

# Guidelines 2022 Monitoring Beyond Chocolate, DISCO & GISCO



This guidance document supports partners of the Beyond Chocolate initiative, the Dutch Initiative on Sustainable Cocoa (DISCO) and the German Initiative on Sustainable Cocoa (GISCO) with the completion of the 2022 Monitoring exercise.

# Table of contents

---

## 1 CONTEXT

- *A Process of Harmonization*
- *A Joint Monitoring Tool*
- *Monitoring Working Group*
- *Synchronizing Reporting Cycles*

## 4 WHO NEEDS TO REPORT?

- *For Beyond Chocolate*
- *For GISCO*
- *For DISCO*

## 5 DEMO OF THE ONLINE TOOL

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

## 13 WHAT WILL HAPPEN TO MY DATA?

- *Data Confidentiality*
- *Publication Annual Report*

## 14 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, DISCO 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 joint monitoring round of Beyond Chocolate, DISCO and GISCO which will take place in May 2022.

## 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. 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](#).

## A Joint Monitoring Tool

In 2021, Beyond Chocolate and GISCO brought the newly developed common monitoring framework into practice. The two platforms together commissioned the development of a joint online monitoring tool. Reporting signatories of Beyond Chocolate and GISCO were invited to register in this tool in May 2021 and reported for both initiatives at the same time (in case they were signatory of both initiatives).

Since this monitoring round, DISCO has also decided to participate to the joint reporting exercise. This means partners of DISCO will be able to report their data in the tool as of May 2022. In other words, if you are a partner of all three initiatives, you only need to log in once and you are able to report on a harmonized set of indicators, thus reducing the reporting effort.

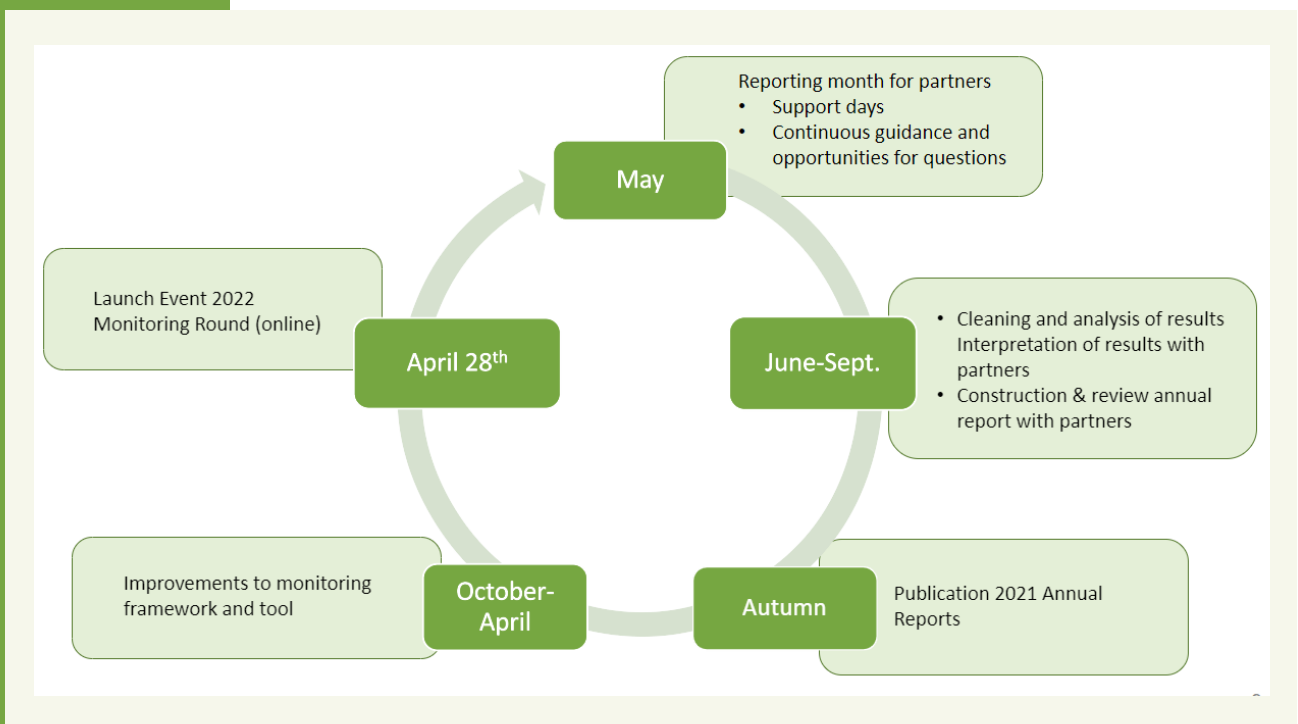
SWISSCO is not yet part of the online monitoring tool in 2022, but is actively involved in the development of both the monitoring framework as well as the online monitoring tool and has expressed the intention to join in a next phase.



## Monitoring Working Group

Improving the monitoring framework is a collaborative process. The ISCOs have launched an ISCO Monitoring Working Group, consisting of reporting members/partners of all four initiatives. The working group members give feedback on both the framework and tool, thus helping to adjust the tool and framework where needed and ensuring valuable data can be collected in an efficient way.

## Synchronizing Reporting Cycles



Beyond Chocolate, DISCO and GISCO have harmonized reporting cycles. Members of the three initiatives 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 three platforms in autumn. 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 2022, all Beyond Chocolate industry signatories are asked to report. This is different from last year when only the couverture makers and biggest chocolate producers were asked to report. This year, also SMEs will need to do so, although on a more concise set of indicators. Beyond Chocolate also asks retailers and standard setters to report.

## Individual Commitments

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 and 2021. 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 2022. 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?

For GISCO, the obligation to take part in the monitoring will be decided at their General Assembly in May 2022. The current suggestion is that industry members with more than 100t of cocoa processing or trading per year shall fill out the supply chain questionnaire. All members with projects/ programmes in countries of origin shall fill out the project / programme questionnaire. All other members (except supporting members) shall answer the general member questions only. (Status: April 2022)

## Who needs to report for DISCO?

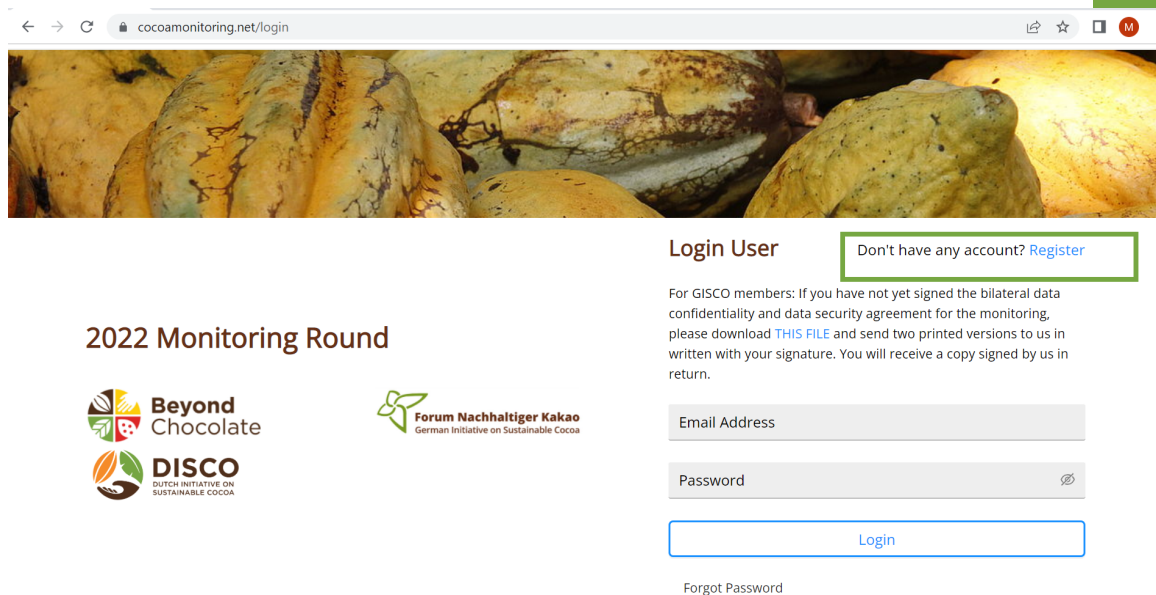
DISCO is asking all of its signatories to report. In 2022, DISCO signatories will report both on 2020 and 2021 data as the reporting round last year was postponed to be able to do harmonize with the other ISCOs.

---

## Demo of the Online Tool

The Beyond Chocolate, DISCO 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 was also provided during the launch of the online reporting tool on April 28th. Individual coaching sessions are planned in May to assist in one-to-one setting. You can find the dates and registration links to these sessions on page 15.

# How to Register and Log-in



[Don't have any account? Register](#)

For GISCO members: If you have not yet signed the bilateral data confidentiality and data security agreement for the monitoring, please download [THIS FILE](#) and send two printed versions to us in written with your signature. You will receive a copy signed by us in return.

Email Address

Password

Login

[Forgot Password](#)

Partners who already registered in the tool last year, should have received a mail from cocoamonitoring.net asking them to change their password. Once this is done, these partners can log-in.

If this is your first time using the tool, you will be required to register first. To register, please:

- Go to <http://www.cocoamonitoring.net>, click on the blue 'register' button and fill out your name, mail address and organization. Accept the conditions and click on "register".
- Click on the link in the confirmation mail you received. (Please contact Marloes, Mark 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. If someone else from your organization has already registered in the tool, they will receive a warning (additional security check).
- 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 and a combination of ISCOs. This implies that you'll only have access to information and survey questions that apply to you.

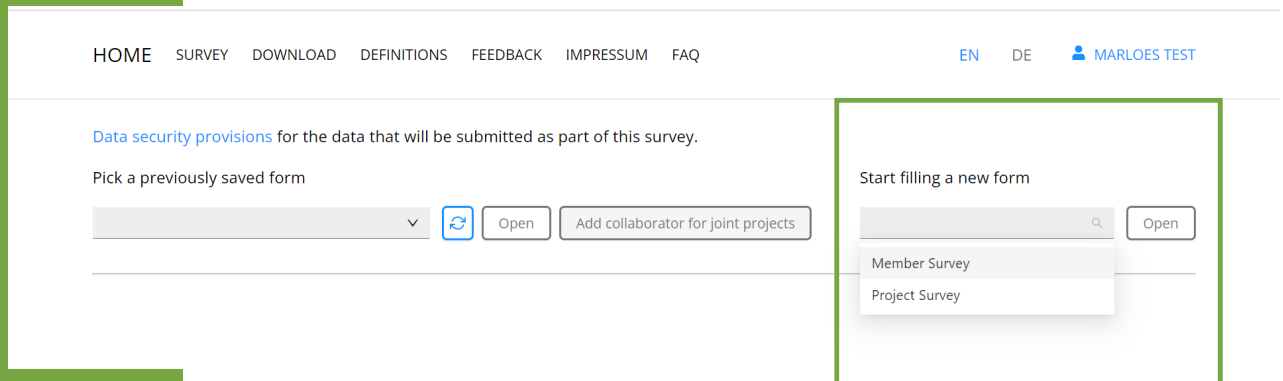


Please do not share your log-in data with anyone, not even your colleagues. Each reporter should register in the tool separately for security reasons.



## 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 a web interface with a top navigation bar containing links: HOME, SURVEY, DOWNLOAD, DEFINITIONS, FEEDBACK, IMPRESSUM, and FAQ. On the right side of the navigation bar, there are language options (EN, DE) and a user profile icon labeled 'MARLOES TEST'. Below the navigation bar, there is a section titled 'Data security provisions for the data that will be submitted as part of this survey.' Underneath, it says 'Pick a previously saved form' and features a search input field with a dropdown arrow, a refresh icon, and an 'Open' button. To the right of this is a button labeled 'Add collaborator for joint projects'. A green box highlights the 'Start filling a new form' section, which includes a search input field with a magnifying glass icon and an 'Open' button. A dropdown menu is open below the search field, showing two options: 'Member Survey' and 'Project Survey'.

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

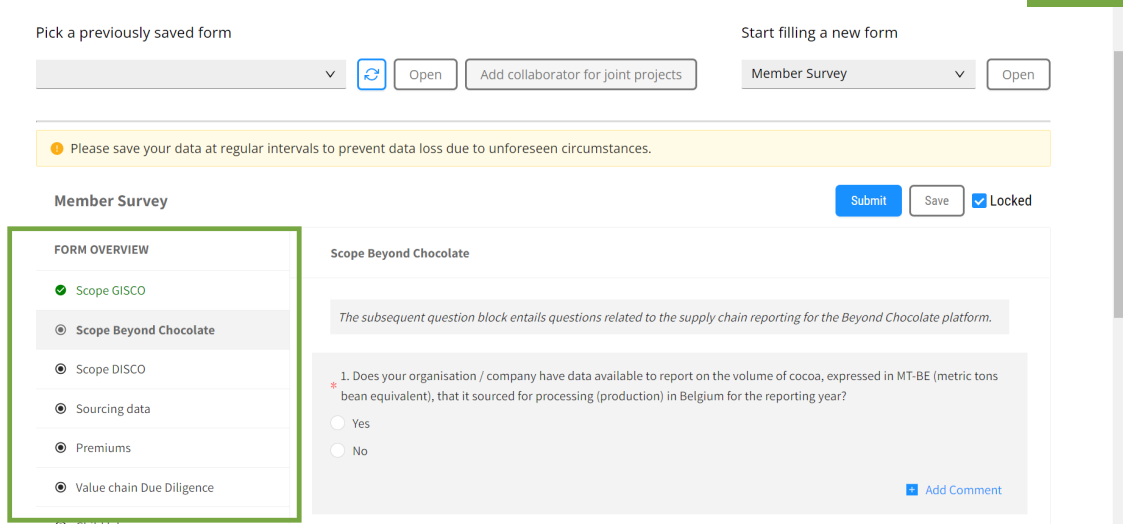
- **The Member Questionnaire:** is mandatory for all reporting partners and aims to get a better view of the overall progress the partner is making. If you are a member of several initiatives, please note that as some questions are market specific, there are slight differences in the questions for Beyond Chocolate and/or DISCO and/or GISCO.
- **The Project Questionnaire (not applicable for DISCO only partners!):** enquires after the progress members are making within a certain sustainability project/program. Partners are asked to report individually for Côte d'Ivoire and Ghana and can choose between aggregate or individual reporting for other countries. Each partner can fill out as many project questionnaires as they like. The questionnaire is identical for both Beyond Chocolate and GISCO partners.



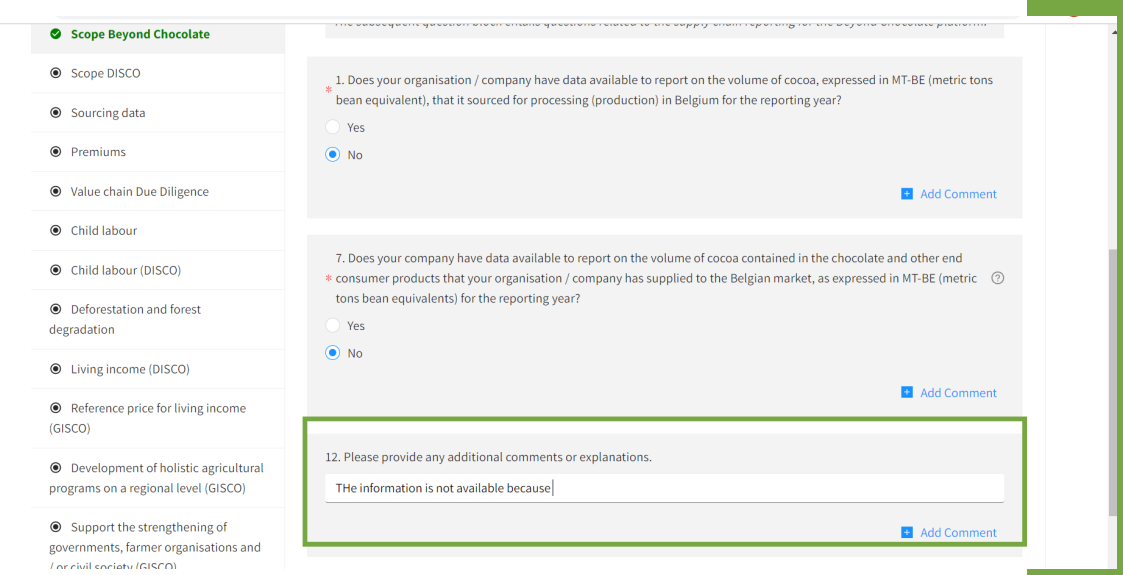
Please note that for Beyond Chocolate the project questionnaire is only mandatory for sustainability standards and programs. Reporting on other sustainability projects is encouraged, but optional.

# 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.



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.



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

**Member Survey** Submit Save  **Locked**

**FORM OVERVIEW**

- ✓ Scope GISCO
- ✓ Scope Beyond Chocolate
- Scope DISCO
- Sourcing data
- Premiums**
- Premium details
- Value chain Due Diligence

**Premiums**

*The subsequent question is about whether your organisation's / company's cocoa sourcing involved paying premiums to farmers and / or to cooperatives or other farmer organisations in the reporting year. If you answer yes, you will be directed to the next question group where you can provide aggregated or country specific data on premiums.*

1. Did your organisation's / company's cocoa sourcing involve paying premiums to farmers and / or to cooperatives or other farmer organisations in the reporting year? ⓘ

Yes  
 No

+ Add Comment

## How to work in the tool together with colleagues?

Each person within your organization/company that wants to contribute to the reporting needs to register. Please do not share your log-in details. The monitoring tool does not allow multiple people to work on the same questionnaire simultaneously. When you are working on a specific questionnaire, it is best to block this questionnaire so colleagues cannot work on it simultaneously and override your data. You can block a questionnaire by clicking "locked" at the top right of the screen. Do not forget to unblock the questionnaire when you are done working on it.

[Data security provisions](#) for the data that will be submitted as part of this survey.

Pick a previously saved form Start filling a new form

Open Add collaborator for joint projects  Member Survey Open

! Please save your data at regular intervals to prevent data loss due to unforeseen circumstances.

**Member Survey** Submit Save  **Locked**

**FORM OVERVIEW**

- ✓ Scope GISCO
- ✓ Scope Beyond Chocolate
- Scope DISCO

**Premiums**

*The subsequent question is about whether your organisation's / company's cocoa sourcing involved paying premiums to farmers and / or to cooperatives or other farmer organisations in the reporting year. If you answer yes, you will be directed to the next question group where you can provide aggregated or country specific data on premiums.*

## How to work in the tool together with partners organizations/companies?

In case you are implementing a project/program with another organization/company and you would like them to provide input to the project questionnaire, please save the questionnaire and then click the button "add collaborator for joint project". You will then be able to select the partners organization. They will receive a notification.

[Data security provisions](#) for the data that will be submitted as part of this survey.

Pick a previously saved form

Start filling a new form

Project Survey - Marloes company - Marloes test - April 28, 2022

Member Survey

Open

Add collaborator for joint projects

staff Akvo

staff GISCO secretariat

staff Beyond Chocolate Secretariat

staff C-Lever

staff DISCO

Mars

Mondelez

TransFair e.V. (Fairtrade Deutschland)

circumstances.

Submit Save  Locked

for your organisation's / company's cocoa sourcing involved paying premiums to

## How to Save and Submit Questionnaires

Members are able to save their reporting by clicking the 'save' button on the right top 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.

[Data security provisions](#) for the data that will be submitted as part of this survey.

Pick a previously saved form

Start filling a new form

Project Survey - Marloes company - Marloes test - April 28, 2022

Project Survey - Marloes company - Marloes test - April 28, 2022

Member Survey

Open

Add Close

Please save your data at regular intervals to prevent data loss due to unforeseen circumstances.

Member Survey

FORM OVERVIEW

Premiums

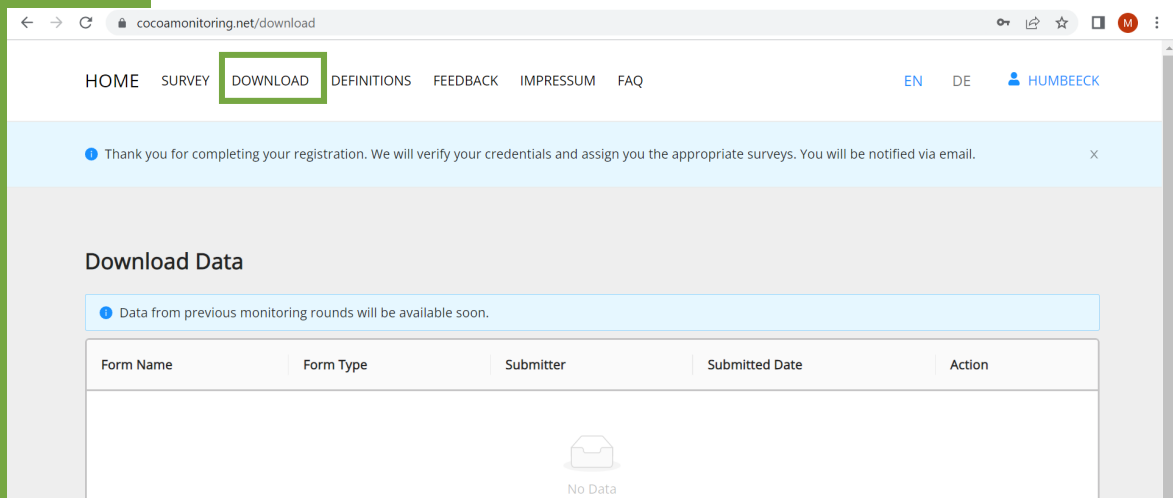
Submit Save  Locked

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 blue 'submit' button.

Partners will receive a confirmation via mail once they have submitted their reporting. Once submitted, partners can no longer access the questionnaire through the tool, but can reach out the program management in case needed.

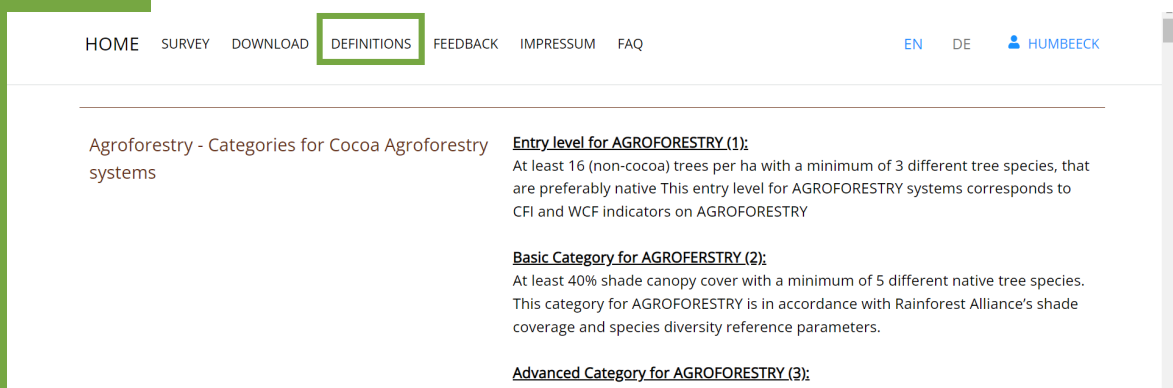
## How to download your data?

Once you have submitted your data, you will be able to download it. You can click the "download" tab at the top of the screen and then "request a download". Once the secretariats have approved this request, you will receive the download in document form.



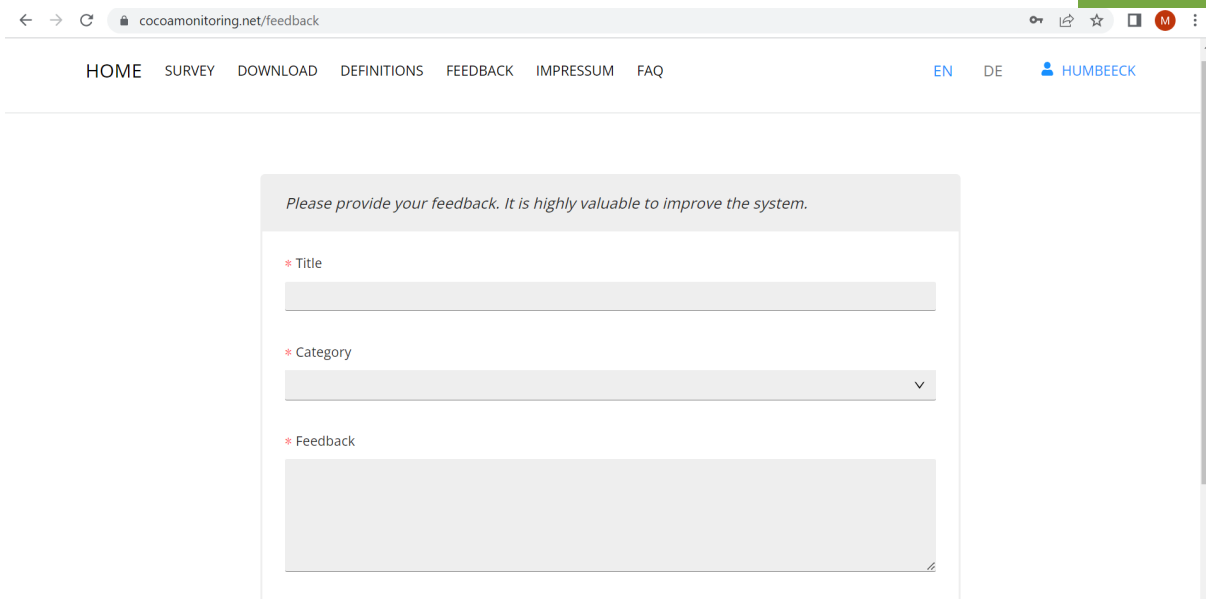
## What if I don't understand a specific term?

Beyond Chocolate, GISCO and DISCO have harmonized definitions and have uploaded these in the tool. If you click the "definition" tab in the top menu, you will find a list of definitions of the terms used in the questionnaires in alphabetical order.

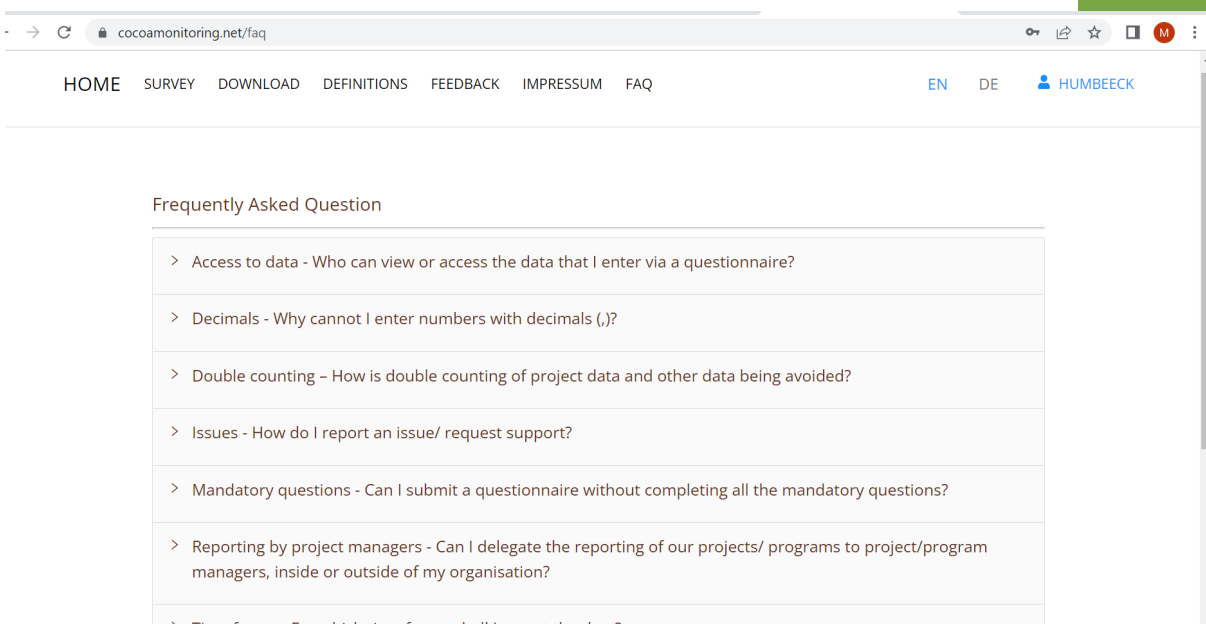


# How to Give Feedback

Beyond Chocolate, DISCO 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,...



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.



# What will happen to my Data?

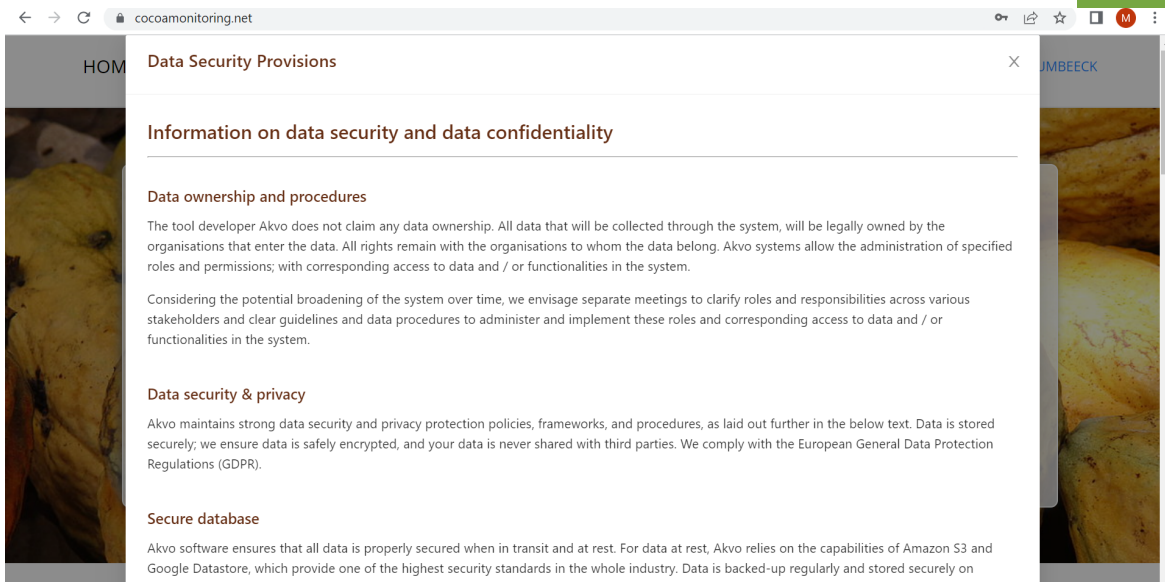
## Data Confidentiality

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, DISCO 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, DISCO 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. If you are a GISCO member, you will have received a bilateral data security agreement. Please send it to the Secretariat with your signature.



## Publication Monitoring/ 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, DISCO and Beyond Chocolate will publish in autumn 2022.

Reporting data will be aggregated and partner-specific data will not be made publicly available.

## Next Steps and Information

The Beyond Chocolate, DISCO 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 reach out.



● **May 25th**  
**Coaching session for joint Beyond Chocolate, GISCO and DISCO members**

For partners who are signatory to more than one of the initiatives, a joint coaching session will be organized. The secretariats of Beyond Chocolate, DISCO and GISCO will be available to answer your questions.

Partners can book an individual coaching session via the below link. We ask 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 25th and would like to book a different date.

[Register for a session](#)

● **May 11th**  
**Beyond Chocolate Individual coaching session**

[Register for a session](#)

● **May 12th**  
**GISCO Individual coaching session**

Please contact [julia.jawtuschk@giz.de](mailto:julia.jawtuschk@giz.de)

● **May 19th**  
**DISCO Individual coaching session**

[Register for a session](#)

# For more Information and questions, please contact

---

## For Beyond Chocolate

Marloes Humbeeck via [humbeeck@idhtrade.org](mailto:humbeeck@idhtrade.org)

## For GISCO

Julia Jawtuschk, via [julia.jawtuschk@giz.de](mailto:julia.jawtuschk@giz.de)

## For DISCO

Mark de Waard, via [dewaard@idhtrade.org](mailto:dewaard@idhtrade.org)