Fairtrade Standard for Cocoa

Applies to: Small producer organizations and traders and contract production set-ups in the Pacific region

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Introduction

How to use this Standard

The Fairtrade Standard for Cocoa covers the requirements which are specific to cocoa producers and traders.

Fairtrade cocoa producers must comply with either the Fairtrade Standard for Small Producer Organizations or the Fairtrade Standard for Contract Production (only for the Pacific region) and the Fairtrade Standard for Cocoa. For producers this standard complements, and should be read together with, the Fairtrade Standard for Small Producer Organizations or the Fairtrade Standard for Contract Production.

Fairtrade cocoa traders must comply with both the Fairtrade Trader Standard and Fairtrade Standard for Cocoa. For traders this standard complements, and should be read together with, the Fairtrade Trader Standard.

In cases where this standard differs from the Fairtrade Standard for Small Producer Organizations, the Fairtrade Standard for Contract Production or the Fairtrade Trader Standard on the same topic, the requirements presented in this standard apply.

Product description

This standard covers the production, purchase and sale of cocoa beans and processed cocoa.

Cocoa beans are the fermented and dried whole seeds of the cocoa tree (*Theobroma cocoa*).

This standard also covers secondary products and their derivatives. A secondary product can be a by-product, a co-product or a residue produced in the country of origin.

The definition of secondary products is included in the Fairtrade Trader Standard. An explanatory note for secondary products and a non-exhaustive list of products fitting in the secondary products definition is available on the Fairtrade International website.

Price and Fairtrade Premium

Fairtrade Minimum Prices and Premiums for cocoa are listed in the pricing database, which is published on the Fairtrade website.

There are no Fairtrade Minimum Prices defined for secondary products and their derivatives. The prices of these products, from any origin, are negotiated between sellers and next buyers. A default Fairtrade Premium of 15% of the negotiated price must be paid in addition.

Chapters

The Fairtrade Standard for Cocoa has four chapters: General Requirements, Trade, Production and Business and Development.

Structure

In each chapter and section of the standard you will find:

- The **intent** which introduces and describes the objective and defines the scope of application of that chapter or section;
- The **requirements** which specify the rules that you must adhere to. You will be audited according to these requirements;

and

- The **guidance** provided to help you to interpret the requirements. The guidance offers best practices, suggestions and examples of how to comply with the requirement. It also gives you further explanation on the requirement with the rationale and/or intention behind the requirement. You will not be audited against guidance.

Requirements

In this standard you will find three types of requirements:

- **Core requirements** which reflect Fairtrade principles and must be complied with. These are indicated with the term 'Core' found in the column on the left throughout the standard.
- **Development requirements** which refer to the continuous improvements that you must make on average against a scoring system (also defining the minimum average thresholds) defined by the certification body. These are indicated with the term 'Dev' found in the column on the left throughout the Standard.
- **Voluntary Best Practices** which refer to the additional steps that all supply chain actors can take to foster even fairer trading conditions. They serve as your reference point for achieving best practice and contribute to greater sustainability in the entire supply chain. These practices are voluntary and not required in order for you to be in compliance. They will be however monitored on a regular basis in order to identify those actors that go beyond minimum compliance. These practices are indicated with the term 'VBP' found in the column on the left throughout the standard.

Scope

This standard applies to all Fairtrade cocoa producers and all companies that buy and sell Fairtrade cocoa. All operators taking ownership of Fairtrade certified products and/or handling the Price and Fairtrade Premium are audited and certified.

Different requirements apply to different companies depending on their role in the supply chain. You can find if a requirement is applicable to you in the column "**Applies to**".

Application

This version of the Fairtrade Standard for Cocoa was published on 26 September 2023. This version supersedes all previous versions and includes new and changed requirements. New requirements are identified in this standard by the word "**NEW**". The following transition periods apply:

- Requirements marked **NEW JULY 2023:** applicable from 1 July 2023
- Requirements marked **NEW JANUARY 2024**: applicable from 1 January 2024
- Requirements marked **NEW JULY 2024:** applicable from 1 July 2024
- Requirements marked **NEW JANUARY 2025**: applicable from 1 January 2025
- Requirements marked **NEW JULY 2025**: applicable from 1 July 2025
- Requirements marked **NEW OCTOBER 2026**: applicable from 1 October 2026
- Requirements marked **NEW JANUARY 2027**: applicable from 1 January 2027

Definitions

Farm Operator refers to sharecroppers, and caretaker farmers. In sharecropping a landowner allows a farmer to use the land in return for a share of the crops produced on that land. Caretaker farmers are an additional farmer type common to Ghana and similar to sharecroppers.

Internal Management System (IMS) is a set of procedures and processes that are documented and followed to ensure compliance with the Standard and / or internal organizational policies. Accurate member data enables the monitor and improve the performance of their members and to develop tailored services based on member needs.

Producer means any entity that has been certified under the Fairtrade Standard for Small Producer Organizations or the Fairtrade Standard for Contract production. Individual producers are the members of those organizations.

Small Producer Organisation (SPO) refers to cooperatives of small famers certified under the SPO Standard.

A 2nd-grade organisation describes a small producer organization whose legal members are exclusively 1st-grade organization affiliates.

A 3rd-grade organisation describes a small producer organization whose legal members are exclusively 2nd-grade organization affiliates.

For a comprehensive list of definitions see the Fairtrade Standard for Small Producer Organisations and the Fairtrade Trader Standard.

Monitoring of changes

Fairtrade International may change Fairtrade standards as explained in Fairtrade International's Standard Operating Procedures, see www.fairtrade.net/standards/setting-the-standards.html. Fairtrade Standard requirements can be added, deleted, or changed. If you are Fairtrade certified, you are required to check the Fairtrade International website regularly for changes to the standards.

Fairtrade certification ensures that you comply with Fairtrade Standards. Changes to Fairtrade Standards may change the requirements of Fairtrade certification. If you wish to be or are already Fairtrade certified, you are required to check the compliance criteria and certification policies on the certification body's website regularly at www.flo-cert.net.

Change history

Version number	Date of publication	Changes
13.12.2022_v.2.0	13.12.2022	Chapter 1: unchanged. Chapter 2: Changed content, sequence, and numbering. Now includes first mile traceability and new requirements on mass balance. Chapter 3: New content added, few requirements moved to another section within the chapter. Added sections on Human Rights and Environmental Due Diligence; Labour Conditions, Child Protection and Social Development; Deforestation Prevention & Environmental Development; and Living Income. Chapter 4: Added 4 requirements on payments and administration of payments specifically for Côte d'Ivoire and Ghana. Added 1 requirement for payers and conveyors on transparent processes for Fairtrade Volume Allocation.

06.07.2023_v.2.1	07.07.2023	Amended definition for Farm Operators Chapter 2: 2.1.1 amended guidance 2.1.4 added applicability for Latin America and Caribbean Chapter 3: 3.2 added applicability for Latin America and Caribbean to all requirements 3.3.2-3.3.4 added applicability for Latin America and Caribbean 3.3.4 Reporting on Producer Support to Address and Remediate Child Labour and Forced Labour *newly added* 3.4.5 added applicability for Latin America and Caribbean, amended text of requirement 3.4.6 amended text of requirement 3.4.7 added applicability for Latin America and Caribbean, deleted indicators for reporting from list 3.4.8 deleted indicators for reporting from list Chapter 4: 4.5.3 added text to guidance
27.09.2023_V2.2	27.09.2023	3.1.1 NEW JANUARY 2025 Member Information *amended* *This requirement replaces former cocoa standard requirements 3.1.1. and 3.1.2* 3.1.2 NEW JANUARY 2025 Digital Member Data *newly added* 3.1.3 NEW JANUARY 2025 Membership agreement *amended* 3.1.7 NEW JANUARY 2025 Compliance Management *amended* 3.1.8 NEW JANUARY 2025 Internal Inspection *newly added*

		3.1.11 NEW JANUARY 2025 Management Systems and Data *newly added* 3.1.12 NEW JANUARY 2025 Sharing Management System Data *newly added* 3.1.13 NEW JANUARY 2025 Communicating Organisational Structure *newly added* 3.1.14 NEW JANUARY 2025 Regular Staff Training *newly added* 3.1.15 NEW JANUARY 2025 Management Capacity Assessment *newly added* 3.1.16 NEW JANUARY 2025 Financial Agreements *newly added* 3.1.17 NEW JANUARY 2025 Cost Benefit Analysis *newly added* 3.2.4 Grievance Mechanism *wording changed*
27.09.2023_V2.3	05.04.2024	2.1.12 Sale of multi-certified cocoa, *Guidance text changed* 3.4.6 Sharing geolocation data, *Guidance text changed* *To be implemented from Jan. 2025 instead of Jul. 2024:* 3.4.4 Supporting producers to prevent and mitigate deforestation 3.4.7 Reporting on Deforestation Prevention (partly) 3.4.8 Reporting on Deforestation Prevention (partly)
27.09.2023_V2.4	03.06.2024	3.4.6 applicability changed to payers/ conveyors Interpretation notes reference moved from guidance section to text of requirement if applicable. For requirements 3.2.7, 3.3.3, and 3.4.4 link with Trader Standard requirements explained. Requirement numbering of links to the Trader Standard changed.

27.09.2023_V2.5	30.08.2024	Removal of requirement 2.1.10 Mass balance: origin matching of bean volumes
27.09.2023_V2.6	01.10.2024	3.4.4 and 3.4.8 applicability changed to payers/ conveyors Applicability of requirements in section 3.1. Management systems namely 3.1.2 (including in the guidance), 3.1.3 (including in the guidance), 3.1.5, 3.1.6, 3.1.7 (including in the guidance), 3.1.8, 3.1.11, 3.1.12, 3.1.13, 3.1.14, 3.1.15, 3.1.16 and 3.1.17 is changed to July 2025.
27.09.2023_V2.7	16.12.2024	3.3.4 Reporting on Producer Support to Address and Remediate Child Labour and Forced Labour *Guidance text changed*
27.09.2023_V2.8	27.1.2025	Links to Interpretation Notes amended throughout 3.3.4 link for reporting changed 3.4.8 link for reporting added
27.09.2023_V2.9	10.4.2025	Removing requirement 2.1.5, numbering of the subsequent requirements changed Changes to applicability of requirements 3.2.7, 3.3.3, 3.3.4 added Link to Interpretation Notes added to requirement 3.4.4
27.09.2023_V2.10	14.05.2025	Requirement 3.1.6 reporting details added to guidance Added link to guidance document to requirement 3.1.17 Added guidance to requirement 3.2.3 Amended wording of requirements 3.2.7, 3.3.3, 3.3.4 Numbering of reference changed in requirement 3.5.2 Amended requirements 4.2.4, 4.2.5 and 4.2.6
27.09.2023_V2.11	19.08.2025	Changed guidance of requirement 3.2.7

27.09.2023_V2.12	30.10.2025	Requirement 3.4.1 text changed Requirement 3.4.2 changed terminology in guidance Requirement 3.4.5 changed date of implementation for Latin America and Caribbean, change in terminology Requirement 3.4.6 changed terminology Requirement 3.4.7 changed date of implementation for Latin America and Caribbean, change in terminology Requirement 3.4.8 changed date of implementation, change in terminology
27.09.2023_V2.13	24.11.2025	Suspension of requirement 3.4.8 Reporting on Deforestation Prevention Requirement 3.4.2, terminology in guidance was updated Requirement 3.4.7, year of applicability was removed
27.09.2023_V2.14	24.03.2026	Added new requirement 4.6.2 with regional applicability Deleted former requirement 4.6.2 Premium Planning

1. General Requirements

Intent: To provide the necessary framework for effective implementation of the standard.

1.1.1 Entry requirement for producer organizations

Applies to: SPOs	
Core **Year 0**	You demonstrate that you are an established organisation of at least two years prior to requesting certification, with administrative, technical, commercial and financial capacity by providing all of the following documents: • legal registration, • financial statements, • records of commercialization, • business development plan, • General Assembly records You demonstrate that there is Fairtrade market potential for your product of at least two years. Market potential or demand can be demonstrated through a letter of intent or a similar document from an (prospect) end buyer that indicates a two years' commitment and estimated volumes to be bought under Fairtrade terms. Please check the Interpretation Note for the Fairtrade Standard for Cocoa here.
Guidance: This requirement replaces requirements 1.1.3 and 1.1.4 in the SPO standard. The certification body will check this requirement during the application process.	

1.1.2 Entry requirement for exporters

Applies to: Exporters	
Core	You demonstrate that your assistance as an export service provider is required by a producer organisation to undertake Fairtrade exports. You demonstrate this with a record of prior transactions and/or a commitment for 2 years including indicative volumes to be sourced from the identified Fairtrade certified producer organisation(s). Also, you provide all of the following documents: • legal registration, • financial statements, • records of commercialization, • business development plan.

	There is no indication that you have engaged in or contributed to illegal activities or unfair trading practices or have done business with organizations involved in such activities or practices.

Guidance: Examples of illegal activities and unfair trading practices include violation of human rights, land claims, violation of indigenous peoples' rights and land, all forms of fraud, formal complaints, previous business malpractices with farmers, violation of animal rights or harm of biodiversity.
The certification body will confirm the documentation provided by the exporter with the producer organisation during the application process.

2. Trade

Intent: To provide maximum benefits to producers, while remaining credible to consumers.

2.1 Traceability & Transparency

First Mile Traceability

2.1.1 NEW JULY 2023 Recording Member and Organization Production

Applies to: SPOs

Core **Year 1**	Once a year you record individual member production and the total production of your organization. This includes both estimated and actual production. When estimating member yield you use a consistent and credible methodology that uses farm level data. You compare estimated production with actual production and/or sales at both member and organisational level to check there are no significant differences. If significant differences are recorded at either the individual member or organizational level, you investigate why and take measures to prevent recurrence as applicable. A definition for "credible methodology" and "significant difference" is included in the interpretation note to the Fairtrade Standard for Cocoa, which can be found here.

Guidance: Having accurate information on member production is essential for an organization to operate as a successful farmer business with clear oversight of its cocoa supply. Accurate member production records enable organizations to: forecast their total available supply of Fairtrade certified volumes for the next cocoa trading season, target training and support needs to members for cocoa productivity improvement and provide confidence to buyers of Fairtrade cocoa supply and legitimacy. Members' production and sales information are embedded in the SPOs' internal regulations, therefore there are measures in place in case a member is detected selling more than its estimated production volumes. "Significant difference" refers to a deviation of no more than 20% from the originally estimated production to the actual production and/or sales to the SPO.

A guidance document on yield estimation can be found here.

2.1.2 NEW JULY 2023 Calibrating Weighing Equipment

Applies to: SPOs	
Core	You calibrate the equipment used to define the weight of cocoa beans purchased from your members at least once a year.
Year 1	

2.1.3 NEW JULY 2023 Documenting the Product Traceability Procedure

Applies to: SPOs	
Core	You document a product flow map and the associated traceability procedure from farmer members to the first buyer including collection points, transport, storage locations, warehouses, and processing units. You document the locations of all storage units and identify where there could be risk of mixing member and non-member cocoa.
Year 0	

Guidance: This requirement builds upon the SPO Standard requirement 2.1.2. An example of a product flow map can be found here for Côte d'Ivoire and Ghana.

2.1.4 NEW JANUARY 2024 for Africa and Asia

NEW JANUARY 2025 for Latin America and the Caribbean

Product Tracing Solutions

Applies to: SPOs	
Core	You deploy digital solutions that support your organization to trace the cocoa beans sold by your organization back to your members' farms or fields.
Year 3	

Guidance: Solutions can include third party software applications, data management tools or national traceability systems when available. The digital solution you deploy can be the same tool your organisation uses for the Internal Management System.

A guidance document is available here.

Mass Balance

2.1.5 Mass balance conversion ratios

Applies to: All traders applying mass balance

Core	In order to demonstrate compliance with TS requirement 2.1.8 (equivalent amounts of inputs and outputs), you use the following processing yields / conversion ratios: 1 MT beans ⇒ 0.82 MT liquor 1 MT liquor ⇒ 0.5 MT butter and 0.5 MT powder 1 MT beans ⇒ 0.41 MT butter and 0.41 MT powder. Expressed in volumes of input this equals: For 1MT liquor you need 1.22 MT of beans For 1MT of butter, 1MT of powder, or both, you need 2 MT of liquor For 1MT of butter, 1MT of powder, or both, you need 2.44 MT of beans. Mass balance conversions are only allowed in the direction that is physically possible: beans to liquor, liquor to butter and powder.

Guidance: With 1MT Fairtrade beans, you can sell up to 0.41 MT Fairtrade butter and 0.41 MT Fairtrade powder. You cannot replace powder volumes with butter volumes and vice versa. In other words, if you want to sell 1MT butter, you need to buy at least 2.44 MT beans. With these 2.44 MT Fairtrade beans, you will be able to sell up to 1 MT Fairtrade butter and 1 MT Fairtrade powder.

To find out how many beans you need to buy in order to sell x MT of butter and y MT of powder, you take the highest value of the two and multiply by the conversion ratio of 2.44.

As per the Trader Standard requirement 2.1.9 on mass balance purchase of inputs, Fairtrade inputs are to be purchased before the sale of Fairtrade outputs. Best practice is to refer to the date of (physical) delivery of the product for mass balance calculations.

For additional information, please see the explanatory note for the Fairtrade Standard for Cocoa here.

2.1.6 Maximum period of validity for Fairtrade mass balance products

Applies to: All traders applying mass balance	
Core	You sell the Fairtrade equivalent output within 3 years of purchasing the Fairtrade input.

2.1.7 Mass balance: like for like rule

Applies to: All traders applying mass balance	
Core	If you sell cocoa outputs (beans, semi-processed or processed cocoa) as Fairtrade under mass balance with a claim such as: - a specific category (standard or fine flavour) or - a specific status (conventional or organic) then you have purchased an equivalent Fairtrade cocoa volume input with the same or higher specifications as indicated in the purchase documentation.

Guidance: This requirement clarifies how to interpret the TS requirement 2.1.11 related to ensuring that the Fairtrade inputs are of the same kind and quality as the output sold as Fairtrade.

For example, if the sales documentation mentions “Fairtrade organic fine flavour cocoa”, then an equivalent volume of Fairtrade organic fine flavour cocoa beans is purchased, and this is reflected in the purchase documentation.

Downgrading is allowed: For example it is possible to buy Fairtrade fine flavour cocoa and sell an equivalent volume of standard/bulk cocoa as Fairtrade or buy Fairtrade organic cocoa and sell an equivalent volume of conventional cocoa as Fairtrade.

2.1.8 Mass balance: like for like rule related to origin

Applies to: All traders applying mass balance	
Core	If you sell a final cocoa product as Fairtrade under mass balance, with a claim regarding a specific origin, then you have purchased the equivalent Fairtrade cocoa volume input from the same origin (as indicated in the purchase documentation). If you sell a semi-finished cocoa product as Fairtrade under mass balance with a specific origin claim, then you have purchased the equivalent Fairtrade cocoa volume input from the same origin. If not possible, you indicate it clearly to your customer.

Guidance: This requirement clarifies how to interpret the TS requirement 2.1.11 related to ensuring that the Fairtrade inputs are of the same kind and quality as the output sold as Fairtrade.

For traders selling final products as Fairtrade:

If the final cocoa product is sold as Fairtrade under mass balance, with a claim on final packaging regarding a specific origin, then an equivalent Fairtrade cocoa volume input has been purchased from the same specific origin and this is reflected in the purchase documentation. In acknowledgement of industry norms at a minimum the cocoa liquor component of the final cocoa product is purchased from the specific origin. If you do not purchase the cocoa butter component of the final cocoa product from that same specific origin, you indicate this in the purchase documentation.
If the final cocoa product is sold as Fairtrade under mass balance without mentioning any country or region of origin, then the equivalent Fairtrade cocoa volume input can be purchased from any origin.

For traders selling semi-processed cocoa as Fairtrade:

If you sell to a manufacturer semi-processed cocoa as Fairtrade under mass balance, with a claim in the purchase documentation on a specific origin, then you need to have purchased a Fairtrade equivalent volume of cocoa input from that same origin. If you cannot purchase an equivalent Fairtrade volume of cocoa input from that same origin, you need to indicate to your business client that the Fairtrade equivalent cocoa volume has been purchased from another origin. Your business client is therefore not allowed to make an origin claim on the final Fairtrade product.

2.1.9 B2B transparency on the traceability model used

Applies to: All traders	
Core	Whenever you sell cocoa products as Fairtrade, you indicate in your sales documentation whether the product was segregated (physically traceable) or traded under mass balance.

Guidance: Sales documentation in this context could be either the contract, the invoice, or delivery docket. Please note that the rules regarding Business to Consumer communication are not covered in this requirement, but are included in the Trademark Use Guidelines.

2.1.10 Sale of multi-certified cocoa

Applies to: SPOs and traders selling multi-certified cocoa

Core **Year 0**	If you purchase a certain volume of cocoa beans or semi-processed cocoa as “dual or multi-certified” under Fairtrade as well as under additional sustainability certification schemes, and sell it under a certification scheme other than Fairtrade, then you cannot sell the same volume as Fairtrade certified cocoa.
Guidance: This requirement does not apply in the case of cocoa with organic certification.	

3. Production

Intent: To enable effective management that supports SPOs to comply with Fairtrade standards and to deliver services to their members; and to advance respect for human rights and the environment in the supply chains, in line with the UN Guiding Principles on Business and Human Rights and core ILO Conventions.

3.1 Management Systems

Member registration and agreements

3.1.1 NEW JANUARY 2025* Member Information

This new requirement replaces cocoa standard requirements 3.1.1. and 3.1.2 Additional Member Data.

Applies to: SPOs	
Core **Year 0**	You update records of your members on an annual basis according to the table in Annex 1.
Guidance: The table in the Annex details the different data required for compliance in year 0 and year 1. This supports organizations to gradually expand the information held on their members over time. This requirement complements the SPO Standard requirement 4.2.2. Best practice is to record information on training and inspections as soon as they have taken place. For further information, please see SPO Guidelines on Internal Management Systems (IMS). **Until 31 December 2024, the requirement 3.1.1 of the Fairtrade Standard for Cocoa Version 07.07.203 v.2.1 applies.*	

3.1.2 NEW JULY 2025* Digital Member Data

Applies to: SPOs	
Core **Year 3**	If your organization has more than 500 members, you gradually implement a digital system to record the member, farm, and internal inspection data.
Guidance: For further information, please see SPO Guidelines on Internal Management Systems (IMS). **Until 30 June 2025, the requirement 3.1.2 of the Fairtrade Standard for Cocoa Version 07.07.203 v.2.1 applies.*	

3.1.3 NEW JULY 2025* Membership Agreement

Applies to: SPOs	
Core **Year 0**	You have an agreement in place with each individual member which specifies the rights and obligations of each party in relation to Fairtrade certification. The agreement includes at a minimum, details which describe: - year the farmer member joined the organization/year of registration and the process/conditions for leaving the organization; -commitment from both the member and SPO to comply with Fairtrade Standards including participation in both external and internal audits; - SPO commitments regarding service delivery and member commitment regarding participation in training programs and other SPO activities including farm improvement plans; - permission from the member for the SPO to collect, process and share their data in accordance with local laws Your organization ensures that the registered member is assisted by a witness who is competent in reading and writing if required. When a farmer signature is not possible, a thumbprint is accepted.
Guidance: This requirement builds upon the existing SPO Standard requirement 4.2.3 related to following the SPO's own rules and regulations. The agreement could additionally include seasonal cocoa supply/purchasing targets (i.e. quantities the farmer will sell to the SPO - or another buyer who has an agreement with the SPO - and information on the SPO capacity to sell the cocoa under Fairtrade terms), This agreement does not need to be a separate document if you already have a formal arrangement in place between your SPO and members. The above mentioned elements can be added to an existing document. **Until 30 June 2025, the requirement 3.1.3 of the Fairtrade Standard for Cocoa Version 07.07.2023 v.2.1 applies.*	

Farm Operators

3.1.4 NEW JANUARY 2024 Records of Farm Operators

Applies to: SPOs in Côte d'Ivoire, Ghana	
Core **Year 3**	When farm operators (sharecroppers and caretaker farmers) manage your members' farms, you keep records of these farmers and their association with your members. You update these records on an annual basis. Please see the annex for the information to be recorded for farm operators. Your members are expected to sensitize all farm operators on the Fairtrade Standard (Production) requirements.
Guidance: Guidance document "Managing relationships with farmer operators" more information is available for Côte d'Ivoire and Ghana.	

3.1.5 NEW JULY 2025 Formal agreements between Farm Owners and Farm Operators

Applies to: SPOs in Côte d'Ivoire, Ghana

Core **Year 3**	When your members provide or rent their land to a farm operator such as a sharecropper, or caretaker farmer to produce cocoa on their farms, or when your members are farm operators and not land owners, you ensure legally binding written contracts are in place which detail the arrangement between the farm operator and the farm owner. You ensure farm operators are aware of their rights and responsibilities, have a signed copy of the contract and that they understand the content by providing it in a format and language they understand.
Guidance: Guidance document "Managing relationships with farmer operators" for more information is available here for Ghana and Côte d'Ivoire. Details of the arrangement can include: the share of the farm's production and Fairtrade benefits (FMP differential and premium payments, training and support) between the farm owner and the farm manager, and the contributions of each party towards the arrangement such as land, housing, operating capital, management, labor, rents or other.	

3.1.6 NEW JULY 2025 Reporting on Farm Operators

Applies to: SPOs in Côte d'Ivoire, Ghana	
Core **Year 3**	You report data to Fairtrade International every year. The data is presented using the available templates.
Guidance: The templates in English for Ghana and in French for Côte d'Ivoire can be found here. Please send your report to cocoa@fairtrade.net	

A. Records of farm operators	- # of registered farm operator by type (sharecropper, or caretaker farmer)
	- # of farm operator by type (sharecropper, or caretaker farmer) who are members
	- % of farms covered by certification that are operated by: sharecroppers, caretaker farmers and owners
B. **Formal agreements between farm owners and farm operators**	- # of farm operators by type (sharecropper, or caretaker farmer) who have a legally binding contract in place with the farm owner

Compliance Management

3.1.7 NEW JULY 2025* Compliance Management

Applies to: SPOs	
Core	

Year 3	You implement an Internal Management System (IMS) which enables you to manage compliance with Fairtrade requirements for all cocoa producers of the organization. Your internal management system incorporates the following elements: • A documented description of the IMS procedures; • A documented management structure of the IMS; • One person responsible for the IMS - an IMS Manager; • Regularly updated member records; • An internal inspection system including: identified internal inspectors, annual inspections and reports which are shared with members and management and the use of corrective actions; • A risk assessment to address risks and threats to the integrity of the IMS, including possible conflicts of interest. You retain documented information as evidence of internal audits and ensure members undertake any necessary corrective actions within a reasonable timeframe. Your internal inspection system also identifies opportunities for improvement.

Guidance: This requirement replaces SPO standard requirement 3.1.5 which requires 2nd and 3rd grade SPOs to have an ICS as a development requirement year 3. The requirement also builds upon SPO Standard requirements 3.1.2 to 3.1.4 related to identifying and monitoring the members' compliance with the production chapter of the SPO Standard. You need to understand how your members are performing in terms of compliance and be able to identify areas of risk for non-compliance. For further information, please see SPO Guidelines on Internal Management Systems (IMS).
**Until 30 June 2025, the requirement 3.1.7 of the Fairtrade Standard for Cocoa Version 07.07.203 v.2.1 applies.*

3.1.8 NEW JULY 2025 Internal Inspectors

Applies to: SPOs	
Core	The number of internal inspectors is adequate and proportional to the type, structure, size, products, activities and output of your organization.
Year 3	Internal inspectors receive training at least annually to ensure they are up to date on Fairtrade standards, your organization's internal policies and procedures, the products and activities of your organization and relevant regulatory requirements.

Guidance: Please refer to the SPO Guidelines on Internal Management Systems (IMS) and the examples for ratios between the number of internal inspections and farms.

3.1.9 Allocation of tasks and responsibilities between 2nd or 3rd grade SPOs and their member SPOs

Applies to: 2nd and 3rd grade SPOs	
Core	As a 2nd or 3rd grade organization, you define with your 1st grade or 2nd grade member organizations the appropriate allocation of tasks and responsibilities to effectively maintain an IMS. The allocation of tasks and responsibilities includes which organisation is responsible for collecting member information, updating member records and checking member compliance against Fairtrade standards
Year 3	

Guidance: This requirement complements requirement 3.1.7 above.

Management Effectiveness

3.1.10 Plan of training and support activities

Applies to: SPOs	
Core **Year 1**	You develop, implement and regularly adapt a centralized plan for training and other support activities based on the needs of your members.

Guidance: SPO are advised to communicate the training and support plan throughout the organization.

The intention of this requirement is to enable SPOs to conduct more effective training and support by means of a single plan. This plan will enable better organization and coordination of training and support activity, avoid unnecessary duplication and repetition, ensuring more efficient use of scarce resources and supporting continuous improvement.

The training and support plan includes all activities to be conducted for members, be they part of the Fairtrade Development Plan, or otherwise (e.g., government extension services, other schemes, other NGO projects, farm improvement plan coaching).

A training and support plan could be an annual calendar identifying when different training topics will be covered and with which target groups (e.g., which primary societies / village societies), and should also include when providers will be making inputs and trainings available. The plan should also be compared to the records of the activities actually carried out, so that you can discuss what changed from the plan and why. This helps identify areas to improve in the next year's plan. The records should include the list of training and support activities, dates, and locations, who attended, the service provider, training and/or support materials used and the cost of the activity.

Best practice is also to include information on training adoption by the participants and recommendations from service providers so you can improve on training and support outcomes over time by adapting future plans accordingly.

3.1.11 NEW JULY 2025 Management Systems and Data

Applies to: SPOs	
Core **Year 3**	Your organization operates management systems and has access and user rights for the farmer data collected, processed, and shared via these systems in accordance with local laws.

Guidance: For further information, please see SPO Guidelines on Internal Management Systems (IMS) detailing how to use data responsibly and protect data.

3.1.12 NEW JULY 2025 Sharing Management System Data

Applies to: exporters and importers who collect farmer data from producer organizations	
Core	You grant the producer organizations you are sourcing from access to the farmer data, your organization has collected and processed in accordance with local laws within four weeks of the request or as determined by the local law. You have obtained the appropriate data privacy permissions from the individuals affected to share their data with their producer organizations.

Guidance: Please refer to the table in the annex for guidance regarding the type of farmer information this includes. For further information, please see SPO Guidelines on Internal Management Systems (IMS) detailing how to use data responsibly and protect data.

3.1.13 NEW JULY 2025 Communicating Organisational Structure

Applies to: SPOs	
Core **Year 1**	Your organization communicates roles and their associated responsibilities throughout your membership. You develop and publish an organogram to show the management structure of your organization, including the assigned roles and responsibilities for the internal management system.
Guidance: For further information, please see SPO Guidelines on Internal Management Systems (IMS).	

3.1.14 NEW JULY 2025 Regular Staff Training

Applies to: SPOs	
Core **Year 1**	Your staff receive regular training and are up to date on Fairtrade Standards, your organization's internal policies and procedures, the products and activities of your organization and relevant regulatory requirements.
Guidance: For further information, please see SPO Guidelines on Internal Management Systems (IMS).	

3.1.15 NEW JULY 2025 Management Capacity Assessment

Applies to: SPOs	
Core **Year 3**	Your organization assesses its ability to ensure compliance with Fairtrade Standards and to drive organizational change and development at least every 3 years. Management strives to improve its capacities, by proposing recommendations to the GA in the form of targeted actions.
Guidance: You consider using a Management Capacity Assessment Tool. For further information, please see SPO Guidelines on Internal Management Systems (IMS).	

3.1.16 NEW JULY 2025 Financial Agreements

Applies to: SPOs	
Core **Year 1**	Your organization shares details of financial and commercial agreements with members. You share this detail on an annual basis. Such details include: - committed Fairtrade volume purchases and actual Fairtrade sales, premiums and FMP differential received (when applicable) per season; - cost of services provided such as training or other support activities to SPOs; - pre-finance and/or loans/credit arrangements.
Guidance: see requirement 4.1.2 Service Provision. Best practice is to share these details with your members at your annual General Assembly.	

3.1.17 NEW JULY 2025 Cost Benefit Analysis

Applies to: SPOs

Development **Year 3**	Your organization estimates the cost of Fairtrade compliance and the financial benefits of Fairtrade, at both an organization and average farmer level. The estimated costs and benefits per farmer are shared with existing and prospective members. You repeat this estimation at least every three years.
Guidance: For further information, please see SPO Guidance on Cost/Benefit Analysis.	

3.2 Human Rights and Environmental Due Diligence

3.2.1 NEW JULY 2023 for Africa and Asia

NEW JULY 2024 for Latin America and the Caribbean

Commitment to Respecting Human Rights and the Environment

Applies to: SPOs	
Core **Year 0**	You produce a written signed commitment to respect Human Rights and Environmental Sustainability which: • Stipulates that your organization avoids causing or contributing to adverse human rights and environmental impacts, whilst also ensuring that if any such impacts occur, they will be addressed. • References the ILO conventions as mentioned in the SPO standard chapter 3.3 and the United Nations Guiding Principles (UNGP) on Business and Human Rights.
Guidance: Please see Guidance Document "Implementing Human Rights and Environmental Due Diligence (HREDD) – Guide for Smallholder Farmer Organizations".	

3.2.2 NEW JULY 2023 for Africa and Asia

NEW JULY 2024 for Latin America and the Caribbean

Awareness Raising

Applies to: SPOs	
Core **Year 0**	You inform and educate your key stakeholders to raise awareness of human rights, environmental sustainability and your organization's commitment. You start with your members, staff, management and board members, then gradually expand your scope to include other stakeholders.
Guidance: Awareness raising is a process and not a one-time event: people's attitudes and beliefs are shaped by traditions and the environment and usually change slowly. Awareness raising can be through presentations and discussions at meetings, training programs including sketches and role plays and/or the distribution of posters, leaflets, and infographics. Although all topics are important, it is advisable to prioritize awareness raising for the challenges most salient to your operations. Please see Guidance Document "Implementing Human Rights and Environmental Due Diligence (HREDD) – Guide for Smallholder Farmer Organizations". Other stakeholders include: farm operators, workers, other household/community, suppliers and other partners. *Due to salient issues in West African cocoa production, organizations in Ghana and Côte d'Ivoire, prioritize awareness raising to mitigate risks of child labour, forced labour and gender issues, including gender-based violence. Producer organizations ensure the children of members, farm operators and workers are aware of child rights.*	

3.2.3 NEW JULY 2023 for Africa and Asia

NEW JULY 2024 for Latin America and the Caribbean

Risk Assessment

Applies to: SPOs	
Core	You conduct a human rights and environmental risk assessment at least every 3 years.
Year 1	1. Map all the risks and challenges in your country and field of production, considering available external data and research. 2. Through engagement with farmers, farm workers and others, prioritize and further assess at least three challenges that are most salient to your operations. Include child labour and forced labour in your priorities if Fairtrade or another reliable source has indicated these as a risk in your country and areas of production. 3. Identify and focus on the most vulnerable groups of people that are or could be impacted because of the risks and challenges identified.

Guidance: Acknowledging your risks and challenges allows you to address them before they grow bigger and builds your credibility among business partners and other stakeholders. Fairtrade's Risk Assessment Tool guides you through a basic risk assessment process and offers you relevant data and research findings. For further guidance, please see Fairtrade's "Implementing Human Rights and Environmental Due Diligence, Guide for Smallholder Farmer Organizations" and Fairtrade's Risk Maps.

In any organisation or society, some groups of people are disadvantaged. This is typically based on differences in observable characteristics or practices, such as: ethnicity, race, religion, disability, sexual orientation. The groups that are especially vulnerable to abuse of human rights and are structurally discriminated against are: women and girls; children; youth; migrant workers and /or internally displaced persons; stateless persons (without identification papers); national minorities; indigenous peoples; lesbian; gay and transgender people; persons with disabilities, and so forth.

Please note that this requirement complements SPO Standard requirement 3.1.2 on Risks of non-compliance and 3.1.3 on Updating risk assessments. Fairtrade Standards stand for zero tolerance of forced labour and child labour as per the core requirements 3.3.5, 3.3.8 and 3.3.10 of the SPO Standard. If you identify cases at risk of forced labour or child labour in your assessments, you need to remediate them in line with SPO Standard requirements 3.3.6. and 3.3.11. Human trafficking is considered a form of forced labour.

Organizations need to prioritise the risks and challenges that are most severe and likely. These are often called "salient issues."

Due to salient issues in West African cocoa production, in addition to child labour and forced labour organizations in Ghana and Côte d'Ivoire prioritize gender issues including gender-based violence for risk assessment.

3.2.4 NEW JULY 2023 for Africa and Asia

NEW JULY 2024 for Latin America and the Caribbean

Grievance Mechanism

Applies to: SPOs	
Core	

Year 1	Your organization has an inclusive grievance procedure in place that allows individuals and groups, including third parties, to anonymously raise complaints of injustice, harm or fraud linked to the organization. The procedure: -Is accessible in local languages and supports both written and verbal complaints. -Respects anonymity and protects people who file complaints from retaliation, threats or harm. -Abides by national laws and, when relevant, reports human rights violations to relevant national agencies. -Ensures decisions are taken by a trained, diverse, and impartial committee and follow up actions are made and implemented in a timely manner. You seek to raise awareness about your grievance procedure among all stakeholders.

Guidance: A grievance mechanism is meant to help your organization to hear about and address grievances early, before they grow bigger. It is best practice to review and update your grievance mechanism regularly, based on your analysis of the grievance cases and dialogue with key stakeholders. If you already have a committee dealing with human rights violations, you can consider including the grievance work in its remit, instead of setting up a new committee.

If you already have a Protection Policy for Children and Vulnerable Adults, you still need to set up a Grievance Mechanism. Please see guidance document "Implementing Human Rights and Environmental Due Diligence (HREDD) – Guide for Smallholder Farmer Organizations".

For more background information on safe remediation please refer to the SPO explanatory document on page 54.

3.2.5 NEW JANUARY 2024 for Africa and Asia

NEW JANUARY 2025 for Latin America and the Caribbean

Human Rights Policies and Procedures

Applies to: SPOs	
Core	You develop and implement policies and procedures to mitigate, prevent and remediate the three most serious human rights and environmental risks or challenges you have identified through your risk assessment.
Year 1	You communicate the policies and procedures to your management, staff, members, farm operators and workers, buyers, suppliers and any job brokers and contractors you use. You review and revise the policies and procedures as often as required, but at a minimum every six years.

Guidance: For further guidance, please see Fairtrade's "Implementing Human Rights and Environmental Due Diligence, Guide for Smallholder Farmer Organizations".

To effectively reach farm operators, workers and job brokers/contractors, your targeted communication to these stakeholders can be supported via your members.

Due to salient issues in West African cocoa production, organizations in Ghana and Côte d'Ivoire prioritize policies and procedures to mitigate risks of child labour, forced labour and gender issues, including gender-based violence.

3.2.6 NEW JANUARY 2024 for Africa and Asia

NEW JULY 2025 for Latin America and the Caribbean

Action Plans

Applies to: SPOs	
Core	You develop and implement an action plan to prevent, mitigate, cease and remediate the most serious risks identified by your risk assessment and enacted by your policies.
Year 1	You keep the plan up to date by revising it annually.

Guidance: Activities can include providing training, forming partnerships with local organization, negotiations with local authorities, targeted provision of social services, projects funded by Fairtrade Premium, etc.

For further guidance, please see Fairtrade's "Implementing Human Rights and Environmental Due Diligence, Guide for Smallholder Farmer Organizations".

Due to salient issues in West African cocoa production, organizations in Ghana and Côte d'Ivoire prioritize activities to mitigate risks of child labour, forced labour and gender issues, including gender-based violence.

3.2.7 NEW JULY 2024 for traders sourcing from Africa and Asia

NEW JULY 2025 for traders sourcing from Latin America and the Caribbean

Supporting Producers with Action Plans

Applies to: Traders	
Core	This requirement applies to traders purchasing above a certain three year average of annual volume of cocoa products (beans, liquor, butter, powder): 200 MT cocoa beans, or 164 MT cocoa liquor/mass, or 82 MT cocoa butter, or 82 MT cocoa powder. It is the responsibility of the trader to evidence that the average of the last three years' annual purchases fall below the product thresholds. You support the action plans of producer organizations by collaborating on at least one activity that supports the prevention and mitigation of the most serious risks identified. Your support is either direct or through a partnership. It is in the form of funding, training, facilitation of partnerships, advocacy with government, or other ways. Please check the Interpretation Note for the Fairtrade Standard for Cocoa here.

Guidance: See requirements 3.2.6 and 3.3.1/3.3.2 for more detail on Action Plans and Monitoring and Remediation Systems as well as Guidance Document "Implementing Human Rights and Environmental Due Diligence (HREDD) – Guide for Smallholder Farmer Organizations".

This requirement complements Trader Standard requirements 3.3.2 and 3.3.3 and replaces requirement 3.3.6.

Further guidance on how to assess eligibility of traders are found in the explanatory note.

3.3 Labour conditions, Child Protection and Social Development

3.3.1 NEW JANUARY 2024 Monitoring and Remediation for Child Labour and Forced Labour

Applies to: SPOs in Côte d'Ivoire, Ghana	
Core **Year 3**	You implement a monitoring and remediation system to regularly check for and respond to cases of child labour and forced labour. You facilitate and support the remediation of any case found. You may establish and operate this system by yourself or in partnership with others, including relevant government agencies, expert human rights NGOs, traders or others. Your Monitoring and Remediation system contains the elements and procedures detailed in the "Monitoring and Remediation System Definition". Your Monitoring and Remediation system documents, stores and assesses the type and number of cases identified and responded to on an annual basis. You handle the data in a manner that ensures no further harm comes to impacted and involved persons.

Guidance: When forming partnerships with governments, companies, civil society organisations and others, you help to eliminate child labour, forced labour and human trafficking from your country and supply chains. You may also access funds and other resources for this work.

Guidelines "Establishing and Implementing a Monitoring and Remediation for Child Labour and Forced Labour" will be available here and for more background information on safe remediation please refer to the SPO explanatory document on page 54 .

Examples of monitoring and response systems include a Youth Inclusive Community Based Monitoring and Remediation (YICBMR) system that Fairtrade can offer support on.

Human trafficking is considered a form of forced labour.

3.3.2 NEW JANUARY 2024 for Africa and Asia

NEW JANUARY 2025 for Latin America and the Caribbean

Monitoring and Remediation for Child Labour and Forced Labour

Applies to: SPOs	
Development **Year 3**	You implement a monitoring and remediation system to regularly check for and respond to cases of child labour and forced labour if Fairtrade or your risk assessment has indicated these as a high risk in your country and area of production. You facilitate and support the remediation of any case found.

	You may establish and operate this system by yourself or in partnership with others, including relevant government agencies, expert human rights NGOs, traders or others. Your Monitoring and Remediation system documents, stores and assesses the type and number of cases identified and responded to on an annual basis. You handle the data in a manner that ensures no further harm comes to impacted and involved persons.

Guidance: When forming partnerships with governments, companies, civil society organisations and others, you help to eliminate child labour, forced labour and human trafficking from your country and supply chains. You may also access funds and other resources for this work.

Guidelines "Establishing and Implementing a Monitoring and Remediation for Child Labour and Forced Labour" will be available here and for more background information on safe remediation please refer to the SPO explanatory document on page 54.

Examples of monitoring and response systems include a Youth Inclusive Community Based Monitoring and Remediation (YICBMR) system that Fairtrade can offer support on.

Human trafficking is considered a form of forced labour.

3.3.3 NEW JULY 2024 for traders sourcing from Africa and Asia

NEW JANUARY 2025 for traders sourcing from Latin America and the Caribbean

Supporting Producers to Address and Remediate Child Labour and Forced Labour

Applies to: Traders

Core	This requirement applies to traders purchasing above a certain three year average of annual volume of cocoa products (beans, liquor, butter, powder): 200 MT cocoa beans, or 164 MT cocoa liquor/mass, or 82 MT cocoa butter, or 82 MT cocoa powder. It is the responsibility of the trader to evidence that the average of the last three years annual purchases fall below the product thresholds. You provide resource and support to producer organizations who have identified they are operating in areas of high risk of child labour and/or forced labour. This contribution is in addition to the Fairtrade Premium paid to the producers. Your support is either direct or through a partnership. It is in the form of funding, training, facilitation of partnerships, advocacy with government, or other ways. Please check the Interpretation Note for the Fairtrade Standard for Cocoa here.

Guidance: See requirements 3.2.6 and 3.3.1/3.3.2 for more detail on Action Plans and Monitoring and Remediation Systems and Guidance Document "Implementing Human Rights and Environmental Due Diligence (HREDD) – Guide for Smallholder Farmer Organizations".

This requirement replaces Trader Standard requirement 3.3.6.

Further guidance on how to assess eligibility of traders are found in the explanatory note.

3.3.4 NEW JULY 2024 for traders sourcing from Africa and Asia,

NEW JANUARY 2025 for traders sourcing from Latin America and the Caribbean

Reporting on Producer Support to Address and Remediate Child Labour and Forced Labour

Applies to: Traders	
Core	This requirement applies to traders purchasing above a certain three year average of annual volume of cocoa products (beans, liquor, butter, powder): 200 MT cocoa beans, or 164 MT cocoa liquor/mass, or 82 MT cocoa butter, or 82 MT cocoa powder. It is the responsibility of the trader to evidence that the average of the last three years annual purchases fall below the product thresholds. You report data to Fairtrade International every year. You present the data in the templates and formats provided.

Guidance: Templates for reporting can be found here.

After you submit the form, please save the confirmation page by printing, exporting as a PDF or taking a screenshot as proof that you have completed the annual reporting.

Further guidance on how to assess eligibility of traders are found in the explanatory note.

Support to Address and Remediate Child Labour and/or Forced Labour	- type of support provided to SPOs during the past year, including its estimated monetary value, to address and remediate child labour and/or forced labour.

3.3.5 NEW JANUARY 2024 School Attendance

Applies to: SPOs in Côte d'Ivoire, Ghana	
Core	You promote the school attendance of all children, including the children of staff, members, farm operators and workers.
Year 1	You assess the root causes of lack of school attendance amongst these children and select at least one activity annually to mitigate these obstacles.

Guidance: Such root causes can include a lack of schools, school places, teachers and transportation, unsafe school premises, families unable to pay school fees and children without birth certificates hindering school registration.

Your activity can be included in your Action Plan, requirement 3.2.6. You are also encouraged to include at least one school attendance promoting activity each year within the framework of your Fairtrade Development Plan. One such activity could be to check and ensure that schools are safe. Demonstrating an increased understanding of the root causes of low school attendance may help you to access funds and other resources to implement additional mitigation activities.

You may work in partnership, including relevant government agencies, expert human rights NGOs, traders or others.

3.3.6 NEW JANUARY 2024 Vocational Training and Employment

Applies to: SPOs in Côte d'Ivoire, Ghana	
Core **Year 1**	You actively promote the decent employment of youth (male, female, and differently gendered) above the legal or Fairtrade working age (whichever is higher) within your organization. You implement at least one activity annually to encourage the participation and development of young people.

Guidance: This can include vocational training, apprenticeships, employment and business opportunities for and with young people, so they have access to decent livelihoods whether this is at farm level or within your organization.

Your organization encourages and supports youth to own farmland.

Your activity can be included in your Action Plan, requirement 3.2.6. You are also encouraged to include at least one activity each year for the promotion of youth employment within the framework of your Fairtrade Development Plan. Demonstrating intent to promote youth employment may help you to access funds and other resources to implement additional activities or programs.

You may work in partnership, including relevant government agencies, expert human rights NGOs, traders or others.

Decent employment means young people are not exploited, abused, discriminated against or involved in dangerous work; they are paid the wage equivalents of adults.

3.3.7 NEW JANUARY 2024 Vulnerable Groups

Applies to: SPOs in Côte d'Ivoire, Ghana	
Core **Year 1**	You put activities in place to improve the social and economic position of the vulnerable groups that you have identified.

Guidance: In any organisation or society, some groups of people are disadvantaged. This is typically based on differences in observable characteristics or practices, such as: ethnicity, race, religion, disability, sexual orientation. The groups that are especially vulnerable to abuse of human rights and are structurally discriminated against are: women and girls; children; youth; migrant workers and /or internally displaced persons; stateless persons (without identification papers); national minorities; indigenous peoples; lesbian; gay and transgender people; persons with disabilities, and so forth.

Activities can include providing training, forming committees and self-help groups, offering income generating opportunities and targeted provision of health and other social services, etc.

You are expected to show direct support for vulnerable groups to participate actively in your organization. Your activities can be included in your Action Plan requirement 3.2.6. You are also encouraged to include these activities within the framework of their Fairtrade Development Plan.

3.3.8 NEW JANUARY 2024 Equal Opportunities

Applies to: SPOs in Côte d'Ivoire, Ghana	
Core	

Year 1	You ensure that women and men receive equal opportunities and treatment.

Guidance: This includes: access to training and employment of 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.

Your organization encourages and supports women to own farmland.

Your activities can be included in your Action Plan requirement 3.2.6. You are also encouraged to include these activities within the framework of their Fairtrade Development Plan.

3.4 Deforestation Prevention & Environmental Development

3.4.1 NEW JANUARY 2024 Protection of forests and ecosystems

Applies to: SPOs

Core	There has been no deforestation or degradation in primary or secondary forests, protected areas and areas of High Conservation Value or High Carbon Storage to convert land into agricultural production area since 31st December 2018. Production does not occur in officially designated buffer zones, except where it complies with applicable law. Please check the Interpretation Note for the Fairtrade Standard for Cocoa here.
Year 0	

Guidance: 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.

Please note that this requirement complements SPO Standard requirement 3.2.31 "Protection of forests and vegetation".

Until requirement 3.4.5 becomes applicable in Latin America and Caribbean, this requirement will be audited similarly to SPO standard requirement 3.2.31 in this region.

3.4.2 NEW JANUARY 2024 Assessing and Monitoring Deforestation Risk

Applies to: SPOs

Core	You assess and monitor the risk of deforestation, and degradation in primary or secondary forests, protected areas and areas of High Conservation Value or High Carbon Storage, when conducting your human rights and environmental risk assessment.
Year 1	

Guidance: Fairtrade's Risk Assessment Tool guides you through a basic risk assessment process and offers you relevant data and research findings. For further guidance, please see Fairtrade's "Implementing Human Rights and Environmental Due Diligence, Guide for Smallholder Farmer Organizations" and Fairtrade's Risk Maps.

Your risk management procedures may include:

- Mapping of relevant areas in the region and cross-checking this information with member cocoa plot locations to identify areas at risk.
- Geo location data and polygon maps (including boundaries of the farms) are used as tools to map risk areas accurately.
- Deforestation monitoring data is used to assess risk in relation to your members' cocoa plots.
- Identifying if and how your member's activities have negative impacts on at-risk areas.
- Monitoring members' production practices and other activities in at-risk areas.

Regularity of assessment and monitoring should be based on risk. For example, if your members have risk of deforestation on their cocoa plots or within 200m of their boundaries or are in close proximity to a protected area, this is considered high risk and assessment and monitoring should be annual. If your members are in areas where there is no deforestation risk, as there is no forest, then assessment and monitoring can be conducted every three years in line with the broader HREDD risk assessment, see requirement 3.2.3.

In a year when you admit new members to your organisation they are added to your assessment. You asses the risk of deforestation when new members join your organisation and define the level of risk.

Monitoring of risk is not dependent on availability of geolocation data.

3.4.3 NEW JANUARY 2024 Deforestation Prevention and Mitigation Plan

Applies to: SPOs	
Core	You use the results of your human rights/environmental risk assessment and your risk monitoring of deforestation, to create a plan to prevent and mitigate any deforestation and degradation of forest, in order to conserve and restore forest and vegetation. The plan entails: • 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.
Year 1	

Guidance: Example of implementation practises that have a positive impact include agroecological practices, exchange of good practices, demonstration plots, trainings. Your deforestation prevention and mitigation plan can form a part of your HREDD action plan, see requirement 3.2.6 "Action Plan".

Risk monitoring of deforestation refers to requirement 3.4.2 above which is not dependent on availability of geolocation data.

3.4.4 NEW JANUARY 2025 Supporting producers to prevent and mitigate deforestation

Applies to: Payers and conveyors	
Core	You support the SPOs you are sourcing from with their plan to prevent and mitigate any deforestation and degradation of forest, in order to conserve and restore forest and vegetation. Please check the Interpretation Note for the Fairtrade Standard for Cocoa here.

Guidance: Your support is either direct or through a partnership. It is in the form of funding, data sharing, training, facilitation of partnerships, advocacy or other ways.

You may share any relevant data including deforestation monitoring data you have on the SPO membership or surrounding area to inform and support the SPO's mitigation activities.

Implementation of the requirement does not depend on availability of geolocation data.

This requirement replaces Trader Standard requirement 3.3.6.

3.4.5 NEW JANUARY 2024 for Africa and Asia

NEW JANUARY 2027 for Latin America and the Caribbean

Geolocation data

Applies to: SPOs	
Core	Geolocation data is available for 100% of your member and farm operator plots cultivating cocoa as GPS location points or GPS polygons.
Year 0	As a minimum you have GPS polygons for plots over four hectares. You identify and prioritize which other plots should be polygon mapped, based upon area risk of deforestation and adopt a phased approach. You use the data to further inform your procedures to prevent deforestation. Please check the Interpretation Note for the Fairtrade Standard for Cocoa here.

3.4.6 NEW JANUARY 2024 Sharing geolocation data

Applies to: payers, conveyors	
Core	Geolocation data is available for 100% of the plots you are sourcing cocoa from as GPS location points or GPS polygons. As a minimum you have GPS polygons for plots over four hectares. You share this data with SPOs so that they can use it to inform their procedures to further prevent deforestation. Please check the Interpretation Note for the Fairtrade Standard for Cocoa here.

Guidance: Regarding 100% of the cocoa plots - in some cases, traceability systems may be in place that allow the Payer/Conveyor to identify specifically the cocoa plots supplying the cocoa they are purchasing. The payer/trader may wish to declare this and submit supporting evidence to the certifier. If no such traceability systems are in place, the Payer/Conveyor can declare the geolocation data of all registered cocoa plots associated with the Fairtrade producer organizations they are sourcing from.

At the latest, the geolocation data should be collected upon arrival in port of destination.

3.4.7 NEW JANUARY 2024 for Africa and Asia

NEW JANUARY 2027 in Latin America and the Caribbean

Reporting on Deforestation Prevention

Applies to: SPOs	
Core	You report data to Fairtrade International every year. You present the data in the templates and formats provided. Please check the Interpretation Note for the Fairtrade Standard for Cocoa here.
Year 1	

• **Geolocation and Forest Cover Loss Monitoring Data**	- available geolocation data of member cocoa plots
• **Deforestation Prevention and Mitigation Support**	- type of support received during the past year, including its estimated monetary value, to prevent and mitigate any deforestation and degradation of forest

3.4.8 SUSPENDED: NEW JANUARY 2024 Reporting on Deforestation Prevention

NEW JANUARY 2027 for traders sourcing from Latin America and the Caribbean

Applies to: Payers and conveyors	
Core	You report data to Fairtrade International every year. You present the data in the templates and formats provided. Please check the Interpretation Note for the Fairtrade Standard for Cocoa here.

• **Geolocation and Forest Cover Loss Monitoring Data (applies to payers and conveyors)**	- available geolocation data of the cocoa plots you are sourcing from (with the appropriate approval from SPOs)
• **[From JANUARY 2025:] Deforestation Prevention and Mitigation Support (applies to payers and conveyors)**	- type of support provided to SPOs during the past year, including its estimated monetary value, to prevent and mitigate any deforestation and degradation of forest – template for reporting to be found here

3.5 Living Income

3.5.1 Farm Assessment

Applies to: SPOs

Core	You collect household and farm data to assess the needs of members regarding sustainable farm improvements.
Year 3	

Guidance: The intention of this requirement is to help SPOs ensure compliance with the Production chapter of the SPO standard. It will also provide the basis for SPOs to define effective training and support measures and adapt them around the current need of their members and hereby help improve the sustainability of their farms.

Your organization can determine the additional farm data to be collected. For efficiency, this data can be collected during the internal inspection farm visits.

Suggestions for additional data are:

- Household information: number of household members (including persons living in or immediately around the housing unit in temporary or permanent arrangements related by blood, law, work arrangements, date of birth, gender).
- Number of workers (permanent and temporary).
- Farm production area: # of plots/total farm size and per plot the following: GPS coordinates or GPS polygon mapping, area cultivated with cocoa, land tenure (owner or sharecropper), and location in relation to protected and high conservation value areas.

Best practice is to collect data on farm observations such as: planting density, tree age, presence/risk of any debilitating disease, access to/use of planting material, shade management, soil condition/fertility, levels of pruning and weeding practiced, integrated pest management adopted (including safety measures), access to/effective use of fertilizer, sustainable use of organic waste, adoption of agroforestry, etc.

3.5.2 Farm Improvement Plan

Applies to: SPOs

Development	You develop, agree and regularly review and update farm improvement plans with individual members to increase the economic viability of the member's farm in a sustainable way and to support farmers in determining and achieving their optimal cocoa productivity. Findings and updates from farm assessment data (see requirement 3.5.1 above) and risk assessments (see Production section of the SPO Standard) are discussed with the member and the resulting agreed actions built into the Farm Improvement Plan.
Year 3	

Guidance: The Farm Improvement Plan includes farmer tailored recommendations and planned interventions over multiple years which could include areas such as increased adoption of Good Agricultural Practices and agroforestry techniques such as use of shade trees, soil fertility management including fertilizer application, integrated pest management (IPM), access to inputs and finance and income diversification strategies.

Please see guidance document on how to improve productivity in a sustainable way.

3.5.3 NEW JULY 2024 Farm Record Keeping

Applies to: SPOs in Côte d'Ivoire, Ghana

Development	You implement a farm book system that supports your members to document their farm income and production costs, enabling members to improve their farm yields and calculate their net income, whist also building their financial history. You implement this requirement gradually starting with a manageable number of members for your organization.
Year 3	

Guidance: Guidance Documents “Farm Record Keeping” are available here.

3.5.4 NEW JANUARY 2025 Living Income Benchmark Comparison

Applies to: SPOs in Côte d’Ivoire, Ghana	
Development **Year 3**	You collect and record member farm book data to assess the net income of your members against the Living Income benchmark for your country. You assess the progress of your members against Living Income targets at farm level including cocoa yields per hectare. You implement this requirement gradually starting with a manageable number of members for your organization.
Guidance: Guidance Document “Income Gap Analysis” will be available here.	

3.5.5 NEW JANUARY 2024 Income Resilience

Applies to: SPOs	
Development **Year 3**	You support your members with income resilience strategies including income diversification. You give special attention to the participation of women and youth. You implement this requirement gradually starting with a manageable number of members for your organization.
Guidance: Support can include facilitating access to expert knowledge, inputs, services, and markets to enable the implementation of the income diversification strategies. You may include income resilience strategy activities into your Fairtrade development plan. Guidance Document “Income Diversification” is available here.	

3.5.6 NEW JANUARY 2025 Farmer Business Training

Applies to: SPOs	
Development **Year 3**	You support your members to analyse their production costs and net income and provide training on finance and business management. You implement this requirement gradually starting with a manageable number of members.
Guidance: Guidance Document “Farm Record Keeping” will be available here.	

3.5.7 NEW JANUARY 2025 Farmer Financing Needs

Applies to: SPOs in Côte d’Ivoire, Ghana

Development	You determine the financing needs of your members and make efforts to meet their needs. You document your interaction with input suppliers and/or financial organizations when seeking finance for your members.
Year 6	

4. Business and Development

Intent: To ensure that Fairtrade transactions are carried out under transparent and fair conditions, in a way that lays the foundation for producer empowerment and development.

4.1 Contracts

4.1.1 Contracts

Applies to: Fairtrade payers	
Core	You agree in the contract with the producer (or the conveyor if applicable) on the market price reference, either New York (ICE FUTURES US) or London (ICE FUTURES EUROPE), unless official prices set by the national government are the market price reference.

4.1.2 Service provision

Applies to: All traders	
Core	If you provide any services such as training or other support activities to SPOs, you agree in advance and in writing with the SPO, on all terms and conditions, including fees. You do not put pressure on producers to accept the services and the fee, nor do you make it a condition of purchase.
Guidance: The intention of this requirement is to ensure that SPOs can decide for themselves on the services provided to their members and their staff, and on the use of the Fairtrade premium.	

4.1.3 Fairtrade Premium and Fairtrade organic differential in sales contracts

Applies to: All traders	
Core	Whenever you sell cocoa products as Fairtrade, you indicate in the sales contract the amount of Fairtrade Premium to be paid, and Fairtrade organic differential when applicable, separately from the agreed sales price of the Fairtrade cocoa products.

Guidance: The intention of this requirement is to increase transparency of prices along the supply chain. Fairtrade cocoa products include: cocoa beans, cocoa liquor/mass, cocoa butter, and cocoa powder. The Fairtrade organic differential is the price paid on top of the FMP or the market price whichever is highest, when purchasing Fairtrade organic cocoa.

4.1.4 Fairtrade contracts for payers

Applies to: Fairtrade payers of organic products	
Core	If you sign a purchase contract for Fairtrade organic cocoa products with the producer (or with the conveyor, if applicable) you clearly indicate the amount of Fairtrade organic differential to be paid, separately from the price

Guidance: This requirement complements the Trader Standard requirement 5.1.2.
The Fairtrade organic differential is the price paid on top of the FMP or the market price whichever is highest, when purchasing Fairtrade organic cocoa.

4.2 Pricing

4.2.1 Market price reference for cocoa beans

Applies to: Fairtrade payers	
Core	In order to determine whether the Fairtrade Minimum Price is higher than the market price, you will refer to the following reference prices: a) By default, the market price reference is the international market price, either New York (ICE FUTURES US) or London (ICE FUTURES EUROPE) market. b) In countries where prices are regulated by the government, the official price set by the national government is the market price reference. For instance: - In the case of Ghana, the market price reference is the FOB value of your contracted prices with the Cocoa Marketing Company for the relevant delivery period. - In the case of Côte d'Ivoire, the market price reference is the guaranteed FOB value ("valeur FOB garanti") as published by the Conseil Café Cacao for the relevant delivery period. If legislation requires payment of a differential/premium for farmers or SPOs, this value is included in the market price reference.

4.2.2 Payment of the price differential in Ghana and Côte d'Ivoire by payers

Applies to: Fairtrade payers purchasing from Ghana or Côte d'Ivoire	
Core	In the case that the reference price is below the Fairtrade Minimum Price, you purchase cocoa under the terms required by national regulation and you pay the SPO (or the conveyor if applicable) the price differential defined as the difference between the Fairtrade Minimum Price and the market price reference.

Guidance: The price differential payment mechanism is similar to the Fairtrade premium payment mechanism. However, this price differential does not affect the value of the Fairtrade premium. It is an additional payment intended to act as a safety net when market prices drop below the average costs of sustainable production.
Given the above, requirements 4.1.3, 5.2.3 and 5.2.4 of the Trader Standard do not apply to traders when purchasing from Ghana and Côte d'Ivoire.

4.2.3 Payment of the price differential in Côte d'Ivoire by conveyors

Applies to: Fairtrade conveyors purchasing from Côte d'Ivoire	
Core	In the case that the reference price is below the Fairtrade Minimum Price, you purchase cocoa under the terms required by national regulation and you pay the SPO the price differential (defined as the difference between the Fairtrade Minimum Price and the market reference price) received from the Payer.

Guidance: The price differential payment mechanism is similar to the Fairtrade premium payment mechanism. However, this price differential does not affect the value of the Fairtrade premium; it is an additional payment intended to act as a safety net when market prices drop below the average costs of sustainable production.
Given the above, requirements 4.1.3, 5.2.3 and 5.2.6 of the Trader Standard do not apply to traders when purchasing from Ghana and Côte d'Ivoire.

4.2.4 Fairtrade Minimum Price for cocoa semi-processed products purchased from certified producers

Applies to: Fairtrade payers buying semi-processed cocoa from producers	
Core	You negotiate the price of semi-processed products with the producer. For conventional cocoa liquor/mass the negotiated price is based on, at least, the Fairtrade Minimum Price set at producer level[1] plus all relevant processing costs and exporting costs if applicable. For cocoa butter and cocoa powder, the negotiated price is based on the relevant market price.

Guidance:
The referenced Fairtrade Minimum Price for cocoa liquor/mass is calculated using 0.8 as the processing yield from beans.

4.2.5 Fairtrade Premium for cocoa semi-processed products purchased from certified producers

Applies to: Fairtrade payers buying cocoa semi-processed products from certified producers	
Core	You pay the Fairtrade Premium to the producer. The Fairtrade Premium for semi-processed products is subject to the same rules as any other Fairtrade Premium and follows sections 5.2 and 5.3 of the Trader Standard.

[1] This value is based on the Fairtrade Minimum Prices at FOB level minus USD 250 for average export costs.

Guidance:

The Fairtrade Premium values are calculated using the following processing yields:

1MT beans → 0.80 MT liquor

1MT beans → 0.376 MT butter and 0.424 powder

Due to imbalanced cocoa butter and powder sales, the Fairtrade Premium values above share the associated cost risks equally between SPOs and buyers, by applying a ratio of 0.75.

4.2.6 Fairtrade organic differential for cocoa semi-processed products purchased from certified producers

Applies to: Fairtrade payers buying organic semi-processed products from producers	
Core	You pay the Fairtrade organic differential to the producer. The organic differential for semi-processed products is subject to the same rules as any other organic differential and follows sections 5.2 and 5.3 of the Trader Standard.

Guidance:
The Fairtrade organic differential is the lowest possible differential that producers must receive in addition to the Fairtrade Minimum Price or market price, whichever is higher.

4.3 Payment terms

4.3.1 Timely payment of price and Premium

Applies to: Fairtrade payers	
Core	You pay the producer according to international customary conditions and no later than 15 days after the receipt of the documents transferring ownership.

Guidance: Price refers to FMP, price differential and / or organic differential

4.3.2 Timely transfer of price and Premium

Applies to: Fairtrade Conveyors	
Core	You pay the producer no later than 15 days after receipt of the payment from the Fairtrade payer.

Guidance: Price refers to FMP, price differential and / or organic differential

4.3.3 Distribution of the price differential in Ghana and Côte d'Ivoire

Applies to: SPOs in Côte d'Ivoire, Ghana	
Core **Year 0**	When the Fairtrade Minimum Price is above the market price you transfer 100% of the price differential to your members. You transfer any FMP differential payments to your members within 30 days of receipt by your organization.

Guidance: The price differential is defined as the difference between the Fairtrade Minimum Price and the market reference price. Requirement 4.2.1 outlines the relevant market reference prices in Ghana and Côte d'Ivoire.

Fairtrade Payment Tracking

4.3.4 Accounting systems for the price differential and premium

Applies to: SPOs in Côte d'Ivoire, Ghana	
Core **Year 0**	You have an accounting system that tracks and identifies price differential and Fairtrade premium payments transparently. The organization: 1. Prior to payment, communicates to all members the values to be paid per member in price differential and any Fairtrade premium. Your value of price differential and Fairtrade premium payments will be expressed either per kilo of cocoa if your organisation uses a quota system or as a common value per member if your organisation uses an allocation system. 2. On payment, provides receipts to members using the templates provided detailing separately the values of the price differential and any Fairtrade premium paid with payment dates. You can access the receipt templates here. 3. After payment, publishes information about the total value of price differential and Fairtrade premium distributed to members with distribution dates, the total Fairtrade premium the SPO received, and the proportion distributed in cash. This information is available to FLOCERT on request. 4. Demonstrates in documentation separately the amounts received by the organisation of Fairtrade premium and price differential. 5. Demonstrates each cocoa season that the amount of price differential distributed to the members reconciles with the price differential received by the organisation. 6. Reports to members collectively (at General Assembly) on total amounts of price differential, and Fairtrade premium distributed as cash, if applicable.

Guidance: The price differential is defined as the difference between the Fairtrade Minimum Price and the market reference price. A guidance document is available here.

4.3.5 NEW JANUARY 2024 Recording Fairtrade Payments to Members

Applies to: SPOs in Côte d'Ivoire, Ghana	
Core	You deploy solutions that support your organization to digitally record, and report Fairtrade Premium and price differential payments made by your organization to individual members.
Year 3	
Guidance: Solutions can include third party software applications or data management tools. This requirement compliments 4.3.4 "Accounting Systems for the price differential and premium". A guidance document is available here.	

4.3.6 NEW JANUARY 2024 Digital Payments to Members

Applies to: SPOs in Côte d'Ivoire, Ghana	
Development	You deploy solutions that support your organization to make e-payments to your individual members when transferring Fairtrade Premium and price differential payments.
Year 3	

4.4 Pre-finance

There are no additional requirements.

4.5 Sourcing plans

4.5.1 Sourcing plans

Applies to: Fairtrade payers and conveyors	
Core	You provide to the producer a sourcing plan that covers each harvest, at a minimum of one month in advance of the cocoa trading season and renewed at least annually.
Year 0	
Guidance: The following requirement complements TS requirement 4.5.1 on sourcing plans.	

4.5.2 Long-term partnerships based on mutual commitments

Applies to: All traders	
VBP	You engage in long-term partnerships with producers based on commitments of cocoa volume purchases over multiple years and you communicate your sustainability priorities to allow producers to make informed decisions on premium investments.
Guidance: The intention of this requirement is to provide producers with secured sustainable income streams, which will enable them to invest in areas of strategic priority for the economic social and environmental sustainability of cocoa farmers.	

In this context “long-term” means at least 3 years.

Voluntary Best Practices also applies to brands, who may want to engage on a long-term basis with specific producers. Best practice is to have tripartite partnerships involving producers, buyers and brands.

4.5.3 NEW JULY 2023 Transparent Processes for Fairtrade Volume Allocation

Applies to: payers, conveyors	
Core	You have a publicly available, documented process in place to allocate the purchase of Fairtrade cocoa volumes to producers supplying you. The document includes the principles and/or the conditions relevant for your purchase decisions. You share the document with producers at the beginning of the cocoa buying season. Principles and conditions to be included in the document are outlined in the interpretation note to the Fairtrade Standard for Cocoa here.

Guidance: Principles and/or conditions relevant for your purchase decisions could for example include volume of Fairtrade cocoa.

available, previous delivery records or specific customer needs.

4.6 Premium planning and reporting

4.6.1 Premium planning

Applies to: SPOs	
Core	When planning for the Fairtrade Development Plan, you discuss if investing the Fairtrade Premium in activities that increase quality and productivity would help your members to have more secure incomes. You present the results of this discussion to the GA before approving the Fairtrade Development Plan. In case a trader has offered a long-term partnership based on mutual commitments, and has communicated to you their sustainability priorities, you discuss with your members whether such a partnership would be in the interest of your organisation and of your members and inform your business partner about your decision.
Year 1	

Guidance: This requirement applies to SPOs worldwide. Additionally, **f**or SPOs in Côte d’Ivoire and Ghana, see also requirement 4.6.2 below for further rules applicable.

Fairtrade International recommends prioritizing productivity and quality initiatives when planning for the use of the Fairtrade Premium, but recognizes that producer organisations are totally free to choose. You are encouraged to use at least 25% of the value of the Fairtrade Premium for productivity and quality improvement activities.

The use of other sources of funding for such activities is also welcome. A guidance document providing more information on productivity and quality improvement is available on the Fairtrade International website at: http://www.fairtrade.net/cocoa.html ; this document is only for guidance.

Activities increasing quality and productivity should increase the economic viability of the farm and rely on socially and

environmentally responsible agricultural practices, without compromising quality.

4.6.2 NEW October 2026 Premium planning

Applies to: SPOs in Côte d'Ivoire, Ghana	
Core	The Fairtrade Premium is invested according to the following distribution:
Year 1	• Min. 40% is transferred to your members as cash payout • Min. 10% (max. 40%) is invested in your producer organisation • Min. 10% (max. 40%) is invested in farm services for your members • Min. 10% (max. 40%) is invested in community needs such as education, health or others.

Guidance: It is Fairtrade's mission to achieve living incomes. Given the current and often precarious economic situation of farmers in Côte d'Ivoire and Ghana, their incomes are prioritized.

The GA decides on the distribution system used for the Fairtrade Premium payment per member, either per kilo of cocoa if your organisation uses a quota system or as a common value per member if your organisation uses an allocation system. For the remaining Premium, the GA decides on the specific types of investments in each category.

Examples for investments are:

- in producer organisations: investment into the Internal Management System, certification fees, trainings, etc.
- in farm services for members: provision of inputs such as organic fertilizer, seedlings or farm tools, diversification activities, etc.
- in community needs: equipment of schools, access to sanitary facilities, etc.

Further guidance/recommendation on FT Premium use can be found here.

This requirement complements requirement 4.6.1 above which is applicable to SPOs worldwide.

Annex: Internal Management System Data

Please note different datasets below have different years of applicability and different CORE/DEVELOPMENT applicability in different regions. With this data collection, the SPO will strengthen its own systems and functions. The organisation will gain an overview of their membership and how to support them best.

A. Farmer	B. Farm	C. Cocoa Production, Training & Inspection	D. Household Members[2]	E. Farm Operators
Year 0		**Year 1**		
Core			***Core* for Côte d'Ivoire and Ghana, *Development* for all other regions**	
Name	Total farm size	Previous crop year's production	Names	Who works on the farm: farm owner, farm operator, family labour, hired labour?
Telephone number	Number of farm units	Previous crop year's sales to SPO	Genders	For farm operators: is a contract in place with the landowner?
Unique farmer ID number (can be national ID if available)	Area cultivated with cocoa	Current crop year's estimated production	Dates of birth	
Gender	Farm location[3] with farm unit ID number	Fairtrade-related inspections[4] performed on the farm including dates and outcomes	School registration of child household members	
Date of birth		Training programs attended by the farmer including dates		
Registration date with the SPO				
Landowner[5] or farm operator[6]				

[2] Including first, second and third degree relatives who live in or within the grounds of the household
[3] Polygon or geolocation data (see requirement 3.4.5)
[4] Includes SPO internal inspections and FLOCERT audits
[5] Has legal ownership rights of the land/ farm
[6] The term farm operators refers to: sharecroppers and caretaker farmers

The English version of the standard is the official version. Fairtrade offers translations into other languages for information purposes only. Although Fairtrade strives to ensure accuracy in translations, the English version of the standard is the basis for all certification decisions, particularly if conflicts on these decisions should arise.

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