND at regular intervals.
3	Core All grades	3.3.34 You and your members provide and pay for personal protective equipment (PPE) for all workers who perform hazardous tasks. You make sure the PPE is used and that replacement equipment is ordered and distributed when the existing equipment wears out.	None	3.3.6.11	Workers are provided with free essential PPE (organisation may penalise for lost/damage due to improper use) AND interviewed workers declare it is used at all times.	RANK 3 AND PPE is adapted to local weather conditions as much as possible in order to increase usability AND IMS that controls this at member level.
				3.3.6.12	Workers indicate when it needs replacement and new equipment is distributed immediately.	There is a system at organisation level to identify when PPE needs replacement that works well AND IMS that controls this at member level.
3	Development All grades	3.3.35 You and your members ensure that workers nominate a representative who knows about health and safety issues and who will raise workers' concerns on health and safety issues with the organisation's management.	None	3.3.6.07	Nominated AND meets with management regarding health and safety issues.	RANK 3 AND receives training to improve skills AND has participated in developing a H&S Policy.

3	Development All grades	3.3.36 You and your members improve health and safety conditions by: ·Putting up warning signs that identify risk areas and potential hazards in local languages and including pictograms if possible; ·Providing information to workers about safety instructions and procedures including accident prevention and response; ·Putting safety devices on all hazardous machinery and equipment, and protective guards over moving parts; ·Providing safety equipment to all workers who perform hazardous tasks and instructing and monitoring workers on its proper use; and ·Storing equipment safely for chemical spraying.	None	3.3.6.13	The organisation follows all H&S practices: Risk signalling, Safety and emergency instructions, Safety devices in machinery, PPE, Safe storage of equipment.	RANK 3 AND these practices are reflected in a written H&S Policy, Work Instructions or similar AND the policy or similar is based on a specific assessment of H&S risks.
---	---------------------------	---	------	----------	--	--

Guidelines for the Trainer

Materials needed: Flip-sheets and markers

Copies of checklist of requirements for everyone (see at the end of this topic)

Time needed: 60-65 minutes

Preparations: Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline.

Product specific requirement

Crop	Applicable product requirement	Type of requirement	FLOCERT compliance criteria
Cane sugar	3.2.1	Addition to requirement 3.3.27	3.3.6.16
Fibre crops (including cotton)	3.1.1	Additional	None
Nuts	3.3.1 3.3.2 3.3.3	Additional	3.3.6.15

Note for the trainer

This topic is only applicable if the PO or their members:

- employ more than 10 workers AND
- at least 10 of the workers work for more than 30 hours per week for at least one month during one year or equivalent (for example during harvest season).
- Requirement 3.3.27 is applicable irrespective the number of employees/workers



Session in Short

Set up: 2-5 min

Delivery:

5-10 min: identifying hazards

5-10 min: creating awareness on health and safety requirements

45-50 min: complying with health and safety requirements

Set up – 2-5 minutes

Attention: Ask: Was any of your members or workers ever involved in an accident during work? What type of accident it was? Could it have been prevented? Say that workers in every occupation can face a multitude of hazards in the workplace.

Title: Tell the title of the session: Guaranteeing health and safety for employees and workers.

Objectives: During this session, we will discuss some of the work-related risks members and their workers face and Fairtrade requirements to reduce these risks as much as possible.

Benefits: Accidents and injuries do not only cause human suffering but will also lead to huge costs for the employer resulting from unproductive time of sick workers. If health and safety measures are put in place, it will avoid accidents which is better for everyone.

Direction: The requirements we discuss are only applicable for organisations and/or individual members with more than 10 permanent or seasonal/temporary workers that are present for one month or more during a year; or fewer workers where the local law has defined a lower number. We will not discuss hazards related to chemical pesticides and fertilisers; that will be done in another topic.

Delivery

Explanation, Visualisation, Exercise, and Application:

Identifying hazards – 5-10 minutes

1. Say that members and workers face a variety of work-related hazards during various steps of the production process. Ask: What are some of the hazards that members and workers face? You can make a round and let everyone mention one hazard. You do not have to go into detail of why these hazards exist; just mention them. You can add a few hazards mentioned in the key information.

Creating awareness on health and safety requirements – 5-10 minutes

2. Distribute the checklist of requirements (see end of this session). Read all requirements out loud. Share the best practices on health and safety as mentioned in the key information or share your own best practices.
3. Say that together we are going to discuss how they can support their members to comply with these requirements. The first action that needs to be done is to ensure that members are aware of all requirements. Look together at the list of requirements.
 - a. Are the requirements for all members? No, they are only for members with more than 10 permanent or seasonal/temporary workers that are present for one month or more during a year; or fewer workers where the local law has defined a lower number. Add that in several training topics to train members and workers, we do discuss hazards and how to avoid them.
 - b. Do you know who the members with more than 20 workers are? In case the PO has a well-maintained membership database, the PO should be able to identify these members. In case this information is not (clearly) listed in the membership database, discuss how to identify these members.
 - c. How can you reach them? Organise meetings could be one way.
 - d. Should other members also be informed about these requirements? In case the PO got certified only recently, it is best to focus first on other requirements to avoid overloading members with information.
 - e. Does the PO have more than 10 permanent or seasonal/temporary workers that are present for one month or more during a year? If yes, also the PO as organisation should comply with the requirements.

Complying with health and safety requirements – 45-50 minutes

4. We will discuss all requirements one by one. Every time read the requirement as written in the Fairtrade Standard for SPOs. In case the PO needs to take action, write the action on a flip-sheet and add who is

responsible and when it should be done.

5. Start with requirement 3.3.27 (access to clean drinking water for field workers). Say that this requirement applies to all members. Ask the following questions:
 - a. What do we mean with clean drinking water? Clean drinking water refers to waters that meet the minimum criteria for drinking water. The criteria for this are defined by national relevant authorities and benchmarked with WHO drinking water requirements. According to FLOCERT, it means that the quality of the water needs to be similar to the water members drink themselves.
 - b. What ideas can we share with members to implement this requirement? Adequate water boiling, water treatment with appropriate chemicals e.g. water guards, protecting sources of water from contamination, etc.
6. Continue with requirement 3.3.28 (safe work processes, workplaces, machinery and equipment).
 - a. What type of machinery and equipment are members and their workers using? Think about cutlass, knapsack sprayers, processing equipment, etc.
 - b. How can the machinery and equipment be made safer? Ensuring it has safety devices, is in good condition, and checked regularly.
 - c. Say that a way to make the workplace safer is to having fire exits (in case of indoor work) and firefighting equipment. What can be used as firefighting equipment? A simple solution are buckets with sand or small fire extinguishers (although they must be checked regularly).
7. Continue with requirement 3.3.30 (first aid boxes).
 - a. What should be in a first aid box? See key information for a list of recommended items.
 - b. Where should this first aid box be placed? Some place where it is easy to reach for everyone.
 - c. How can members ensure that someone knows how to use the first aid box? Workers should be trained on first aid. Add that at least one person per 30 workers or less should be trained.
 - d. Where can members and workers follow such training? Probably at the local health clinic.
8. Continue with requirement 3.3.31 (toilets and showers). The requirement is to have at least 1 toilet and shower per 20 workers.
 - a. Do most members that have to comply with this requirement, already have toilets and showers?
 - b. If not, how can the PO ensure that members are going to construct these? It's on rare occasions to find this amongst members, maybe within the PO set up. This can however be solved by the PO constructing additional toilets sufficient to the number of workers.
9. Continue with requirement 3.3.32 (training on risks).

- a. How can members organise this training? Can the PO help with this, for example by offering such a training or providing training materials?
 10. Continue with requirement 3.3.33 (visible safety instructions).
 - a. Can most workers read? If not, how can we provide safety instructions? With visuals.
 - b. Does the PO have any formats or templates that members can use?
 - c. If not, are there organisations that might have posters with general safety rules that could be used? Governmental agencies or NGOs might have these posters.
 11. Continue with requirement 3.3.34 (personal protective equipment).
 - a. Who can give an example of personal protective equipment? Overall, gloves, boots, cap, safety helmet, mask, respirator, face shield, goggles, apron, etc.
 - b. Is it easy to buy good personal protective equipment? Can the PO play a role in this? It is not always easy to buy good protective equipment. The PO could negotiate a deal with a supplier on behalf of their members or create direct linkages between members and suppliers.
 12. Continue with requirement 3.3.36 (improving health and safety conditions). Say that by following all requirements probably the health and safety conditions will already improve. To further improve the situation, it is advised to have a written health and safety policy.
 - a. Does the PO have a template that members can use?
 - b. Would it possible to develop a template or share an existing policy of one of the members with other members?
 13. Finally mention that workers need to nominate a Health and Safety representative (requirement 3.3.35) and that vulnerable workers should not carry out potential hazardous work (requirement 3.3.29).
- Note for the trainer:* In case the PO has to comply with the requirements, you can now check together the checklist to see if the PO as organisation complies with all requirements.
14. Finally ask:
 - a. Which requirement will be most difficult for members to follow? Why?
 - b. In addition to what has been discussed, is there anything the PO can do to assist members?

Finish – 2-5 minutes

Summary: Summarise some of the health and safety requirements.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- What are some of the hazards that workers face?
- What is the main purpose of health and safety measures?
- What are some of the measures that members have to take?

Next step: Repeat all action points the group agreed on and ensure everyone knows what to do and when.

Checklist of Requirements

Year 0

Requirement	Action to take	Type	Applies to	Check
3.3.27	All field workers have access to clean drinking water, regardless of the number of workers.	Core	PO and members	
3.3.28	Work processes, workplaces, machinery and equipment on production site are safe.	Core	PO and members	
3.3.29	Vulnerable workers (children under 18, pregnant women, etc.) do not carry any potentially hazardous work.	Core	PO and members	
3.3.30	Accessible first aid boxes and equipment.	Core	PO and members	
3.3.31	Workers have access to clean toilets with hand washing facilities close by and clean showers for workers who handle pesticides.	Core	PO and members	

Year 3

Requirement	Action to take	Type	Applies to	Check
3.3.32	Workers that carry hazardous work are trained on the risks to their health, the environment and to manage accidents.	Core	PO and members	
3.3.33	Visibility of safety instructions when carrying hazardous work.	Core	PO and members	
3.3.34	Provision of personal protective equipment to workers carrying hazardous work.	Core	PO and members	
3.3.35	Workers nominate a representative on health and safety issues.	Development	PO and members	
3.3.36	Measures to improve health and safety conditions.	Development	PO and members	

4. Business and Development

Topic 4.1.1 Developing the Fairtrade
Development Plan (FDP)

Topic 4.1.2 Organising Minimum Price and Cash
Premium Payments

Topic 4.1.3 Managing the Fairtrade Development
Plan

Topic 4.2.1 Structuring your Producer
Organisation

Topic 4.2.2 Organising a General Assembly
Meeting

Topic 4.2.3 Checking the Constitution

Topic 4.2.4 Keeping Records

Topic 4.3 Protecting Disadvantaged and Minority
Groups



Topic 4.1.1 Developing the Fairtrade Development Plan (FDP)

Key Information

The Fairtrade Premium is an extra sum paid to the producer organisation in addition to the price for their products (either the Fairtrade International minimum price or the market price, whichever is higher). The premium serves as a tool for socio-economic and environmentally sustainable development and empowerment.

Small-scale producer organisations have many and diverse needs and, with limited resources, it is often hard to decide where to invest first in order to make the best use of the Premium and maximize its impact. It is important to follow a proper planning process, in which you step back and think through the longer-term effects of an investment. The Fairtrade Development Plan is a documentation of how your producer organisation intends to use the Fairtrade Premium (or other sources of funds if available). Developing this plan will help your organisation to invest strategically in a way that it contributes to achieving your long-term development goals.

The Fairtrade Development Plan should include at least one or more activities that your producer organisation plans to fund with the Fairtrade Premium, with the intention of promoting the progress of the business, organisation, members, workers, community and/or environment (Core requirement 4.1.2).

Fairtrade Standards do not prescribe how producer organisations should use the Fairtrade Premium. Fairtrade Standards do, however, require that project selection and the management of the Fairtrade Premium monies be made through transparent, participative, and democratic processes. This means that you need to inform your members about your plans and actual achievements with the Fairtrade Premium and that everybody should have the opportunity to give their opinion on what should be done with the Fairtrade Premium (Core requirement 4.1.1). If you are a 2nd or 3rd grade producer organisation, you need to ensure that your Fairtrade Development Plan benefits all Fairtrade member organisations, and you need document your allocation system (Core requirement 4.1.3).

For suggestions on how to use your Premium money, you can have a look at Fairtrade International's List of Ideas for the Fairtrade Development Plan. You can use this list to generate ideas, but you are encouraged to set your own priorities depending on the specific situation of your organisation and your members.

If Fairtrade Premium is channelled to the member organisation level, the second and third grade member organisations provide the certification body with individual Fairtrade Development Plans and ensure a transparent administration of the use of the Fairtrade Premium. The General Assemblies of the member organisations decide on the use of the distributed Fairtrade Premium share and delegates must consult with the members from their respective organisations (Core requirement 4.1.1). Before you start spending any Fairtrade Premium money, your General Assembly has to approve the Fairtrade Development Plan (Core requirement 4.1.7).

It is recommended that you establish selection criteria for deciding how to allocate funds. While your producer organisation



Fairtrade's strategic priorities for the Fairtrade Development Plan

1. Organisational sustainability

A small producer organisation has needs at different levels and in order to prioritise investments it is

is free to choose how to invest the Fairtrade Premium funds, Fairtrade recommends considering strategic priority areas in the following order:

Within these broad themes, you may want to create more detailed criteria for each level, ensuring that they align with your mission, values and ambition, such as: fostering entrepreneurship, empowering producers, seeking commercial autonomy,

promoting gender equality and youth inclusion, solidarity, inclusiveness (leaving no-one behind), social responsibility or care for the environment.

Note 1: Since unexpected life-threatening events may occur, it is sensible to also reserve some funds for emergency responses.

Note 2: In exceptional cases, it may be necessary to resort to the Premium for covering running costs of the organisation. This is a clear sign of unsustainable business practice and should only be allowed as a temporary measure (i.e. up to two years).

Below are examples of selection criteria you could consider:

Impact area	Example of selection criteria
Organisational sustainability	Probability of successful outcomes. Expected trickle down benefits for members. Low risk. Possibility for co-financing.
Members' livelihoods	Maximum impact on income. Widest possible reach or application of positive discrimination. Solidarity principle. Highest possible return on investment (benefits from economies of scale). Lasting impact and/or sustainability of funds (implementation of revolving funds).
Community welfare	Highest number of (female) beneficiaries. Poorest/most disadvantaged areas to receive attention first. Satisfaction of basic needs before anything else. Lasting impact above short term benefits.

What does a Fairtrade Development Plan look like?

On the website of Fairtrade International, you will find several documents that can help you to develop a Fairtrade Development Plan.

When you go to <https://www.fairtrade.net/standard/spo>, and click on "supplemental documents" you will find the following documents:

- Fairtrade planning and reporting template
- Fairtrade Development Plan list of ideas
- Sample map for risk assessment in production area

The templates are intended to help producers comply with the requirements in this chapter and is a useful guide for completing the plan. You are encouraged to use it, but you are not required to. You are welcome to use your own tools for planning and reporting, provided that all necessary elements are included.

As a minimum, the Fairtrade Development Plan (FDP) needs to include all activities funded by the Fairtrade Premium (Core requirement 4.1.4). If you find the plan useful as a planning tool, you are encouraged to also include activities funded with other money than the Premium (external funds or organisation funds).

There are two sections in the FDP template, the planning section (section A) and the reporting section (section B). You can use section B to report on all activities that are included in section A. If it turns out that activities are not carried out as they are planned, this does not lead to a non-compliance as long as there is a justification and the budget is adjusted (changes need to be reported to and approved by the GA – see section below for more on reporting).

By year 3, you should include one activity which benefits workers (Development requirement 4.1.13) and you should also invite workers to attend your general assembly (Development requirement 4.1.14). By year 6, you should include one activity which contributes to maintaining or improving sustainable production practices (Development requirement 4.1.15).

Doing a Needs Assessment

A needs assessment is a procedure that systematically captures the development needs of your organisation. The following steps will help you identify the needs at each level (see Need Assessment Forms for questions to ask).

Step 1: Analyse whether your organisation is sufficiently sustainable to secure its long-term viability.

- You can focus on:
- Financial sustainability
- Productive capacity
- Social capital
- Leadership and management skills and competencies
- Market

Step 2: Consult with your members and their families to hear their needs and expectations from their organisation.

Since achieving sustainable livelihoods is a key purpose of Fairtrade, it is important to analyse what can be done to improve your members' income, either by reducing their costs or generating higher revenues.

Only sustainable livelihoods can secure a future for smallholder farmers. Small producer organisations play a key role in improving income of smallholders by creating economies of scale, allowing for higher returns, lowering costs through volumes, leveraging funds and/or providing in-kind services. The Fairtrade Premium can be instrumental for resourcing these initiatives, ranging from building organic fertilizer plants to delivering technical assistance, setting up nurseries for crop renovation, providing quality control or investing in a processing facility to add value.

Step 3: Consult with women and men from surrounding communities to identify their needs.

This can be done through organizing community meetings or surveys, preferably separating men and women to understand gender specific-realities.

How should we conduct a participatory needs assessment?

In order to get a good overview of your members' needs from different perspectives, it is important to reach out to them and their family members, inquire about their concerns and

requirements, and create spaces where members can share their views, ideas and suggestions. This reduces the distance – both physically as mentally - that may exist between the leadership of an organisation and its members. Active involvement of members enhances their sense of ownership, and therefore their commitment towards the organisation.

At the same time, you will need to be transparent in communicating the strategic priorities of the organisation and budget limitations of the Premium, in order to manage their expectations.

There are many different ways of conducting a needs assessment among members and the most appropriate approach for you will depend on the size, communication structure and mechanisms in place, geographical spread and diversity of membership, available means and resources, culture, etc. of your organisation. However, it is important to be inclusive and make sure that different viewpoints from, for example, a gender or a generational perspective, are heard. Therefore, you will have to somehow engage with different household members, which means that you may need to set up separate meetings with women or youth to make them feel comfortable and not inhibited to express themselves.

Possible consultation mechanisms:

- Member survey
- Group meetings/ focused group discussions
- Home visits
- Workshops
- Suggestion boxes

Needs Assessment Forms

The following needs assessment forms can be used to assess the needs of the Producer Organisation, its members, and their community. The questions can be discussed with different groups of representatives from different communities, youth, women, workers, etc.

Step 1: Analyse whether your organisation is sufficiently sustainable to secure its long-term viability, by analysing the following questions:

Questions	Always	Most of the times	Sometimes	Never
Financial sustainability				
Are you financially independent from donor funding for your current operations?				
Do you have access to sufficient finance to purchase your members' produce?				
Are you making a profit?				
Productive capacity				
Do you gather enough volumes to market internationally?				
Does your product respond to the quality requirements of the market?				
Do you own or have access to the productive infrastructure you need?				
Social capital				
Is your (active) membership growing?				
Are your members loyal to the organisation?				
Is youth involved in your organisation?				
Leadership and management skills and competencies				
Do you have the required business management skills and capacity?				
Is your governance structure transparent and inclusive?				
Do you prepare for leadership renewal?				
Market				
Do you have sufficient buyers for your product?				
Are you in a good position to negotiate your contracts on satisfactory terms?				

If you have answered any of the above questions with “sometimes” or “never”, the viability of your organisation might well be at risk and should be addressed as a priority.

Step 2: You can assess the sustainability of your members' livelihoods by asking your members and their families the following questions:

Questions	Always	Most of the times	Sometimes	Never
Farm profitability				
Do you have adequate farm yields?				
Are there efficiency gains to be made to reduce the cost of production?				
Are there possibilities to add value at farm level, i.e. by improving quality or through processing?				
Do you manage your farm as a business?				
Is your farm revenue sufficient to reinvest in productivity measures?				
Do you earn a living income?				
Can you afford to pay decent wages to your workers?				
Farm resilience				
Have you adopted sustainable agricultural practices?				
Is your farm diversified or do you depend on a single crop/ source of income?				
To what extent is your farm resilient to climate change risks?				
Questions for the PO: Services to members and their families				
Do you provide technical assistance to your members?				
Do you provide inputs at competitive rates to your members?				
Do you provide loans for farm investments to your members?				
Do you provide services that contribute to improved livelihoods of your members?				
Do you specifically target women and/or youth through any of your services?				
Do these services respond adequately to your members' needs?				

Focus on questions that were answered with “sometimes” or “never” to take action.

Step 3: Consult with women and men from surrounding communities to identify their needs.

This can be done through organising community meetings or surveys, preferably separating men and women to understand gender specific realities, asking questions such as:

Questions	Always	Most of the times	Sometimes	Never
Basic needs				
Are your basic needs (food, housing, clothes) fulfilled?				
Do you have access to affordable schools and healthcare?				
Do you have adequate access to water, sanitation and electricity?				
Do you have access to means of communication and public transport?				

Focus on questions that were answered with “sometimes” or “never” to take action.

Questions	Nothing	A few	Several	Lots
Minorities and disadvantaged groups				
Are there any particular urgent needs identified by women?				
Are there disadvantaged groups/people in your community that require specific attention?				
Environment				
Are there environmental risks (i.e. floods, water pollution, deforestation) threatening the community, that you can prevent or mitigate?				

Focus on questions that were answered with “several” or “lots” to take action.

Fairtrade Standards and Compliance Criteria

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Small Producers Organisations	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum practice needed for compliance)	FLOCERT Rank 5 (Best practice)
6	Development All grades	4.1.1 You design and start implementing a process that collects and analyses the development needs in your organisation.	The intention is to ensure there is a process in place that informs your organisation about the development needs. See requirement 4.1.2 on how the needs identification is connected to the Fairtrade Development Plan.	4.1.O.22	Process defined and implemented that captures the needs of members, workers and/or community.	Needs assessment is already carried out based on consultation with members, workers and community and later approved by the General Assembly.
1	Core All grades	(For organizations certified before 1 July 2019 only applicable as of 1 April 2021) 4.1.1 You design and start implementing a process that collects and analyses the development needs in your organisation.	The intention is to ensure there is a process in place that informs your organisation about the development needs. See requirement 4.1.2 on how the needs identification is connected to the Fairtrade Development Plan.	4.1.O.32	Process defined and implemented that captures the needs of members, workers and/or community.	Needs assessment is already carried out based on consultation with members, workers and community and later approved by the General Assembly.
1	Core All grades	4.1.2 You plan and document at least one activity with the intention to promote the progress of your business, organisation, members, workers, community and/or environment. The plan is called the Fairtrade Development Plan. The plan includes: the description of the activity (what you plan to do); the objective of the activity (why you plan to do it); the timeline of the activity (by when you plan to do it); the responsibilities (who will be in charge of doing it); and in case you need to spend funds (such as the Fairtrade Premium as described in requirement 4.1.3 or other sources of funds), the budget of the activity (how much you plan to spend).	Planning, implementing and evaluating the plan will stimulate and increase the participation of members in their own organisation and community. Your organisation has the right to choose any activities that your members agree on and are important for your particular situation, aspirations and priorities. In time you are encouraged to use the needs identification (see requirement 4.1.1) to measure the success or shortcomings of your plan and to guide your organisation's planning in the future. Upon your request, Fairtrade International or Producer Networks can provide the List of Ideas for the Fairtrade Development Plan that includes activities that have been useful in other organisations. The list is only for guidance. You are encouraged to think of your own activities.	4.1.O.01	Written plan with all details.	Written plan with all details AND developed in participatory way (consultation) with members AND plan based on previous assessment of community needs.

1	Core 2nd and 3rd grade	4.1.3 You ensure that you have a Fairtrade Development Plan, which benefits all Fairtrade member organisations, and includes the total Fairtrade Premium income, the allocation system to the member organisations (if applicable), and the Fairtrade Premium decisions taken. If Fairtrade Premium is channelled to the member organisations directly, the member organisations need to develop their Fairtrade Development Plans and provide them to you.	This requirement complements requirement 4.1.2.	4.1.O.08	Written plan with all details.	Written plan with all details AND developed in participatory way (consultation) with members/affiliates AND plan based on previous assessment of community needs.
				4.1.O.11	All members have an individual Fairtrade development plan but it lacks some details.	Written plans for all member organisations with all details AND developed in participatory way (consultation) with members/affiliates AND plan based on previous assessment of community needs.
				4.1.O.03	The system is part of the internal regulations and applied AND it is clear BUT lacks a few details.	The system is part of the internal regulations and it is clear and complete and applied AND all affiliates are aware of the system.
				4.1.O.04	Monitoring system is functioning though it lacks some details and the control committee is aware of its duties.	Monitoring system is functioning so that there is full control AND there is a role description for the control committee members.

1	Major 1st grade	4.1.7 Before you implement the Fairtrade Development Plan, you present it to the General Assembly for discussion and approval. You document the decisions. If you are a 2nd or 3rd grade organisation, your General Assembly of members (or if delegate system, then of delegates) at the 2nd/3rd grade level decide on the use of the Fairtrade Premium. Delegates need to consult with the members from their respective organisations. If Fairtrade Premium is channelled to the member organisations directly, the General Assemblies of the member organisations decide on the use of the distributed Fairtrade Premium share. You ensure that the Fairtrade Premium received is channelled to the member organisations without delay according to the allocation system agreed.	The intention is to guarantee transparent and democratic decision making. Only the General Assembly is authorised to approve the content and form of the Fairtrade Development Plan. It is possible that the Fairtrade Development Plan may need to be changed in between General Assembly meetings. This might be necessary in situations where, for example, you receive more or less Fairtrade Premium money than planned or where members or the community are affected by an unexpected event and you wish to respond. If this happens, you will need to document the decisions to make the changes, and explain the changes and get ratification from the General Assembly retrospectively.	4.1.O.07	The plan was approved by the General Assembly and documented and later applied without changes or with justified changes that are approved ex-post.	RANK 3 AND plenty of time was given during the General Assembly to discuss all details AND the plan was shared with members prior to the General Assembly.
1	Major 2nd and 3rd grade			4.1.O.07	The Fairtrade Development Plan and decision was approved by the General Assembly and documented and later applied without changes or with justified changes that are approved ex-post.	RANK 3 AND plenty of time was given during the General Assembly to discuss all details AND details were shared with (delegates of the) members prior to the General Assembly.
1	Core 2nd and 3rd grade			4.1.O.09	The decision was taken by all General Assemblies and documented and later applied without changes or with justified changes that are approved ex-post.	RANK 3 AND plenty of time was given during the General Assemblies to discuss all details AND details were shared with members prior to the General Assemblies.

				4.1.O.10	Delegates are in place and the majority has consulted with 1st grade members.	Delegates are in place and have consulted with all 1st grade members AND adequate records exist.
				4.1.O.12	All member organisations receive their Fairtrade Premium shares BUT some are delayed OR some do not follow all details as defined in the distribution key.	All member organisations receive their Fairtrade Premium shares on time and according to the distribution key agreed AND there is a clear procedure that allows for correct channelling of Fairtrade premium shares.
				4.1.O.18	Written report answers all the questions listed BUT there are small mistakes.	Written report answers all the questions listed AND there are no mistakes AND the report makes a detailed analysis of the success of the activities carried out.
3	Development All grades	4.1.13 You ensure that workers also benefit from the Fairtrade Premium through at least one activity in your Fairtrade Development Plan.	The intention is that everyone involved in the production of Fairtrade products can benefit and demonstrate solidarity with their communities. Supporting workers is especially important in achieving this. Benefiting producers, workers and communities can mean any action that is directed at improving their living conditions, welfare or capacities. The actions do not need to be addressed to workers only, but can benefit workers and members alike, such as for example by addressing needs of the communities where members and workers live. Ideally, and if feasible, you would consult workers and communities annually to understand their needs and know their preferences.	4.1.O.19	The plan includes at least one activity where there is an evident and direct benefit for workers.	Rank 3 AND activity defined in consultation with workers or workers' representatives AND the activity takes into consideration and caters for different needs of workers (migrant vs local, permanent vs temporary, etc).

3	Development All grades	4.1.14 If there are workers' representatives in your organisation, you invite them to the General Assembly to observe and participate in the discussion of the topics that relate to them.	None	4.1.0.20	Workers' representatives are invited to the General Assembly during the discussion and approval of the FDP and have the right to ask questions.	Workers' representatives are invited to the General Assembly during the discussion and approval of the FDP and have the right to ask questions, suggest their own ideas and give comments AND workers' representatives are reserved a time in the General Assembly agenda to raise their concerns or comments.
6	Development All grades	4.1.15 You have an activity in your Fairtrade Development Plan to maintain or improve sustainable production practices within your eco-system.	The intention is that you are better able to decide on and plan your sustainability goals. You decide on the activities that are a priority for you. Activities do not necessarily need to be new but can focus on maintaining good practises you already carry out. This provides you with the opportunity to identify and maintain these practises and to increase overall awareness on sustainability. Maintaining or improving sustainable production practises can mean any activity that is good for both the farms and your environment. It could for example mean activities that increase soil fertility, promote the sustainable use of water, reduce the use of pesticides and other external inputs, enhance biodiversity, reduce carbon emissions or increase carbon sinks or promote measures to adapt to climate change.	4.1.0.21	The plan includes at least one activity where there is an evident and direct improvement/ maintenance of sustainable production practices.	Rank 3 AND activity defined in consultation with members AND plan based on previous assessment of sustainability needs.

Guidelines for the Trainer

Materials needed: Flip-sheets, markers and masking tape

Time needed: 2.5 to 3 hours

Preparations: Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline.

Download the template of the Fairtrade Development Plan through the link:

https://files.fairtrade.net/standards/2015-07-01_EN_Fairtrade-Planning-and-Reporting-templates-SPO.pdf

Get an example of a Fairtrade Development Plan to show to the group.

You need to know the Fairtrade Premium that was paid last season. The premium value for each Fairtrade product is defined in the pricing table, on the Fairtrade

website: <http://www.fairtrade.net/price-and-premium-info.html>.

Product specific requirement

Crop	Applicable product requirement	Type of requirement	FLOCERT compliance criteria
Cane sugar	4.5.1	Additional to 4.1.15	4.1.0.28
	4.5.1	Additional to 4.1.7	4.1.0.29
Cereals	4.3.1	Additional to 4.1.15	4.2.0.24
Cocoa	4.6.1	Additional to 4.1.15	4.2.0.30
Coffee	4.1.5	Additional to 4.1.3	4.1.0.13



Session in Short

Set up: 2-5 min

Delivery:

10-15 min: introduction to the Fairtrade Premium

15-20 min: development projects

45-50 min: doing a needs assessment

Set up – 2-5 minutes

Attention: Say that one of the differences between Fairtrade and other certification schemes is that Fairtrade considers the development of the Producer Organisation, its members, and their community a priority. One of the ways to improve development is through the Fairtrade Development Plan.

Title: Mention the title of the session: Developing the Fairtrade Development Plan.

Objectives: During this session, we will discuss what the Fairtrade Development Plan is, how a good plan can help to develop the Producer Organisation, its members, and their community, and how to develop a plan.

Benefits: Share a few best practices of the use of the Fairtrade Premium as mentioned in the key information or provide your own examples.

Direction: We will not discuss how to use the Fairtrade Premium but rather the steps you as Producer Organisation need to take to decide as an organisation how to use the premium. We will also not discuss any cash payments to members (we will discuss that in the next session, topic 4.1.2 on Organising minimum price and cash premium payments).

Delivery

Explanation, Visualisation, Exercise, and Application:

Introduction to the Fairtrade Premium – 10-15 minutes

1. Say that The Fairtrade Premium is an extra sum paid to the Producer Organisation in addition to the price for their products. The premium value for each Fairtrade product is defined in the pricing table next to the Fairtrade Minimum Prices, on the Fairtrade website. Ask: Does someone know how much the premium was last season? Write the amount of a flip-sheet.
2. Stress that it is important to know that the amount of Fairtrade Premium that a Fairtrade organisation receives will depend on the quantity of products that have been sold as Fairtrade. This means that even when products are produced according to the Fairtrade Standards but not sold as Fairtrade, no Fairtrade Premium will be paid. Give an example of how this works:
 - Assume members of the Producer Organisation produce a total of 500 tons.
 - Of the total production of 500 tons, 450 is sold as Fairtrade, while the remaining 50 tons is sold as conventional.
 - That means that the Premium will only be paid over the 450 tons and not over the 50 tons that was sold as conventional.
3. Calculate together how much the total premium would have been last season by taking the following steps (write the numbers on a flip-sheet):
 - a. Take the total sales of Fairtrade produce. In case the information is not readily available, ask who within their organisation has this information. In case the information is not available at all, discuss how the PO can get this information in the future (note any action point to be taken on a flip-sheet).
 - b. Take the Fairtrade Premium of last season (see step 1 of these guidelines).
 - c. Multiply the total Fairtrade sales with the Fairtrade Premium.
4. Say that per year, up to 20% of the Fairtrade Premium can be distributed amongst all members in cash as a Fairtrade bonus. We will discuss how this can be organised in the next session (topic 4.1.2 on Organising minimum price and cash premium payments).

Development projects – 15-20 minutes

5. Say that at least 80% of the Fairtrade Premium should serve as a tool for socio-economic and environmentally sustainable development and empowerment. Funds will be used to implement projects that will benefit the PO, its members, and their communities.
6. To get a better understanding of what development projects are, ask the following questions:
 - a. Who can give an example of a development project that was implemented by your community (not by an outsider)? It can be building a school or health centre, installing bore holes or other water

systems, installing streetlights, constructing a community storage for crops or agro inputs, etc.

- b. How did the community decide what type of project to implement? How was the decision-making process organised? Who was involved in the decision making? Who gave the final approval of the plans?
- c. What was the objective of the project (what did the community want to achieve)?
- d. What type of activities were implemented (what was done to achieve the objective)?
- e. How long did the project take to be implemented?
- f. Who was responsible for the project?

You can ask the questions for 2 or 3 examples of community projects.

Doing a needs assessment – 45-50 minutes

7. Say that just as with community projects, Fairtrade projects also take into consideration what people/members need and want. According to requirement 4.1.1, you as PO need to design and start implementing a process that collects and analyses the development needs in your organisation. Say that the PO can assess the needs at three different levels:
 - a. Organisational sustainability of the PO
 - b. Members' livelihoods or well being
 - c. Community welfare
8. Share a few best practices on need assessments as described in the key information or provide your own examples.
9. Say that to help the discussions on what the real needs are of the PO, its members, and their communities, Fairtrade has developed a checklist that can be used to collect ideas and input. Share the Needs assessment forms with everyone. Start with the organisational sustainability of the PO. Ask someone to read out loud all questions. Then ask:
 - a. Would this form be useful to collect ideas and input on the needs of the PO?
 - b. Are there any other questions we can ask?
 - c. Who could provide input for these questions?
 - d. At what organisational level (first, second, third grade) should input be provided?
 - e. Who could facilitate the discussions?

How long would the process take to collect ideas and inputs? Write all that is agreed on a flip-sheet. Make sure that at the end the process on the collection of needs is clearly described.

Note for the trainer: You are NOT going to discuss the questions. The needs assessment form is just to provide an idea of topics that can be discussed.

10. Continue with "Members' livelihoods or wellbeing" and "Community welfare", and discuss it in the same way.
11. The next step will be to analyse the collected needs and

to formulate projects that can address the needs. Ask:

- a. Who can give a few examples of projects that could be done? Collect several ideas.
- b. Share best practices on projects as described in the key information or share your own best practices.

Selection of projects – 15-20 minutes

12. Continue with the selection of projects. The most important discussion point will be which selection criteria the PO would like to use. Ask the following questions:
 - a. When all needs are collected, can you develop projects to address all needs? It all depends on how much money is available and the identified needs, but very likely there will not be enough funds to address all needs. That means that the PO needs to select which needs they can address.
 - b. Who can do that final selection? It can be done by the Executive Board/Council and management staff.
 - c. One way to select projects is to use selection criteria. What are selection criteria? Who can give an example of a selection criterion? A selection criterion is a factor on which you judge or decide something. Give the following example of selection criteria:

Impact area	Example of selection criteria
Organisational sustainability	Probability of successful outcomes. Expected trickle down benefits for members. Low risk. Possibility for co-financing.
Members' livelihoods	Maximum impact on income. Widest possible reach or application of positive discrimination. Solidarity principle. Highest possible return on investment (benefits from economies of scale). Lasting impact and/or sustainability of funds (implementation of revolving funds).
Community welfare	Highest number of (female) beneficiaries. Poorest/most disadvantaged areas to receive attention first. Satisfaction of basic needs before anything else. Lasting impact above short term benefits.

- d. Which selection criteria would you like to use?
- e. Would you like to add any selection criteria?

Note for the trainer: When the actual selection of projects will be done, the selection criteria can always be adjusted. However, it would be good if the group can agree on some of the selection criteria that can serve as a general guideline.

13. Mention that workers also need to benefit from the Fairtrade Premium (requirement 4.1.13) so they need to keep in mind that at least one project should benefit workers. Another requirement (requirement 4.1.15) says that you should include an activity to maintain or improve sustainable production practices within your eco system.

The Fairtrade Development Plan – 15-20 minutes

14. Say that just as with community projects, Fairtrade projects also have certain steps to implement a project. The different projects that will be implemented by the PO will be described in the Fairtrade Development Plan. The plan describes how the PO intends to use the Fairtrade Premium (or other sources of funds if available) and needs to include all activities funded by the Fairtrade Premium (Core requirement 4.1.4).
15. Show an example of a Fairtrade Development Plan. Explain what the plan includes:
 - a. The description of the activity (what you plan to do).
 - b. The objective of the activity (why you plan to do it).
 - c. The timeline of the activity (by when you plan to do it).
 - d. The responsibilities (who will be in charge of doing it).
 - e. The budget of the activity (how much you plan to spend).
16. Ask the following questions to agree on how to develop the Fairtrade Development Plan:
 - a. Who will decide on the objective, timeline, responsibility, and budget? Probably the Executive Board/Council and management staff.
 - b. Who within the PO can write the plan? Who can assist?

- c. Who should approve the Fairtrade Development Plan? The plan needs to be presented to and approved by the General Assembly (Core requirement 4.1.7). Add that representatives of workers need to be invited to the General Assembly (Development requirement 4.1.14).

Finally mention that Fairtrade has developed a format for the Fairtrade Development Plan, which will be shared after the session.

Finish – 2-5 minutes

Summary: Repeat what the Fairtrade Premium is and the Fairtrade Development Plan. Repeat the steps to develop a plan, including the needs assessment and selection of project.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- What is the Fairtrade Premium?
- What is the Fairtrade Development Plan?

Next step: Repeat everything that has been agreed by the group and actions to be taken. Share the template for the Fairtrade Development Plan.

Checklist of Requirements

Year 1

Requirement	Action to take	Type	Applies to	Check
4.1.1	Design and start implementing a process that collects and analyses the development needs in your organisation.	Core	PO	
4.1.2	Plan and document at least one activity with the intention to promote the progress of your business, organisation, members, workers, community and/or environment (Fairtrade Development Plan).	Core	PO	
4.1.3	The plan benefits all member organisations (for 2nd and 3rd grade organisations).	Core	PO	
4.1.7	Present the Fairtrade Development Plan for General Assembly approval.	Core	PO	

Year 3

4.1.13	Workers also benefit from the Fairtrade Premium.	Development	PO	
4.1.14	Invite workers' representatives to the General Assembly (if they exist in your organisation).	Development	PO	

Year 6

4.1.15	Include an activity in your Fairtrade Development Plan to maintain or improve sustainable production practices within your eco- system.	Development	PO	
--------	---	-------------	----	--

BEST PRACTICE to pay out Fairtrade income

Some Producer Organisations make an event out of the payment of Fairtrade income. Per primary society (first grade organisation), all members are gathered together. In front of everyone, members

Topic 4.1.2 Organising Minimum Price and Cash Premium Payments

Key Information

Fairtrade believes that sustainable agriculture begins with sustainable prices with farmers earning a decent income when they sell their products. Fairtrade has put two mechanisms in place to ensure the sales price of Fairtrade products cover its cost of production and an additional sum of money is paid to invest to address other pressing needs:

1. Fairtrade Minimum Price
2. Fairtrade Premium

1. Fairtrade Minimum Price

The Fairtrade Minimum Price is the minimum price that producers get for their products, irrespective of the market price. Most Fairtrade products have a Fairtrade Minimum Price – a price floor which aims to cover producers' average costs of sustainable production. This acts as a safety net for farmers at times when market prices may fall below a sustainable level. A minimum price gives farmers security against a sudden drop in value for their crops. When preparing a contract with a buyer, your organisation has to ensure that the Fairtrade Minimum Price is part of the agreement (see topic 2.4 on Applying Principles of Trade).

2. Fairtrade Premium

The Fairtrade Premium is an extra sum paid to the producer organisation in addition to the price for their products (either the Fairtrade International minimum price or the market price, whichever is higher). The amount of Fairtrade Premium that a Fairtrade organisation receives will depend on the quantity of products that have been sold as Fairtrade. This means that even when products are produced according to the Fairtrade Standards but not sold as Fairtrade, no Fairtrade Premium will be paid. The Fairtrade Premium is paid separately from payments for the product.

The premium serves as a tool for socio-economic and environmentally sustainable development and empowerment. Funds will be used to implement projects, in which a project is a planned undertaking that uses resources to attain well-defined objectives through a number of activities.

Distribution of Fairtrade Income

If you are a 2nd or 3rd grade organisation, you must have one of the following systems in place to distribute Fairtrade income (Price and Premium) to the different member organisations:

- A quota system means that every member will receive Fairtrade income for every kilogram he/she has produced and sold to the Producer Organisation.

- An allocation system typically means distributing the Fairtrade income received by the 2nd or 3rd grade organisation to the different member organisations, irrespective of how much products he/she has produced and sold to the Producer Organisation.

The system must be part of the agreed written internal regulations of your organisation and the system must be monitored by a control committee. If Fairtrade Premium is channelled to the member organisation level, the 2nd/3rd grade organisation ensures that the Fairtrade Premium received is channelled to the member organisations without delay according to the allocation system agreed.

If the Fairtrade Premium that your Producer Organisation received in the last year was over 150,000 EURO/USD, you need to contract an independent organisation to carry out a financial audit of your Fairtrade Premium account.

Practically distributing the Fairtrade Minimum Price and Fairtrade Premium to members

For the actual distribution of the Fairtrade income, you need to keep the following in mind:

- Who is going to do the actual payment to the members?
- How is the money going to be paid to all members?
- When is the payment going to be made?
- How to organize the monitoring of the payment?
- What records need to be kept?

The payment to members can be done directly by second or third grade organisations or through the first-grade organisations (the member organisations). As most first-grade organisations have bank accounts, bank transfers can be made by the second or third grade organisation. Regarding individual member entitlement, a master list can be provided from the second or third to the first grade to guide the distribution of Fairtrade income to their members.

Payment through the first-grade organisations can increase the sense of ownership and responsibility. In case payments are done in cash, this will also reduce the travel distances of members when collecting their money, hereby also reducing the risk of being robbed on the way. Typically, the distribution is carried out by the first-grade organisation under supervision of a second or third grade representative. These representatives can be members of the Fairtrade Premium committee.

The actual payment can be monitored in several ways. Some Producer Organisations have a monitoring committee who is present when cash payments are made, and members can bring a witness. The Producer Organisation should issue a receipt to their members whilst keeping a copy for their own records.

Fairtrade Standards and Compliance Criteria

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Small Producers Organisations	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum practice needed for compliance)	FLOCERT Rank 5 (Best practice)
1	Core All grades	4.1.4 You include all the activities that you plan to fund with the Fairtrade Premium in the Fairtrade Development Plan before you implement the activities.	The Fairtrade Premium is an amount paid to your organisation, in addition to the payment for your products, for the realization of common goals. The Fairtrade Premium will help you implement the objectives in your Fairtrade Development Plan. It is considered best practice, when allocating Premium, to prioritize resources to strengthen your organisation so it can effectively serve its members, workers and communities. Investing in the organisational sustainability can then be followed by investments to improve members' livelihoods and finally investments at community level. Please refer to the Fairtrade Premium guide for more information. Large organisations are encouraged to have a Premium Committee. This is not mandatory but can help to improve member participation in the development of the Fairtrade Development Plan and decision making on Premium use. The role of a Premium committee can include: - Managing the Fairtrade Premium; - Supporting or organizing member consultations and needs assessments; - Developing proposals and budgets for Premium use based on these and presenting them to the General Assembly; - Monitoring the implementing of the Premium use; - Reporting back to the General Assembly on Premium use.	4.1.0.05	The FDP includes all uses of the Premium according to expected income.	The FDP includes all uses of the Premium based on real income AND resources are prioritized to strengthen the organisation so it can effectively serve its members, workers and communities.

1	Core 2nd grade, 3rd grade	4.1.5 You have one of the following systems in place to distribute Fairtrade income (Price and Premium) received to the different member organisations: a quota system that specifies how much every member organisation delivers under Fairtrade conditions and the distribution of income according to quota proportion; or an allocation system, defined by the organisation, for distributing the Fairtrade income received by the 2nd or 3rd grade organisation to the different member organisations. The system is part of the agreed written internal regulations of your organisation and monitored by a surveillance committee.	None	4.1.0.02	You have a system in place to distribute Fairtrade income	
				4.1.0.03	The system is part of the internal regulations and applied AND it is clear BUT lacks a few details.	The system is part of the internal regulations and it is clear and complete and applied AND all affiliates are aware of the system.
				4.1.0.04	Monitoring system is functioning though it lacks some details and the control committee is aware of its duties.	Monitoring system is functioning so that there is full control AND there is a role description for the control committee members.

1	Core All grades	4.1.6 If the Fairtrade Premium in the last year was above 150,000 EURO/USD (premium currency), you contract a financial audit company to audit your Fairtrade Premium accounts based on the use defined in the Fairtrade Development Plan.	The intention of this requirement is to increase oversight on the use of the Fairtrade Premium. Organisations receiving Premium below 150,000 EURO/USD (premium currency) can also contract a financial company to audit their Fairtrade Premium as best practice. This is however not mandatory.	4.1.0.30	A financial audit company audited the Fairtrade Premium accounts.	
---	--------------------	--	---	----------	---	--

The Fairtrade Minimum Price can be found via the following link:

[http://www.fairtrade.net/price-and-premium-info.html?no_cache=1&tx_zwo3pricing_pi1\[productType\]=26&tx_zwo3pricing_pi1\[country\]=42&tx_zwo3pricing_pi1\[submit_button\]=Go](http://www.fairtrade.net/price-and-premium-info.html?no_cache=1&tx_zwo3pricing_pi1[productType]=26&tx_zwo3pricing_pi1[country]=42&tx_zwo3pricing_pi1[submit_button]=Go)

The premium value for each Fairtrade product is defined in the pricing table, on the Fairtrade website:

<http://www.fairtrade.net/price-and-premium-info.html>

Product specific requirement

Crop	Applicable product requirement	Type of requirement	FLOCERT compliance criteria
Cocoa	4.2.4	Additional to 4.1.5 Applicable for Ghana and Cote d'Ivoire	4.1.0.36
Coffee	4.1.1	Extra requirement	4.1.0.37

Note for the trainer

During this session, the group will take a few decisions and some actions point will be agreed. Make sure to note everything on flip-sheets.

Set up – 2-5 minutes

Attention: Say that in this session we are going to talk about money.

Title: Tell the title of the session: Organising minimum price and cash premium payments.

Objectives: To discuss what the Fairtrade Minimum Price and Fairtrade Premium is, and Fairtrade requirements linked to the Fairtrade Minimum Price and Fairtrade Premium.

Benefits: The Fairtrade requirements will help you to manage the Fairtrade Minimum Price and Fairtrade Premium well so everyone can benefit from it.

Direction: We will not discuss how you can use the Fairtrade Premium other than cash payments (that is discussed in session



- Check procedures for approval, voting and elections and see if you need anything (voting cards?).

Preparations 1 week in advance

- Check the venue.
- Check all arrangements for water, snacks, transport, meals, accommodation, chairs, audio system and any other arrangements.
- Prepare final list of invitees that indicates confirmations.
- Check with those presenting if their presentation is ready.
- Make any necessary photocopy.

- Assign someone to write the report after the GA.

Preparations 2 days in advance

- Be at the venue and check everything (venue, water, snacks, transport, meals, accommodation, chairs, audio system and any other arrangements).
- Set up a secretariat.

During GA

- Ensure someone is taking notes.
- Ensure all procedures for approval, voting and elections are observed.

are different sources for the market price. Therefore, it is important that the buyer agrees with the producer organisation on the source of information for the market price. The relevant market price is the price that prevails on the non-Fairtrade market for equivalent products and is indicated in the product standard. The buyer needs to provide a rationale or justification if the price he/she pays for the Fairtrade crop/product significantly deviates from the relevant market price.

6. Continue with the Fairtrade Premium (refer to session 4.1.1 about Developing the Fairtrade Development Plan). Ask: Who can explain what the Fairtrade Premium is? The Fairtrade Premium is an extra sum paid to the Producer Organisation in addition to the price for their products. Tell participants the height of the Fairtrade Premium of last year for their product.

Cash payments to members (only to be facilitated for second/third grade organisations) – 30-35 minutes

7. Say that both the minimum price and the premium will be paid by the buyer to the producer organisation. The minimum price will be transferred 100% to all members. The Fairtrade Premium will be used mainly for development projects (refer to session 4.1.1 on Developing the Fairtrade Development Plan).
8. Ask the following questions:
 - a. Will members always receive an extra payment for the Fairtrade Minimum Price? No, only when the market price is lower than the Fairtrade Minimum Price.
 - b. Will members receive an extra payment for the Fairtrade Premium? No, the Premium can only be used for projects, not for cash payments to members.
9. Say that in case there is a cash payment, as second grade organisation (union) or third grade organisation (association), you must have a fair distribution system in place to distribute the Fairtrade Minimum Price and Fairtrade Premium to the different member organisations (requirement 4.1.5). There are two systems that can be used:

organisation to the Producer Organisation but is based on a different type of allocation system, for example on needs. For example, a member organisation is known for the high number of members that struggle to get by. The member organisation receives 5% of all Fairtrade income, irrespective of the quantity of produce that was delivered to the PO as Fairtrade.

10. Discuss for the minimum price and the premium which system would practically work best in their PO. Start with the minimum price and ask the following questions to guide the discussion (keep in mind that the minimum price will only be paid if the market price is lower):
 - a. The Fairtrade Minimum Price is paid for every kilogram/bag that has been sold as Fairtrade. What would be the fairest way to distribute this among members? By using the quota system so every member will get the minimum price for every bag he/she has sold to the PO and has been sold as Fairtrade to the buyer.
 - b. What information do you need as PO to pay every member his/her fair share? You need to know exactly how many kg/bags each member sold as Fairtrade and how many kg/bags the PO sold as Fairtrade (because the Minimum Price is only paid over produce sold as Fairtrade).
 - c. Do members keep records of all sales? If not, how can this be organised?
 - d. What are advantages of an allocation system? You do not need to know how much every member has sold to the Producer Organisation. In addition, you can allocate funds to marginalised groups who might need it harder than other members.

Note for the trainer: You can share best practices of how the Minimum Price is distributed in other organisations.

11. Repeat the advantages of the quota (fair distribution based on sales) and allocation system (less data needed and useful to assist marginalised groups). Agree on how the Minimum Price will be distributed: using a quota system or an allocation system.
12. For the Fairtrade Minimum Price, there are no specific

group into consideration? Some groups might have fewer members than others.

- b. Does every member, group or community have the same needs?

Note for the trainer: You can share best practices of how the premium is divided in other organisations.

14. Repeat the advantages of the quota (fair distribution based on sales) and allocation system (less data needed and useful to assist marginalised groups). Agree on how the Premium will be distributed: using a quota system or an allocation system. In case the group decides to use an allocation system, it is not necessary to discuss the exact allocation. That can be done when the time is there.
15. Say that whichever system they decide to use, it must be part of the agreed written internal regulations of their organisation (requirement 4.1.5). Agree on how this can be organised, including who will write a draft and if the General Assembly needs to be approved the procedures. Note any action to be taken on a flip-sheet.
16. Say that the system must be monitored by a surveillance committee (requirement 4.1.5). Ask the following questions:
 - a. Who can be part of this committee? It could also include people who are not member of the Executive Board/Council. 3 people is enough.
 - b. How can you set up the surveillance committee? Will people be appointed or elected?
 - c. When can you set up the surveillance committee?
 - d. What would be their task description? They should monitor if the system is applied as it should be and if every member will get his/her fair share according to the selected system.

Cash payments to members in practice – 20-25 minutes

17. Now that the group has decided what type of system to use to distribute cash payments to members, it

- c. When is the payment going to be made? The payment needs to be made within 15 days after receiving it from the buyer.
- d. How to organize the monitoring of the payment?
- e. What records need to be kept? Members need to get a receipt and the organisation needs to keep a copy of the receipt. The organisation needs to have an overview of all payments in their database.

Note for the trainer: The results of this discussion can be used as input for internal procedures on cash payments. Agree who is going to write these procedures.

18. Finally mention that there are a few other requirements with regards to what we have discussed so far:
 - a. Requirement 4.1.4: You include all the activities that you plan to fund with the Fairtrade Premium in the Fairtrade Development Plan before you implement the activities. This is discussed as part of topic 4.1.1 on Developing the Fairtrade Development Plan.
 - b. Requirement 4.1.6: If the Fairtrade Premium in the last year was above 150,000 EURO/USD (premium currency), you contract a financial audit company to audit your Fairtrade Premium accounts based on the use defined in the Fairtrade Development Plan. Check if this is the case. If yes, ask the following questions:
 - How can you organise this? How to contact a financial audit company?
 - Who is responsible for this? It can either be the account or Treasurer of the Producer Organisation or the chairperson of the Premium Committee (in case there is a Premium Committee).

4.1.4	You include all the activities that you plan to fund with the Fairtrade Premium in the Fairtrade Development Plan.	Core	PO	
4.1.5	System in place to distribute Fairtrade income (Price and Premium) to the different member organisations (for 2nd and 3rd grade organisations).	Core	PO	
4.1.6	External financial audit of Fairtrade Premium (if Premium above 150,000 Euros/USD).	Core	PO	



Guidelines for the Trainer

Materials needed: Flip-sheet and markers
Copies of the Checklist for organising a General Assembly

Time needed: 50-55 minutes

Preparations: Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline.

Product specific requirement: No specific requirements

and understand any challenges you were faced with.

How can we ensure the Fairtrade Premium funds are administered responsibly and transparently?

You need to have an accounting system in place which transparently tracks the Fairtrade Development Plan expenses – and in particular the Fairtrade Premium (Core requirement 4.1.8).

Administering the funds responsibly (Core requirement 4.1.11) means that you allocate the funds according to the approved Fairtrade Development Plan and you must not engage in favouritism or fraud. Examples of favouritism and fraud (deception intended for personal gain) including special rewards for particular members, project bids that are prearranged, wasteful or not cost-effective, and favouritism for project selection.

Fairtrade Standards and Compliance Criteria

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Small Producers Organisations	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum practice needed for compliance)	FLOCERT Rank 5 (Best practice)
1	Core All grades	4.1.8 You have an accounting system that accurately tracks the Fairtrade Development Plan expenses, and in particular identifies the Fairtrade Premium transparently. You are able to prove that the Fairtrade Premium is used in line with applicable rules.	None	4.1.0.14	Any system that allows tracking income and expenditure and identify Premium but unintentional mistakes <1% found.	Up to date accounting system, possible to track Premium AND no mistakes.
				4.1.0.15	Any system that allows tracking income and expenditure and identify Premium but unintentional mistakes <1% found AND this holds for all member organisations.	Up to date accounting system, possible to track Premium AND no mistakes AND this holds for all member organisations.
1	Core All grades	4.1.9 When you complete your planned activities you update the Fairtrade Development Plan by planning at least one additional activity to be approved by the General Assembly of members.	Longer term projects are encouraged. Any planned action may be extended over more than one year or may be repeated. Please refer to requirement 4.1.2 for guidance on premium use.	4.1.0.16	The activities in the plan have been finished and the organisation included a new activity in the plan.	The organisation included new activities in the plan AND these are chosen based on learnings from previous activities AND the organisation decided on new activities in advance so the new ones are approved by the General Assembly and ready to be implemented by the time the previous one expires.

1	Core All grades	4.1.10 You report at least once a year on Fairtrade Premium use via FairInsight online platform: https://fairinsight.agunity.com . You send the report on the Premium use from the previous year, three months after the General Assembly.	Producer Organisations who will hold their General Assemblies before the 1 October 2021 will not be required to report on their Fairtrade Premium use.	4.1.0.33	At least once a year a report is made on Fairtrade Premium use. The report on the Premium use from the previous year was sent three months after the General Assembly.	
1	Major All grades	4.1.11 You and your members administer Premium funds responsibly. There is no evidence of favouritism or fraud in the management of the Fairtrade Premium or any activity that could jeopardize the business or certification of the company or have a demonstrable negative, structural, financial or social impact on the organisation.	Examples of favouritism and fraud (deception intended for personal gain) include: special rewards for particular members, project bids that are prearranged, wasteful or not cost-effective, and favouritism for project selection.	4.1.0.23	Premium funds are responsibly.	
3	Core All grades	4.1.12 You report the results of the Fairtrade Development Plan to the General Assembly every year and document this presentation. In the report you answer the following questions: Were the actions carried out yes/no? If not, why? When? At what cost? Was the objective achieved or are further actions needed?	The intention of this requirement is that you and your members self-monitor your own performance against the original plan and evaluate the success of the plan. There can be several reasons why a plan was not carried out as originally planned or why it was not successful in reaching the objectives. Your members need to be informed about this.	4.1.0.17	Written report presented to the General Assembly and approval is documented BUT report answers all the questions listed BUT there are small mistakes.	Written report presented to the General Assembly and approval is documented AND report complete as below.
				4.1.0.18	Written report answers all the questions listed BUT there are small mistakes.	Written report answers all the questions listed AND there are no mistakes AND the report makes a detailed analysis of the success of the activities carried out.

Cocoa	4.6.2	Additional to 4.1.10	4.1.O.27
	4.6.3	Additional to 4.1.8 Applicable for Ghana and Cote d'Ivoire	
Coffee	4.1.1	Additional	4.1.O.37
Fresh fruit	4.2.9	Additional to 4.1.10	4.1.O.24

Note for the trainer

The actual management of projects and accounts are part of the Project Management Manual.

Write all that is agreed and actions to take on a flip-sheet.

Session in Short

Set up: 2-5 min

Delivery:

15-20 min: Financial management

10-15 min: Reporting

5-10 min: Premium Committee

Set up – 2-5 minutes

Attention: Say that in the previous sessions we have seen how to develop a Fairtrade Development Plan and how to organise cash payments. The next step is to look at how to manage projects funded with Fairtrade Premiums.

Title: Mention the title of the session: Accounting and reporting on Fairtrade projects.

Objectives: During this session, we will discuss requirements concerning financially managing projects as described in the Fairtrade Development Plan and how to report on the results.

Benefits: The Fairtrade Premium belongs to the members, so as PO you have the responsibility to manage the premiums responsibly. If members see that you administer the premium in a sensible and trustworthy way, it will increase the confidence members have in the PO.

Direction: We will not discuss the management of activities as part of projects because no specific requirements are listed concerning the management of activities in the Fairtrade Standard. We will also not discuss how to set up accounts. All of that is part of the training on association management.

Delivery

Explanation, Visualisation, Exercise, and Application:

Financial management – 15-20 minutes

1. Say that a budget is part of the Fairtrade Development Plan. Ask the following questions:
 - a. What is indicated in a budget for a project? A budget is an estimate of how many funds you plan to spend. Normally a budget provides a breakdown of costs so you can see on what you plan to spend money.
 - b. How do you know if you have spent money according to your budget? You need to keep track of all your expenses. Then you compare your expenses to your budget.

track of the accounts? Agree on who this will be. In case there is staff, it can be the accountant or general/executive manager. In case there is no staff, it can be the Treasurer or someone from the Premium Committee.

- b. Who should check the accounts? Agree on who will do this. The Executive Board/Council or the Premium Committee (in case there is one).
 - c. Who should approve the final accounts? Agree on who will do this. It should be approved by the General Assembly.
3. Another requirement (Core requirement 4.1.11) is that you administer the funds responsibly. This means that you allocate the funds according to the approved Fairtrade Development Plan as in the approved budget and you must not engage in favouritism or fraud. Ask the following questions:
- a. Who can mention an example of favouritism or fraud with regards to managing funds for projects? Examples of favouritism and fraud (deception intended for personal gain) include special rewards for particular members, project bids that are prearranged, wasteful or not cost-effective, and favouritism for project selection.
 - b. How can you avoid favouritism or fraud? Agree on what can be done. You need to build in regular checks that are performed by different persons or groups of persons.

Reporting – 10-15 minutes

4. Say that once you have completed the activities, you need to update the Fairtrade Development Plan with at least one new activity for future use of the Fairtrade

to address their needs. All will contribute to an improved confidence in the PO.

- b. What should be addressed in the report? Collect input from several participants. In the report you should address the activities that were carried, reasons why certain activities were not carried out, any challenges and how they were solved, if the objective were achieved, any further action needed, the accounts, etc.
 - c. Who will develop the report? Agree on who this will do. It can be a staff member or a member of the Premium Committee.
 - d. To whom should the report be presented? Every year, a report should be presented to the General Assembly (Core requirement 4.1.12). Add that the presentation should be documented.
6. Add that according to Core requirement 4.1.10 the PO also needs to send a report on the premium use to Fairtrade International. It can be the same report as shared with the General Assembly. Ask: Who will be responsible for sending the report to Fairtrade? Agree on who will do this. Add that you will provide details on how to do this with the responsible person.

Premium Committee – 5-10 minutes

7. Finally mention that large organisations are encouraged to have a Premium Committee. This is not mandatory but can help to improve member participation in the development of the Fairtrade Development Plan and decision-making on Premium use. Explain the role of the Premium Committee (see key information). Check if there is an interest in forming a committee. In case there is, agree on when you can discuss the creation of a committee with the group.

	Fairtrade Premium.			
4.1.9	Include a new activity in the Fairtrade Development Plan when completed.	Core	PO	
4.1.10	Report at least once a year on Fairtrade Premium use.	Core	PO	
4.1.11	Administer Premium funds responsibly.	Core	PO and members	
4.1.12	Report the results of the Fairtrade Development Plan to the General Assembly every year.	Core	PO	

A democratic organisation means that it is governed by members who have equal voting rights (one member, one vote) with a General Assembly of members as the highest decision-making authority (requirement 4.2.1).

The General Assembly

All members of the PO form the General Assembly, which is the highest decision-making body of the Producer Organisation. In large organisations or in second or third grade organisations, members can also be represented by delegates. The general direction of the organisation and all major organisational issues are discussed and approved by the General Assembly. The General Assembly democratically elects a Board of Directors (requirement 4.2.1) that is in charge of executing the approved plans. The General Assembly also elect a Control Committee to oversee the Board and to make sure their actions are in line with the decisions of the General Assembly.

The Board

The day-to-day running of the PO is left in the hands of the elected Board, also called the Executive Board or Executive Council. The composition of the Board depends on the size of the organisation but should ideally reflect the diversity of the membership and have men and women, younger and older members, geographic representations, etcetera. In general, the number of members is odd (for easier decision taking) and there should be at least the functions of Chairman, Secretary, and Treasurer. Some organisations chose to have a special women's representative and/or youth representative to ensure that both groups are well represented.

Role of the Board in Fairtrade certification

The Board is elected by members to lead the organisation and as such is ultimately responsible for the certification. Therefore, Board members should:

- Inform members regularly about what is happening in the organisation and encourage members to participate in meetings, training programs, and decision-making.
- Develop plans including how to use the Fairtrade Premium and present these to the General Assembly for approval.

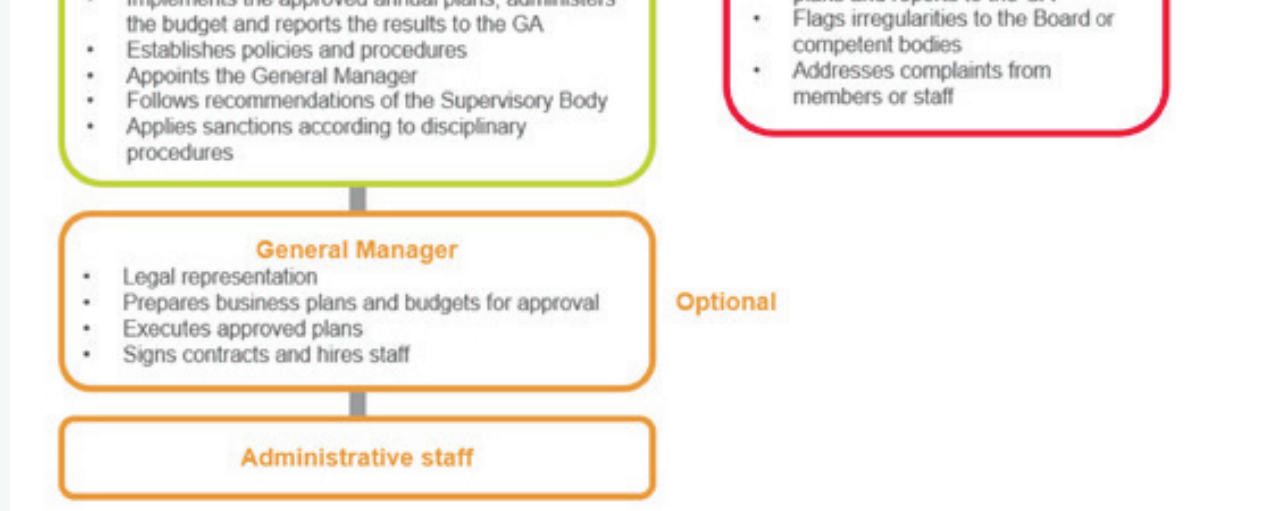
What is the difference between the roles of the Board and management?

The Board has a political role as elected leaders in representing members to pursue the organisational mission, whereas management (or the secretariat) has operational duties to ensure that the decisions of the Board are implemented. While the Board sets the general objectives for the organisation and establishes policies, in line with the strategic direction and annual plans approved by the General Assembly, the manager and his or her team is in charge of executing the plans and responsible for achieving the goals, following the organisation's rules and policies.

Any lack of clarity between the roles and responsibilities of the Board and management can lead to extreme situations of either power concentration or insufficient room for decision-making. The members need to hold the board accountable for their actions.

Control Committee

Small producer organisations should have a Control Committee or Supervisory Body to oversee the administration of the Board and management to ensure they follow the internal rules and regulations, agreements and strategic direction as mandated by the General Assembly. This way the Control Committee acts as some kind of mini-General Assembly that is much better placed to exercise this important control function. Often a Control Committee consists of long-term members of good standing, for example members that have previously served on the Board or a Committee and know the organisation well.



BEST PRACTICES for the Board

The most common functions in a Board are the Chairperson, Secretary, and Treasurer. Some organisations chose to have a special women's representative and/or youth representative to ensure that both groups are well represented. Another possibility is to have executive members that are member of committees, for example the Training Executive is member of the Training Committee and the Premium Executive is member of the Premium Committee.

Fairtrade Standards and Compliance Criteria

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Small Producers Organisations	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum practice needed for compliance)	FLOCERT Rank 5 (Best practice)
0	Major All grades	4.2.1 You ensure that the structure of your organisation has: a General Assembly as the highest decision-making body where all major decisions are discussed and taken; equal voting rights for all members in the General Assembly; a Board chosen in free, fair and transparent elections; separate roles and responsibilities between the Board and management.	Staff hired by your organisation is controlled by the Board which is in turn controlled by the General Assembly. In the General Assembly members can either vote directly or through a system of elected delegates if you choose so. The system is based on the principle that each member or member organisation has the equal or proportional number of delegates. 2nd or 3rd grade organisations are democratically controlled by their direct members, which are legally constituted and legally affiliated 1st grade or 2nd grade organisations. There is a democratically elected board on the 2nd or 3rd grade level. The role of the Board is to govern and provide strategic direction while the role of management is to ensure that the decisions of the Board are implemented. Lack of clarity between the roles and responsibilities of the Board and management can lead to extreme situations of either power concentration or insufficient room for decision making. If due to the size of the organisation it is not feasible for the organisation to separate the roles of the Board from those of management you demonstrate this to the certification body.	4.2.0.01	The statutes define the General Assembly as the highest decision-making body AND members have equal voting rights.	Rank 3 AND the General Assembly is given plenty of time to discuss all matters AND the General Assembly is very active and participatory.

o	Major All grades			4.2.0.02	Elections were democratic but poorly recorded OR postponed for understandable reasons.	The democratic election procedure is fully regulated in the statutes or other documents and followed up.
o	Core All grades			4.2.0.03	The delegate system is in place with an equal/ proportional number of delegates BUT does not fully follow the statutes or internal regulations.	Statutes or internal regulations are followed correctly and there is an equal/ proportional number of delegates AND all members are fully aware about the statutes and internal regulations.
o	Core 2nd and 3rd grade			4.2.0.05	Elections were democratic but poorly recorded OR postponed for understandable reasons.	The democratic election procedure is fully regulated in the statutes or other documents and followed up.
o	Core All grades			4.2.0.32	The Board and management have separate roles and responsibilities.	

1	Core All grades	4.2.11 You have a surveillance committee to oversee the overall administration of the organisation (including the use of Premium) on behalf of the members.	A surveillance committee enhances transparent administration and the effectiveness of members' control. This body acts on behalf of the members and exercises an effective and continuous control over the Board of directors and the management. For the surveillance committee to fulfil its function, its members need to have a good understanding of their roles and responsibilities. All relevant information, such as meeting records, reports, accounts and contracts needs to be provided to them in a timely manner for examination. If your organisation already has a committee that fulfils this function you do not need to create one. It is recommended to have one worker representative on the surveillance committee. This is however not mandatory.	4.2.0.33	There is an active committee in place and they are aware of their duties.	Rank 3 and they perform their role as described in their job description AND there is one worker representative on the surveillance committee.
0	Core All grades	4.2.12 If there are non-members on the board of the SPO, this is approved by the General Assembly in accordance you're your constitution / statutes and national legislation. Non-members on your board only have an advisory role.	None	4.2.0.34	If there are non-members on the board of the SPO, this is approved by the General Assembly. Non-members on your board only have an advisory role.	
3	Development 1st, 2nd and 3rd grade	4.2.14 You have explained to your members the ways they can participate in the organisation so that they can have more control over it.	Members should be aware of how to ask for information, present a request to the general assembly, make themselves heard within the organisation, etc. This will increase members' understanding and awareness of the ways to participate enabling them to have more control.	4.2.0.22	The organisation only provided explanations to a limited number of members and has not planned the same for the rest.	The organisation provided explanations to all members AND has a trained Surveillance Committee in place.

Crop	Applicable product requirement	Type of requirement	FLOCERT compliance criteria
Cocoa	4.6.1	Additional to 4.2.14	4.2.O.31

Session in Short

Set up: 2-5 min

Delivery:

15-20 min: the General Assembly

15-20 min: the Executive Board or Council

10-15 min: the Surveillance Committee

Set up – 2-5 minutes

Attention: Ask who within the Producer Organisation is the most important member. Let several people answer. Most likely several will reply that the chairperson is the most important member. Say that within a Producer Organisation every member is important, because every member has a role to play.

Title: Mention the title of the session: Structuring your Producer Organisation.

Objectives: During this session, we will discuss the requirements of Fairtrade concerning the structure of the Producer Organisation. Together we will check what is already in place and if there is room for improvement.

Benefits: A well-structured Producer Organisation is the first step towards between a well organised and active organisation that can assist to improve the lives of its members.

Direction: We will not discuss how to organise a meeting of the General Assembly; that will be done in session 4.2.3 on Organising a General Assembly meeting. Some of the issues we will discuss during this session need to be part of your constitution (or statutes).

Delivery

Explanation, Visualisation, Exercise, and Application:

The General Assembly – 15-20 minutes

1. Start with the organisational structure of a Producer Organisation. Ask the following questions to get a better understanding in the role of the General Assembly:
 - a. What is the highest decision-making body of your organisation? This is the General Assembly. Paste the card with General Assembly on the wall.
 - b. Who forms the General Assembly? All members. Add that during meetings members can be represented via delegates, in which case the General Assembly of delegates is the highest decision-making body.
 - c. Does the General Assembly of your organisation (meaning: all members or their delegates) meet at least once a year? If this is not the case, say that we will discuss this in session 4.2.2 on Organising a General Assembly meeting.

- a. Approves the annual plans and budget, including the Fairtrade Development Plan.
 - b. Approves the annual report and accounts.
 - c. Adopts or amends the Constitution.
 - d. Endorses decisions taken by the Board or Executive Council, for example on projects to implement or policies.
 - e. Gives mandate to appropriate bodies of the organisation for the execution of specific functions, for example the Premium Committee.
 - f. Elects members of the Board or Council.
 - g. Elects members of the Control Committee that oversees the Board and makes sure the actions of the Board are in line with the decisions of the General Assembly.
3. Say that one of the Fairtrade requirements is that every person belonging to the General Assembly has equal voting rights; meaning either every member or delegate has one vote. If this is not the case, make a note and discuss how this can be done in session 4.2.2 when you discuss how to organise a General Assembly meeting.

The Executive Board or Council – 15-20 minutes

4. Say that it would not be very practical when for every decision all members need to meet. Therefore, the day-to-day decision-making is left in the hands of a few members. That group is called the Board, or the Executive Board or Council. Paste the card of with Board under the General Assembly. Check together if the Board as existing in the organisation complies with all requirements by asking the questions as listed below. If anything is not done yet, discuss how this can be organised.
- a. Is the Board of this organisation elected by the General Assembly?
 - b. Does every member have a fair chance to be elected in the Board?
 - c. Do members or delegates have equal votes to elect the Board?
 - d. Are the elections transparent? Transparent means that the election procedures are clear to everyone and are followed.

- the certification. Therefore, the Board should:
- Know all Fairtrade requirements and raise awareness about the requirements amongst the other members through meetings and trainings.
 - Keep records of its meetings.
 - Make sure that your internal regulations are followed in practise: this will be discussed in another topic.
 - Inform the members regularly about what is happening in the organisation and encourage members to participate in meetings, training programs, and decision-making.
 - Develop plans including how to use the Fairtrade Premium and present these to the General Assembly for approval.

The Surveillance Committee – 10-15 minutes

8. Show the card with Surveillance Committee and paste it next to the Board. Say that the organisation should have a Surveillance Committee, which operates independently from the board. Ask the following questions:
- a. Does your organisation have a Surveillance or Control Committee?
 - b. What is the role of the Surveillance Committee? The role of the Surveillance Committee is to oversee all decisions and actions of the Board to ensure that they are democratic and transparent.
 - c. Who can become member of the Surveillance Committee? In principle, all members are eligible to become part of the Surveillance Committee, except for relatives of Board members to avoid conflict of interest. Integrity and independency are important attributes for the committee. In general, a Control Committee consists of long-term members of good standing, for example members that have previously served on the Board or a Committee and know the organisation well.
 - d. How is the Surveillance committee formed? The General Assembly elects the Control Committee.
9. In case the organisation does not have Surveillance Committee, agree that it will be formed during the next General Assembly Meeting. Write this as an action point

Summary: Summarise the role of the General Assembly, Board, and Surveillance Committee.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- What is the role of the General Assembly?
- What is the role of the Board?
- What is the role of the Surveillance Committee?

Next step: Repeat all what has been agreed and all action points.

Checklist of Requirements

Year 0

Requirement	Action to take	Type	Applies to	Check
4.2.1	The structure of your organisation has a General Assembly, equal voting rights for all members, a Board, separate Board and management roles.	Core	PO	
4.2.12	Non-members in the Board only have advisory roles.	Core	PO	

Year 1

Requirement	Action to take	Type	Applies to	Check
4.2.11	Put in place a surveillance committee to oversee the administration of the organization (including the use of Premium) on behalf of the members.	Core	PO	

Year 3

Requirement	Action to take	Type	Applies to	Check
4.2.14	Explain to your members about the ways they can participate in the organisation so that they can have more control over it.	Development	PO	

- approval.
- Discuss and make decisions on all major topics/questions.
- Take minutes.

Producer Organisations are encouraged to invite workers' representatives to the General Assembly to observe and participate in the discussion of the topics that relate to them, such as the Fairtrade development Plan.

Minutes of Meetings

The minutes of the General Assembly meetings should include at least:

- The date
- The venue
- The program
- Topics that were discussed and what has been discussed
- The decisions that were taken
- A signed list of attendance

The minutes need to be signed by the chairperson of the Board and at least one other member. In addition, the minutes need to be shared with all members and approved during the next meeting. Minutes should include.

Members need to be informed in good time when the General Assembly will take place, which means the meeting needs to be planned well ahead. The deadline for holding the Annual General meeting is often prescribed in national legislation, whereas the deadline for convening must be established in the constitution. The easiest is to set a fixed date in the year, for example the first Tuesday of October so everyone knows when to expect the meeting. When the organisation is active in different parts of the country it is nice to rotate the location every year so every year another region, district, area will be responsible.

Using checklist will avoid that you forget anything when organising a General Assembly The checklist can be updated every year. A checklist will also ensure that everyone can organise the General Assembly and that you do not depend

Preparations 2 months in advance

- Form an organising committee consisting of at least 3 people. They will be in charge of the organisation of the GA. At least one Board member should be in and in case there is staff, at least one staff member. It is also handy to have someone who lives in the area where you would like to organise the GA.
- Prepare a budget and action list. Divide the tasks among members of the organising committee.
- Set a date.
- Prepare list of invitees (so you know how many people to expect).
- Location
 - Decide where to organise the GA.
 - Select a proper venue (depending on the number of people you expect, depending on weather conditions whether inside or outside).
- Prepare a program.
- Inform those presenting on activities of past year, accounts, plans for next year, budget for next year, and other things.

Preparations 1 month in advance

- Prepare invitation letters including date, location, specific venue, starting time, ending time, objective of the GA, program, possible arrangements for transport, meals, accommodation. Ask for confirmation.
- Send invitations.
- Announce the meeting in public spaces, for example on public noticeboards, churches/mosques, local government offices, markets, etc.
- Arrange transport, meals, and accommodation for members, if necessary.
- Hire chairs and canopies, if necessary.
- Organise water and snacks.
- Rent audio system.
- Check the venue.
- Check with those presenting about the progress of their presentation.
- Make sure someone can make pictures during the GA.

other that is needed.

- Pack all necessary stationeries to set up a secretariat during the GA (photocopies, coupons, laptop, printer, pens, paper, scissors, tape, stapler, etc.).
- Assign someone to keep notes during the GA.

After GA

- Ensure that the minutes are written.
- Distribute minutes among delegates.
- Write a summary of the main decisions taken during the GA and circulate that among all members.

Fairtrade Standards and Compliance Criteria

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Small Producers Organisations	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum practice needed for compliance)	FLOCERT Rank 5 (Best practice)
0	Core 1st grade	4.2.4 You hold a General Assembly at least once a year.	2nd and 3rd grade organisations hold a General Assembly at least once a year. You can establish an assembly of delegates. Member organisations of 2nd/3rd grade organisations hold local General Assemblies at least once a year.	4.2.O.10	The annual General Assembly took place (even if not recorded/ poorly called or recorded) OR postponed for understandable reasons.	The annual General Assemblies took place fully in line with statutes AND the General Assembly is given plenty of time to discuss all matters.
0	Core 2nd and 3rd grade			4.2.O.11	The annual General Assembly (of delegates, if applicable) took place (even if not recorded/ poorly called or recorded) OR postponed for understandable reasons.	The annual General Assembly (of delegates, if applicable) took place fully in line with statutes AND the General Assembly is given plenty of time to discuss all matters.
0	Core 2nd and 3rd grade			4.2.O.12	The annual General Assemblies took place (even if not recorded/ poorly called or recorded) OR postponed for understandable reasons AND there are clear plans to hold it as soon as possible.	The annual General Assemblies took place fully in line with statutes AND the General Assembly is given plenty of time to discuss all matters AND this holds for all member organisations.

o	Core All grades	4.2.5 You must inform your members in good time when the General Assembly will take place.	None	4.2.O.13	General Assembly was properly called in line with statutes even if lacked certain minor formalities OR if call for General Assembly is not regulated members were informed at least 2 weeks in advance.	General Assembly was properly called fully in line with statutes OR if call for General Assembly is not regulated but attendance was very high (>90%) AND the organisation took additional measures to increase attendance of members to the General Assembly OR attendance is very high (>90%).
o	Core All grades	4.2.6 Minutes of General Assembly are taken and signed by the president/ chair of the Board and at least one other member and must contain a list of participants of the General Assembly.	None	4.2.O.14	Most minutes can be found, even in loose sheets AND the decisions are recorded, even if not fully clear and signed.	All minutes are found in book(s) and signed, decisions are recorded with total clarity and annexes are included in the book AND minutes are registered before local authorities and/or notary public OR other situation considered best practise.
				4.2.O.15	There are signatures of all attendants in loose sheets.	There are signatures of all attendants in same or separate book (or attachment) AND counting of quorum is reflected in minutes.
o	Core All grades	4.2.7 You present the annual report, budgets and accounts to the General Assembly for approval.	None	4.2.O.16	All reports were formally presented to the General Assembly and approval is documented but minor mistakes are found in reporting.	All reports were formally presented to the General Assembly and approval is documented AND the organisation took some measures to make reporting more understandable.

Guidelines for the Trainer

Materials needed: Flip-sheet and markers

Copies of the Checklist for organising a General Assembly

Time needed: 50-55 minutes

Preparations: Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline.

Fairtrade Standard for Small Producers Organisations 03.04.2019_v2.4
Training Topics to train Producer Organisations
Version 31.03.2022_v1

199

Product specific requirement: No specific requirements

Session in Short

Set up: 2-5 min

Delivery:

30-35 min: organising a General Assembly meeting

15-20 min: using the checklist

Finish: 2-5 min

Set up – Appr 2 minutes

Attention: Ask when the last General Assembly meeting was organised. Ask if it was easy to organise. Most probably the group will reply that it is a lot of work. Agree that organising a General Assembly meeting is a lot of work. Therefore, we have a special session on this.

Title: Tell the title of the session: Organising a General Assembly.

Objectives: To discuss how to organise a General Assembly meeting in order to comply with the Fairtrade requirements regarding the General Assembly meeting.

Benefits: A well organised General Assembly meeting will contribute to being a professional Producer Organisation. The checklist that we will discuss during this session will make it easier for you to organise a General Assembly meeting.

Direction: We will not discuss the content of the General Assembly but will focus more on the organisational aspect of it.

Delivery

Explanation, Visualisation, Exercise, and Application:

Organising a General Assembly meeting – 30-35 minutes

1. Remind everyone that the General Assembly is the highest decision-making body where all major decisions are discussed. Ask the following questions and note every decision on a flip-sheet:
 - a. Does your organisation organise a General Assembly meeting every year? This is requirement 4.2.4.
 - b. If not, ask: Why not?
 - c. Do you have a fixed day in the year on which you organise the meeting? For example, every first Tuesday of October.
 - d. Would it be possible to set a fixed date? What would be a good period?
 - e. Is it written in the constitution that a General Assembly meeting should take place every year? If not, discuss how it can be added and who will do it.
2. Another requirement (4.2.5) is that you must inform your members in good time when the General Assembly will take place.
 - a. Do you inform members at least one month in advance? If not, ask how this can be organised and who would be responsible for this.
 - b. How do you inform members about an upcoming meeting? Are there any challenges with the way you inform members about an upcoming meeting or is there room for improvement?
3. Continue with who should attend the General Assembly meeting.
 - a. Who should attend the General Assembly meeting? In principle all members can attend.
 - b. But what if you have many members? First grade organisations will invite all their members to the GA meeting;

while second and third grade organisations will invite delegates to avoid that too many people need to be invited.

4. In case you deal with a second or third grade organisation, ask how the delegate system works (in case there is no delegation system yet, you can ask the questions to guide discussions on a possible delegation system). Write everything that is agreed on a flip-sheet:
 - a. Who are delegates representing (a community, another area, a certain group)?
 - b. How many members does each delegate represent?
 - c. How are delegates selected (who decides who can be a delegate)?
 - d. Is the number of delegates a fixed number per community/area/group or is it proportional to the number of members for that community/area/group?
 - e. Is every member equally represented with the current system?
 - f. Is the delegate system described in the constitution? This is part of requirement 4.2.1. In case it is not, discuss how it can be added to the constitution and who is going to do it.
5. Continue with what needs to be discussed during the meeting (requirement 4.2.7).
 - a. Do you present the annual report and accounts of last year during the General Assembly? This is requirement 4.2.7.
 - b. How do you present it?
 - c. Who presents it?
 - d. Are the annual report and accounts of last year approved by the General Assembly? This is requirement 4.2.7.
6. Say that a last requirement (4.2.6) indicates that minutes of the General Assembly must be taken, and the chairperson and one other Board member should sign them. Ask the following questions:
 - a. Are minutes taken during the meeting?
 - b. What is described in the minutes? Check if the following is included in the minutes: date, venue, topics that were discussed and what has been discussed, decisions that were taken, and a signed list of attendance.
 - c. Does the chairperson and one other Board member sign the minutes?
 - d. Are the minutes distributed to all members? How? Is there any room for improvement?

Using the checklist – 15-20 minutes

7. Distribute the checklist to organise a General Assembly meeting. Say that a using a checklist will avoid that you forget anything when organising a General Assembly. The checklist can be updated every year. A checklist will also ensure that everyone can organise the General Assembly and that you do not depend on the expertise of the same person every year and will lose all expertise when that person leaves the organisation.
8. Go through the checklist together. Check if action points listed in the checklist are already implemented or not. In case they are not, check if they can be implemented.

Finish – 2-5 minutes

Summary: Summarise what the General Assembly meeting is, the delegate system and some requirements.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- Who should attend the General Assembly meeting?
- How can we ensure that everyone is equally represented?

Next step: If any decisions were made, repeat them. In case this session was not meant to plan an actual General Assembly, agree on a date you can meet with the group of people that is going to organise the General Assembly so you can plan the meeting together.

Checklist of Requirements

Year o

Requirement	Action to take	Type	Applies to	Check
4.2.4	Hold a General Assembly once a year.	Core	PO	
4.2.5	Inform your members timely when the General Assembly will take place.	Core	PO	
4.2.6	Take minutes of the General Assembly and the Chair signs them.	Core	PO	
4.2.7	Present the annual report, budgets and accounts to the General Assembly for approval.	Core	PO	

Topic 4.2.3 Checking the Constitution

Key Information

Every Producer Organisation has internal rules and regulations that need to be followed by all members. These rules are written in the constitution (or statutes) and form the backbone of an organisation as they delineate its operational structure. If properly written it provides transparent direction for the smooth running of the organisation and the way the different bodies interact and communicate.

A Fairtrade small producer organisation needs to have a written constitution that is followed in practise. Often countries have specific legislation of what needs to be described in the constitution which needs to be followed by producer organisation. In addition, Fairtrade has a few requirements concerning the constitution. It must contain at least the following:

Membership

The constitution must clearly describe who can be a member of the producer organisation, what procedure potential members have to follow to be admitted, and what reasons there are for dismissal of members (requirement 4.2.2). In addition, the rights and duties of members should be clearly described: what is expected from them and what are they entitled to do.

Organisational Structure

The organisational structure, as discussed in topic 4.2.1 (Structuring your producer organisation) should be described, including all organisational bodies and its roles

and responsibilities, how they are formed, and who can be part of it.

Delegate System

In case of a delegate system, the constitution has to define how delegates are elected and how members are represented by the delegates. One delegate can represent for example 10-20 members in a certain area, whom he or she has the duty to inform about the organisation. In a second-grade organisation, the delegate system is based on the principle that each member organisation has an equal or proportional number of delegates. For example, each primary society (first grade organisation) can send 5 delegates to the General Assembly of the union (second grade organisation).

Election Procedures

It is necessary to describe election procedures to ensure democratic and transparent elections. Election procedures for each Board or committee include the criteria for who can be elected, how they are elected (by secret ballot, by raising hands, by standing behind the candidate?), for how long and whether re-election is allowed, and other rules (can someone who was not elected as Chairperson run for Treasurer?).

Other regulations

Decision making processes: describes how decisions are taken and which organisational body decides on what.

Frequency of meetings and when these are valid for decision-making.

How amendments can be made to the constitution.

What happens in case of dissolution of the association?

Having a constitution is not enough, the Producer Organisation has to ensure it is shared with all members in an accessible format and that all members follow the rules and regulations (requirement 4.2.3).

Fairtrade Standards and Compliance Criteria

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Small Producers Organisations	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum practice needed for compliance)	FLOCERT Rank 5 (Best practice)
0	Core All grades	4.2.2 It needs to be clear who is a member of your organisation. Therefore, you have written rules to determine who can become a member and you keep a record of your members on an annual basis. At a minimum, member records should include: member name, contact information, gender, date of birth, registration date with the SPO, farm location and farm size.	Keeping records helps to improve your management practices (see requirements 3.1.1 and 3.1.2), to have a better overview of your organisation and to gain understanding of members. If any of your members are also members of any other Fairtrade certified organisation, it is recommended that this practice is endorsed in the status of your organisation. You are encouraged to list all the members that are also members of any other Fairtrade certified organisation and to ensure the traceability of the products coming from those members (see requirement 2.1.1).	4.2.0.07	Clear criteria in statutes or other documents about who and how to become a member but no additional procedures.	Clear criteria in statutes or other documents about who and how to become a member with additional application procedures AND clear specification of the length of time between application and response that is respected.
				4.2.0.08	Member list with required information and no errors.	Complete member list with all required information AND system in place to ensure regular updates.
0	Core	4.2.3 You follow your own rules and regulations (constitution, by-laws and internal policies, including election and membership processes) and a delegate system (if applicable).	In case this requirement conflicts with national legislation, then the national legislation applies. A board term limit of 9 years is recommended as a best practice but is not mandatory.	4.2.0.09	Organisation follows statutes in at least: acceptance of members, mandate of General Assembly, Board, board term limit, surveillance (Control) committee (if exists) and a delegate system committee (if applicable).	Organisation follows statutes in all details.

Guidelines for the Trainer

Materials needed: Flip-sheets and markers
Copies of the constitution of the Producer Organisation

Time needed: 1 to 1.5 hours

Preparations: Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline.
Make sure you read the constitution of the Producer Organisation you train in advance, so you know what is described on membership application, delegate system election procedures, decision-making processes, frequencies of meetings, amendments to the constitution, and dissolution of the association.

Product specific requirement: No specific requirements.

Set up –2-5 minutes

Attention: Ask who of them has a copy of the constitution of their organisation. Let people raise their hands. Then ask who of them has ever read the constitution. Let people raise their hands again.
Title: Tell the title of the session: Checking the constitution.

Objectives: To discuss the internal rules (or constitution) of their organisation with a focus on the application of members, the delegate system during General Assemblies, and election procedures.

Benefits: According to Fairtrade requirements, every first, second and third grade organisation needs to have written membership rules. A good constitution can help members to better understand the general rules of the organisation so it will be easier to follow these rules.

Direction: During this session, we will not discuss all aspects of a constitution but only aspects that are mentioned in the Fairtrade Standard.

Delivery

Explanation, Visualisation, Exercise, and Application:

Introduction –10-15 minutes

1. Show the constitution of the organisation and say that this is their constitution. Ask the following questions:
 - a. What is described in a constitution in general? The constitution describes membership rules that need to be followed by all members.
 - b. Why does a producer organisation need to have a constitution? If you do not describe what the rules are, members will not know which rules they have to follow, which can lead to internal conflicts.
 - c. Can someone mention a few things that are described in the constitution? Often a constitution will describe what type of organisation it is, who its members are, the organisational structure of the organisation, the role of organisational bodies (including the General Assembly, Board, staff, etc.), election procedures, accounting system, etc.
2. Say that it is important that all members follow what is described in the constitution. Ask: How you can ensure that members follow the constitution? Let several people answer. Possible answers might be: ensure everyone has a copy of the constitution, use simple language so everyone can understand the rules, explain parts of the constitution during meetings, etc..

Checking the existing constitution –1 hour to 1 hour and 15 minutes

3. Say that often countries have specific requirements of what needs to be described in the constitution and that needs to be followed by your organisation. In addition, Fairtrade has a few requirements concerning the constitution. Give everyone a copy of the constitution.
4. Split the group into three sub-groups. One group will focus on the application of members (requirement 4.2.2), another group on the delegate system during General Assemblies (requirement 4.2.1), and the third group on election procedures of the Board (requirement 4.2.1). The groups should answer the following questions:
 - a. Which article(s) of the constitution refer to your topic?
 - b. What do the article(s) describe (what are the rules)?
 - c. Is it clear and sufficient, or can we improve the text?
 - d. If it can be improved, how can it be improved?

Let the groups work for some time.

Note for the trainer: It is important to give enough time to the groups, because this exercise will force them to go through the constitution.

5. Discuss the results one by one per group. Repeat the questions under point 4 and let the group answer your question. You can ask for the following specific information:

a. Application of members:

- Who can become a member?
- Who cannot become a member?
- How can you become a member?
- What is the length of time between an application and the response?
- Who decides on who can become a member?

b. Delegate system:

- How does the delegate system work: where are delegates coming from and how many can come?
- How are delegates chosen and by who?
- Does every delegate have a voting right?
- Is there any limitation to the number of delegates?

c. Election procedures:

- For what are there elections (Board, Control Committee, other committees)?
- Who can be elected?
- What is the method of elections (by secret

ballot, by raising hands, by standing behind the candidate)?

- What is the order of elections (first the whole Board and then functions, or immediately functions)?
 - Any other rules? (Can someone who was not elected as Chairman run for Vice-Chairman?).
6. Say that in addition there are a few other regulations that need to be described in their constitution. Look together at the following regulations and check if they are clearly described in the internal regulations.
 - a. Decision making processes: describes how decisions are taken and which organisational body decides on what.
 - b. Frequency of meetings and when these are valid for decision-making (the quorum).
 - c. The General Assembly as the highest decision-making body
 - d. How amendments can be made to the constitution.
 - e. What happens in case of dissolution of the organisation.?
 7. Summarise any amendments that need to be made to the constitution. Agree on the following:
 - a. Who will draft a new text? This can be done by 2-3 people.
 - b. Who needs to approve the amendment? The draft text needs to be approved by the Board before it is presented to the General Assembly for final approval.

Finish – 2-5 minutes

Summary: Summarise what a constitution is and why it is important to have one. Repeat what needs to be in the constitution according to Fairtrade.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- Why should a producer organisation have a constitution?
- What needs to be in the constitution according to Fairtrade requirements?

Next step: Repeat any action that needs to be taken.

Checklist of Requirements

Year 0

Requirement	Action to take	Type	Applies to	Check
4.2.1	The structure of your organisation has a General Assembly, equal voting rights for all members, a Board, separate Board and management roles.	Core	PO	
4.2.2	Define clear rules on membership and collect information on members.	Core	PO	
4.2.3	Follow your own regulations.	Core	PO	

Topic 4.2.4 Keeping Records

Key Information

The Producer Organisation needs to keep records when certified. When sound records are kept, at any point in time the situation of the organisation concerning membership, finance, production, etc. is known. This can help to manage the organisation in a transparently way and to plan activities.

Every Producer Organisation must have an administration in place with at least one person who is responsible for managing the administration and bookkeeping (requirement 4.2.8). It is advisable to hire someone for accounting and administration with sufficient knowledge for the task. The records and books must be accessible to all members and the organisations must actively share documents with members (requirement 4.2.9). If the organisation has an office, this would be the most logical place to store the records and books.

How records are kept, is up to organisation to decide. However, computer-based records are easy to update and easy to share with members. When using a computer-based system, there needs to be a working back-up system and back-ups are made in systematic way (requirement 4.2.9).

Membership Records

Every first, second and third grade organisation needs to keep a list of members that contains basic information, including name, location, size of the land, production, number of workers, and membership status (requirement 4.2.2). In addition, you can add information on payment of dues and fees, gender, age, number of family members,

training programs followed, yields, etc..

When an organisation buys cocoa from its members, it needs to keep track of the volumes bought from each member and what price was paid.

Setting Up Membership Records

To set up membership records, the PO should take the following steps:

1. Decide what information you would like to collect from all members.
2. Put this in a registration form (see example in this topic).
3. Let all members complete the registration form.
4. Buy a ledger and create columns in which you can enter the collected information. If you are using a computer, create an excel sheet with similar columns.
5. Add every new member who is registering with your organisation.
6. Update regularly the membership records.

Bank Account

The easiest way to keep track of all revenues and expenses is by opening a bank account. Every first, second and third grade organisation must have a bank account with more than one signatory (unless this is not possible), with at least one of them a Board member. A second or third grade organisation must have an active bank account registered in the name of the Producer Organisation. If the Fairtrade Premium is channelled to the member organisation level, the individual member organisations must have active bank accounts registered in their names.

Registration Form

Personal information

First Name: _____

Family Name: _____

Date of birth: ____ / ____ / ____ (date/month/year)

Gender: Male / Female

Mobile number: _____

Location of residency

Community: _____

District: _____

Region: _____

Date of membership: ____ / ____ / ____ (date/month/year)

Number of family members: _____

Farm information

Location of the farm(s)

Community: _____

District: _____

Region: _____

Total farm size: _____ acres

Number of family members working on the farm: _____

Number of full-time labourers on the farm: _____

Number of seasonal labourers on the farm (average per year): _____

Fairtrade Standards and Compliance Criteria

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Small Producers Organisations	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum practice needed for compliance)	FLOCERT Rank 5 (Best practice)
0	Core All grades	4.2.2 It needs to be clear who is a member of your organisation. Therefore, you have written rules to determine who can become a member and you keep a record of your members on an annual basis. At a minimum, member records should include: member name, contact information, gender, date of birth, registration date with the SPO, farm location and farm size.	Keeping records helps to improve your management practices (see requirements 3.1.1 and 3.1.2), to have a better overview of your organisation and to gain understanding of members. If any of your members are also members of any other Fairtrade certified organisation, it is recommended that this practice is endorsed in the status of your organisation. You are encouraged to list all the members that are also members of any other Fairtrade certified organisation and to ensure the traceability of the products coming from those members (see requirement 2.1.1).	4.2.0.07	Clear criteria in statutes or other documents about who and how to become a member but no additional procedures.	Clear criteria in statutes or other documents about who and how to become a member with additional application procedures AND clear specification of the length of time between application and response that is respected.
				4.2.0.08	Member list with required information and no errors.	Complete member list with all required information AND system in place to ensure regular updates.
0	Core All grades	4.2.8 You have an administration in place with at least one person or committee who is responsible for managing the administration and bookkeeping.	None	4.2.0.17	External accountant/ administrator without full availability BUT available during audits and General Assemblies.	One person inside the organisation hired for accounting and administration with sufficient knowledge for the task.

o	Core All grades	4.2.9 You keep records and books. All members have access to these records and books.	None	4.2.0.18	The organisation has reasonable updated records and books. Mistakes may happen but are corrected at year-end AND members have potential access.	The organisation has fully updated records and books (if computer-based there is a working back-up system) AND members have potential access AND organisation proactively makes documents available (for example when calling for the General Assembly).
o	Core 1st grade	4.2.10 You have a bank account with more than one signatory (unless this is not possible).	None	4.2.0.19	There is a bank account registered to organisation's name with more than one signatory.	There is a bank account registered to organisation's name with more than one signatory, AND bank account provides interests and low costs for savings and transactions.
o	Core 2nd and 3rd grade			4.2.0.20	There is a bank account registered to 2nd/3rd grade organisation's name with more than one signatory, at least one of them a Board member AND signatories can each sign alone.	There is a bank account registered to 2nd/3rd grade organisation's name with more than one signatory, at least one of them a Board member AND the account has joint signatory rights to prevent embezzlement AND bank account provides interests and low costs for savings and transactions.
o	Core 2nd and 3rd grade			4.2.0.21	There is a bank account registered to organisation's name with more than one signatory, at least one of them a Board member AND signatories can each sign alone AND this applies for all member organisations.	There is a bank account registered to organisation's name with more than one signatory, at least one of them a Board member AND the account has joint signatory rights to prevent embezzlement AND this applies for all member organisations AND all bank accounts provide interests and low costs for savings and transactions.

Guidelines for the Trainer

Materials needed: Flip-sheets and markers

In case the organisation does not have a proper membership list, copies of the example registration form.

Time needed: Between 20 minutes and 1 hour (depending on what is already in place)

Preparations: Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline.
Check with the chairperson or treasurer which records are kept by the organisation. Ensure that the membership record is brought to the training.

Product specific requirement

Crop	Applicable product requirement	Type of requirement	FLOCERT compliance criteria
Cocoa	3.1.2	Additional to 4.2.2	4.2.0.28
	3.1.5	Extra requirement	4.2.0.29

Set up – 2-5 minutes

Attention: Ask how many members their organisation has. Say that as Producer Organisation you need to know exactly how many members you have, where they live, the farm size, etc.

Title: Tell the title of the session: Keeping records.

Objectives: To discuss how to comply with Fairtrade requirements concerning records.

Benefits: When your organisation keeps sound records, you will know at any point in time the situation of your organisation concerning membership, finance, production, etc.. This can help you to manage your organisation better and to plan activities.

Direction: We will discuss records for the organisation but not records for individual members. We will only discuss records as mentioned in the Fairtrade Standard.

Delivery

Explanation, Visualisation, Exercise, and Application:

Record keeping in general – 5-10 minutes

1. Ask the following questions concerning record keeping:
 - a. Who in your organisation is responsible for record keeping? Say that for Fairtrade every first, second and third grade organisation must have an administration in place with at least one person or committee who is responsible for managing the administration and bookkeeping (requirement 4.2.8). In case no one is responsible, agree on who should be responsible. It can be staff or the Secretary of the Board in case there is no staff.
 - b. In case you are training a large organisation, add that it is advisable to hire someone for accounting and administration with sufficient knowledge for the task. If necessary, have a discussion on hiring someone, including: Does it need to be full time job? What qualification should the person have? At what salary?
 - c. Where are the records kept? Add that in case the organisation has an office, this would be the most logical place to store the records and books.
 - d. Are all records accessible to all members (requirement 4.2.9)? If not, how can this be organised?
 - e. Are documents (including minutes of meetings, the constitution) actively shared with all members? If not, how can this be organised?

Membership records – 5 to 30 minutes (depending on status of current records)

2. Continue with the membership list. Ask the following questions:
 - a. Is there a membership list?
 - b. If there is a list, ask: how often is it updated? Is this often enough? A membership list should be updated at least once a year, preferably before the season starts (part of requirement 4.2.2).
 - c. Who is responsible for this list?

3. Say that according to Fairtrade, certain information needs to be collected on every member (part of requirement 4.2.2). Go through the existing membership list of the PO together and check if the information is collected. If not, discuss how the information can be collected and who is responsible for doing this. The following information needs to be included in membership records:
 - a. Contact information
 - b. Gender
 - c. Date of birth
 - d. Registration date with the PO
 - e. Farm location
 - f. Farm size
4. In case no membership records exist, take the group through the steps to set up proper records and distribute the registration form:
 - a. Decide what information you would like to collect from all members.
 - b. Put this in a registration form (see example in this topic).
 - c. Let all members complete the registration form.
 - d. Buy a ledger and create columns in which you can enter the collected information. If you are using a computer, create an excel sheet with similar columns.
 - e. Add every new member who is registering with your organisation into the database.
 - f. Update regularly the membership records.
5. Agree how the organisation will set up the membership records, who will do it and when it will be done. Write all action points on a flip-sheet.

Bank account –10 to 30 minutes (depending on status of bank

account)

6. Add that the easiest way to keep track of all expenses and expenses is by opening a bank account requirement 4.2.10). Check if the organisation has a bank account.
7. In case the organisation has a bank account, check if the following is in place:
 - a. The account is in the name of the organisation.
 - b. There is more than one signatory.

In case any of the points is not in place, agree on how this can be organised, who will do it and when it will be done. Write all action points on a flip-sheet.
8. In case the organisation does not have a bank account, agree on how the organisation can open a bank account. Discuss:
 - a. Where would you like to open an account? Look at what branches operate in the vicinity.
 - b. What is needed to open a bank account? You will need the registration of the producer organisation, ID cards of the signatories, a completed application form from the bank, and a small amount to open the account. There might be some other requirements.
 - c. You need to have at least 2 signatories. Who can that be? Often it is the chairperson or treasurer, and Executive Secretary. It is advised that one person is mandatory to sign (this is often the Treasurer) to ensure that one person has full oversight of all payments.
 - d. Who is going to open the account?
 - e. When can it be done?
9. Add that if the Fairtrade Premium is channelled to the member organisation level, the individual member organisations must have active bank accounts registered in their names. Check if this is the case. If not, discuss how this can be done.

Finish – 2-5 minutes

Summary: Summarise what type of information needs to be collected from every member and some of the other requirements.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- What information needs to be collected on membership?

Next step: Repeat all action points that were agreed.

Checklist of Requirements

Year 0

Requirement	Action to take	Type	Applies to	Check
4.2.2	Define clear rules on membership and collect information on members.	Core	PO	
4.2.8	One person at least manages the administration and bookkeeping.	Core	PO	
4.2.9	Records and books are accessible to members.	Core	PO	
4.2.10	Bank account with more than one signatory.	Core	PO	

Topic 4.3 Protecting Disadvantaged and Minority Groups

Key Information

Discrimination can hamper the development of individuals and organisations. To avoid that and the Producer Organisation and its members cannot develop to its full potential, it is important that there is no discrimination against members or restrict new membership on the basis of race, colour, gender, sexual orientation, disability, marital status, age, HIV/AIDS status, religion, political opinion, language, property, nationality, ethnicity or social origin regarding participation, voting rights, the right to be elected, access to markets, access to training, technical support, or any other benefit of membership (requirement 4.3.1). To avoid any discrimination, it is important that membership rules are clearly documented and are not discriminatory (requirement 4.3.2).

BEST PRACTICES to include females in activities

Often, females are less mobile than males in the sense that women have less access to transport than males. That means that in general it is more difficult for women to attend activities that are not organised in the vicinity of where they live. The same applies for disabled people. When organising activities, the choice of a nearby location can make it easier for women and disabled people to participate. Organising transport would be another option.

Women with small children, especially babies, also face challenges when participating in programs. Even if females are allowed to bring their children, participating fully in activities might be challenging. Having a few volunteers to look after the children can take away some of these burdens.

Disadvantaged/Minority Groups

With anti-discrimination policies, the PO should avoid that disadvantaged and minority groups will be even more disadvantaged. Action can also be taken to assist disadvantaged and minority groups in developing themselves. The first step to do this is to identify disadvantaged/ minority groups (requirement 4.3.3). The organisation should develop criteria for this in writing. The most common minority groups in the agricultural sector are females and youth, but maybe there are other minority groups such as people from a certain religion or tribe. It is sometimes difficult to determine who is a minority group and who is not. In general, a disadvantaged and minority group is a group of people that does not get the same chances as others, for example in being elected in the Board.

The second step to stimulate disadvantaged and minority groups is to put in place programs that improve the social and economic positions of the minority/disadvantaged groups (requirement 4.3.5). There should be a program/ plan for all identified disadvantaged groups including females, and this

program or plan should be developed in consultation with the disadvantaged groups.

Gender policy

The producer organisation should develop and implement a gender policy (requirement 4.3.4). Gender equality is the concept that all human beings, men and women and boys and girls, are free to develop their personal abilities and make choices without the limitations set by stereotypes, rigid gender roles, or prejudices.

The general aim of the policy is to promote women's empowerment and gender equality. In particular, it intends to increase women's active and equal participation in Fairtrade and to empower more women and girls with opportunities to access equitable benefits of Fairtrade.

Members should be made aware of this policy and its contents. You ensure that women are involved in the development and implementation of the policy.

BEST PRACTICES for a gender policy

As a best practice the gender policy includes a statement from the organisation committing to women's empowerment and gender equality, the purpose of the policy, scope, actions to make it known, awareness

Fairtrade Standards and Compliance Criteria

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Small Producers Organisations	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number	FLOCERT Rank 3 (Minimum practice needed for compliance)	FLOCERT Rank 5 (Best practice)
0	Major All grades	4.3.1 You do not discriminate against members or restrict new membership on the basis of race, colour, gender, sexual orientation, disability, marital status, age, HIV/AIDS status, religion, political opinion, language, property, nationality, ethnicity or social origin. You do not discriminate regarding participation, voting rights, the right to be elected, access to markets, or access to training, technical support or any other benefit of membership.	Where particular forms of discrimination exist within an economic sector or geographical region, you are encouraged to show progress towards removing them and addressing this in your Fairtrade Development Plan.	4.3.1.01	There is no discrimination in practice even if there could be non-applied discriminatory rules.	The organisation has clear and non-discriminatory rules and records that show reasons for non-acceptance or suspension of members AND no indications of discriminatory practices.
0	Core All grades	4.3.2 You ensure the rules that determine who can become a member are not discriminatory.	None	4.3.1.02	Membership rules exist and they are not discriminatory.	
0	Core 2nd and 3rd grade			4.3.1.03	Clear internal rules in statutes or other documents about who and how to become a member BUT they have only been applied to the majority of applicants and not to all.	Clear internal rules in statutes or other documents about who and how to become a member AND they have been applied to all applicants AND all member organisations are aware about the rules.

0	Core 2nd and 3rd grade			4.3.1.04	Clear and applied specifications regarding the application procedure though they lack a few details.	Clear and complete specifications about who and how to become a member with additional application procedures AND clear specification of the length of time between application and response that is respected.
0	Development All grades	4.3.3 You identify disadvantaged/minority groups within your organisation according to, for example, gender, age, income, or land area.	Where particular forms of discrimination exist within an economic sector or geographical region, you are encouraged to show progress towards removing them, addressing them in your Fairtrade Development Plan.	4.3.0.05	Disadvantaged/minority groups have been identified.	The organisation has developed criteria for this in writing and has identified all possible groups.
3	Development All grades	4.3.4 You develop and implement a gender policy. You ensure members are aware of this policy and its contents. You ensure that women are involved in the development and implementation of the policy.	Gender equality is the concept that all human beings, men and women and boys and girls, are free to develop their personal abilities and make choices without the limitations set by stereotypes, rigid gender roles, or prejudices. Women's empowerment is an expansion in women's ability to make strategic life choices in a context where this ability was denied to them. The general aim of the policy is to promote women's empowerment and gender equality. In particular, it intends to increase women's active and equal participation in Fairtrade and to empower more women and girls with opportunities to access equitable benefits of Fairtrade. As a best practice the policy includes a statement from the organisation committing to women's empowerment and gender equality, the purpose of the policy, scope, actions to make it known, awareness raising and training activities, implementation and monitoring. Examples of topics that can be included in the policy are: promotion of participation of women in SPOs, Boards, leadership positions and other structures within the organisation; measures against sexual harassment; a grievance mechanism for addressing complaints; a whistleblowing policy; collection and use of gender disaggregated data (members, training and awareness training sessions, management and supervisory positions, board members). It is best practices to invest in projects and programs focusing exclusively on women's needs but also reducing the burden of care and work on women as this enables women to have time to participate in the association meetings. The policy can also be linked to a broader policy against any form of discrimination based on ethnicity, age etc. or covering other relevant groups (e.g., youth, workers, families).	4.3.0.09	There is a gender policy in place and it is implemented.	Rank 3 and the policy is reviewed regularly AND the organisation invests in projects and programs focusing exclusively on women's needs.

				4.3.O.10	At least 50% of members are aware of the gender policy.	RANK 3 AND the organisation carried out awareness activities AND most of the members are committed to women's empowerment and gender equality.
				4.3.O.11	Women are involved in the development and implementation of the gender policy.	Rank 3 AND women participate in the review of the policy.
6	Development All grades	4.3.5 You have activities in place to improve the social and economic position in your organisation of the disadvantaged/ minority groups that you have identified.	You are expected to show how you directly support your members from disadvantaged or minority groups in participating actively in your organisation, for example by delegating organisational responsibilities. You are encouraged to give special attention to the participation of women and youth. You are encouraged to include these activities within the framework of your Fairtrade Development Plan.	4.3.O.06	There is a program/ plan for one disadvantaged group.	There is a program/ plan for all identified disadvantaged groups including the group of female members AND this was developed in consultation with the disadvantaged groups.

Guidelines for the Trainer

Materials needed: (Flip-sheets and markers)

A copy of the constitution of the Producer Organisation you are going to train.
In case it exists: a copy of the gender policy of the PO.

Time needed: 45-55 minutes

Preparations: Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline.

Product specific requirement: No specific requirements.

Session in Short

Set up: 2-5 min

Delivery:

20-25 min: Non-discriminatory rules

15-20 min: Assisting disadvantaged and minority groups

Finish: 2-5 min

Set up – 2-5 minutes

Attention: Ask who can explain what discrimination is. Discrimination is the unjust or prejudicial treatment of different categories of people, especially on the grounds of race, age, or sex.

Title: Tell the title of the session: Protecting disadvantaged and minority groups.

Objectives: To discuss policies within the Producer Organisation against discrimination of disadvantaged and minority groups and how these groups can be assisted.

Benefits: Discrimination can hamper the development of individuals and organisations. If your organisation is free of discrimination it can grow to its full potential and that is beneficial for all members.

Direction: This topic is focused on discrimination against members. We will not discuss discrimination of members against their workers; that is covered in topic 3.3.2 on Protecting the rights of employees and workers.

Delivery

Explanation, Visualisation, Exercise, and Application:

Non-discriminatory rules – 20-25 minutes

1. Say that people are discriminated on the basis of race, colour, gender, sexual orientation, disability, marital status, age, HIV/AIDS status, religion, political opinion, language, property, nationality, ethnicity or social origin. Discrimination can be intentionally and very direct, but it can also be less obvious and part of our daily life that we hardly notice it.
2. Ask the following questions to make people aware that discrimination can very easily happen within an organisation:
 - a. How many members does your Board have?
 - b. How many of them are female?
 - c. Did your organisation ever have a female chairperson?
 - d. How many of the Board members are younger than 40 years?
 - e. How many of them are younger than 30 years?
 - f. Did your organisation ever have a chairperson younger than 30 or 40 years?
 - g. How many primary societies have a chairperson that is female and/or younger than 40 or 30 years?

Note for the trainer: In case you know that certain minority groups (for example people from a certain tribe or religion) are not fully included in the organisation, can you replace some of the questions with these minority groups.

3. Get answers to all the questions above and then ask: Is there discrimination in your organisation?
4. Say that discrimination goes much further than not being elected to the Board (or not even be allowed to stand for elections). It starts with membership registration (requirement 4.3.2). Show the copy of the constitution of the producer organisation. Ask if someone can read the section in the constitution on membership (who can become a new member). Ask:
 - a. Are the membership rules clearly documented?
 - b. Are they free of any discrimination?
 - c. Can we improve them? Maybe by adding that new members are welcome irrespective their gender, religion, etc.
5. Say that in addition, the organisation should have clear and non-discriminatory rules and records (requirement 4.3.1). Say that this means that you do not discriminate regarding participation, voting rights, the right to be elected, access to markets, or access to training, technical support or any other benefit of membership. Ask the following questions to generate a short discussion on current practices in the organisation:
 - a. Does every member have equal access to activities, programs and events?
 - b. What happens in reality: do women, youth (mention any other minority group) equally participate in activities?
 - c. What are the main challenges that minority groups face when participating in programs?
 - d. How could this be solved?

The fact that every member is welcome does not mean that every member can participate. Think about travel distance, travel costs, timing of activities, etc. Share the best practice on participation of women in activities as described in the key information.

Assisting disadvantaged and minority groups – 20-25 minutes

6. As producer organisation you can take action to assist disadvantaged and minority groups in developing themselves. The first step to do this is to identify disadvantaged/ minority groups (requirement 4.3.3). Ask the following questions to discuss how this can be done:
 - a. What do we mean with a disadvantaged or minority group? In general, you can say that a disadvantaged and minority group is a group of people that does not get the same chances as others.
 - b. How would “not getting the same chances as others” show within the producer organisation? It could reflect by not having an equal chance to participate in activities, to be elected in the Board, not having the possibility to share his/ her opinion, not being taken seriously by other members, etc.
 - c. Which groups within your organisation would

you consider to be minority groups? Write the answers on a flip-sheet.

7. After identifying the disadvantaged and minority groups, the next step to put in place programs that improve the social and economic positions of these groups. According to Fairtrade requirement 4.3.5, producer organisations need to have a program or plan for all identified disadvantaged groups including females, and this program or plan should be developed in consultation with the disadvantaged groups.
8. Look at the list of identified minority groups. Ask the following questions:
 - a. What type of program can your organisation set up to improve the situation of that particular group? Let people brainstorm with the person sitting next to them for a few minutes and write down all ideas on a flip-sheet.
 - b. How can we discuss these ideas with the minority groups? The Board can organise a meeting with some representatives of these groups. Agree on steps to take, assign responsibilities, and set a deadline of when it should be done.

Gender policy – 5-10 minutes

9. Say that the last requirement we will discuss is the development of a gender policy (requirement 4.3.4). As a producer organisation, you need to develop and implement a gender policy. You ensure members are aware of this policy and its contents, and women are involved in the development and implementation of the policy.
10. In case the PO has a gender policy, get the copy of the policy and ask the following questions:
 - a. Does the policy include a statement that the PO commits itself to women's empowerment and gender equality? Let someone read out loud the statement, in case it exists.
 - b. Does the statement need any improvement or is it clear? If it needs improvement, agree on an improved statement (make notes on a flip-sheet).
 - c. What type of actions are mentioned in the policy to empower women and guarantee gender equality? Let someone read out loud the actions described in the policy. Share the best practice on examples of topics in a gender policy as described in the key information.
 - d. Can we improve anything on the actions mentioned? In case there is room for improvement, agree on actions that can be added in the policy (make notes on a flip-sheet).
 - e. Does the policy describe any actions to reduce the burden of care and work? Check together the policy. In case no actions are described, agree on how this can be described and added to the policy (make notes on a flip-sheet).
 - f. Is someone (or a group of people) responsible for

- the implementation of this policy? In case no one is responsible, agree on who should be responsible within the PO.
- g. Is this policy being implemented? If yes, how? If no, what needs to be done to implement the policy?
 - h. Are members aware of this policy? If not, how can you make them aware?
 - i. Were women involved in the development of this policy? If not, how can you involve them? The existing policy could be reviewed by a group of women.
11. In case the PO does NOT have a gender policy, discuss how best the producer organisation can develop a gender policy. Share the following information:
 - a. Women should be involved in the development of the policy.
 - b. There are a few requirements for the policy, including a statement that the PO commits itself to women's empowerment and gender equality, specific actions, and actions to reduce the burden of care and work.
 - c. Members should be made aware of the policy.
 - d. Women should be involved in the implementation of the policy.
 12. Agree on who will develop the policy (you can suggest a working group) and when it should be done. Check if the group needs your support in the development of the policy. Note all actions points on a flip-sheet.

Finish – 2-5 minutes

Summary: Summarise the requirements mentioned during this session.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- What are some of the challenges women face that will hamper their participation in activities?
- What are some of the best practices to involve women in activities?
- What should be included in a gender policy?

Next step: Remind the group on the decisions that were taken and any actions to be taken.

Checklist of Requirements

Year 0

Requirement	Action to take	Type	Applies to	Check
4.3.1	Non-discrimination of members.	Core	PO	
4.3.2	Non-discriminatory membership rules.	Core	PO	

Year 3

Requirement	Action to take	Type	Applies to	Check
4.3.3	Identify disadvantaged/minority groups.	Development	PO	
4.3.4	Develop and implement a gender policy.	Development	PO	

Year 6

Requirement	Action to take	Type	Applies to	Check
4.3.5	Carry out activities for disadvantaged/minority groups.	Development	PO	

Topic 5.1 Preparing for an Audit

Key Information

There are several moments the Producer Organisation is checked to see if the organisation and its members comply with all requirements:

- The initial audit is done by FLOCERT when the organisation applies to become Fairtrade certified.
- The internal inspection, in which all farms are checked internally, is part of the Internal Management System (IMS) that needs to be implemented from year 3. Although this is a requirement for second and third grade organisations, it is good practice to organise an internal inspection in all organisations.
- External audits are done by FLOCERT most years to check if the organisation and its members comply.

Initial Audit

The steps for the producer organisation for the initial audit are as follows:

1. The organisation works to implement all Fairtrade requirements for year 0.
2. When the organisation is ready, an audit is done by FLOCERT. During the audit, FLOCERT verifies compliance with the standards by checking the compliance criteria related to the standard requirements for year 0. The audit starts with an opening meeting with the Board, management and other staff responsible for implementing the standards, like the IMS team, where the details of the auditing schedule are discussed.
3. The auditor(s) will do the audit.
4. During a closing meeting the results will be discussed.
 - a. If there are no non-conformities, the organisation gets certified in Fairtrade and can start trading their products as Fairtrade cocoa.
 - b. In case there are minor non-conformities, the organisation will suggest corrective measures, which have to be implemented within a specified timeframe.
5. FLOCERT will send an official letter to the producer organisation to confirm the audit results and in case of non-conformities:
 - a. That the suggestions for corrective measures of the organisation are accepted and that the organisation has to submit objective evidence (proof that the suggestions were implemented) within a certain time-frame.
 - b. That the suggestions of the organisation were rejected. In that case, the organisation needs to suggest other corrective measures.

Internal Inspection and External Audit

To stay certified as an organisation, every year, subsequent audits are done to verify that the producer organisation and its members fulfil the requirements of the Fairtrade Standards. The steps for subsequent audits are similar to the initial audit:

1. All Fairtrade requirements applicable to the year of certification have to be implemented by the organisation and its members before the audit. The organisation will have to provide training to their members to make sure they understand and implement the requirements.
2. The organisation is responsible for compliance of all its members and therefore the organisation needs to have internal control mechanisms in place. As part of the Internal Management System (IMS), annual internal inspections of the members' farms are organised. During the internal inspection the list of requirements at farmer level are checked. The farmer and the group(s) are then advised how to take corrective measures for those requirements that have not been met. Each producer organisation can develop their own internal sanctions for members who do not comply with all requirements. Suspension, especially for non-compliance with Core requirements, could be a sanction.
3. The corrective measures from the internal inspections have to be implemented by the time the external audit by FLOCERT takes place. The results of the external audit are communicated during the closing meeting and will be confirmed in writing to the producer organisation.
4. The organisation will be given a short time to implement corrective actions and submit the evidence. In some cases, a follow up visit by FLOCERT is required to verify the evidence in the field. If the evidence is satisfactory the certification is renewed.

Selection of Internal Inspectors

Having internal inspectors is one of the tools of the Internal Management System. The following criteria can be used to select suitable persons to become internal inspectors:

- Literate: the person should be able to read and write to complete the inspection reports.
- Physically fit to move around to visit farms.

- Available to inspect farms (which means that members with other functions within the organisation might not be best persons to select).
- Knowledgeable on the production process of the product.

BEST PRACTICE on using internal inspectors

In case internal inspectors are members of the producer organisation, it might cause some friction when internal inspectors have to inspect farms from members in their own community. Therefore, it is advised when using members as internal inspectors to have them inspect farms in different communities where they do not know the members.

When internal inspectors are selected, the conditions and procedures of the work needs to be clear and has to be put in writing (as part of the requirements for the IMS). The following needs to be agreed (for example with a small contract):

- Actual inspection: how many farms need to be inspected, location of the farms, duration of the work?
- Completion of the inspection forms: which forms need to be completed, when do forms need to be submitted?
- Contact person: who can the inspector contact in case of challenges in the field?
- Informing farmers: who informs farmers about upcoming inspections?
- Remuneration: do inspectors get a fixed allowance for a certain period or per farm inspected, are costs reimbursed?

Training of Internal Inspectors

Internal inspectors need to be well prepared for their job. This means they should have the technical knowledge and the skills to perform an internal inspection. A training program for internal inspectors should include:

- Explanation on Fairtrade and the Fairtrade Standards.
- Explanation on the role an internal inspector.
- Explanation on the inspection forms: it should be clear for the internal inspector what (s)he needs to ask the farmer and what needs to be observed.
- Practise on how to use the inspection forms: this can be done with role-plays with one of the trainers playing a farmer and on the farm.
- General procedures on reporting, reimbursement of costs, remuneration.
- Logistical arrangements: schedule of farm visits.

BEST PRACTICE on developing internal inspection forms

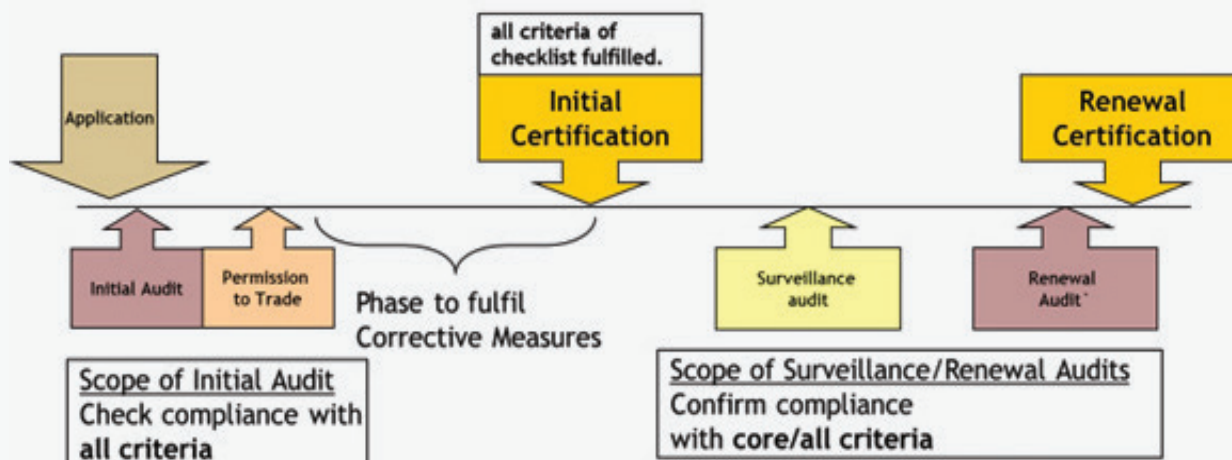
In case internal inspectors are members of the producer organisation, it might cause some friction when internal inspectors have to inspect farms from members in their own community. Therefore, it is advised when using members as internal inspectors to have them inspect farms in different communities where they do not know the members.

How are producers certified and audited?

If a PO wants to apply for Fairtrade certification they should contact FLO-CERT – the certification body of the Fairtrade system. More information on the application process can be found on the website: <http://www.flocert.net/fairtrade-services/fairtrade-certification/how-it-works/> and apply here: <http://www.flo-cert.net/flo-cert/60.html?&L=O>.

After having applied for certification, an initial audit is conducted. The organisation will receive permission to trade if no non-compliances are found on major requirements and will then be certified for three years once all other non-compliances are solved. Surveillance audits are carried out to confirm that your organisation is in compliance with the Fairtrade Standards (see picture below).

Certification cycle



During the audits and for certification decisions the certification body follows the exact wording of the Fairtrade Standard and its objectives. Verifiable control points, so called compliance criteria, are used by the auditor. The compliance criteria reflect the content of the Fairtrade Standards. The compliance criteria (meaning a list of what producers are expected to do to fulfil the Standards) are published by FLOCERT. Furthermore, Fairtrade International requires that to always adhere to national legislation. When Fairtrade International Standards are higher than national law, the Fairtrade International Standards apply.

Fairtrade Standards and Compliance Criteria.

Year of audit	FLOCERT Criteria Type and Applicable For	Fairtrade Standard for Small Producers Organisations	Fairtrade Standard Guidance	FLOCERT Compliance Criteria Number
0	Major All grades	1.1.1 You accept announced and unannounced audits of your premises and subcontracted premises and provide any information in relation to Fairtrade Standards at the request of the certification body.	None	
3	Core 2nd and 3rd grade	3.1.5 If you are a 2nd or 3rd grade organisation, you implement an Internal Management System (IMS) which enables you to monitor and assess compliance with Fairtrade requirements at all levels of the organisation.	General principles for a functioning IMS are: · A documented description of the IMS; · A documented management structure, which includes plans and policies; · One person responsible for the IMS; · An internal regulation to ensure compliance; · Identified internal inspectors; · Training of the person responsible and the internal inspectors; · Annual inspections and reports, including key production indicators; · Use of internal sanctions; · Regularly updated list of members; · Use of risk assessment to address risks and threats to the integrity of the IMS. The certification body will define and publish the necessary elements that an IMS will require.	3.1.0.13

3	Core All grades	4.2.13 You share audit results with your members following each audit, in a format and language accessible to them.	The results of the audit mean an explanation or a summary of non-compliances and corrective measures. The results can be shared in the General Assembly, in other meetings or in other ways (e.g. it can be shared verbally, in written form, bulletin or via messenger service applications). This is an opportunity for members to have more awareness of and involvement in the certification process.	4.2.O.35	Audit results basically shared and understandable.	Audit results shared with members in detail, explained to members and understood and meetings conducted in which members can give their feedback and participate in correcting non-conformities identified.
---	--------------------	---	---	----------	--	---

Guidelines for the Trainer

Materials needed: Flip-sheets and markers

Time needed: 45-50 minutes

Preparations: Carefully read the key information, the table with the Fairtrade Standard and Compliance Criteria, and all steps of this guideline.
Check if the organisation has an internal inspection form.
Prepare cards with the words:

- Initial audit
- Internal inspection
- External audit

Product specific requirement: No specific product requirements.

Note for the trainer:

In this topic the preparation for the initial audit when the organisation applies for Fairtrade is discussed, and audits after the organisation has been certified. In case the organisation is in the process of becoming certified, you do not discuss step 3. In case the organisation is already certified, you do not discuss step 2.



Session in Short

Set up: 2-5 min

Delivery:

5-10 min: introduction of Fairtrade Standards and certification

15-20 min: discussion to explain and visualize the Standard for Hired Labour

Set up – 2-5 minutes

Attention: There are many requirements you have to comply with when becoming Fairtrade certified. These requirements are checked during audits that need to be organised by your organisation.

Title: Tell the title of the session: Preparing for an audit.

Objectives: To discuss what you need to do to organize the initial audit, internal inspection, and external audit.

Benefits: The organisation of an audit is an important activity for your producer organisation. If you know how to prepare this well, you can avoid a lot of problems. The internal inspection can avoid non-compliances.

Direction: We will not discuss how to ensure that all members comply with all requirements; we will only deal with the organisational aspect of an audit.

Delivery

Explanation, Visualisation, Exercise, and Application:

Introduction – 5-10 minutes

1. Paste the cards with initial audit, internal inspection, and external audit on the wall. Ask:
 - a. Can someone explain what an audit is? An audit is an official inspection.
 - b. What is inspected during an audit or inspection for Fairtrade? During an audit or inspection, it is checked if the PO and its members have implemented all Fairtrade requirements.
 - c. What is the difference between an initial audit, internal inspection, and external audit? The initial audit is done by FLOCERT when you apply to become Fairtrade certified. Once certified, farms can be inspected internally during the internal inspection, while external audits are done by FLOCERT to check if your organisation and your members comply with all requirements. Add that FLOCERT is an independent certification body.
 - d. It is recommended to have one person as contact person during the initial and external audit. Who can be that person within the PO? It could be the person who is also the contact person for Fairtrade and FLOCERT (see topic 1.3 on Complying with general requirements).
 - e. It is recommended to have one person to be in charge of the organisation of the initial and external audit. Who can be that person within the PO? It could be same person who is the contact person for Fairtrade and FLOCERT.

2. Mention that according to requirement 1.1.1 you accept announced and unannounced audits of your premises and subcontracted premises and provide any information in relation to Fairtrade Standards at the request of the certification body.

Organising an initial audit – 10-15 minutes

Note for the trainer: In case the PO is already certified, there is no need to discuss the initial audit.

3. Explain the steps of an initial audit as described in the key information.
4. Ask the following questions about the organisation of the initial audit:
 - a. The first step is to implement all requirements for year 0. Where can we find all requirements? In the “Fairtrade Standard for Small-Scale Producers Organisations” and product standard (if applicable). Verifiable control points (a description of the situation when you comply called Compliance Criteria) can be found in the “Public Compliance Criteria List – Small Producers Organisations”.
 - b. How can you check if the PO complies with all requirements for year 0? You need to go through the Standard and the Compliance Criteria and check all requirements for year 0.
 - c. How can you check if all members comply with all requirements for year 0? This is a bit more complicated. The best is to organise a so called internal inspection, which will be explained a bit later in this session.

Organising an internal inspection – 30-35 minutes

5. When your organisation is certified, there will be subsequent audits every year.
 - a. How can your organisation ensure that members know what they have to do on their farms to comply with all requirements? You need to train them on all requirements that apply to members.
 - b. How do you know if a requirement applies to members? In the explanatory document, a summary of all requirements is provided, including if the requirement applies to the PO and/or members.
 - c. How can your organisation ensure that members apply what they learn during a training program? You have to follow up in the field and organise internal inspections to check if members comply and what the challenges are.
6. Say that we have seen that internal inspection is part of the Internal Management System (see topic 3.1 ON Managing production processes). Ask:
 - a. What is internal inspection? This is the annual physical inspection of all farms by someone from your organisation to check if members comply with all requirements.

- b. Why does it need to be done? Every year, the organisation will be evaluated by an external auditor. The internal inspection will prepare your organisation for the external audit. It offers you and your members the chance to improve on requirements that are not met. In addition, internal inspection is a requirement as part of the IMS.

7. Go through the steps of internal inspection as described in the key information.
8. Ask the following questions to discuss the internal inspectors:
 - a. Who will do the internal inspection? Internal inspectors. They can be from your producer organisation, or someone from outside the organisation (consultants).
 - b. What should internal inspectors be able to do? They should be able to assess farms, which means they need to know what to assess, be able to ask the right questions and how to observe, know how to use the questionnaire and enter answers.
 - c. What would be criteria to select internal inspectors? Let participants discuss in pairs for a few minutes. Collect answers from different groups. Ensure that all points listed in the key information are mentioned.
 - d. Say that in case internal inspectors are members of your producer organisation, it might cause some friction when internal inspectors have to inspect farms from members in their own community. Ask: How can we avoid this? It is better when internal inspectors will inspect farms in different communities than where the inspectors live.
 - e. When inspectors are selected, the conditions and procedures of the work needs to be clear and has to be put in writing (as part of the requirements for the ICS). Ask: What should be in a contract between the organisation and the inspector? Again, let participants discuss in pairs for a few minutes and then collect answers. Make sure all points listed in the key information are mentioned.
 - f. Say that you have one more question to be discussed. Internal inspectors need to be well prepared for their job. This means they should have the technical knowledge and the skills to perform an internal inspection. Ask: What should a training program for internal inspectors include? See key information for input.
9. Check if the organisation has an internal inspection form. If yes, have a look at it together to see if there is room for improvement. If not, agree who can develop such a form and when it will be done. Check if the person(s) need your assistance.
10. Finally ask: What would be the main challenge for internal inspectors? What can be done to solve these

challenges?

Organising an external audit – 5-10 minutes

11. Say that an external audit follows the same procedures as the initial audit.
12. According to requirement 4.2.13 you need to share the results of the external audit with all members. Check the following:
 - a. Are audit results shared?
 - b. How are they shared or how can they be shared? It can be during a meeting, for example the General Assembly.
 - c. How can they be shared so they are easy to understand for everyone? Instead of sharing the full report, a summary can be prepared and translated in local languages.
13. Agree who is responsible for doing this and when this can be done.

Finish – 2-5 minutes

Summary: Repeat the difference between the initial audit, internal inspection, and external audit. Mention a few points the organisation needs to take into consideration when organising an internal inspection or audit.

Questions: Ask if anyone has a question or comment.

Evaluation: Ask the following questions:

- What is an internal audit?
- What are the procedures after an external audit is done?
- In what do you need to train internal inspectors?

Next step: When your organisation does not have an IMS yet, ensure that one person is responsible for the organisation of the audit and that this person is supported by a team to do all the work.

Checklist of Requirements

Year 0

Requirement	Action to take	Type	Applies to	Check
1.1.1	Accept announced and unannounced audits.	Core	Organisation	

Year 3

3.1.5	Implement an Internal Management System (if you are 2nd or 3rd organisation)	Core	PO	
4.2.13	Share audit results with your members following each audit.	Core	PO	



FAIRTRADE
AFRICA

Westcom Point Block C,
Mahiga Mairu Road, Westlands
P.O. Box 3308-00200, Nairobi, Kenya
+ 254 202 721 930 / + 254 704 180 169
+ 254 202 721 771 / + 254 202 715 325