

**MINUTES OF FOURTH GHANA NATIONAL INTERPRETATION WORKING GROUP  
MEETING ON ROUND TABLE ON SUSTAINABLE PALM OIL PRINCIPLES & CRITERIA  
HELD AT THE CENTRE FOR AFRICAN WETLANDS-UNIVERSITY OF GHANA  
ON 15<sup>TH</sup> JULY, 2010**

**OPENING**

**Opening Remarks**

The meeting commenced at 0950hrs with a statement by Ms Anke Massart. She gave a brief introduction on the RSPO and its goals with regard to the Environment, Social and Development issues in the Oil Palm industry.

She indicated that the current forum was to discuss the Environment and Natural Resources issues of the Ghana National Interpretation of RSPO document. Future meetings will discuss the labour as well as the Small Scale producers.

She then introduced Mr Seth Larmie of SAL Consult Limited to take participants through the programme for the day.

**Attendance**

The attendance list is attached as **Annex 1**. Participants agreed to introduce themselves.

**Programme**

The programme for the day was presented by Seth Larmie and it is attached as **Annex 2**.

Mr Larmie indicated the need to immediately break into groups to discuss the relevant indicators pertaining to Environment and Natural Resources assessment. He confirmed that there will not be the need to go through the documentation on RSPO since it had been done several times during previous meetings of the Ghana National Interpretation Working Group (GNIWG).

The following issues were however, briefly explained to guide the participants:

- National Interpretation (NI):to customise the Global Interpretation (GI) to suit Ghana.
- There are 8no principles cast in stone which are not to be changed;
- There are 39no criteria which are also not to be changed;
- What is required to be changed or maintained are the indicators, whether the issues are of major or minor significance of which at least 45% have to be necessarily major. The major issues demand serious attention early during implementation;
- Guidance: the issues to guide choice of modifying an indicator may include local climatic conditions etc., and thus the need to add specific guidance to an indicator was stressed.

## THE TASKS

### General Tasks

Mr Seth Larmie took participants through the tasks and the participants were put into four groups (A – D). The following general tasks were brought to the attention of participants for action:

- Review “National Indicators”, their Major or Minor status and provide guidance notes if any;
- Confirm if all the relevant environmental legislation is provided in the 3<sup>rd</sup> draft of the RSPO document; and
- Provide GNIWG with all Performance Standards of measurable indicators that can be found throughout the document like wastewater (i.e discharge into rivers and also land application, drinking water, surface water, air emissions, ambient air quality, noise etc).

The following explanations were provided on the General Tasks in reviewing the NI:

- Relevance of the national legislation to the NI;  
**Action:** to put out any deficiency in the legislation given;
- Issue not fully addressed/ available for discussion to be followed up;
- The need to present all the guidelines and standards if available and to indicate whether they are available or not available was also stressed.

The specific tasks for group A, B and C apart from Group D were mentioned as follows:

- **Criteria 4.6** – Issues on pesticide containers and its improvement was brought forth for attention for discussion by group A.
- **Criteria 5.2/7.3** – issues to do with biodiversity was brought up for discussion by group A & B
- **Criteria 5.3** – issues to do with sanitation (National Sanitation Policy) was brought up for discussion by group B
- **Criteria 5.4 and 5.6** – on laws/ regulations on renewable energy and the use of fire in agriculture.

The guidance notes and the Specific Indicators that were to be discussed by participants are attached as **Annex 3** for ease of reference.

### The Group Meetings/ Discussions

The meeting went straight into the group discussions and the reviews/ amendments made to the Ghana National Interpretation of RSPO document were brought forth by the groups for discussion led by their Rapporteurs and Chairpersons as follows:

- Mr Walter Atiako (Chairman)/ Mr Abdulai Nafeo (Rapporteur) for Group A;
- Mr Emmanuel Wiafe (Chairman)/ Mr Joseph Tusah (Rapporteur) for Group B;
- Mrs Rosemary Addico (rapporteur)/ Ms Anke Massart (Chairman) for Group C; and
- Mr Ruediger Behrens(Chairman)/ Mr Charles Ofori Addo (Rapporteur) for Group D.

The various reviews/ amendments made to the Draft RSPO document have been indicated in the document which is attached as **Annex 4**. Highlights of the discussions are as follows.

## Group A

### Commitment to Transparency

#### Indicators

- Need to show an Environmental Certificate with schedule to the permit
- Reporting to include Annual Environmental Report
- Financial Data to be published in company annual reports

### Compliance with Applicable Laws and Regulations

The following amendments were suggested under section 2.1.2

- The legislation applicable was changed from EPA Act 490 to LI 1652 (1999)
- Land Title certificate to be included
- Chemicals Clearance Certificate and not Chemicals Import Licence is what is required from EPA to import chemicals and the Material safety Data Sheets (MSDS) should be available

### Use of Appropriate Best Practices by Growers and Millers

The following suggestions were made to amend section 4.3.2

- There will not be planting along 30° of slope. The indicator was changed from Minor to Major.

The following was suggested as input to section 4.3.4

- Management structure should be in place.

The following was suggested as input to section 4.3.4

- EPA effluent guidelines to be followed and to submit Quarterly Environmental Reports.

### **Specific Tasks for Group A**

On the Specific Tasks, the group came up with the following decisions on Criterion 4.6:

1. The supplier should be responsible for the empty pesticide containers/ fertiliser bags;
  - a. *Wholesaler or importer should obtain permit from EPA and MOFA*
  - b. *Smallholders should return bottles to supplier for a fee or prize*
  - c. *Develop list of suppliers from whom the farmers can purchase pesticides*
  - d. *Engage in a vigorous campaign against the reuse of toxic chemical containers*
  - e. *Government should impose environmental tax for disposal of containers*
  - f. *The CleanFarm Ghana project should make available their conclusions and recommendations to all stakeholders*
2. The institutions are to take up campaigns against reuse of containers;
  - a. *MOFA and EPA should take up the campaigns for proper disposal of containers*
  - b. *Creation of collection points/centers*
  - c. *EPA to develop guidance for the disposal of containers*
  - d. *EPA and MOFA should be informed of obsolete chemicals in the system*

3. EPA/ MOFA should be informed of the obsolete chemicals in the system;
  - a. *EPA and MOFA should implement the recommendations of the CleanFarms Ghana Project*
4. No, was overwhelming answer to the question on triple rinsing of containers.

The following issues were deliberated upon for consideration:

- issue of adding tax on importation of chemicals to take care of treatment of containers etc;
- need to make the value of used empty pesticide containers/ fertiliser bags more valuable than what pertains on the market;
- GNIWG to consider the pending regulations on hazardous chemicals and make reference to it.

Group B

#### Environmental Responsibility and Conservation of Natural Resources and Biodiversity

The group agreed that the classification have been done right and satisfies the requirement for environmental protection.

The following amendment was made to section 5.1.1

- EPA Act 490 , 1994 should be replaced with EPA Regulation 1999 LI 1652; and
- Clearing of remaining natural vegetation replaced with Clearing of natural vegetation because it conflicts with Replanting or expansion of planting area.

The following amendment was made to section 5.3.1

- Characterization was introduced in the sentence - Documented identification, characterizations and quantification.

The following amendment was made to section 5.4.1

- Documentation was introduced in the sentence – Regular monitoring and documentation of renewable energy.

The following amendment was made to section 5.4.2 to read as follows

- Monitoring and documentation of direct fossil fuel and electricity use per ton of CPO or palm product; and
- under 5.4 (Guidance), the phrase 'Reported to EPA on quarterly basis should be modified to Reported as determined by EPA.

The following amendment was made to section 5.6

- Replace Environmental Assessment Regulation 1999 with LI 1652.

The following updates were provided on policies, Regulations and Bye Laws for consideration by GNIWG.

- Under 5.3: The National Sanitation Policy Document is revised and approved by Cabinet, and it is in print for distribution.
- Under 5.4: The Regulation on renewal energy is with Attorney General Department; and

- Under 5.6: Bye laws in use concerning fire in Agriculture is within the Bye laws of District Assemblies

### **Specific Tasks for Group B**

The following were noted by the group:

1. The list of threatened species is found in the IUCN list.
2. Large companies should be abreast with wildlife laws and monitoring of biodiversity and ensure
  - a. *Seasonal monitoring of biodiversity plots*
  - b. *Education, use of sign boards*
3. Wildlife policy is in print.

Participants agreed to the need to differentiate between renewable/ non renewable energy in the document.

### Group C

#### Responsible Development of New Plantings

The group agreed to maintain the Major and Minor classifications.

The following were noted under section 7.1:

1. There is need to certify out-growers in compliance with LI 1652.
2. Stakeholder selection is by the proponent while approval of its adequacy is by the EPA.
3. There is no need to mention displacement or list negative social impacts since Resettlement Action Plans are prepared wherever resettlement issues arise, and since EPA requires Environmental Impact Statement (EIS) for developments from 40ha onwards. Thus the last paragraph under Scheme SH Guidance should be amended accordingly.
4. .for Independent SH Guidance, if the aggregate holdings go beyond 500ha a new EIS should be prepared and that any group member with more than 40ha of land can join a group but must have its own EIS.
5. There is no need to qualify SEIA/ EIA as simplified.

The following were noted under section 7.2:

1. Even though the activities mentioned here can be linked to SEIA (EIA) it should not compulsory be done by independent experts.

The following were noted under section 7.3:

1. An HCV assessment, including stakeholder consultation is conducted prior to any conversion to include by an RSPO accredited HCV assessor. Ghana Wildlife Society (GWS) is now accredited.
2. It is explained that GWS applied and obtained the accreditation as HVC assessor and that the Wildlife Division of the Forestry Commission can also apply in an answer to why GWS became and accredited assessor.

The following were noted under section 7.4:

1. Marginal and fragile soils (7.4.2) have not been determined for Ghana. It was agreed to follow up from the CSIR- Soil Research institute for more information on this.

### **Specific Tasks for Group C**

It was noted that:

- the toolkit for Ghana on HCV is being reviewed;
- no laws on soil, hence need to consult CSIR- Soil Research Institute;
- to include IUCN list of threatened and endangered species in Ghana; and
- to include Wildlife Conservation (Amendment) Law 1984 (not 1983), LI 1284.

On the issue of where to start assessment of RSPO/HCV, the meeting agreed that Ghana should be excluded from 2007 – 2009 period and commence the assessment in 2009.

### **Group D**

#### Responsible consideration of Employees, Individuals and Communities Affected by growers and Millers

The following suggestions were made to section 7.6.5

- the issue of plantation development was found to be too vague since it could lead to unending compensation payment. Such benefits should be linked to the Resettlement package or Community Development Plan (CDP) eg. Land to farm on as a group.

The following suggestions were made to section 7.7

- the statements permitting the use of fire in new plantings should be omitted and stick to only 'Group Managers must ensure that no fire is used to establish new plantings'.
- It was suggested that the first sentence under 8.1.1 (Guidance should include 'and Millers' to read growers and Millers....

The relevant institution was changed from Land valuation board (LVB) to Land Valuation Division of the Lands Commission and the relevant Act is Lands Commission Act 2008, Act 767.

**Prepared by SAL Consult Ltd**

**Annex 1 - Attendance List**

<b>No.</b>	<b>Name</b>	<b>Organisation</b>	<b>Division/Department</b>	<b>Email</b>	<b>Telephone</b>
1	Ebenezer Kwesi Arthur	Benso Oil Palm Plantation	Smallholder	<a href="mailto:ekarthur2000@yahoo.com">ekarthur2000@yahoo.com</a>	024 3205470
2	Anke Massart	Ghana Oil Palm Development Company	Director of Agriculture	<a href="mailto:anke.massart@siat.be">anke.massart@siat.be</a> <a href="mailto:anke.massart@gopdc-ltd.com">anke.massart@gopdc-ltd.com</a>	024 4339193
3	Isabel Schlegel	Ghana Oil Palm Development Company	Junior Agronomist	<a href="mailto:isabel.schlegel@gopdc-ltd.com">isabel.schlegel@gopdc-ltd.com</a>	054 4335761
4	Emmanuel K Wiafe	Ghana Oil Palm Development Company	Health Safety & Environment officer	<a href="mailto:emmanuel.wiafe@gopdc-ltd.com">emmanuel.wiafe@gopdc-ltd.com</a>	024 4240922
5	Joseph Tusah	Benso/Twifo Oil Palm Plantation	Safety and Environment Officer	<a href="mailto:joseph.tussah@unilever.com">joseph.tussah@unilever.com</a>	024 4026496
6	Frances D. Ohemeng	Irrigation Development Authority	Project Operations	<a href="mailto:ohemengfd@yahoo.com">ohemengfd@yahoo.com</a>	024 4264459
7	George B. Twumasi	Irrigation Development Authority	Operations	<a href="mailto:twum143@yahoo.com">twum143@yahoo.com</a>	024 3806531
8	Yaw Ofori Lartey	SG Sustainable Oils	Environment and Safety	<a href="mailto:yolarley@mtu.edu">yolarley@mtu.edu</a>	024 4939430
9	Ken Key	IFC	AGRI	<a href="mailto:kkey@ifc.org">kkey@ifc.org</a>	024 4333182
10	Rosemary Addico	WAFF	Solidaridad	<a href="mailto:rosemaryaddico@waffco.org">rosemaryaddico@waffco.org</a>	024 4721985
11	Abdulai A Nafeo	WAFF	Solidaridad	<a href="mailto:abdulai@waffco.org">abdulai@waffco.org</a>	024 4478729
12	J Agyei-Ohemeng	NCRC	Natural Resources	<a href="mailto:jaohemeng@yahoo.com">jaohemeng@yahoo.com</a>	024 4721985
13	Charles C Amankwah	IND/FC	Wetlands	<a href="mailto:ccaamankwah@yahoo.com">ccaamankwah@yahoo.com</a>	024 4262467
14	Dorothy Adjei	Energy Commission	Renewables	<a href="mailto:dorothy.adjei@gmail.com">dorothy.adjei@gmail.com</a>	020 7609808

## Annex 1 - Attendance List

15	Mawufemo Modjinou	Energy Commission	Renewables	<a href="mailto:cyrus@mcom.com">cyrus@mcom.com</a>	024 3815211
16	Yaw Sarfo Afriyie	E P A	M I D	<a href="mailto:yafriyie@epaghana.org">yafriyie@epaghana.org</a>	024 4639011
17	Charles Ofori Addo	USAID - ADVANCE PROJECT	Marketing	<a href="mailto:caddo@acdivocaghana.org">caddo@acdivocaghana.org</a>	024 4614543
18	Florence Agyei	E P A	Natural Resources	<a href="mailto:fagyei@epaghana.org">fagyei@epaghana.org</a>	0244 630652
19	Walter Atiako	GAWU - Gh - TUC	P A	<a href="mailto:walteratiako@yahoo.com">walteriatiako@yahoo.com</a>	027 7482019
20	Nuettey Ben N	Ghana Sumatra		<a href="mailto:bennuettey@ghanasumatra.com">bennuettey@ghanasumatra.com</a>	024 4513466
21	Collins Tay	CSIR - WRI	E U D	<a href="mailto:collinstay@hotmail.com">collinstay@hotmail.com</a>	024 3161914
22	Ruediger Behrens	G TZ - MODP	T L	<a href="mailto:ruediger.behrens@gtz.de">ruediger.behrens@gtz.de</a>	024 4311520
23	Glen Asomaning	W W F - W A F P O		<a href="mailto:gasomasmaning@wwfghana.org">gasomasmaning@wwfghana.org</a>	024 4597935
24	Vincent Awotwe - Pratt	Conservation Alliance	ENV/CONSERVATION	<a href="mailto:vawotwe-pratt@conservealliance.org">vawotwe-pratt@conservealliance.org</a>	024 3242859
25	Thomas Donkor	MCGRD	EHSD	<a href="mailto:tattehdonkor@yahoo.com">tattehdonkor@yahoo.com</a>	020 8120708
26	Samuel A. Allotey	MCGRD	EHSD	<a href="mailto:alloteysan46@yahoo.com">alloteysan46@yahoo.com</a>	020 8123904
27	Seth Larmie	SAL Consult Limited		<a href="mailto:slarmie@salconsultgh.com">slarmie@salconsultgh.com</a>	024 4378265
28	Richmond Yeboah Amoako	SAL Consult Limited		<a href="mailto:ryeboahamoako@salconsultgh.com">ryeboahamoako@salconsultgh.com</a>	024 4199516
29	Nana Yaw Otu Ansah	SAL Consult Limited	Environment	<a href="mailto:nyotuationsah@salconsultgh.com">nyotuationsah@salconsultgh.com</a>	027 7867831
30	Emmanuel N.A Addo	SAL Consult Limited	Environment	<a href="mailto:addomanuel@yahoo.com">addomanuel@yahoo.com</a>	026 8441377



**Annex 1 - Attendance List**

<b>Media List</b>			
<b>No.</b>	<b>Name</b>	<b>Media House</b>	<b>Telephone</b>
1	Gabriel Ahiabor	Daily Graphic	024 4876150
2	Mary Mensah	Daily Graphic	
3	Zanabu Issah	Daily Graphic	024 4670301
4	Gifty Annobil	Metro TV	024 3961938
5	Razak	Metro TV	
6	Samuel	Metro TV	
7	Joseph	Metro TV	
8	M. K. Bilson	Ghanaian Times	028 5028553
9	Dzifa Tetteh	Ghanaian Times	024 4994601

## Annex 2 - Programme

### RSPO FORUM ON ENVIRONMENT AND NATURAL RESOURCES

Wetlands, Legon

15 July, 2010

Facilitated by SAL Consult, Accra

Time, hrs	Activity	Responsible
0830 0900	Arrival and Registration	Facilitator
0900 0915	Opening and welcome	GOPDC, Facilitator
0915 0930	Self- introduction Presentation of tasks and activities for the day Division into groups	Facilitator
0930 1000	Snack break	-
1000 1300	Group work	Participants
1300 1345	Lunch break	-
1345 1445	Presentation by Groups General discussions	Group leaders Facilitator
1445 1500	Closing	GOPDC

## HOW TO DEVELOP A NATIONAL INTERPRETATION OF THE RSPO PRINCIPLES & CRITERIA?

*(Source: RSPO Certification Systems, 26 June 2007, page 13 and Annex 3)*

### PRINCIPLES

No changes can be made to the 8 principles.

### CRITERIA

No changes can be made to the 39 criteria.

### INDICATORS

The Ghana NIWG can decide to keep, modify, and/or add to the indicators.

The Ghana NIWG should decide which indicators should be categorised “MAJOR” and which indicators should be categorised “MINOR”.

However, the following rules must be taken into consideration:

- At least 45% of all indicators must be identified as compulsory (=> “MAJOR”).
- Following criteria must at least have 1 major indicator: 1.1, 1.2, 2.1, 2.2, 2.3, 3.1, 4.1, 4.4, 4.6, 4.7, 4.8, 5.1, 5.2, 5.5, 5.6, 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8, 6.9, 6.10, 7.1, 7.2, 7.3, 7.5, 7.6, 7.7, 8.1.
- The combination of indicators for each criterion must be sufficient to ensure compliance with the criterion.

### GUIDANCE

The Ghana NIWG can modify the guidance per criterion and can add specific guidance per indicator.

**SPECIFIC INDICATORS TO BE DISCUSSED BY GROUPS**

<b>Principle</b>	<b>Criteria</b>	<b>No of Indicators</b>	<b>Suggested institutional presence</b>	<b>Group Name</b>
1, Commitment to Transparency	1.2, Management documents are publicly available	1		A
2, Compliance with applicable laws and regulations	2.1, There is compliance with all applicable local, national and ratified international laws and regulations.	4		A
4, Use of appropriate best practices by growers and millers	4.3, Practices minimize and control erosion and degradation of soils.	4	MoFA,	A
	4.4, Practices maintain the quality and availability of surface and ground water	4	WRC, CSIR-WRI	A
	4.6, Agrochemicals are used in a way that does not endanger health or the environment.	10	MoFA, EPA, CleanFarms	A
5, Environmental responsibility and conservation of natural resources and biodiversity	5.1, Environmental impact assessment and mitigation measures implemented, and monitoring	3	EPA	B
	5.2, Status of rare, threatened or endangered species and high conservation value habitats identified with management plans	6	Wildlife	B
	5.3, Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner	2	WRC, CSIR-WRI, Local Government	B
	5.4, Efficiency of energy use and use of renewable energy is maximized	2	Energy Commission	B
	5.5, Use of fire for waste disposal and for preparing land for replanting is avoided	1	Fire Service	B
	5.6, Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored	3		B

Principle	Criteria	No of Indicators	Suggested institutional presence	Group Name
6, Responsible consideration of employees, individuals and communities affected by growers and millers	6.1, Social impacts are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored	2		D
7, Responsible development of new plantings	7.1, Comprehensive and participatory independent social and environmental impact assessment	3		C
	7.2, Soils surveys and topographic information	2		C
	7.3, New plantings not replacing primary forest or any area required to maintain or enhance one or more High Conservation Values.	2	Forestry Commission, Wildlife	C
	7.4, Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.	3	MoFA	C
	7.5, No new plantings are established on local peoples' land without their free, prior and informed consent	1		C
	7.6, Local people are compensated for any agreed land acquisitions and relinquishment of rights	6	LVB	D
	7.7, Use of fire in the preparation of new plantings is avoided	3	MoFA	D
8, Commitment to continuous improvement in key areas of activity	8.1, Growers and millers regularly monitor and review their activities and develop and implement action plans	1		D
		63		

## **GENERAL TASKS:**

- Review “National Indicators”, “major/minor status” and “guidance”
- Confirm if all the relevant environmental legislation is provided in the 3<sup>rd</sup> draft (Annex 1&2).
- Provide GNIWG with all Performance Standards of measurable indicators that can be found throughout the document like waste water (i.e. Discharge into rivers and also land application), drinking water, surface water, air emissions, ambient air quality, noise, ... (criterion 2.1: applicable laws and regulations).

## **SPECIFIC TASKS FOR GROUPS**

### **Criterion 4.6: (Group A)**

- Propose the most appropriate and achievable method for the disposal of empty pesticide containers and fertilizer bags.
- How can MOFA and EPA ensure safe disposal of pesticide containers?
- Provide GNIWG with an appropriate and achievable strategy for disposal obsolete chemicals. How about the CleanFarms Ghana project? How to deal with obsolete chemicals after CleanFarms Ghana project has finished?
- How about triple rinsing of pesticide containers: Yes or No? What happens to rinse water?

### **Criterion 5.2, 7.3: (Groups B and C)**

- Confirm that all relevant laws and regulations are stated in the third draft (e.g. HCV, buffer zones, wildlife).
- To which lists of threatened species should the document make reference?
- How far should large companies go in biodiversity monitoring and management (e.g. controlling or discouraging hunting)?

### **Criterion 5.3: (Group B)**

- Provide GNIWG with an update on the status/implementation of the National Sanitation Policy? National Interpretation should include as appropriate: details or relevant national laws or policies, a list of waste types which must be considered, any types of disposal which are not acceptable, existing best practice guidelines on recycling and re-use of nutrients, managing effluent ponds, increasing mill extraction efficiency and appropriate disposal of wastes, re-use or process of mill residues (bleaching earth).

### **Criterion 5.4: (Group B)**

Provide GNIWG with all the laws and regulations for (renewable) energy. So far, only the Energy Commission Act is included in the document. Are there no regulations?

### **Criterion 5.6: (Group B)**

Are there more relevant laws and regulations for the use of fire in agriculture?

### **Criterion 7.3: (Group C)**

What are the views of the attendants on the November 2005 or November 2007 rule?  
How can we ensure local assessors being accredited by RSPO?

Annex 4: Amendments to Draft 3 of the GNIWG

Group Name	Principle	Criteria	No of Indicators	Ranking	Guidance
A	1, Commitment to Transparency	1.2, Management documents are publicly available	1.2.1 This concerns management documents relating to environmental, social and legal issues that are relevant to compliance with RSPO criteria.	Major	<p>Examples of commercially confidential information include financial data such as costs and income, and details relating to customers and/or suppliers. Data that affects personal privacy should also be confidential. Examples of information where disclosure could result in potential negative environmental or social outcomes include information on sites of rare species where disclosure could increase the risk of hunting or capture for trade, or sacred sites which a community wishes to maintain as private. It must be noted that non-disclosure of such information must be as a last resort after educating the parties involved. Hard copies and electronic copies should be available on site for review by relevant stakeholders with legal or public interest. However, copies are at a cost.</p> <p>Documents (e.g. Policies &amp; plans) can be made available on the company website or in the company journal. The system used should be appropriate to the scale of the organization. Every undertaking involving land clearing of more than 40 hectares in area for agricultural purposes or every undertaking involving the construction of crude oil or oil processing facilities, must be registered by the environmental protection agency (Environmental Protection Agency Act, Act 490, 1994) and must obtain an environmental permit from the agency before commencement (environmental assessment regulations, 1999).</p> <p>One of the preconditions to obtain an environmental permit, is the development and submission of an Environmental Impact Assessment (EIA) (or a preliminary environmental report (per) for small scale projects). The content of the EIA or PER is determined by the EPA Environmental Assessment &amp; Audit department in cooperation with other relevant departments. One of the permit conditions is the submission of an environmental management plan (EMP) within 18 months after commencement and thereafter every 3 years. The content of the EMP is determined by the following EPA departments: 1) Natural Resources Department, 2) Manufacturing Industries department and 3) Built Environment department. The content covers the majority of the policies, plans and procedures stated in the indicator. The EMP is a confidential document, but extracts can be made available to the public to ensure compliance with indicator.</p> <p><b>Scheme SH guidance:</b> Scheme managers have shared and explained management plans to smallholders and/or their cooperatives, including documents summarizing complaints and grievance procedures and land acquisition processes. Smallholders have contracts from the scheme managers.</p> <p><b>Independent SH guidance:</b> Group managers must also have shared and explained the relevant RSPO standard for sustainable oil palm production as set out in this document or in an approved national interpretation to group members. Group smallholders have agreements with the group managers.</p>
A	2, Compliance with applicable laws and regulations	2.1, There is compliance with all applicable local, national and ratified international laws and regulations.	2.1.1 Evidence of compliance with relevant legal requirements	Major	<p>Implementing all legal requirements is an essential baseline requirement for all growers whatever their location or size. Relevant legislation includes, but is not limited to, regulations governing land tenure and land-use rights, LABOUR, agricultural practices (e.g. Chemical use), environment (e.g. Wildlife laws, pollution, environmental management and forestry laws), storage, transportation and processing practices. It also includes laws made pursuant to a country's obligations under international laws or conventions (e.g. The convention on biodiversity, CBD, Wildlife Convention (Amendment) LI 1284 (1984)).</p> <p>Furthermore, where countries have provisions to respect customary law, these must be taken into account the system used to ensure compliance to legal requirements should be appropriate to the scale of the organization and should include the following:</p> <p>1) list all applicable laws including international laws and conventions ratified by the Ghanaian government.</p>
			2.1.2 A mechanism for ensuring that relevant legal requirements are implemented	Major	
			2.1.3 A documented system, which includes written information on legal requirements	Minor	

Group Name	Principle	Criteria	No of Indicators	Ranking	Guidance
			2.1.4 A system for tracking any changes in the law	Minor	<p>2) display applicable licenses and permits including their conditions.</p> <p>3) identify person(s) responsible to monitor compliance to both (1) and (2).</p> <p><b>Scheme SH guidance:</b> Scheme managers must ensure that their organized smallholders are aware of and comply with relevant legal requirements. This would require provision of information (e.g. Up-to-date list and summary) regarding relevant legal requirements to participant smallholders or their appointed representatives and the extension staff.</p> <p><b>Independent SH guidance:</b> Group managers must hold an up-to-date list of applicable laws, which is known to be available for reference by group members. Through periodic assessments, group managers must ensure smallholders can show evidence of compliance with all relevant legal requirements including acquisition or holding of lands. Group smallholders should be aware of and understand the intent of applicable laws and regulations. More detailed guidance must be given in the national interpretations.</p>
A	4, Use of appropriate best practices by growers and millers	4.3, Practices minimize and control erosion and degradation of soils.	4.3.1 Maps of fragile soils must be available, indicating topography and soil types.	Minor	<p>Techniques that minimize soil erosion are well-known and should be adopted, wherever appropriate. This may include practice such as ground cover management, biomass, recycling, terracing, and natural regeneration or restoration instead or replanting. The following should be taken into account upon constructing roads: wetlands, culverts, contours. Management strategy for fragile soils must include EFB application to improve soil structure.</p> <p><b>Scheme SH guidance:</b> Scheme managers can show that lands prepared for smallholdings have been chosen so as to minimize and control soil erosion and soil degradation in accordance with the indicators. Scheme managers should be able to demonstrate that their participant smallholders have an understanding of the techniques required to manage their soils and that they are being implemented. Techniques may be: the use of cover crops and lemon grass (a deep rooting plant) and/or arrangements of fronds across the slope to avoid soil degradation.</p> <p><b>Independent SH guidance:</b> Group managers can show (with documentary evidence) that they have carried out trainings with group smallholders to explain best practices to minimize and control the erosion and degradation of soils (see criterion 4.8) and monitor and verify effective implementation.</p>
			4.3.2 Slopes between 0 and 16° are suitable. A management strategy should exist for plantings on slopes between 17 and 30° (i.e. Marginal soils). There will be no planting on slope above 30° (i.e. Unsuitable soils).	Major	
			4.3.3 Presence of road maintenance program	Minor	
			4.3.4 A management strategy should be in place for other fragile and problem soils (e.g. Sandy, low organic matter, acid sulfate soils).	Minor	
A		4.4, Practices maintain the quality and availability of surface and ground water	4.4.1 Apply to water resources commission (WRC) to ensure that the implemented water management plan is in line with WRC and EPA standards	Major	<p>Growers and millers should address the effects of their use of water and the effects of their activities on local water resources. In accordance to the water use regulations li 1962 (2001), a person may obtain a permit from the water resource commission for various types of water use. The permit is subject to the conditions specified in the permit to the applicant. The permit holder shall keep records and shall furnish the commission at all times with these records.</p> <p>The water management plan may include:</p> <ul style="list-style-type: none"> <li>- taking account of the efficiency of use and renewability of sources.</li> <li>- ensuring that the use of water does not result in adverse impacts on other users.</li> <li>- avoiding contamination of surface and ground water through run-off of soil, nutrients or chemicals, or as a result of inadequate disposal of waste including pome.</li> <li>- appropriate treatment of mill effluent and regular monitoring of discharge quality, which should be in compliance with national regulations.</li> <li>- implementation of the national buffer zone policy</li> </ul>
			4.4.2 Protection of local water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones, as per WRC guidelines	Major	
			4.4.3 Monitoring of effluent parameters	Major	



Group Name	Principle	Criteria	No of Indicators	Ranking	Guidance
			4.4.4 Monitoring of mill water use per tonne of FFB Monitoring and documentation of effluent quality Providing periodic environmental monitoring reports at a frequency determined by the EPA	Minor	The monitoring results of effluent parameters should be part of the quarterly monitoring returns to EPA (in accordance with the EPA permit conditions).  <b>Scheme SH guidance:</b> Scheme managers can show they have chosen and prepared lands allocated for smallholdings so as to maintain the quality and availability of surface and ground water have carried out trainings with scheme smallholders to explain best practices (and see criterion 4.8) and can monitor, manage and verify effective implementation by smallholders. Buffer zone areas along rivers/streams have to be chosen in compliance with the national buffer zone policy.  <b>Independent SH guidance:</b> Group managers shall ensure that group members are maintaining riparian buffer zones and not contributing to water quality degradation. This is monitored and overseen by the group manager
A		4.6, Agrochemicals are used in a way that does not endanger health or the environment.	4.6.1 Only agrochemicals registered by the environmental protection agency are used	Major	The list of agrochemicals registered by the environmental protection agency should be reviewed every six months. Use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species should be used where available. However, measures to avoid the development of resistance (such as pesticide rotations) are applied.  <b>Scheme SH guidance:</b> Scheme managers will provide regular training to scheme smallholders on agrochemical use (see criterion 4.8), especially on how: - chemicals should only be applied in accordance with product label. - appropriate safety equipment can be acquired and used (or provided by nucleus estates). - all precautions attached to the products should be properly observed, applied and understood. - chemicals should be securely and safely stored. All chemical containers must be properly disposed of and not use for other purposes (and see criterion 5.3). - pesticides should be applied by proven methods that minimize risk and impacts. - proper disposal of waste material, according to procedures that are fully understood by workers and managers. (also see criterion 5.3 on waste disposal). - the pesticide register of the environmental protection agency should be made available to the farmers (e.g. By posting it at the collection centers). Scheme manager's records will also show: - justification of all chemical use. - list of all agro-chemicals used. - records of pesticides supplied to smallholders. - documentary evidence that use of chemicals categorized as world health organization type IA or IB, or listed in the Stockholm or Rotterdam conventions, and paraquat is eliminated.- evidence of CPO residue testing, as required by the supply chain. - annual health screening for all smallholders using or handling agrochemicals categorized as world health organization type IA or IB, or listed in the Stockholm or Rotterdam conventions, and paraquat. - no chemical spraying by pregnant women or children.  <b>Independent SH guidance:</b> Group managers will provide regular training to group smallholders on agro-chemical use (see criterion 4.8), especially on: - how chemicals should only be applied in accordance with the product label - appropriate safety equipment can be acquired and used - all precautions attached to the products should be properly observed, applied and understood - the dangers of use of chemicals categorized as world health organization type IA and IB, or listed by the Stockholm or Rotterdam conventions, and paraquat - chemicals should be securely and safely stored. All chemical containers must be properly disposed of and not used for other purposes (see criterion 5.3) -pesticides should be applied by proven methods that minimize risk and impacts - proper disposal of waste material, according to procedures that are fully understood by workers and managers (also see criterion 5.3 on waste disposal) - there should be no chemical spraying by pregnant women or children.
			4.6.2 Documented justification of all agrochemical use should be in line with the IPM plan.	Minor	
			4.6.3 Records of pesticide use (including active ingredients used, area treated, amount applied per ha and number of applications).	Major	
			4.6.4 Documentary evidence that use of chemicals categorized as world health organization type 1a or 1b, or listed by the Stockholm or Rotterdam conventions, and paraquat, is eliminated	Major	
			4.6.5 Chemicals should only be applied by qualified persons who have received the necessary training and should always be applied in accordance with the product label. Appropriate safety equipment must be provided and used. All precautions attached to the products should be properly observed, applied, and understood by workers. Also see criterion 4.7 on health and safety.	Major	
			4.6.6 Storage of all chemicals is prescribed in FAO or GIFAP code or practice (see annex 1). All chemical containers must be properly disposed of and not used for other purposes (see criterion 5.3).	Major	
			4.6.7 Application of pesticides by proven methods that minimize risk and impacts. Pesticides are applied aerially only where there is a documented justification	Minor	

Group Name	Principle	Criteria	No of Indicators	Ranking	Guidance
			4.6.8 Proper disposal of waste material, according to procedures that are fully understood by workers and managers. Also see criterion 5.3 on waste disposal	Major	<p>Group managers records will also show:</p> <ul style="list-style-type: none"> <li>- list of all agrochemicals used by group members</li> <li>- documentary evidence that use of chemicals categorized as world health organization (type IA and IB) or listed by Stockholm or Rotterdam conventions, and paraquat is reduced and/or eliminated and alternatives identified where possible by the group manager in accordance with the dangers identified of these chemicals.</li> <li>- annual health screening for all group smallholders and workers they employ (if any) using or handling agro-chemicals categorized as world health to develop guidance</li> </ul> <p>EPA and MOFA should be informed of obsolete chemicals in the system</p> <p>EPA and MOFA should implement the recommendations of the CleanFarms Ghana Project</p> <p>The CleanFarm Ghana project should make available their conclusions and recommendations organization type IA or IB, or listed by Stockholm or Rotterdam conventions, and paraquat.</p>
			4.6.9 Specific annual medical surveillance for pesticide operators, and documented action to eliminate adverse effects.	Major	
			4.6.10 No work with pesticides for pregnant and breast-feeding women Provision of training materials Campaign against the use of pesticides by pregnant women	Major	

Group Name	Principle	Criteria	No of Indicators	Ranking	Guidance
B	5, Environmental responsibility and conservation of natural resources and biodiversity	5.1, Environmental impact assessment and mitigation measures implemented, and monitoring	5.1.1 Documented environmental impact assessment (according to EPA act 490, 1994)	Major	<p>Environmental impact assessment should cover the following activities, where they are undertaken:</p> <ul style="list-style-type: none"> <li>- building new roads, processing mills or other infrastructure.</li> <li>- putting in drainage or irrigation system.</li> <li>- replanting or expansion of planting area.</li> <li>- disposal of mill effluents (see criterion 4.4);</li> <li>- clearing of natural vegetation.</li> </ul> <p>Impact assessment may be a non-restrictive format e.g. ISO 14001 ems and/or EIA report incorporating elements spelt out in this criterion 5.6), biodiversity and ecosystems, and people's amenity (see criterion 6.1 for social impacts), both on and off-site.</p> <p>Stakeholder consultation has a key role in identifying environmental impacts. The inclusion of consultation should result in improved processes to identify impacts and to develop any required mitigation measures. It is important that where activities, techniques or operations change over time, identifications of impacts, and any required mitigation, are updated as necessary.</p> <p><b>Scheme SH guidance:</b> Scheme managers must undertake and document an impact assessment, developed with the Participation of smallholders, that includes all the scheme smallholdings and sets out appropriate Management planning and operational procedures for each impact identified which requires changes in Current practice. They have a timetable for the implementation of required actions, which are monitored To demonstrate continuous improvement. Impact assessments will include consideration of:</p> <ul style="list-style-type: none"> <li>- buildings and maintenance of roads to service smallholdings and provide access to mills.</li> <li>- implement drainage or irrigation systems.</li> <li>- replanting or expansion of smallholders.</li> <li>- clearing of natural vegetation and the need to avoid the use of fire (see 5.5).</li> </ul> <p><b>Independent SH guidance:</b> Group managers must undertake and document an impact assessment, developed with the participation of smallholders and local communities, that includes all the group smallholdings and sets out appropriate actions to address each impact identified when:</p> <ul style="list-style-type: none"> <li>- replanting or expanding smallholdings</li> <li>- clearing natural vegetation and the need to avoid the use of fire (see criterion 5.5)</li> </ul>
			5.1.2 Obtain EPA permit and comply with permit conditions (according to Environmental Assessment Regulations, LI 1652 (1999))	Minor	
			5.1.3 Where the identification of impacts requires changes in current practices, in order to mitigate negative effects a timetable for changes should be developed and implemented.	Minor	
B	5.2, Status of rare, threatened or endangered species and high conservation value habitats identified with management plans		5.2.1 Presence of protected areas that could be significantly affected by the grower or miller	Major	<p>This information gathering should include checking available biological records, and consultation with relevant government departments, research institutes and interested NGOS if appropriate. Depending on the biodiversity values that are present, and the level of available information, some additional field survey work may be required.</p> <p><b>Scheme SH guidance:</b> Scheme managers will compile information about the status of these aspects for scheme smallholdings, as well as the associated mill and directly managed estate (if any). This information should be provided to scheme smallholders and should cover:</p> <ul style="list-style-type: none"> <li>- Presence of protected areas that could be significantly affected by smallholdings.</li> <li>- conservation status (e.g. IUCN status), legal protection, population status and habitat requirements of rare, threatened, or endangered species that could be significantly affected by smallholdings.</li> <li>- identification of high conservation value habitats, such as rare and threatened ecosystems, that could be significantly affected by smallholdings.</li> </ul> <p>If rare, threatened or endangered species, or high conservation value habitats, are present, appropriate Measures for management planning and operations will include:</p> <ul style="list-style-type: none"> <li>- ensuring that any legal requirements relating to the protection of the species are met.</li> <li>- avoiding damage to and deterioration of applicable habitats.</li> <li>- controlling any illegal or inappropriate hunting, fishing or collecting activities; and developing responsible measures to resolve human-wildlife conflicts.</li> </ul>
			5.2.2 Conservation status (e.g. IUCN status), legal protection, population status and habitat requirements of rare, threatened, or endangered species that could be significantly affected by the grower or miller.	Major	
			5.2.3 Identification of high conservation value habitats, such as rare and threatened ecosystems that could be significantly affected by the grower or miller.	Major	
			5.2.4 Ensuring that any legal requirements relating to the protection of the species or habitat are met.	Minor	
			5.2.5 Avoiding damage to and deterioration of applicable habitats	Minor	

Group Name	Principle	Criteria	No of Indicators	Ranking	Guidance
			5.2.6 Evidence of a commitment to discourage any illegal or inappropriate hunting, fishing or Collecting activities; and developing responsible measures to resolve human-wildlife conflicts (e.g. Incursions by elephants).	Minor	<b>Independent SH guidance:</b> Group managers will compile information about the status of critical aspects as listed in national interpretations within the area of group smallholdings. This information should be provided to group smallholders and should cover: - presence of protected areas that could be significantly affected by smallholdings - conservation status (e.g. IUCN status), legal protection, population status and habitat requirements of rare, threatened, or endangered species, that could be significantly affected by the smallholdings. - identification of high conservation value habitats, such as rare and threatened ecosystems, that could be significantly affected by the smallholdings. -if rare, threatened or endangered species, or high conservation value habitats, are present, appropriate protection measures must be adopted by group managers in accordance with the NI and the relevant laws.
B		5.3, Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner	5.3.1 Documented identification, characterisation and quantification of all waste products and sources of pollution	Major	The waste management and disposal plan should include measures for: - identifying and monitoring sources of waste and pollution. - improving the efficiency of resource utilization and recycling potential wastes as nutrients or converting them into value-added products (e.g. Through animal feeding programs). - appropriate disposal of hazardous chemicals and their containers. Surplus chemical containers should be disposed of or cleaned in an environmentally and socially responsible way (e.g. Returned to the vendor or cleaned using a triple rinse method), such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's labels should be adhered to.  <b>Scheme SH guidance:</b> Scheme managers must develop and implement a plan for the management and disposal of waste from Smallholdings including the safe disposal of pesticide containers. This waste management and disposal plan should include measures for: - identifying and monitoring sources of waste and pollution from smallholders and mills which process their FFB. - improving the efficiency of resource utilization and recycling potential wastes as nutrients or converting them into value-added products (e.g. Through animal feeding programs). EFB will be brought back to the field of smallholders, due to the distance the EFB are not being brought to outgrower farms; in addition the EFB can be composted. - appropriate disposal of hazardous chemicals and their containers. Surplus chemical containers should be disposed of or cleaned in an environmentally and socially responsible way (e.g. Returned to the vendor or cleaned using a triple rinse method), such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's labels should be adhered to.  <b>Independent SH guidance:</b> Group managers shall ensure that group members have identified all waste and are disposing these in a Responsible manner. This is monitored and overseen by the group manager. There should be appropriate disposal of hazardous chemicals and their containers. Surplus chemical containers should be disposed of in such that there is no risk of contamination of water sources or human health. The disposal instructions on manufacturer's labels should be adhered to.
			5.3.2 Having identified wastes, a waste management and disposal plan must be developed and implemented, to avoid or reduce pollution.	Major	
B		5.4, Efficiency of energy use and use of renewable energy is maximized	5.4.1 Regular monitoring and documentation of renewable energy use per tonne of CPO or palm product in the mill	Minor	Growers and mills should assess the direct energy use of their operations, including fuel and electricity, and energy efficiency of their operations. This should include estimation of fuel use by contractors, including all transport and machinery operations. Records on energy generation and use are to be measured on a daily basis, collected on a monthly basis and reported to EPA at a frequency determined by the Agency. The feasibility or collecting and using biogas should be studied if possible.  <b>Scheme SH guidance:</b> Scheme managers should develop provisions for improving the efficiency of energy use by scheme smallholders. This provision may not apply to scheme smallholders who only use manual labour to care for and harvest FFB.  <b>Independent SH guidance:</b> This criterion is not applicable to group smallholders
			5.4.2 Monitoring and documentation of direct fossil fuel use per ton of CPO or palm product (or FFB where the grower has no mill).	Minor	

Group Name	Principle	Criteria	No of Indicators	Ranking	Guidance
B		5.5, Use of fire for waste disposal and for preparing land for replanting is avoided	5.5.1 Documented assessment where fire has been used for preparing land for replanting	Major	<p>Fire should be used only where an assessment has demonstrated that it is the most effective and least environmentally damaging option for minimizing the risk of severe pest and disease outbreaks, and with evidence that fire-use is carefully controlled. Use of fire on peat soils should be avoided.</p> <p><b>Scheme SH guidance:</b> Scheme managers will carry out training and provide extension support to scheme smallholders to Ensure smallholder awareness and that fire is not used except in accordance with ASEAN guidelines or other regional best practice (see criterion 4.8).</p> <p><b>Independent SH guidance:</b> Group managers shall ensure that group members are not utilizing fire in operations. This is monitored and overseen by the group manager.</p>
B		5.6, Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored	5.6.1 A register and assessment of all polluting activities must be conducted, including gaseous emissions, particulate/soot emissions and effluent (see also criterion 4.4). Significant pollutants and emissions must be identified and plans to reduce them implemented	Major	<p>The environmental management plan (Environmental Assessment Regulations, LI 1652, 1999) contains plans to reduce pollution, including greenhouse gases. Note: RSPO needs to address all issues relating to greenhouse gas emissions.</p> <p><b>Scheme SH guidance:</b> Scheme managers must include an assessment of all polluting activities of scheme smallholdings in their Overall plans for pollution and emissions abatement. Significant pollutants and emissions from scheme smallholdings must be identified and plans to reduce them implemented. The assessment results and plans should be part of the impact assessment (criterion 5.1). Possible pollutants and emissions could be: smoke (gas), chemicals...</p> <p><b>Independent SH guidance:</b> This criterion is not applicable to group smallholders.</p>
			5.6.2 A monitoring system must be in place for these significant pollutants to ensure national compliance as a minimum	Minor	
			5.6.3 The treatment methodology for POME and effluent quality is recorded.	Minor	

Group Name	Principle	Criteria	No of Indicators	Ranking	Guidance
D	6, Responsible consideration of employees, individuals and communities affected by growers and millers	6.1, Social impacts are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored	6.1.1 A documented social impact assessment including records of meetings. Evidence that the assessment has been done with the participation of affected parties. Particular attention paid to the impacts of outgrower schemes (where the plantation includes such a scheme)	Major	<p>Identification of social impacts should be carried out by the grower with the participation of affected parties, including women and migrant workers as appropriate to the situation. The involvement of independent experts should be sought where this is considered necessary to ensure that all impacts (both positive and negative) are identified.</p> <p>Participation in this context means that affected parties are able to express their views through their own representative institutions, or freely chosen spokespersons, during the identification of impacts, reviewing findings and plans for mitigation, and monitoring the success of implemented plans.</p>
			6.1.2 A timetable with responsibilities for mitigation and monitoring, reviewed and updated as Necessary, in those cases where the assessment has concluded that changes should be made to Current practices.	Minor	<p>Potential social impacts may result from activities such as: building new roads, processing mills or other infrastructure; replanting with different crops or expansion of planting area; disposal of mill effluents; clearing of natural vegetation; changes in employee numbers or employment terms.</p> <p>The documentation, participation and monitoring of such impact assessments should be included into the emp.</p> <p>Plantation and mill management may have social impacts (positive or negative) on factors such as:</p> <ul style="list-style-type: none"> <li>- access and use rights.</li> <li>- economic livelihoods (e.g. Paid employment) and working conditions.</li> <li>- subsistence activities.</li> <li>- cultural and religious values.</li> <li>- health and education facilities.</li> </ul> <p>Other community values, resulting from changes such as improved transport/communication or arrival Of substantial migrant labour force.</p> <p><b>Scheme SH guidance:</b> Scheme managers must be able to demonstrate that scheme smallholdings participated in the Development of impact assessments for smallholder schemes. Scheme managers must provide:</p> <ul style="list-style-type: none"> <li>- a documented social impact assessment.</li> <li>- evidence that the assessment has been done with the participation of scheme smallholders. Participation in this context means that scheme smallholders are able to express their views through their own representative institutions during the identification of impacts, reviewing findings and plans for mitigation, and monitoring the success of implemented plans.</li> <li>- a timetable with responsibilities for mitigation and monitoring, reviewed and updated as necessary, in those cases where the assessment has concluded that changes should be made to current practices.</li> </ul> <p>The involvement of independent experts should be sought where this is considered necessary to ensure that all impacts (both positive and negative) are identified.</p> <p><b>Independent SH guidance:</b> Group managers must be able to demonstrate that group smallholders participated in the development of a simplified impact assessment for their group holdings. Group managers must provide:</p> <ul style="list-style-type: none"> <li>-a documented simplified social impact assessment.</li> <li>-evidence that the assessment has been done with participation of group smallholders, local communities and stakeholders.</li> <li>- a timetable with responsibilities for mitigation and monitoring, reviewed and updated as necessary, in those cases where the assessment has concluded that changes should be made to current practices.</li> </ul>
D		7.6, Local people are compensated for any agreed land acquisitions and relinquishment of rights	7.6.1 This activity should be integrated with the SEIA required by 7.1	Major	<p>Refer also to 2.2, 2.3 and 6.4 associated guidance.</p> <p>This requirement includes indigenous peoples (see annex 1).</p> <p>A resettlement action plan should be in place. Other benefits include compensation payment, provision of alternative livelihood, development of outgrower/smallholder scheme.</p> <p>There is the need to develop a guidance for Community Development</p>
			7.6.2 Documented identification and assessment of legal and customary rights	Major	

Group Name	Principle	Criteria	No of Indicators	Ranking	Guidance
			7.6.3 Establishment of a documented system for identifying people entitled to compensation	Major	<p><b>Scheme SH guidance:</b> See criterion 7.5 above.</p> <p><b>Independent SH guidance:</b> See criterion 7.5 above</p>
			7.6.4 Establishment of a system for calculating and distributing fair compensation (monetary or Otherwise).	Major	
			7.6.5 Communities that have lost access and rights to land for plantation expansion are given opportunities to benefit from plantation development through resettlement package and Community Action Plan.	Minor	
			7.6.6 The process and outcome of any compensation claims should be documented and made publicly available.	Minor	
D		7.7, Use of fire in the preparation of new plantings is avoided	7.7.1 This activity should be integrated with the SEIA required by 7.1	Major	<p>Fire should be used only where an assessment has demonstrated that it is the most effective and least environmentally damaging option for minimizing the risk of severe pest and disease outbreaks, and with evidence that fire-use is carefully controlled. Extension/training programs for smallholders may be necessary.</p> <p><b>Scheme SH guidance:</b> Scheme managers must ensure that no fire is used to establish new plantings. National interpretation should identify any specific situations where such use of fire may be acceptable, for example through reference to “guidelines for the implementation of the ASEAN policy on zero burning”, or comparable guidelines in other locations.</p> <p><b>Independent SH guidance:</b> Group managers must ensure that no fire is used to establish new plantings.</p> <p>National interpretations should identify any specific situations where such use of fire may be acceptable, For example through reference to “guidelines for the implementation of the ASEAN policy on zero burning”, or comparable guidelines in other locations.</p>
			7.7.2 No evidence of land preparation by burning, but where the use of fire for land preparation became necessary a documented assessment must be in place	Minor	
			7.7.4 Evidence of approval of controlled burning as specified in ASEAN guidelines or other regional best practice	Minor	
D	8, Commitment to continuous improvement in key areas of activity	8.1, Growers and millers regularly monitor and review their activities and develop and implement action plans	8.1.1 The action plan for continual improvement should be based on a consideration of the main social and Environmental impacts and opportunities of the grower/mill, and should include a range of indicators covered by these principles and criteria. It should be part of the environmental management plan (EMP). As a minimum, these must include, but not necessary be limited to: <ul style="list-style-type: none"> <li>• reduction in use of certain chemicals (criterion 4.6)</li> <li>• waste reduction (criterion 5.3)</li> <li>• pollution and emissions (criterion 5.6)</li> <li>• social impacts (6.1)</li> </ul>	Major	<p>Growers and millers should have a system to improve practices in line with new information and techniques and a mechanism for disseminating this information throughout the workforce.</p> <p><b>Scheme SH guidance:</b> Scheme managers must develop an action plan for continual improvement, in a participatory manner with smallholders, based on a consideration of the main social and environmental impacts and Opportunities of the smallholdings, and should include a range of indicators covered by these principles and criteria.</p> <p><b>Independent SH guidance:</b> Group managers must develop an action plan for continual improvement, developed in a participatory manner with group smallholders, based on a consideration of the main social and environmental impacts and opportunities of the smallholdings, and should include a range of indicators covered by these principles and criteria.</p>

Group Name	Principle	Criteria	No of Indicators	Ranking	Guidance
C	7, Responsible development of new plantings	7.1, Comprehensive and participatory independent social and environmental impact assessment	7.1.1 Independent environmental and social impact assessment, undertaken through a participatory methodology including external stakeholder groups (if > 40 ha).	Major	<p>The terms of reference should be defined by the Environmental Protection Agency (EPA) of Ghana and impact assessment should be carried out by qualified independent experts, in order to ensure an objective process. Both should not be done by the same body. A participatory methodology including external stakeholder groups is essential to the identification of impacts, particularly social impacts. Stakeholders such as local communities, government departments and NGOs should be involved, through the use of interviews and meetings, and by reviewing findings and plans for mitigation. The potential impacts of all major proposed activities should be assessed prior to development. Stakeholders identified will be assessed by the EPA to ensure its comprehensiveness</p> <p>The assessment should include, in no order of preference, as a minimum:</p> <ul style="list-style-type: none"> <li>- assessment of the impacts of all major planned activities, including planning, mill operations, roads and other infrastructure.</li> <li>- assessment, including stakeholder consultation, of high conservation values (see criterion 7.3) that could be negatively affected.</li> <li>- assessment of potential effects on adjacent natural ecosystems of planned developments, including whether development or expansion will increase pressure on nearby natural ecosystems. Identification of water courses and assessment of potential effects on hydrology by planned developments. Measures should be planned and implemented to maintain the quantity of water resources.</li> <li>- baseline soil surveys and topographic information, including the identification of marginal and fragile soils, areas prone to erosion and slopes unsuitable for planting.</li> <li>- analysis of type of land to be used (forest, degraded forest, cleared land).</li> <li>- analysis of land ownership and user rights.</li> <li>- analysis of current land use patterns.</li> <li>- assessment of potential social impact on surrounding communities of a plantation, including an analysis of differential effect on women versus men, ethnic communities, migrant versus long-term residents. Assessment of above and below ground carbon storage is important but beyond the scope of an EIA.</li> </ul> <p>Note: this aspect will be considered by an RSPO greenhouse gas working group</p> <p>Plans and field operations should be developed and implemented to incorporate the results of the assessment. One potential outcome of the assessment process is that the development should not proceed, because of the magnitude of potential impacts.</p> <p><b>Scheme SH guidance:</b></p> <p>Where the proposed new plantings include schemes for smallholders, scheme managers should ensure that local communities, indigenous people and perspective smallholders participate actively in impacts assessments. In addition to the consideration outlined in the RSPO P&amp;C such assessments must include participatory consideration of:</p> <ul style="list-style-type: none"> <li>- land use planning and land allocations to smallholders and arrangements regarding land acquisition.</li> <li>- identification and mitigation of environmental impact, road building and road maintenance.</li> <li>- debt provisions and payments, FFB pricing procedures, transport and grading.</li> <li>- conservation values (see criterion 7.3) that could be negatively affected.</li> <li>- assessment of potential effects on adjacent natural ecosystems of planned smallholding developments, including whether development or expansion will increase pressures on nearby natural ecosystems.</li> <li>- identification of watercourses and assessment of potential effects on hydrology by planned smallholding developments. Measures should be planned and implemented to maintain the quantity and quality of water resources.</li> <li>- baseline soil surveys and topographic information, including the identification of marginal and fragile soils, areas prone to erosion and slopes unsuitable for planting.</li> <li>- analysis of type of land to be used (forest, degraded forest, cleared land).</li> <li>- analysis of land ownership and user rights.</li> <li>- analysis of current land use patterns.</li> <li>- assessment of potential social impact on surrounding communities of a plantation and associated smallholdings, including an analysis of differential effect on women versus men, ethnic communities, migrant versus long-term residents.</li> </ul> <p>Plans and field operations should be developed and implemented with the participation of smallholders to incorporate the results of the assessment. National interpretations should consider setting a minimum threshold of the size of plantings, e.g. 50 ha above which a SEIA is required and should consider listing unacceptable negative social impacts (e.g. Involuntary displacement, loss of food security of local people etc.) In the national context.</p>
			7.1.2 Appropriate environmental and social management planning and operational procedures Through the development of the environmental management plan (EMP).	Minor	
			7.1.3 Where the development includes an out grower/smallholder scheme, the impacts of the scheme and the implications of the way it is managed should be given particular attention.	Minor	



Group Name	Principle	Criteria	No of Indicators	Ranking	Guidance
					<p><b>Independent SH guidance:</b> Where groups plan to expand their aggregate holdings by more than 500 hectares in any one year, group managers should ensure that local communities, indigenous peoples and prospective smallholders participate actively in impacts assessments. In addition to considerations outlined in the RSPO P&amp;C such assessments must include participatory consideration of:</p> <ul style="list-style-type: none"> <li>- land use planning and land allocations to smallholders and arrangements regarding land acquisition.</li> <li>- identification and mitigation of environmental impact, road building and road maintenance.</li> <li>- conservation values (see criterion 7.3) that could be negatively affected.</li> <li>- assessment of potential effects or adjacent natural ecosystems of planned smallholding developments, including whether developments or expansion will increase pressure on nearby natural ecosystems.</li> <li>- identification of watercourses and assessment of potential effects on hydrology by planned smallholding developments. Measures should be planned and implemented to maintain quantity and quality of water resources.</li> <li>- baseline soil surveys and topographic information, including identification of marginal and fragile soils, areas prone to erosion and slopes unsuitable for planting.</li> <li>- analysis of type of land to be used (forest, degraded forest, cleared lands).</li> <li>- analysis of land ownership and user rights.</li> <li>- analysis of current land use patterns.</li> <li>- assessment of potential social impact on surrounding communities of a plantation and associated smallholdings, including an analysis of differential effect on women, versus men, ethnic communities, migrant versus long-term residents. Where groups plan to expand their aggregate holdings by less than 500 hectares in any one year, group managers should carry out a simplified social and environmental impact assessment which assesses HCVs , identifies suitable lands and other rights holders.</li> </ul>
C		7.2, Soils surveys and topographic information	7.2.1 Soil suitability maps or soils surveys adequate to establish the long-term suitability of land for oil palm cultivation should be available.	Major	<p>These activities may be linked to the SEIA (7.1) but need not be done by independent experts.</p> <p>Soil suitability maps or soils surveys should be appropriate to the scale of operation and should include information on soil types, topography, rooting depth, moisture availability, stoniness, fertility and long term soil sustainability.</p>
			7.2.2 Topographic information adequate to guide the planning of drainage and irrigation system, roads and other infrastructure should be available.	Major	<p>Soils unsuitable for planting or those requiring special treatment should be identified. This information should be used to plan planting programs, etc.</p> <p>Measures should be planned to minimize erosion through appropriate use of heavy machinery, terracing on slopes, appropriate road construction, rapid establishment of cover, protection of riverbanks, etc.</p> <p><b>Scheme SH guidance:</b> Scheme managers must ensure that they apply the same procedures required for mills and new estates to all associated smallholder schemes. Information on soils may be collected and provided by the scheme management or the mill that purchases the scheme's FFB.</p> <p><b>Independent SH guidance:</b> Where groups plan to expand their aggregate by more than 500 hectares in any one year, group managers must ensure that these requirements are applied to all group members planning to expand their holdings or acquire new ones.</p> <p>Where groups plan to expand their aggregate by less than 500 hectares, in any one year, only simplified Soil survey is required (see criterion 7.1).</p>
C		7.3, New plantings not replacing primary forest or any area required to maintain or enhance one or more High Conservation Values.	7.3.1 An HCV assessment, including stakeholder consultation, is conducted prior to any conversion by RSPO accredited HCV assessors	Major	<p>This activity could be integrated with the SEIA required by 7.1.</p> <p>This criterion applies to forests and other vegetation types. This applies irrespective of any changes in land ownership of farm management that have taken place after this date.</p>
			7.3.2 Dates of land prepared and commencement are recorded	Major	<p>High conservation values (HCVs) may be identified in restricted areas of a landholding, and in such cases new plantings can be planned to allow the HCVs to be maintained or enhanced.</p> <p>The HCV assessment process requires appropriate training and expertise, and must include consultation with local communities, particularly for identifying social HCVs.</p> <p>HCVs assessments should be conducted according to the national interpretation of the HCV criteria, and the globalHCV toolkit.</p>

Group Name	Principle	Criteria	No of Indicators	Ranking	Guidance
					<p>Development should actively seek to utilize previously cleared and/or degraded land. Plantation development should not put indirect pressure (as determined by HCV assessors) on forests through the use of all available agricultural land in an area. Where landscape level HCV maps have been developed, these should be taken into account in project planning, whether or not such maps form part of government land use plans.</p> <p><b>Scheme SH guidance:</b> Scheme managers must ensure that this criterion is applied to scheme smallholdings.</p> <p><b>Independent SH guidance:</b> Group managers must ensure that this criterion is applied to group smallholdings. This criterion also applies to independent smallholders who later seek to become members of Smallholder groups seeking certification.</p>
C		7.4, Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.	7.4.1 No planting on slopes above 30 °.	Major	<p>This activity may be integrated with the SEIA required by 7.1. Planting on fragile soils should be avoided (see also criterion 4.3). Adverse impacts may include hydrological risks or significantly increased risks (e.g. Fire risk) in areas outside the plantation (criterion 5.5).</p> <p><b>Scheme SH guidance:</b> Scheme managers must ensure that no lands are allocated to scheme smallholders on steep terrain and/or marginal and fragile soils. Where limited planting is proposed it must be fully justified and must not push people into poverty, and must be done in accordance with the indicators.</p> <p>National interpretations should consider including specific controls and thresholds such as slope limits, listing soil types that on which planting should be avoided (especially peat soils), the proportion of plantation area that can include marginal/fragile soils, and/or definitions of 'extensive', 'marginal', and 'fragile'. Marginal and degraded lands suitable for restoration should be distinguished from fragile lands that need to be avoided.</p> <p><b>Independent SH guidance:</b> Where groups plan to expand their aggregate holdings by more than 500 hectares in any one year, group managers must ensure that no new lands are acquired by existing group members on steep terrain and/or on marginal and fragile soils.</p>
			7.4.2 Maps identifying marginal and fragile soils, including excessive gradients, should be available.	Minor	
			7.4.3 Where limited planting on fragile and marginal soils is proposed, plans shall be developed and implemented to protect them without incurring adverse impacts.	Minor	
C		7.5, No new plantings are established on local peoples' land without their free, prior and informed consent	7.5.1 This activity should be integrated with the SEIA required by 7.1 Need to ensure that the local people are not worse off with implementation of the project	Major	<p>Refer to criteria 2.2, 2.3, 6.2, 6.4 and 7.6 for indicators and guidance on compliance. Where new plantings are considered to be acceptable, management plans and operations should maintain sacred sites. Agreements with indigenous peoples, local communities and other stakeholders should be made without coercion or other undue influence (see guidance for 2.3). Relevant stakeholders include those affected by or concerned with the new plantings.</p> <p><b>Scheme SH guidance:</b> This criterion must be considered with criterion 2.2, 2.3, 6.4, and 7.6. Scheme managers must ensure that they first identify local owners of any and all lands for proposed scheme smallholdings. Scheme Managers must provide: - maps showing extent of recognized customary rights (criteria 2.3, 7.5 and 7.6). - copies of negotiated agreements detailing process of consent (criteria 2.3, 7.5 and 7.6).</p> <p>Where lands are encumbered by legal or customary rights the scheme manager must demonstrate that these rights are understood and are not being threatened or reduced. This criterion should be considered in conjunction with criteria 6.4 and 7.6. Where customary rights areas are unclear these are best established through participatory mapping exercises involving affected and neighboring communities. This criterion allows for sales and negotiated agreements to compensate other users for lost benefit, and/or relinquished rights and also provide alternative livelihood</p> <p>Negotiated agreements to acquire lands for scheme smallholdings should be non-coercive and entered into voluntarily, carried out prior to new investments or operations and based on an open sharing of all relevant information in appropriate forms and languages, including assessments of impacts, proposed benefit sharing and legal arrangements.</p> <p>Communities must be permitted to seek legal counsel if they so choose. Communities must be represented through institutions or representatives of their own choosing, operating transparently and in open communication with other community members.</p>

Group Name	Principle	Criteria	No of Indicators	Ranking	Guidance
					<p>Adequate time must be given for customary decision-making and iterative negotiation allowed for, where requested. Negotiated agreements should be binding on all parties and enforceable in the courts.</p> <p>Scheme managers have maps or other documents showing land allocations for scheme smallholders and can show these lands are not claimed or contested by third parties with legitimate claims.</p> <p>Scheme managers can show that lands acquired for smallholders do not diminish legal or customary rights. Where others' customary or legally owned lands have been taken-over there is documentary Proof of transfer of rights (e.g. Sale) and of payment or provision of agreed compensation.</p> <p><b>Independent SH guidance:</b> This criterion must be considered with criteria 2.2, 2.3, 6.4 &amp; 7.6. Group managers must ensure that members first identify local owners of any and all lands for the expansion or acquisition of new group Smallholdings.</p> <p>General guidance: Where lands are encumbered by legal or customary rights, the group manager must demonstrate that these rights are understood by group members and are not being threatened or reduced. This criterion should be considered in conjunction with criteria 6.4 and 7.6.</p> <p>This criterion allows for sales and negotiated agreements to compensate other users for lost benefits and/or relinquished rights. Negotiated agreements to acquire lands for group smallholdings should be non-coercive and entered into voluntarily, carried out prior to new investments or operations and based on an open sharing of all relevant information in appropriate forms and languages, including assessments of impacts, proposed benefit sharing and legal arrangements. Those selling or leasing lands must be permitted to seek legal counsel if they so choose. Communities selling or leasing lands must be represented through institutions or representatives of their own choosing, operating transparently and in open communication with other community members. Adequate time must be given for customary decision-making and iterative negotiations allowed for, where requested. Negotiated agreements should be binding on all parties and enforceable in the courts.</p> <p>Group managers have maps or other documents showing the land holdings of group smallholders and can show these lands are not claimed or contested by third parties with legitimate claims.</p> <p>Group managers can show that lands acquired for smallholders do not diminish legal or customary rights. Where others' customary or legally owned lands have been taken-over there is proof of transfer of rights (e.g. Sale or lease) and of payment or provision of agreed compensation.</p>

## GENERAL TASKS:

- Review “National Indicators”, “major/minor status” and “guidance”
- Confirm if all the relevant environmental legislation is provided in the 3<sup>rd</sup> draft (Annex 1&2).
  - *Wildlife Conservation (Amendment) Regulations, LI 1284 (1984) not 1983*
- Provide GNIWG with all Performance Standards of measurable indicators that can be found throughout the document like waste water (i.e. Discharge into rivers and also land application), drinking water, surface water, air emissions, ambient air quality, noise, ... (criterion 2.1: applicable laws and regulations).

## SPECIFIC TASKS FOR GROUPS

### Criterion 4.6: (Group A)

- Propose the most appropriate and achievable method for the disposal of empty pesticide containers and fertilizer bags.

*Principle: the supplier is responsible for disposal*

- *Wholesaler or importer should obtain permit from EPA and MOFA*
  - *Smallholders should return bottles to supplier for a fee or prize*
  - *Develop list of suppliers from whom the farmers can purchase pesticides*
  - *Engage in a vigorous campaign against the reuse of toxic chemical containers*
  - *Government should impose environmental tax for disposal of containers*
  - *The CleanFarm Ghana project should make available their conclusions and recommendations to all stakeholders*
- How can MOFA and EPA ensure safe disposal of pesticide containers?
    - *MOFA and EPA should take up the campaigns for proper disposal of containers*
    - *Creation of collection points/centers*
    - *EPA to develop guidance for the disposal of containers*
    - *EPA and MOFA should be informed of obsolete chemicals in the system*
  - Provide GNIWG with an appropriate and achievable strategy for disposal obsolete chemicals. How about the CleanFarms Ghana project? How to deal with obsolete chemicals after CleanFarms Ghana project has finished?
    - *EPA and MOFA should implement the recommendations of the CleanFarms Ghana Project*
  - How about triple rinsing of pesticide containers: Yes or No? What happens to rinse water?

### Criterion 5.2, 7.3: (Groups B and C)

- Confirm that all relevant laws and regulations are stated in the third draft (e.g. HCV, buffer zones, wildlife).
- To which lists of threatened species should the document make reference?

- *IUCN list of endangered and threatened species*
- How far should large companies go in biodiversity monitoring and management (e.g. controlling or discouraging hunting)?
  - *Large companies must be abreast with wildlife laws*
  - *Seasonal monitoring of biodiversity plots*
  - *Education, use of sign boards*

**Criterion 5.3: (Group B)**

- Provide GNIWG with an update on the status/implementation of the National Sanitation Policy?
  - *Policy document revised and approved by cabinet. In print for distribution*
- National Interpretation should include as appropriate: details or relevant national laws or policies, a list of waste types which must be considered, any types of disposal which are not acceptable, existing best practice guidelines on recycling and re-use of nutrients, managing effluent ponds, increasing mill extraction efficiency and appropriate disposal of wastes, re-use or process of mill residues (bleaching earth).

**Criterion 5.4: (Group B)**

Provide GNIWG with all the laws and regulations for (renewable) energy. So far, only the Energy Commission Act is included in the document. Are there no regulations?

- *Law on renewable energy with Attorney General Department*

**Criterion 5.6: (Group B)**

Are there more relevant laws and regulations for the use of fire in agriculture?

- *Bye laws on use fire in Agriculture with District Assemblies*

**Criterion 7.3: (Group C)**

What are the views of the attendants on the November 2005 or November 2007 rule?

How can we ensure local assessors being accredited by RSPO?

- *Encourage local HCV organisations to go through the accreditation process and be recognized as assessors.*