

# Guidelines 2021 Reporting Beyond Chocolate & GISCO



This guidance document supports partners of the Beyond Chocolate initiative and the German Initiative on Sustainable Cocoa (GISCO) with the completion of the 2021 reporting exercise.

# Table of contents

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## 1 CONTEXT

- *A Process of Harmonization*
- *The 2021 Joint Online Reporting*
- *Piloting the Reporting Tool*
- *Synchronizing Reporting Cycles*

## 4 WHO NEEDS TO REPORT?

- *For Beyond Chocolate*
- *For GISCO*

## 6 DEMO OF THE ONLINE TOOL

- *How to Register and Log-in*
- *How to Select Questionnaires*
- *Filling out the Questionnaires*
- *How to Hand in and save Submissions*
- *How to give Feedback*

## 13 REPORTING QUESTIONS

- *Partner Questionnaire*
- *Project Questionnaire*

## 23 WHAT WILL HAPPEN TO MY DATA?

- *Data Confidentiality*
- *Publication Annual Report*

## 24 NEXT STEPS & INFO

- *Launch of the Online Reporting Tool*
- *Coaching Sessions*

# Dear Reporting Signatories,

We would like to thank you for committing to the annual monitoring of Beyond Chocolate and GISCO. Your reporting efforts are essential to our partnerships, helping to track progress towards our joint objectives, as well as raising transparency and accountability in the sector. As monitoring is an ongoing process which requires continuous improvement, we welcome your continuous feedback and contributions. Only jointly can we make our monitoring a success.

This document is intended to guide you through the first joint monitoring round of Beyond Chocolate and GISCO which will take place in May 2021.

## Context

Over the past few years, national initiatives for sustainable cocoa (ISCO's) have taken shape in Belgium (Beyond Chocolate), the Netherlands (DISCO), Germany (GISCO) and Switzerland (SWISSCO). To reduce the burden of reporting, these initiatives have agreed to align their work as much as possible. This collaboration was documented in a Memorandum of Understanding (MoU) signed in June 2020. By cooperating, the ISCO's want to accelerate efforts to address the key issues in the cocoa industry.

## A Process of Harmonization

One of the MoU's cornerstones is the harmonization of monitoring frameworks. Previously, Beyond Chocolate, GISCO and SWISSCO each had their own monitoring framework in place that members used to report on an annual basis. Since the signing of the MoU, the three initiatives have harmonized indicators as much as possible and are working on a joint monitoring system. The Dutch Initiative on Sustainable Cocoa (DISCO) joined the harmonization effort after its signing in January 2021.

Download the Memorandum of Understanding between Beyond Chocolate, GISCO, DISCO and SWISSCO [here](#).



## The 2021 Joint Online Reporting

Beyond Chocolate and GISCO are now bringing this newly developed common monitoring framework into practice. The two platforms have synchronized monitoring cycles and have together commissioned the development of a joint online reporting tool. Reporting signatories of Beyond Chocolate and GISCO are invited to log-in to this tool in May 2021 and report for both initiatives at the same time (in case they are signatory of both initiatives).

SWISSCO and DISCO will not yet participate in this first joint reporting exercise in 2021, but are actively involved in the development of both the monitoring framework as well as the online reporting tool and have expressed the intention to join in a next phase.



## Piloting the Joint Reporting Tool

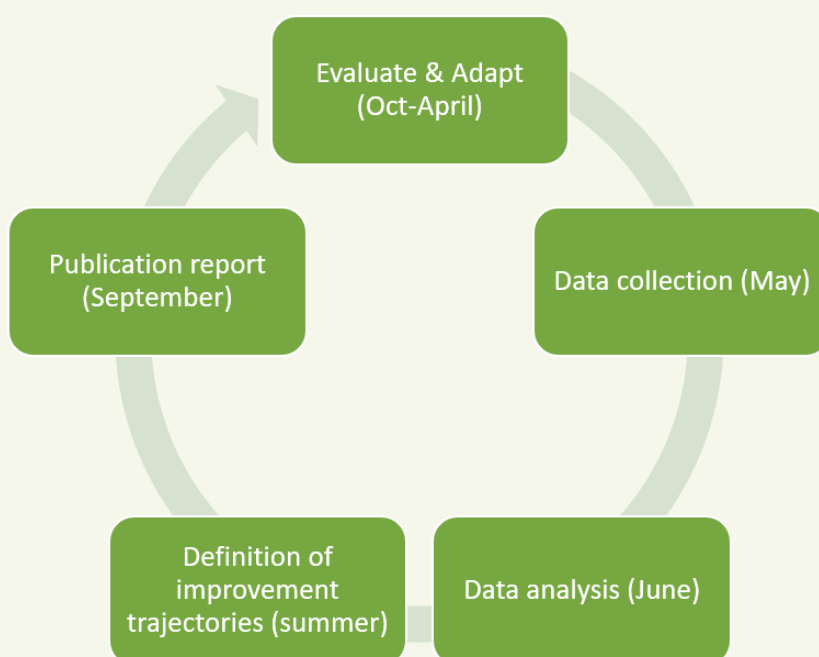
To prepare for the first joint reporting both Beyond Chocolate and GISCO have executed pilot exercises. In December 2020, GISCO asked its members to report for a first time on their 2019 data via a pilot version of the online reporting tool. Partners were then asked to provide feedback on how to improve the KPI's and tool.



Beyond Chocolate partners, on the other hand, had already reported on their 2019 data via an Excel version of the platform's Accountability, Monitoring and Evaluation (AME) Framework in April 2020. Once the pilot reporting tool was in place, the Beyond Chocolate secretariat pushed these 2019 data into the tool to check if the tool was user-friendly enough and if there were any points for improvement.

The results of these two pilot exercises were discussed in a joint Monitoring Working Group held in March 2021. Based on the feedback of members, Beyond Chocolate and GISCO are now finalizing the reporting tool. The Monitoring Working Group will continue to be involved in the further development and improvement of the framework and tool.

## Synchronizing Reporting Cycles



Beyond Chocolate and GISCO have harmonized reporting cycles. Members of both platforms are asked to report every year on their progress in the month of May. In the month of June, data will be cleaned and analyzed. Partners might be asked additional questions on their reporting. In the following summer months, there will be a common sense making and interpretation of data together with partners. The results of the reporting exercise will be published in an aggregated way in the annual reports of the two platforms in September. The period from October-April will be dedicated to improving the reporting framework in order to optimize data capturing.

# Who needs to report for Beyond Chocolate?

## Obligatory Full Reporters

In 2021, traders, retailers, standard setting organizations and large chocolate producers are obligated to do a full reporting via the tool. For Beyond Chocolate, this concerns the following partners;

Couverture makers	Biggest Chocolate producers	Retailers	Standard Setting Organizations
Barry Callebaut	Mondelez	Aldi	Fairtrade Belgium
Cargill	Nestlé	Carrefour	Rainforest Alliance
Puratos	Mars	Colruyt	Bioforum Vlaanderen
Olam		Delhaize	
ECOM		Lidl	

## Other Brands & Producers

Next to the obligatory full reporters, Beyond Chocolate is adopting an open door policy for other interested industry members. We welcome each partner listed below to report on the sustainability of its cocoa. These partners can choose whether they would already like to take up their reporting results in the aggregated annual report, or if they would like to report for the sake of learning without being published. The Beyond Chocolate Management is available for further questions.

Baronie	Gylian	Neuhaus	Tony's Choclonely
Belvas	Kim's Chocolates	Oxfam	Van Hoorebeke
Galler	Libeert	SIAT Group	ZOTO

## Individual Commitments (All Partners)

When signing Beyond Chocolate some partners wanted to take their commitment one step further. These partners formulated an individual commitment concerning the way in which they intend to go further and/or faster towards a sustainable Belgian chocolate sector. Currently, several companies, NGO's, universities, investors and trade unions have taken up such a commitment and have reported on it in 2020. Partners who have not yet taken up such a commitment are encouraged to do so.



Beyond Chocolate asks these partners to report on their individual commitment again in 2021. This reporting **will not be done through the online reporting tool**, but via mail in a simple template provided to the partners. Since some partners have indicated their individual commitment is no longer up to date or too vague, Beyond Chocolate will offer the **opportunity of reformulating their individual commitment**. The template will enquire after the following;

- The commitment
- The score the partner would attribute to this commitment
- Whether or not the partner would like to reformulate the commitment
- The new commitment

## Who needs to report for GISCO?

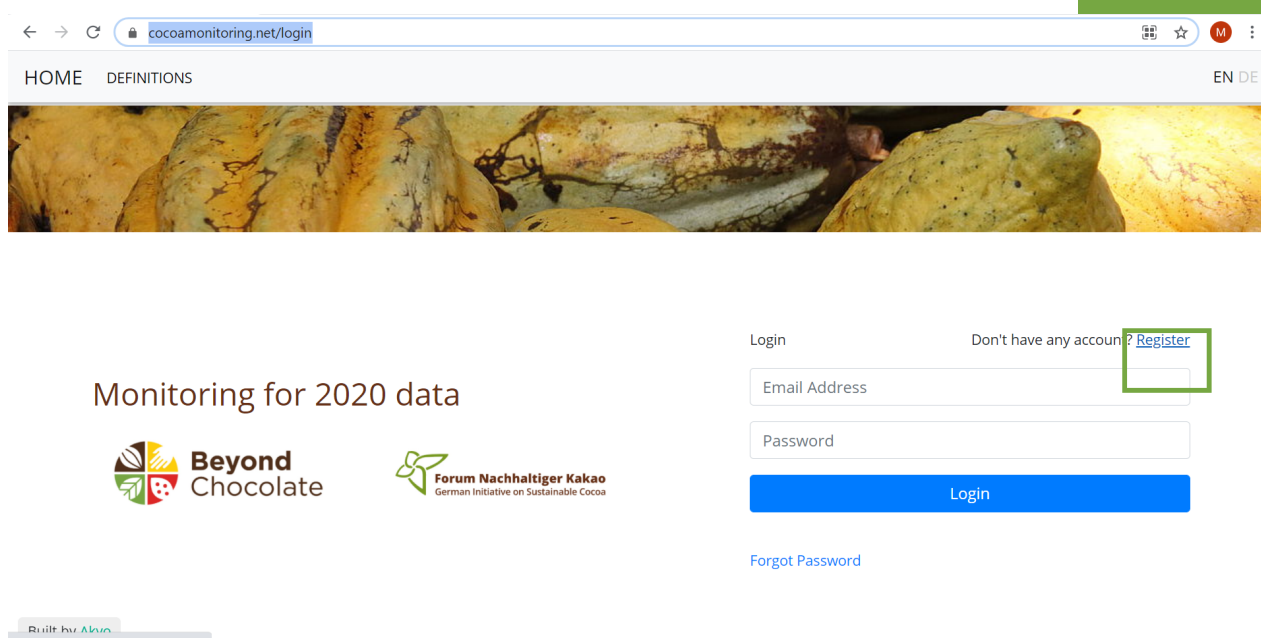
As was the case for the pilot exercise, GISCO is asking all of its members to report via the online reporting tool. In case you haven't participated to the GISCO pilot, please contact [Julia Jawtusch](#) for more information and guidance.



# Demo of the Online Tool

The Beyond Chocolate and GISCO secretariats will closely assist partners with the technical aspect of the reporting. In the chapter below, we will guide you step by step through the tool. A live demo will also be provided during the launch of the online reporting tool on April 28th and individual sessions are planned in May to assist in one-to-one setting. Please note that the screenshots below are from the GISCO pilot and that the lay-out of the tool will be adjusted to include the Beyond Chocolate style.

## How to Register and Log-in



The screenshot shows the login page of the cocoamonitoring.net tool. The browser address bar displays 'cocoamonitoring.net/login'. The page has a navigation bar with 'HOME' and 'DEFINITIONS' links, and a language selector 'EN DE'. Below the navigation bar is a banner image of cocoa beans. The main content area is titled 'Monitoring for 2020 data' and includes logos for 'Beyond Chocolate' and 'Forum Nachhaltiger Kakao'. On the right, there is a login form with fields for 'Email Address' and 'Password', a 'Login' button, and a 'Forgot Password' link. A 'Register' link is also present, highlighted with a green box.

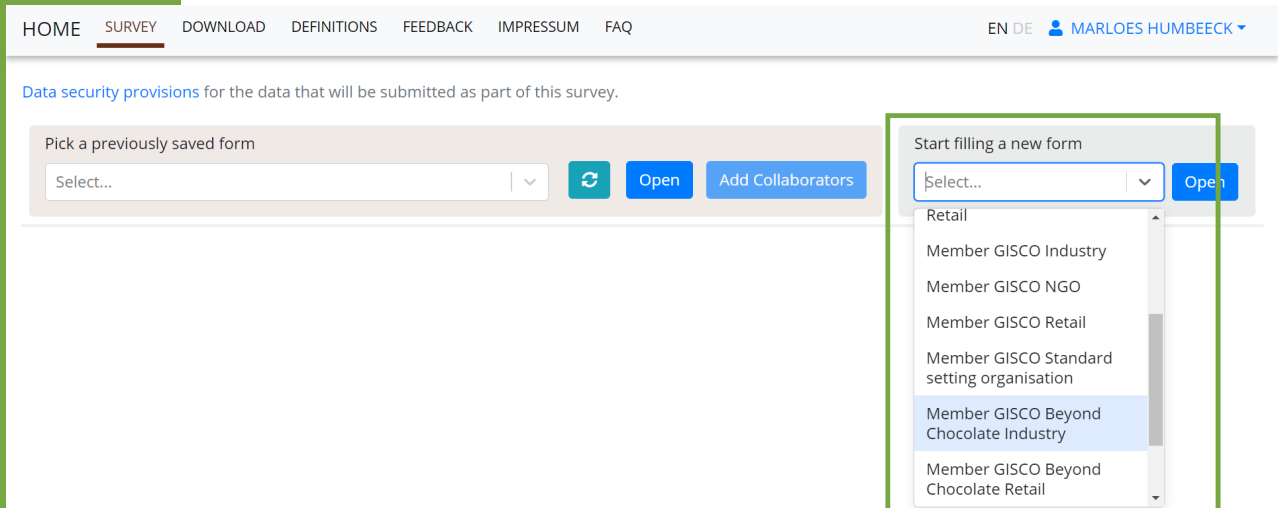
If this is your first time using the tool, you will be required to register first. Partners who have already participated to the GISCO pilot do not need to register again. To register, please:

- Go to <http://www.cocoamonitoring.net>, click on the 'register' button and fill out your info.
- Click on the link in the confirmation mail you received. (Please contact Marloes or Julia if your firewall settings have prevented you from receiving this mail.)
- Wait for the platform secretariat(s) to do a security check and assign you the relevant questionnaires.
- Once you received the final confirmation mail, go to the homepage and log-in. The reporting can start now.

Each partner account is linked to a stakeholder type. This implies that you'll only have access to information and survey questions that are relevant to you.

## How to Select Questionnaires

When partners log-in, they will see different tabs in the top menu. The survey tab is where the reporting will happen. Partners can start a new reporting by clicking on the 'start filling a new form' section in the top right corner.



The screenshot shows the GISCO survey interface. At the top, there is a navigation bar with tabs: HOME, SURVEY (highlighted), DOWNLOAD, DEFINITIONS, FEEDBACK, IMPRESSUM, and FAQ. On the right, it shows 'EN DE' and a user profile 'MARLOES HUMBECK'. Below the navigation bar, there is a section titled 'Data security provisions for the data that will be submitted as part of this survey.' Below this, there are two main sections. The first section, 'Pick a previously saved form', contains a dropdown menu with 'Select...' and buttons for 'Open' and 'Add Collaborators'. The second section, 'Start filling a new form', contains a dropdown menu with 'Select...' and an 'Open' button. The dropdown menu for 'Start filling a new form' is open, showing a list of options: Retail, Member GISCO Industry, Member GISCO NGO, Member GISCO Retail, Member GISCO Standard setting organisation, Member GISCO Beyond Chocolate Industry (highlighted), and Member GISCO Beyond Chocolate Retail.

Partners will then be able to choose from two questionnaires: a partner questionnaire, linked to their stakeholder type (members will only see the partner questionnaires applicable to them) and a project questionnaire.

- **The Partner Questionnaire:** is mandatory for all reporting partners and aims to get a better view of the overall progress the partner is making. If you are a member of both initiatives, please note that as some questions are market specific, there are slight differences in the questions for Beyond Chocolate and/or GISCO partners.
- **The Project Questionnaire:** enquires after the progress members are making within a certain sustainability project/program. Partners can choose whether to provide aggregated data for their program/standard or fill out multiple project questionnaires per country of implementation. Each partner can fill out as many project questionnaires as they like. The questionnaire is identical for both Beyond Chocolate and GISCO partners.



Please note that for Beyond Chocolate the project questionnaire is only mandatory for sustainability standards and programs. Reporting on other sustainability projects is encouraged, but optional.

## Filling out the Questionnaires

Once partners have opened a questionnaire, a first question will appear. Once a question has been completed, partners can click on the button 'next' to move to a next question. Partners can also select question groups on the left side of the screen if they would like to switch between questions non chronologically.

The screenshot shows the cocoamonitoring.net/survey web application. The top navigation bar includes links for HOME, SURVEY, DOWNLOAD, DEFINITIONS, FEEDBACK, IMPRESSUM, and FAQ. The user is logged in as MARLOES HUMBEECK. A message states: "Data security provisions for the data that will be submitted as part of this survey." Below this, there are two sections for form management: "Pick a previously saved form" with a dropdown menu and buttons for "Open" and "Add Collaborators"; and "Start filling a new form" with a dropdown menu showing "Member GISCO Beyond Ch" and an "Open" button. The main content area displays the "Multi-Stakeholder & Policy Initiatives" questionnaire. On the left, a sidebar lists various question groups with progress indicators (e.g., 0/1, 0/5). The main area shows the first question: "1. Did your organization contribute to any multi-stakeholder and/or policy dialogue initiatives during the reporting year?" with radio buttons for "Yes" and "No". A "Mandatory" indicator is visible in the top right corner of the question area.

Each question group on the left of the screen indicates a theme under which several questions are convened. The tool always allows members to indicate first if they have information available or not. If not, the member is given an open tab to explain why information is not available.

This screenshot shows the same questionnaire interface as the previous one, but with progress indicators for each question group in the sidebar. The "Multi-stakeholder & Policy Initiatives" group is highlighted with a green bar and a "1/2" indicator. Other groups like "Lesson Learned", "Origin Transparency and Traceability", "Certified or Independently Verified Cocoa", "Value Chain Due Diligence", "Consumer Awareness & Demand", "Premiums", "Child Labour", and "Member Commitment" are listed with "0/1" indicators. The main area shows the first question: "1. Have you contributed to any multi-stakeholder and/or policy dialogue initiatives during the reporting year?" with radio buttons for "Yes" and "No". A "Mandatory" indicator is visible in the top right corner of the question area. The "No" option is selected.



If members indicate that information is available, more question (groups) will pop up.

The screenshot shows a web browser at the URL `cocoamonitoring.net/survey`. On the left is a sidebar with a list of sections: 'Multi-Stakeholder & Policy Initiatives', 'Lessons Learned', 'Lessons Learned Details', 'Cocoa Sourcing data – Consumer brands and Retailers for their private labels (GISCO specific)', and 'Data on chocolate and other cocoa-containing products sold in Belgium–consumer brands & retailers for their private labels (Beyond Chocolate specific)'. The 'Lessons Learned' section is highlighted with a green box. The main content area is titled 'Lessons Learned' and features a 'Mandatory' indicator with a red triangle and the number '0'. Below this is a question: '1. Did your organization document any lessons learned from its activities/strategies/studies with respect to sustainability in the cocoa sector?'. There is a 'more info' link and two radio button options: 'Yes' (selected) and 'No'. At the top right of the main area are buttons for 'Clear', 'Prev', and 'Next'. The top of the page shows a back arrow, a pin icon, and the ID '2335-14fd-4f0d'.

Partners will be asked multiple choice questions, open questions and numeric questions. Some sections of the questionnaires are designed to allow members to report separately on more than one occurrence. Such sections have a Repeat Group + button displayed on the top right. Each Repeat Group allows partners to report on only one initiative/ one country/ one lesson learned/ one project partner, etc. To report on additional occurrences partners can add repeat groups by clicking the blue Repeat Group + button in the top right of their screen.

This screenshot shows the 'Lessons Learned Details' section of the survey. The sidebar on the left is the same as in the previous image, but 'Lessons Learned Details' is now highlighted with a green box. The main content area is titled 'Lessons Learned Details' and has a 'Mandatory' indicator with a red triangle and the number '0'. A blue button labeled 'Repeat Group +' is highlighted with a green box in the top right corner. Below the title, it says 'Repeat Group 1'. A note explains: 'Please note that the below question block is provided in a repeat mode. Each repeat group allows you to report for only one initiative/ one country/ one lesson learned/ one project partner, etc. To add another repeat group, please click the blue Repeat Group + button in the top right of your screen. Please click on more info to learn how this applies to the below group of questions.' There are two questions: '1. Please provide a name (short title) of the lesson learned' with a text input field and a 'more info' link, and '2. Did your organization share this lesson learned within the platform?' with a dropdown menu. Both questions have red triangle warning icons. The top right buttons 'Clear', 'Prev', and 'Next' are visible. The top of the page shows the back arrow, pin icon, and ID '2335-14fd-4f0d'.

Submit

Overviews

- 1 2 Multi-Stakeholder & Policy Initiatives
- 1 1 Lessons Learned
- 0 6 Lessons Learned Details
- 0 5 Cocoa Sourcing data – Consumer brands and Retailers for their private labels (GISCO specific)
- 0 6 Data on chocolate and other cocoa-containing products sold in Belgium–consumer brands & retailers for their private labels (Beyond Chocolate specific)
- 0 5 Data on chocolate and other cocoa-containing products produced in Belgium (Beyond Chocolate specific)
- 0 2 Value Chain Due Diligence

Built by Akvo

2335-14fd-4f0d

Clear Prev Next

Lessons Learned Details

Mandatory 6 Repeat Group +

Repeat Group 2

Please note that the below question block is provided in **repeat mode**. Each **repeat group** allows you to report for only one initiative/ one country/ one lesson learned/ one project partner, etc. To add another repeat group, please click the blue **Repeat Group +** button in the top right of your screen. Please click on **more info** to learn how this applies to the below group of questions.

1. Please provide a name (short title) of the lesson learned

more info

2. Did your organization share this lesson learned within the platform?

## How to Save and Submit Reports

Members are able to save their reporting by clicking the blue 'save' button on the left side of the screen. Please note that questionnaires are not automatically saved and progress will be lost if not saved. Once partners have saved a questionnaire, they will be able to log-in at any time during the reporting period and continue working on that questionnaire. Saved questionnaires can be found under the 'pick a previously saved form' tab.

HOME SURVEY DOWNLOAD DEFINITIONS FEEDBACK IMPRESSUM FAQ

EN DE MARLOES HUMBECK

Data security provisions for the data that will be submitted as part of this survey.

Pick a previously saved form

Select...

staff Beyond Chocolate Secretariat snoeck@idhtrade....28/04/2021 Member GISCO Beyond Chocolate Standard setting organisati...

Start filling a new form

Member GISCO Beyond Ch Open

2335-14fd-4f0d

Clear Prev Next

Policy Initiatives

Mandatory 0

Submitter

humbec@idhtrade.org

Save

Submit

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1. Did your organization contribute to any multi-stakeholder and/or policy dialogue initiatives during the reporting year?

more info

Yes No

2. Please provide any additional comments or information

When partners complete a question group, this group will turn green in the left side menu. Once all questions are completed and have turned green, partners will be able to submit their reporting by clicking the 'submit' button.

Save

Submit

Overviews

1 2 Multi-stakeholder & Policy Initiatives

1 2 Lesson Learned

8 8 Origin Transparency and Traceability

1 2 Certified or Independently Verified Cocoa

4 4 Value Chain Due Diligence

Member Commitment

Mandatory 0

1. Did you have any commitment or initiative as Member of the GISCO platform in the reporting year that you want to report on and that is not yet covered under the other questions?

more info

☐ Yes

☒ No

2. Please provide any additional comments or explanations

Partners will receive a confirmation via mail once they have submitted their reporting. They can also verify if they have submitted by clicking the 'Download' tab at the top of the page. Once submitted, partners can no longer access the questionnaire through the tool, but can reach out the program management in case needed.

HOME SURVEY **DOWNLOAD** DEFINITIONS FEEDBACK IMPRESSUM FAQ

EN DE **MARLOES HUMBECK**

### Download of submissions

There's maybe a slight delay between a submission made and data being ready to download.

Organization	Submitter	Form	Year	Action
No Submitted Data				

## Prefer to Work Offline?

Partners who prefer to work offline can download their questionnaires in an Excel file by clicking the 'Overviews' button at the left side of their screen (above the question group navigation menu in the left column of the screen).

Save

Submit

Overviews

1 2 Multi-stakeholder & Policy Initiatives

1 2 Lesson Learned

4 10 Origin Transparency and Traceability

Overviews Download

Multi-stakeholder & Policy Initiatives

1 Have you contributed to any multi-stakeholder and/or policy dialogue initiatives during the reporting year? No

2 Please feel free to provide any comment or information Edit



# How to Give Feedback

Beyond Chocolate and GISCO want to continuously improve both the monitoring system, as well as the reporting tool.

Feedback from members on how to do so is highly valued.

During the reporting itself, partners will be able to directly give feedback via the feedback form in the tool itself.

Questions and feedback can concern technical aspects, questions on indicators, questions on the reporting process,...

The screenshot shows a web browser window with the URL [cocoamonitoring.net/feedback](https://cocoamonitoring.net/feedback). The navigation bar includes links for HOME, SURVEY, DOWNLOAD, DEFINITIONS, FEEDBACK (which is highlighted), IMPRESSUM, and FAQ. The user is logged in as MARLOES HUMBECK. The feedback form itself has a title field, a large text area for feedback, a 4+1 captcha, and a submit button. A message at the top of the form says: "Please provide your feedback. It is highly valuable to improve the system."

Built by Akvo

Most frequently asked questions will be shared with all reporting partners in the 'FAQ' tab. Make sure to check this tab first when you have a question.

The screenshot shows the FAQ page on [cocoamonitoring.net/faq](https://cocoamonitoring.net/faq). The navigation bar is the same as the feedback page. The page title is "Frequently Asked Question". Below the title is a list of questions, each with a right-pointing arrow icon. The questions are: "Access to data - Who can view or access the data that I enter via a questionnaire?", "Decimals - Why can I not enter numbers with decimals (,)?", "Double counting - How is double counting of cocoa supplied to the German market being avoided?", "Double counting - How is double counting of project data and other data being avoided?", "Downloading - Can I download/extract my data?", "German market - To what extent is data to be reported specifically linked to the German market?", "Issues - How do I report an issue/ request support?", "Mandatory questions - Can I submit a questionnaire without completing all the mandatory questions?", "Multi-selection - Why can I not select more than one item from a list?", "Repeat group - What is a **repeat group** and how does it work?", and "Reporting by project managers - Can I delegate the reporting of our projects/ programs to project/ program manager?".

Built by Akvo

# Reporting Questions

GISCO and Beyond Chocolate have developed a questionnaire style reporting tool. This tool brings together the KPI's from the Beyond Chocolate AME Framework and the GISCO monitoring framework. The KPI's are transformed into questions to decrease the complexity for partners. To adequately prepare partners for the 2021 reporting exercise, an overview of the required question groups is provided below. Please note that partners will always be able to indicate whether they have information available or not. If not, an open field will appear in which partners can give additional information on the reason there is a data gap.

## Partner Questionnaire

The partner questionnaire is obligatory for all reporting partners of GISCO and Beyond Chocolate. Partner questionnaires differ slightly per type of stakeholder. Industry members and retailers will need to complete the full list of below questions. Civil Society actors and standard setters will only need to fill out the first four questions.

### Multi-stakeholder & Policy Initiatives

Partners will need to select which sustainability initiatives they have participated in in 2020 (e.g. National cocoa platform, WCF, CFI,...) and elaborate on how they have contributed to these initiatives.

### Lessons Learned

Partners are asked whether they have documented any lessons learned and if they have made this information publicly available.

### Consumer awareness (GISCO only)

GISCO members will be asked if they have a strategy and/or undertake initiatives to inform, sensitize and/or mobilize consumers regarding sustainable cocoa in the reporting year.

### Member commitment (GISCO only)

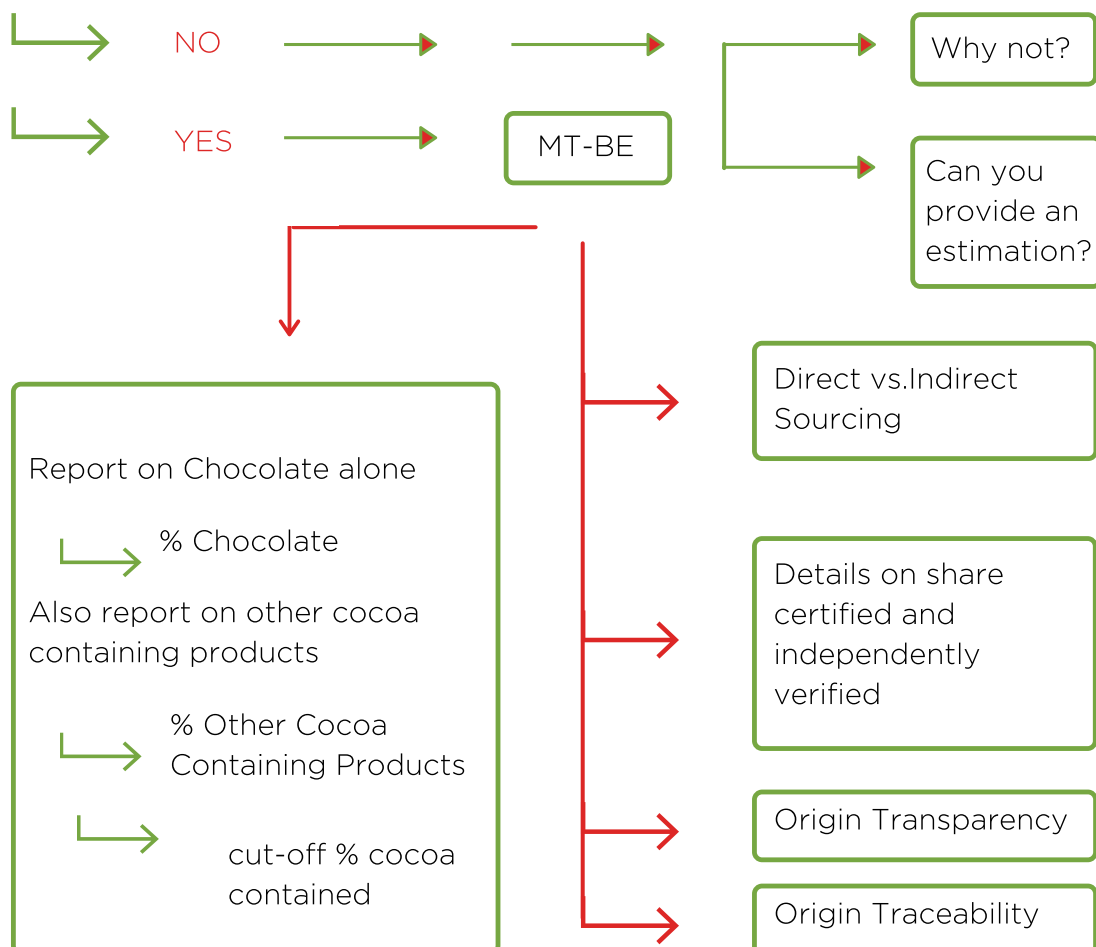
GISCO members will be asked to report the commitments or initiatives they have taken up as member of the GISCO platform in the reporting year that are not yet covered under the other reporting questions.

## Volumes Sourced

- **Consumer brands and retailers** (only on private label) are asked to provide data on the volume of cocoa contained in the chocolate and other end consumer products that they supplied to the Belgian and/or German market, as expressed in MT-BE.
  - For Beyond Chocolate this group reports on chocolate as well as on other cocoa-containing products. Partners are required to apply at least the same cut-off percentage cocoa as the year before or lower. They will be asked to provide this cut-off percentage.

### Consumer Brands & Retailers

Do you have data available to report on the volume of cocoa contained in the chocolate and other end consumer products that you supplied to the Belgian/ German market, as expressed in MT-BE?



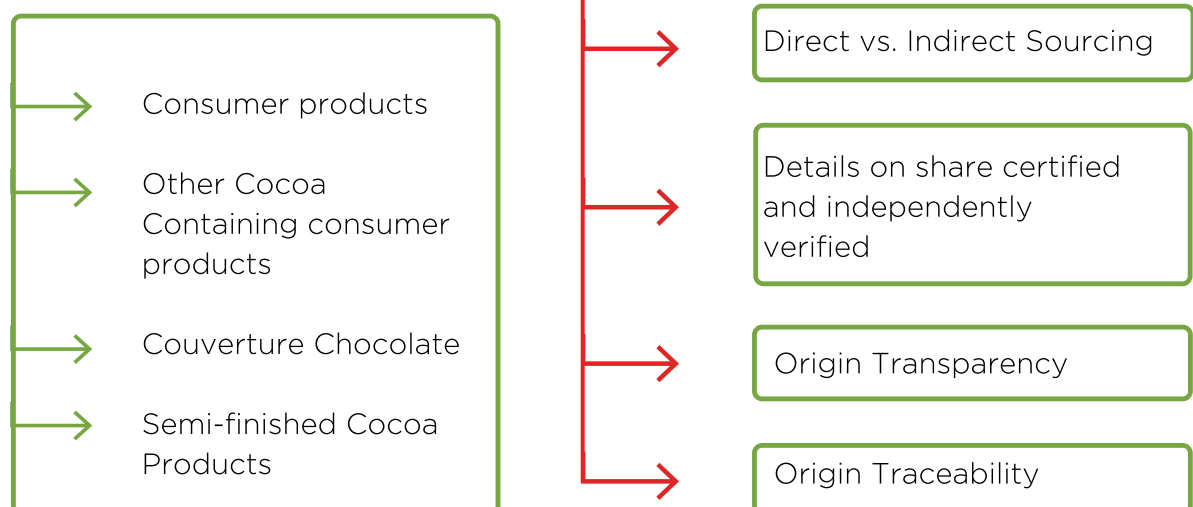
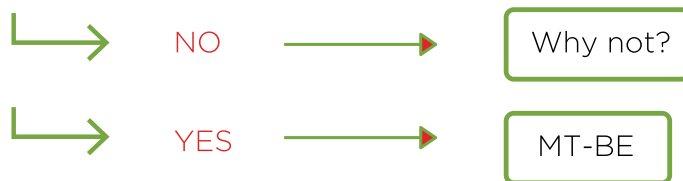


### Volumes Sourced

- **Cocoa producers** are asked to provide data on the volume of cocoa, expressed in MT-BE, that they sourced for production processes in Belgium and/or Germany.
  - Partners will then be asked to provide the % of:
    - Consumer chocolate
    - Other cocoa-containing consumer products
    - Couverture chocolate
    - Semi-finished cocoa products

## Cocoa Producers

Do you have data available to report on the volume of cocoa, expressed in MT-BE, that you sourced for production processes in Belgium/ Germany?





### Origin Transparency level

The supply origin transparency level is about the extent to which detailed information on the origin of cocoa is being documented at the initial stages of the sourcing process, with such information remaining available at later stages of the supply chain. Partners will need to indicate the origin transparency level via the following scoring system:

- Score 1: origin unknown or only country of origin known
- Score 2: country and region of origin known
- Score 3: country, region and municipality/cooperative of origin known
- Score 4: farm known, in addition to the country, region and municipality/cooperative of origin
- Score 5: farm known and having point coordinates of the farm household (farm mapping)
- Score 5+: farm known and having polygon boundaries of the farm.
- Score 6: farm known, having polygon boundaries of the farm and farm fields verified as not in a protected forest and as not comprising land that was deforested since 2018.

Conversion to MT-BE, of cocoa sourced in different forms, is to be done using the ICCO conversion factors; being: 1,33 for cocoa butter (1804), 1,25 for cocoa paste/liquor (18031), and 1,18 for cocoa powder and cake (1805, 18032).

### Origin Traceability level

Partners will be asked to indicate which percentage of the total sourced volume of cocoa complies with which of the below scores.

- Conventional (traceability level 0)
- Mass balance (traceability level 1)
- Segregated (traceability level 2)
- Identity preserved (traceability level 3)

### Certified or Independently Verified

Partners will be asked to provide the share of certified/independently verified cocoa supplied to the Belgian/German market. Partners will then be asked to indicate applicable certification standards/schemes and the share per standard/scheme as part of the total volume that they supplied to the Belgian/German market. Partners will also be able to indicate a combination of standards/schemes.

### Value Chain Due Diligence

Partners will be asked if they have implemented Human Rights Due Diligence approaches and/or environmental due diligence approaches in their supply chains in the reporting year, and if so, which of the 6 components of the Human Rights Due Diligence (HRDD) concept have been implemented:

- Human Rights policy statement and embedding respect for Human Rights in the own organization.
- Risk assessment (identifying and assessing human rights impacts of the supply chain).
- Measures - identifying and implementing measures to prevent or mitigate adverse HR effects
- Tracking implementation and Human Rights results
- Reporting (communicating on how Human Rights impacts are addressed)
- Human Rights Grievance Mechanisms

### Child labor

Partners will be asked to indicate if they have a strategy and/or system regarding child protection/ HRDD that prevents and addresses child labor and to elaborate on this strategy/system.



## Premiums

Partners will be asked to provide input on the type of premium granted to the farmer and the same for the premiums granted to the cooperative/farmer organization. For each premium, partners will need to indicate the USD premium granted per kg of cocoa beans and the volume of cocoa beans (in kg) sourced under this premium.

- Certification premium for UTZ/RA
- Certification premium for Fairtrade
- Certification premium for Organic or Bio
- Quality premium
- Environmental services / performance related premium
- Voluntary living income/ fairness related premium
- Other premiums directly paid per kg to the farmer
- Other premiums shared by the cooperative with the farmer
- Subsidy per kg for productivity enhancement investments managed by the cooperative or other farmer organization
- Subsidy for operational costs or other funding to the cooperative or other farmer organization



## Project questionnaire

The project questionnaire enquires after information on sustainability projects and/or programs. As mentioned above, for Beyond Chocolate this project questionnaire is only obligatory for sustainability standards and programs. Reporting on sustainability projects is optional, but welcomed. For GISCO, the project questionnaire is required for all sustainability projects.

Partners can choose whether to provide aggregated data for their program/standard or fill out multiple project questionnaires per country of implementation.

### General information project/program

Partners will be asked to give the project/program name, contact person, location and project partners.

### Farming households

- How many farming households were reached by the project/program?

### Farming land

- What is the average size of farming land per farming household?
- What is the average size (per farming household) of the farming land under cocoa cultivation (with cocoa being the main crop produced on that land)?

### Training/capacity enhancement

- How many people participated in trainings?
  - Split Male/female
  - Split age groups
- Which topics were addressed in the training?

### Household incomes

- Did the project/program use indicators to monitor its efforts to enhance the income of cocoa farming households in the reporting year?
- Did the project/program analyze the gap between actual farming household income and living income in the reporting period and did you report publicly on this gap?
- Do you have information on the (average) yearly net household income of farmers "reached" by the project / program?



- Per country:
  - What was the average total yearly net household income of the cocoa farming households reached by the project / program?
  - What was the average total yearly net household income, from cocoa production, of the cocoa farming households reached by the project /program?
  - Please specify how the income data were collected and the average income was calculated or estimated
  - Is it possible to disaggregate the number of farming households per-following categories
    - +100% of a living income
    - 81% to 100% of a living income
    - 61% to 80% of a living income
    - 41% to 60% of a living income
    - 40% of a living income or below

#### Cocoa productivity

- What is the average cocoa yield per ha (in kg)?
- What is the average number of ha per farmer?
- What is the total cost of cocoa production (inputs + paid labour, including costs for fermentation if externalised, excluding cost of own labour of the farming household) per MT of cocoa beans produced?
- Please specify how the data on cocoa yield was collected and analyzed

#### Access to finance

- (How) is the project/program enhancing access to finance for farmers?

#### Child labor

- Does the program/project have a strategy and/or system regarding child protection/ HRDD that prevents and addresses child labor and to elaborate on this strategy/system.
- How many farming households, among those "reached" by the project/ program in the reporting year, were covered by child protection/ HRDD systems that prevent and address child labor?
- Please specify the type of child protection/ HRDD systems.

### Environmental-friendly cocoa production

- Does the project have a strategy to promote diversified and sustainable farming systems, as a contribution to environmental sustainability?

### Farm mapping

- Is the project involved in mapping cocoa farms and if so, how many farms are mapped:
  - Single GPS point
  - Polygon mapping



### Cocoa agroforestry systems

- How many hectares of the following types of agroforestry systems have been established
  - Entry Level for Agroforestry
  - Basic Category for Agroforestry
  - Advanced Category for Agroforestry
  - Dynamic Agroforestry System

### On farm trees

- How many multi-purpose trees been distributed to farmers for on-farm planting in the context of agroforestry promotion?
- How many different species of trees have been distributed ?

### Forest Restoration

- How many hectares of off-farm forest have been restored with the support of the project/program in total and per type of forest:
  - National Parks and Reserves
  - Forest Reserves/Classified forests
  - High Conservation Value (HCV) and High Carbon Stock (HCS) forests
  - Other forests (as per national definition)
  - Other areas identified for (re) forestation

### Forest protection

- How many hectares of off-farm forest have been protected with the support of the project/program in total and per type of forest:
  - National Parks and Reserves
  - Forest Reserves/Classified forests
  - High Conservation Value (HCV) and High Carbon Stock (HCS) forests
  - Other forests (as per national definition)
  - Other areas identified for (re) forestation

### Pest Management

- Do you contribute to integrated pest management applied by cocoa farming households?
- How many farming households apply integrated pest management?
- How do you estimate the occurrence of hazardous pesticides among the cocoa farming households reached by your project/program?

## What About the Beyond Chocolate co-financed projects?



The sustainability projects that are co-financed under the Beyond Chocolate partnership are reporting on a bi-annual basis to IDH The Sustainable Trade Initiative and will therefore not need to report via the online reporting tool in May. The reporting results will be shared with the wider partnership in the Beyond Chocolate Annual Report in September.

# What will happen to my Data?

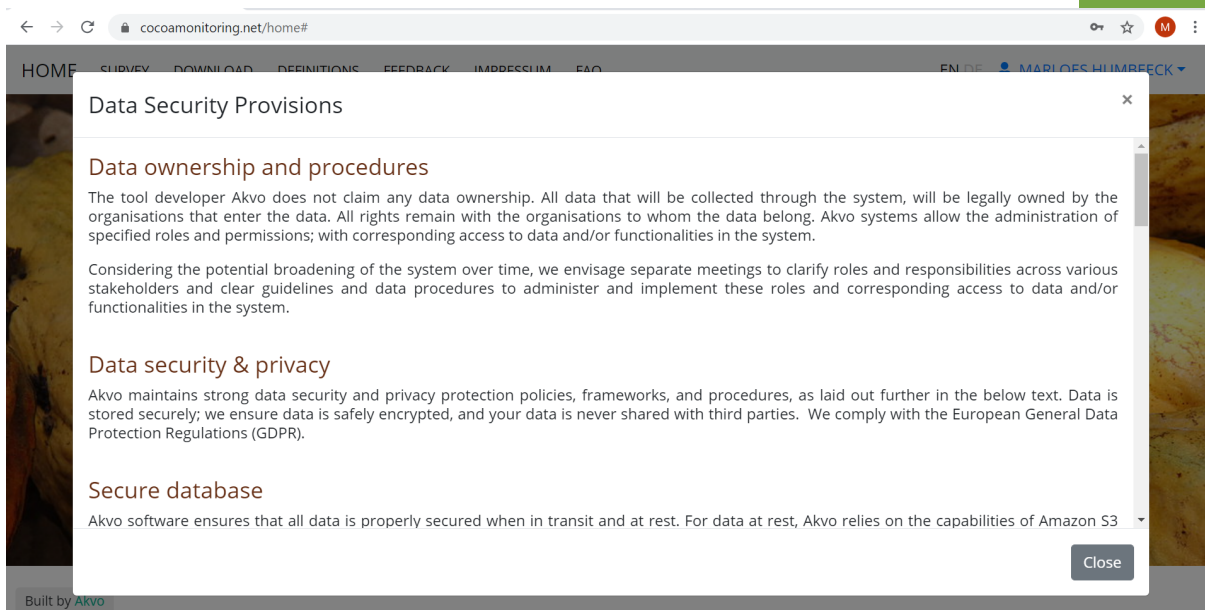
## Data Confidentiality

Your data are safe! We ensure our partners that partner-specific data will never be made publicly available. Any publication of results will happen in an aggregated way and will be shared for feedback before publication.

Once all partners have reported, the Beyond Chocolate and GISCO secretariats, together with the team of C-Lever.org, will start analyzing the data. The following people will have access to the data:

- A limited number of Beyond Chocolate and/or GISCO staff, listed in the Data Security Provisions and having signed corresponding nondisclosure declarations, will have access to individual questionnaire data, as needed to check the validity and consistency of data and/or check whether the conclusions from analysis on anonymized and/or aggregated data makes sense. Please note that only the platform secretariat a partner is reporting to will have access to the data. This means that in case you are only reporting for Beyond Chocolate, GISCO staff will not see your data.
- Authorized staff of C-Lever.org who will be responsible for the data analysis and aggregation.
- Authorized staff of AKVO, being the contracted IT service provider / data processors for the system. Their role is limited to intervening when IT issues occur and providing data processing support. AKVO is contractually withheld to share data. Find the Akvo Privacy Policy [here](#).

All information on data security provisions can be found in the tool itself. You can access this information by clicking the link which appears in the pop-up when you log-in.



## Publication Annual Reports

Once data are cleaned and completed, a first analysis will be discussed with reporting partners. The objective is to reach a shared understanding and interpretation of results. Reporting partners will also get the chance to provide feedback on the annual reports that GISCO and Beyond Chocolate will publish in September 2021.

GISCO and Beyond Chocolate will publish two separate annual reports linked to respectively the German and Belgian market. Reporting data will be aggregated and partner-specific data will not be made publicly available. Beyond Chocolate and GISCO will also include one page of joint analysis in their annual reports to provide an overview of the progress booked in both markets combined.

## Next Steps and Information

The Beyond Chocolate and GISCO secretariats want to support all reporting partners in completing the 2021 exercise. Several sessions will be organized to assist partners with the reporting. We understand that some partners might not have had the chance to join the launch, and that the reporting exercise is challenging. The secretariats of the platforms are here to support so do not hesitate to take up contact.



## ● **May 11th and 26th** **Beyond Chocolate Individual coaching sessions**

The Beyond chocolate management has blocked May 11th for individual coaching sessions with partners who would like to receive one on one assistance with the reporting exercise. During these sessions, partners can ask specific questions or even go over the entire reporting together with the program management.

Partners can block an individual coaching session via the below link. The Program Management asks partners to prepare for this session by already trying to complete the reporting beforehand. In this way, discussions can be more to the point.

Please let us know if you are not available on May 11th and would like to book a different date.

[Register for a session](#)

## ● **May 10th and 26th** **GISCO Individual coaching session days**

the Secretariat of the German Initiative for Sustainable Cocoa has blocked May 10th and 26th for individual coaching sessions with members. For more information, please contact Julia Jawtusch.

# For more Information and questions, please contact

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## For Beyond Chocolate

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