Guidance for geolocation data reporting to Fairtrade and deforestation risk analysis

Guide for Fairtrade Cocoa and Coffee Small-scale Producer Organizations

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Find all data templates, instructions and guidance documents here: https://nextcloud.fairtrade.net/index.php/s/T9FF82xe25GF9Hs

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Fairtrade Standard requirements on deforestation

Fairtrade International promotes responsible sourcing by introducing deforestation-related requirements that Small Producer Organizations (SPOs) and traders are expected to comply with.
The requirements for monitoring and preventing deforestation under the Fairtrade Cocoa Standard became applicable on 1 January 2024, for SPOs in Africa, Asia and the Pacific, as well as in Latin America and the Caribbean.

Regarding the Fairtrade Coffee Standard, most of these requirements will apply as of 1 January 2027, in all regions.

Please refer to the Fairtrade Standard for Cocoa under section 3.4 and Fairtrade Standard for Coffee under section 3.1 for more details.

Generating deforestation risk analysis under the standards applicability

Fairtrade International is offering a deforestation risk analysis to all cocoa and coffee SPOs for free, regardless of when the relevant Fairtrade Standard requirements become applicable. To generate the risk analysis, an SPO must submit their geolocation data to Fairtrade using the process and data template described in this guidance document.

This guidance outlines the current process for obtaining a deforestation risk analysis. However, Fairtrade International is currently working on automating the process for uploading, validating, and managing geolocation data. Fairtrade anticipates that these improvements will significantly reduce the time required for data validation and deforestation risk analysis. Further updates will be shared in the coming weeks.

Geolocation Data Collection and Preparation

For compliance with Cocoa Standard 3.4.5 and Coffee Standard 3.1.6:
Geolocation data must include all plots of land for 100% of members cultivating Fairtrade-certified cocoa or coffee

The geolocation data submitted to Fairtrade contains all plots of land growing cocoa or coffee and covers the cultivated area. The data for each plot is either in point or polygon format as explained:

- **Polygon data** is required for any single plot of farmland **4 hectares or larger,** used to grow Fairtrade certified cocoa or coffee.
- **Polygon data** is required for all **high-risk plots**. High-risk is defined as meeting at least one or both of the following conditions:
    - Evidence of deforestation within 500 meters of the plot boundary.
    - Plot boundary is within 200 meters of a protected area.
- **Point or polygon data** is acceptable for any single plot of farmland **less than 4 hectares and not defined as high-risk.**

To update the geolocation data in subsequent years, if there have been no changes to the size, location, or risk status of individual plots, SPOs may submit the data collected in previous years.

Any new plots, plots that changed in size, or plots with point data that were flagged as high-risk are added or re-mapped.

Any plots or members that are no longer cultivating Fairtrade-certified cocoa or coffee, or that are no longer under Fairtrade certification, are removed.

For Fairtrade, all monitoring is done separately by product. If the SPO is certified in both cocoa and coffee, **separate files must be submitted for each product**.

Collecting point data: For plots where point format is acceptable (plots less than 4 hectares and not defined at high-risk), the location point is taken from the **centre of the plot**.

Accepted file formats: Point data can be submitted in Excel (.xlsx), CSV, KML/KMZ, Shapefile (.shp), or GeoJSON. If geolocation data is submitted as Excel or .csv, SPOs must use Fairtrade's templates, which are available for download in multiple languages.

If SPOs submit data in other formats such as KML/KMZ, Shapefile (.shp), or GeoJSON. They can still refer to the Fairtrade's Excel template for further instructions and descriptions of the data required for each point.

Required data: For each point, it is required to submit the **FLOID, Unique Internal Farmer ID, Plot Unit ID, Plot unit area in hectares, Latitude, and Longitude.**

All point data must be recorded with a precision of at least six decimal places in the coordinates (e.g. 4.123456 or -3.123456).

Collecting polygon data: A polygon represents the border of the plot. Polygon data should be collected in the field, as data created from a digital or paper map is not accurate enough and may result in incorrect boundaries.

Plot boundaries can be collected by marking the points at each vertex, with a **minimum of four vertices per plot**. For more irregular shapes, the polygon should be mapped by walking

and recording the boundary (or perimeter) of the plot to ensure it is precise enough. **Plot unit polygons should not overlap,** but adjacent plots can share a common boundary.

Accepted file formats: Polygon data can be submitted in KML/KMZ, Shapefile (.shp), or GeoJSON. Polygon data cannot be submitted as Excel (.xlsx) or CSV.

However, the SPOs can still refer to the Fairtrade's Excel template for further instructions and descriptions of the data required for each polygon.

Required data: For each polygon, it is required to submit the **FLOID, Unique Internal Farmer ID, Plot Unit ID.**

All polygon data must be recorded with a precision of at least six decimal places in the coordinates (e.g. 4.123456 or -3.123456).

Preparing the geolocation data:

Each point or polygon must include the **Unique Internal Farmer ID**, which identifies each member in the SPO. If a member has more than one plot, the same Internal Farmer ID can be used for each of their plots.

Additionally, each plot must have a unique **Plot Unit ID**, which cannot be reused for more than one plot.

Member names or other personal data must not be submitted to Fairtrade. Therefore, each SPO must keep a list that links each member to their respective Farmer ID. This will be needed at a later stage, for example during audits or if the SPO needs to follow up with a specific member regarding a deforestation alert.

Geolocation data must be submitted as a **single file** per data format (point or polygon), not as separate files for individual plots. Few file formats allow combining both point and polygon geolocation data in a single file. As a result, SPOs may submit one file for points and one for polygons for coffee, or/and one file for points and one for polygons for cocoa.

For plots where **both, cocoa and coffee are cultivated**. For analysis precision and accurate plot registration, organisations should start submitting these plots in **separate files,** creating a third set of files if needed.

A standardized format should be used for naming submitted files. The name should include the organization's FLOID, country, product and the data format point or polygon (e.g. 12345_Peru_Cocoa_Point).

Geolocation Data Submission to Fairtrade

For compliance with Cocoa Standard 3.4.7 and Coffee Standard 3.1.8: SPOs must submit their geolocation data to Fairtrade annually.

Tool for receiving, storing and sharing data:

Any inquiries related to the process should be directed to: datareporting@fairtrade.net. Fairtrade International will also use this channel to notify SPOs of the status of the geolocation data.

However, points and polygon data **cannot be submitted to Fairtrade International via email**, as it is not a secure method of data sharing. Any data received through email will not be considered valid and will be deleted to comply with data protection regulations.

Fairtrade International is using Nextcloud as the data management, storage and sharing tool for geolocation data and deforestation risk analysis results. Nextcloud is an online file storage platform that enables easy sharing of data files with a customized link for each SPO. Other SPOs will not be able to access or download any data from other organizations.

The Nextcloud environment is hosted by Fairtrade International, and it is not necessary for SPOs to download or install any software. SPOs can access the customized Nextcloud by logging into their **FairInsight account** and navigating to Organization Details > Geolocation Links > Open reporting tool.

For 2nd and 3rd grade SPOs: the certified organization is responsible for consolidating the geolocation data from all 1st grade organizations and submitting the data to Fairtrade together. Only the certified organization (2nd or 3rd grade) will have access to the individual Nextcloud site.

SPOs can refer to the **Resources** directory to access data templates, guidance documents, and detailed instructions on how to prepare geolocation data. Specifically, before submitting their data, SPOs should review the **Data Quality Checklist** to ensure all data requirements are met. This checklist is provided at the end of the **Short Step-by-Step Guidance**, which is available in multiple languages.

Submission of data by SPOs:

Once all geolocation data has been compiled, SPOs can upload the data files to their customized Nextcloud, accessible via their FairInsight account (see description above). The data should be submitted to the folder "**1. Submit geolocation data here"**.

SPOs must submit a **Consent Form** along with their data. The form is available in multiple languages and includes a section where SPOs can choose to authorize the sharing of their status (e.g., data submitted, data validated, reports with alerts), geolocation data, or deforestation reports with commercial partners.

The consent form is mandatory, as it allows Fairtrade International and the service provider to process the data and generate the deforestation risk analysis. However, authorizing data sharing with commercial partners within the form is voluntary.

Geolocation Data Validation

Fairtrade International and the service provider, Satelligence, review the geolocation data as part of the data quality checks. Satelligence is bound by confidentiality and will not share the data with other parties without explicit consent. Fairtrade International consolidates the data from SPOs and delivers it to Satelligence twice per month.

Fairtrade initial quality checks: Fairtrade International returns the outcomes of its data validation within 3 weeks and notifies the SPO via email when the initial data check is ready. The notification includes instructions for next steps.

To retrieve the results, open the folder "**2. Retrieve geolocation data here"** and access the Data Validation form. The Validation Form (.docx) can be opened directly in Nextcloud or downloaded by clicking the three dots next to the file.

If the geolocation data passes the Fairtrade basic check, it is sent to Satelligence for further data quality checks before generating the deforestation analysis.
If the geolocation data does not pass the Fairtrade basic check, the SPO should review the issues flagged on page 2 of the Data Validation Form, correct the errors, and re-submit the data to the folder **"1. Submit geolocation data here".**

Service provider quality checks: Satelligence returns the outcomes of the data validation to Fairtrade International within one month of receiving the geolocation data. Fairtrade returns the outcomes and notifies the SPO via email when Satelligence validation is ready. This notification includes instructions for next steps.

To retrieve the results, open the folder "**2. Retrieve geolocation data here"** and access the Data Validation form. The Validation Form (.docx) can be opened directly in Nextcloud or downloaded by clicking the three dots next to the file.

If the geolocation data is validated, the data submission is considered complete, and Satelligence will process the data to generate a deforestation risk analysis. SPOs should save the email and the Validation Form as a record for their next audit. This serves as confirmation that the organization has submitted the data to Fairtrade International.
If the geolocation data is not validated, the SPO should review the flagged issues, correct the errors, and re-submit the data to the folder "**1. Submit geolocation data here**"

Deforestation Risk Analysis

For Cocoa Standard 3.4.1 and Coffee Standard 3.1.2: SPO's members did not cause deforestation after 31st December 2018. Any alerts identified requires the SPO to take some action to resolve them. FLOCERT will reference the results from Fairtrade International's deforestation risk analysis during audits.

Deforestation risk analysis refers to the satellite-based identification and evaluation of potential or actual deforestation events within or near plots. Any forest cover loss that meets the definition of deforestation under the Fairtrade Standards is flagged accordingly.

Once the geolocation data passes the quality checks and is validated, Satelligence uses the data to generate a plot-level deforestation risk analysis, which also includes the identification of plots located in or near protected areas. The analysis covers the following:

- Identification of deforestation that occurred on members' plots since the Fairtrade cutoff date, 31 December 2018.
- Identification of deforestation that occurred within 500 meters of members' plots since the Fairtrade cutoff date, 31 December 2018.
- Identification of plots within a protected area.
- Identification of plots within 200 meters of protected areas.

For Cocoa Standard 3.4.2 and Coffee Standard 3.1.3: SPOs should use the deforestation analysis results to conduct their deforestation risk assessments, as part of the broader human rights and environmental risk assessment.

For Cocoa Standard 3.4.3; and Coffee Standard 3.1.4: SPOs use the human rights and environmental risk assessment results, along with deforestation risk assessments, to create a deforestation prevention and mitigation plan.

Satelligence shares the results of the deforestation risk analysis with Fairtrade International one month after the geolocation data have been validated. This timeline can be extended depending on the volume of data received.

Fairtrade International notifies the SPO via email once the deforestation analysis results are ready. The results can be retrieved from the folder **"3. Retrieve monitoring analysis here"** and include the following:

Deforestation Alerts Report (.pdf):

SPOs can share their reports as they want. One purpose of the deforestation alert report is to enable SPOs to retain and/or increase their market access by showing their compliance with the Fairtrade deforestation requirements. If buyers or other commercial partners request access to deforestation risk data, the SPO may choose to share it directly with them. The report is multilingual with English, French, Spanish and Portuguese and contains information such as:

- Number of members and plot units for which the SPO has submitted geolocation data
- Hectares of farmland for which deforestation analysis has been carried out
- Number of plots with deforestation alerts within the plot boundaries.
- Hectares of land deforested within the plot boundary based on polygons, or for geolocation points the plot unit area supplied by the SPO
- Number of plots located fully or partially within protected areas

- Date that the analysis was carried out

List of Alerts (.xlsx): The Excel-compatible file contains a list of alerts associated with the organization's plots. The list of alerts contains the four types of alerts: within-plot alerts, which include (1) deforestation within the plot boundaries and (2) plots located in protected areas; and alerts near to the plot, covering (3) nearby deforestation events and (4) plots near protected areas.

If the SPO doesn't receive the list of alerts, it means no alerts were identified within or near the plots.

Each alert contains the following information to help SPOs take appropriate actions:

- Unique Internal Farmer ID and Plot Unit ID of the plot where the alert was identified.
- Geolocation point submitted by the SPO. Where the SPO submitted polygon data, this will be a geolocation point at the centre of the plot unit.
- A unique alert ID.
- For deforestation alerts, a GPS coordinate in decimal degree format within the centre of the deforested area of the plot enabling the SPO and auditors to easily locate the area of deforestation when visiting the plot.
- Date on which the deforestation alert occurred.

Reporting actions taken to Fairtrade: For compliance with the Fairtrade Cocoa and Coffee Standard, SPOs must document, for each deforestation alert, the action taken to resolve the alert and report this to Fairtrade International within 3 months of receiving the deforestation risk analysis.

SPOs should document the actions taken in the list of alerts (Excel) shared by Fairtrade. There are additional columns for the SPO to indicate the action taken to resolve the alert and when the action was or will be completed. The SPO submits this to Fairtrade through Nextcloud in the folder **"4. Submit alert documentation here."**

Alerts near the plot

Any deforestation event identified since 31 December 2018 within 500 meters of a plot, or any plot located within 200 meters of a protected area, is considered high-risk. Polygon mapping of any plots identified as high-risk should be included as part of the organization's deforestation risk assessment and deforestation prevention and mitigation plan. These plots should also be submitted as polygons in the following year's geolocation data submission to Fairtrade International.

For Cocoa Standard 3.4.2 and 3.4.3, and Coffee Standard 3.1.3 and 3.1.4: SPOs should include deforestation alerts near members' plots in their deforestation risk assessment. Polygon mapping any plots identified as high-risk should be included as part of the organization's deforestation prevention and mitigation plan.