

Detailed Process and Action Steps for RSPO New Plantings Procedure

Activities	Detailed Action Steps	Notes
1. Impact Assessments		
<p>Conduct a comprehensive and participatory independent social and environmental impact assessment of the area concerned and incorporate the results into relevant plans (see RSPO criteria 5.1, 6.1, 7.1 & 7.4). The assessment must include the identification of:</p> <ul style="list-style-type: none"> • all primary forest • any area required to maintain or enhance one or more High Conservation Values (HCVs) • all areas of peat soils • local peoples' land 	<p>i. RSPO compiles a list of competent HCV/SEIA Assessors.</p> <p>ii. Company decides to undergo assessment(s).</p> <p>iii. Company engages assessor(s) from the RSPO list.</p> <p>iv. Company appoints assessor(s).</p> <p>v. Participatory assessment(s) carried out and made public (summary only).</p> <p><u>Supporting documents:</u></p> <ul style="list-style-type: none"> • RSPO list of competent HCV/SEIA assessors. This should include information on any assessors registered with the authorities, where applicable. 	<p>i. Procedure is only applicable to new plantings or replanting (i.e., oil palm to oil palm) only if the National Interpretation explicitly identifies “replanting” as “new planting”.</p> <p>ii. Starting point is before any land preparation whatsoever (including associated development).</p> <p>iii. In the case where the company has uncontested ownership over the land and continuous management, conversion from a previous crop will not be included in this process unless such conversion is also deemed “new planting” by the National Interpretation.</p> <p>iv. RSPO should provide guidance on</p>

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	<ul style="list-style-type: none"> Standard RSPO framework assessment format for SEIA, HCV & FPIC. 	where information on assessment either for HCV or SEIA is available, such as relevant guidance available from the HCV Resource Network. ¹
2. Implementation Plan		
<p>Results from the SEIA and HCV assessments are incorporated into planning and management for the new plantings and related development that:</p> <ul style="list-style-type: none"> is based on the free, prior and informed consent of any local peoples whose lands are affected (see RSPO criteria 2.2, 2.3, 6.4, 7.5, 7.6) provides for the maintenance or enhancement of all identified HCVs (see RSPO criteria 5.2 & 7.3) excludes all identified primary forests from clearance (see RSPO criterion 7.3) 	<ul style="list-style-type: none"> i. Collate the assessments on FPIC, EIA, HCV & peat. ii. Map the findings of SEIA, HCV, FPIC & peat. iii. Draw up an action plan describing operational actions consequent to the findings of SEIA, HCV, FPIC & peat assessments, referencing the grower's relevant operational procedures. iv. Action plan applied. v. Identify management team in place to implement steps (i) to (iv) and the consequent implementation. 	<ul style="list-style-type: none"> i. Carbon storage function will be dealt with by the GHG Working Group.

¹ For example, "Good Practice Guidelines for High Conservation Value Assessments: A Practical Guide for Practitioners and Auditors." <http://www.hcvnetwork.org/resources/folder.2006-09-29.6584228415/HCV%20good%20practice%20-%20guidance%20for%20practitioners.pdf>

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<ul style="list-style-type: none"> Provides for appropriate management of peat (see RSPO criteria 4.3 and 7.4) 		
3. Verification		
<p>Obtain written confirmation from an approved RSPO certification body that the assessment process and the content of the plan are comprehensive, of professional quality and in compliance with relevant RSPO principles, criteria and indicators.</p> <p>The grower has the option of seeking such verification based on either a documentation audit by the certification body, or a field audit by the certification body.</p>	<ul style="list-style-type: none"> i. Appoint approved certification body. ii. Undertake documentation audit or field audit: <ul style="list-style-type: none"> • Documentation audit should be 1 - 5 days in duration. • Field audit does not need to be repeated for certification. Field audit work carried out at this stage shall be recognized at the certification. Certification auditors will only need to verify implementation. iii. Written recommendation to RSPO. 	<ul style="list-style-type: none"> i. Certification auditors do not need to revisit the credibility of verifications insofar as they were the result of a field audit by an RSPO approved certification body. However, certification auditors do need to verify the implementation of the requirements included in the notification documents. ii. When RSPO has developed and approved a scheme for accreditation, accredited assessors and the initial audit is done by an accredited assessor the verification step can be bypassed. Until then, verification is required.
4. Public Notification		

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<p>A minimum 30 days notification should be given before any land preparation (including associated development), after FPIC has started and SEIA and HCV assessments are completed.</p> <p>A summary of the assessments, a summary of the plan and the verification statement, shall be posted on the RSPO website for a period of 30 days.</p> <p>Growers shall not commence any land preparation, any new planting or infrastructure development, prior to the expiry of the minimum 30-day period.</p>	<ul style="list-style-type: none"> i. The company determines actual timings for notification (based on the rules). ii. The company sends notification to RSPO Secretariat. iii. RSPO Secretariat immediately posts notification on RSPO website for a period of 30 days. Company posts notification on local notice boards. iv. Public comments received by RSPO Secretariat & company. v. Compilation of comments vi. If complaints or grievances received, RSPO Grievance Process is activated. 	<ul style="list-style-type: none"> i. Publication should be on the RSPO website and local on-site notice board(s). ii. Confidentiality considerations should be referred to Criterion 1.2 in the generic P&C (including commercial sensitivities). <p>It is noted that legal licensing procedures may require notification of locations of the proposed developments.</p>
<p>5. Grievance and Dispute Resolution</p>		
<p>Any party, aggrieved by the assessment or plan, or wishing to dispute the verification</p>	<p>i. Land preparation (including associated development) cannot start</p>	<p>i. Any complaints received will result in a delay to land preparation</p>

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<p>statement, may pursue this through the relevant RSPO complaints and disputes procedures. (Refer to the RSPO Grievance Process).</p>	<p>until the grievance process is completed and the grievance resolved.</p> <p>ii. Grievance process is followed.</p> <p>iii. Within two weeks of the RSPO secretariat providing notice to the grievance panel, the grievance panel either dismisses the grievance (following the existing procedure), or the grievance is accepted as legitimate and is then further deliberated on.</p> <p>This two week period must be completed before the expiry of the 30 day notification period.</p> <p>iv. Point to note: The process must consider the terms of provisional permits for developing the land and there must be time limits in relation to this.</p>	<p>(including associated development) until a resolution is reached.</p> <p>ii. Refer to the RSPO Grievance Process, including timelines.</p> <p>iii. It is recommended that the EB shall review the Grievance Process to include consideration of anonymity to protect whistle blowers and appropriate time limits for development (taking account of national considerations).</p>