

**Repository of responsible purchasing for the
conservation of forests and natural ecosystems.**

January 2021



Preamble

Goals

This reference system provides companies with a framework for setting up, implementing and monitoring their commitments in the **fight against deforestation and the conversion of ecosystems (LDCE)**.

References

The content of this repository was developed on the basis of normative documents that refer to the field of responsible purchasing and the fight against deforestation and the conversion of ecosystems (LDCE): the Accountability Framework Initiative; UN Guiding principles on business and human rights; National Strategy to Combat Imported Deforestation (SNDI) ; CGF Forest Positive Coalition; French duty of vigilance law ...

Communication

The use of this repository is mainly oriented towards self-assessment and internal mobilization within the company. On its own, it cannot give rise to external communication both from companies and at the level of their finished products.

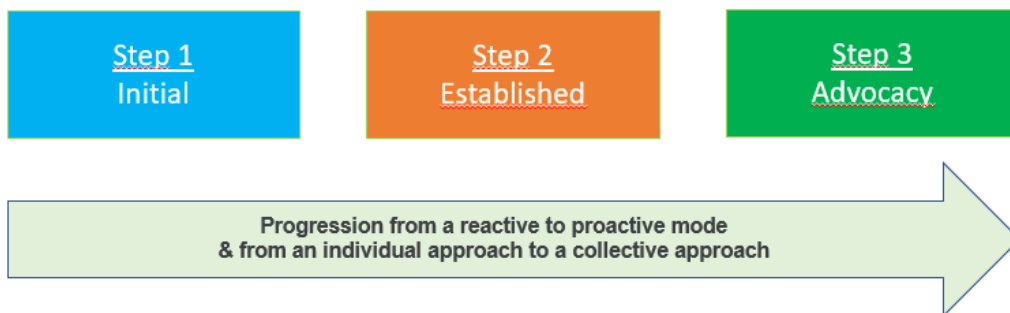
The content of the repository includes criteria related to communication directly related to the level of commitment of the company and its associated action plans (traceability, verification, certification, processing).

Structure

This repository includes three volumes ‘Governance’, ‘Action plan’ and ‘Communication’. These volumes are detailed by nine separate modules:



This repository is scalable and offers three stages of progression. It is therefore accessible to any type of business regardless of its location within the value chain. In terms of the logic of progression, the anticipation of companies and collective approaches are decisive.

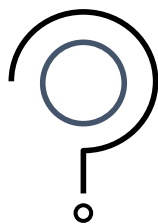


Volume 1 « Governance »

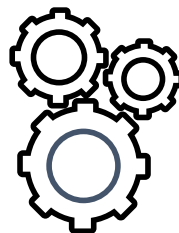
In this volume, the aim is to ensure that the company has incorporated the knowledge enabling it to understand the challenges of the fight against deforestation and the conversion of natural ecosystems.

The next step is to ensure that the company is organized to deal effectively with this issue and turn it into an asset in its strategy.

Finally, it is about ensuring that the company has developed or updated its responsible purchasing commitments to protect forests and natural ecosystems.



1. Knowledge



2. Organisation



3. Commitments

“Initial” step

Criteria	Indicators
1. Knowledge	
GO1 The personnel in charge of purchasing and / or sustainable development follows training and / or awareness-raising on the LDCE and is aware of the company's commitments in this area.	Training / conference / webinar / work / discussions with external stakeholders (experts, NGOs ...)
GO2 Several people from purchasing and / or SD in the company work directly or go to areas affected by the LDCE.	> 2 persons
GO3 The general mapping of the risks associated with the LDCE is carried out and is known to the Purchasing Department.	Mapping of the risks
GO4 The labels, voluntary approaches (public or private) which protect and restore forest & natural ecosystems are known to the purchasing department and / or the SD.	Training / conference / webinar / work / discussions with external stakeholders (experts, NGOs ...)
GO5 The territorial approach is known by the Purchasing and / or SD Departments.	Training / conference / webinar / work / discussions with external stakeholders (experts, NGOs ...)

“Initial” step

Criteria	Indicators
<p>2. Organisation</p>	
<p>GO6 There is at least one reference person in the company who coordinates the company program related to the challenges of preserving forests and natural ecosystems and provides training / awareness on the subject in the company.</p>	<p>Job description and contribution.</p>
<p>GO7 The LDCE is part of the company's purchasing code of conduct (policy, charter). This code (policy, charter) is explained to our tier 1 suppliers.</p>	<p>Code of conduct. Responsible purchasing policy / charter</p>
<p>GO8 The General Management supports the integration of the LDCE at the heart of our purchasing activities via:</p> <ul style="list-style-type: none"> • a clearly defined function to carry out this program • resources dedicated to the program (staff and budget) 	<p>Resources dedicated to the program (staff and budget) Function sheet integrating the fight against deforestation.</p>

« Initial » step

Criteria	Indicators
3. Commitments	
GO9 We have a commitment relating to the LDCE which includes a scope of application and an implementation schedule.	Commitment; Perimeter; Timeline
GO10 Our commitment includes respect for the rights of indigenous peoples and local communities, in particular free, prior and informed consent (FPIC) before any activity likely to affect intellectual property rights, land, resources, territories, means livelihood or food security.	Commitment
GO11 Our commitments apply in part to the business segments of the company's business.	Commitment; Perimeter
GO12 Our commitments partially apply to the supply of agricultural and forestry products that present risks of deforestation / ecosystem conversion.	Commitment; Perimeter
GO13 Our communication clearly specifies which business units, markets, raw materials and supply regions are covered. The exclusions are justified.	Commitments; communication
GO14 Our commitments specify the monitoring methods, in particular the type of indicators and / or information and the way in which they will be communicated.	Commitment; follow up
GO15 Our commitment is public, easily accessible and at least available on our website	Website visible.

"Established" step

Criteria	Indicators
1. Knowledge	
GO16 The staff in charge of Marketing, R & D, Commerce, Finance, CEO, etc. activities undergo training and / or awareness raising on the LDCE and are familiar with the company's commitments in this area.	Training / conference / webinar / work / discussions with external stakeholders (experts, NGOs ...)
GO17 Several people in charge of Marketing, R & D, Commerce, Finance, DG... activities go to the areas affected by these issues of degradation of forests and natural ecosystems.	> 2 persons
GO18 The "at risk" territories are known and their list is updated every year for the buyers of the company.	Mise à jour annuelle de la liste des territoires à risques et plan d'action associé (ou décisions prises par le service achats).
GO 19 The labels, voluntary approach (public or private) which protect and restore forest & natural ecosystems are known to Marketing / Commerce / Finance departments, etc.	Training / conference / webinar / work / discussions with external stakeholders (experts, NGOs ...)
GO20 The territorial approach is known by the Marketing / Sales / General Management Departments.	Training / conference / webinar / work / discussions with external stakeholders (experts, NGOs ...)

"Established" step

Criteria	Indicators
2. Organisation	
GO21 There is at least one person in the company who works in the field to set up standards or execute LDCE projects. This person is recognized by his peers in the territory (s) where he acts.	Names and roles of people and contribution.
GO22 Our purchasing contracts / specifications are accompanied by an obligation to comply with supplies associated with a cutoff date, after which deforestation and / or ecosystem conversion are deemed non-compliant.	Purchase contracts / specifications.
GO23 Suppliers who do not comply with the clauses associated with the LDCE are subject to an action plan which may go as far as the suspension / ban of business.	Identification of suppliers subject to action plan / suspension / ban.
GO24 Measuring the performance of buyers, their variable compensation, incorporates our objectives in terms of LDCE.	Performance measures, variable compensation for buyers.
GO 25 The operational strategy (marketing, trade, investments, etc.) of the company incorporates the LDCE. Concrete examples can be put forward.	Presentation of products / projects integrating the protection of natural ecosystems and forests.

Established" step

Criteria	Indicators
3. Commitments	
GO 26 Our commitment specifies a cutoff date, after which supplies associated with deforestation and / or ecosystem conversion are deemed non-compliant.	Commitment ; cutoff date
GO27 Our commitment is regularly reviewed with external stakeholders.	Commitment updated. Reviews of external stakeholders.
GO28 Our commitments apply to all business segments of the company's business.	Commitment ; Perimeter
GO 29 Our commitments apply to all supplies of agricultural and forestry products that present risks of deforestation / ecosystem conversion.	Commitment ; Perimeter
GO30 The performance of our commitments is subject to independent verification by third parties.	Commitment ; verification

"Advocacy" step

Criteria	Indicators
1. Knowledge	
GO 31 The company's commitments, actions, projects in connection with the LDCE, include regular field visits (at least every 18 months) with suppliers and certain stakeholders to monitor the progress of actions / projects / measures of the commitments made by the company.	Field visits to monitor projects / actions / measures of commitments, at least every 18 months.
GO 32 The countries and / or territories involved in projects for the preservation / restoration of forest and natural ecosystems are identified in partnerships with external stakeholders and their list is provided to the purchasing department. There is a proven link with the company's purchasing, innovation and communication policies.	Examples of projects.
GO 33 The company engages in the governance of labels and contributes to their continuous improvements to increase their impact. The company regularly participates in national or international meetings related to this governance.	Contributions to the labels & structures concerned.
GO 34 The company regularly participates in events / meetings to promote the LDCE and tries to rally other companies, including companies from other industries.	Events and contributions.

"Advocacy" step

Criteria	Indicators
2. Organisation	
GO 35 One or more people from the company know the subject of the LDCE and contribute to national or international meetings / seminars / events to promote these subjects outside the company.	Events and contributions.
GO 36 The projects carried out by the company, the standards implemented by the company serve as models / training ... for other structures seeking to achieve a similar level of excellence on the subject of the LDCE.	Examples of projects.
GO 37 The selection of suppliers integrates the risks and / or opportunities linked to the territorial projects to which these suppliers contribute.	Production of maps. Monitoring evolution of the Territory
GO 38 Suppliers contributing to the conservation of forests and natural ecosystems benefit from an 'incentive'. (Ex: long-term contract; competence partnership; financial partnership, etc.).	Production of maps. Monitoring evolution of the Territory
GO 39 The LDCE is a major priority for the general management. The performance measurement and the variable remuneration of members of the General Management Committee incorporate our objectives in terms of LDCE.	Performance measurement, variable remuneration of members of the general management
GO 40 The protection of natural ecosystems and forests is fully integrated into the company's annual reporting or its sales pitch. It is monitored (at least twice a year) by the Management Committee (or equivalent in the company). The subject is brought to the highest level of the company and allows for regular external speeches.	Annual reporting and minutes of the management committee (2 x per year)

"Advocacy" step

3. Commitment	
GO41 For high-risk sectors, our supplies are made from suppliers who are themselves committed for 100% of their activities in favor of the LDCE.	Commitment; supplies
GO42 We are committed to carrying out or supporting ecosystem restoration exclusively through our supply chains, in cases where the company has caused or contributed to deforestation after the deadline.	Commitment; restoration projects.
GO43 We are committed to compensating or supporting indigenous peoples and local communities exclusively in our supply chains, in cases where the company has caused or contributed to negative effects on intellectual property rights, land, resources, territories, means of subsistence or food security.	Commitment; restoration projects.
GO44 We are committed to participating in multi-stakeholder activities (suppliers, industry peers, civil society organizations,) to share knowledge, best practices and, as a leader, to support the LDCE.	Commitments; multi-stakeholder activities
GO 45 Our commitment goes beyond the corporate perimeter and includes industry initiatives that bring together multiple associated actors who have established common goals or objectives.	Commitment ; Perimeter
GO 46 Our commitment goes beyond the perimeter of the company and includes territorial approaches that involve the collaboration of multiple associated actors around common goals or objectives of land use at the scale of a territory.	Commitment ; Perimeter

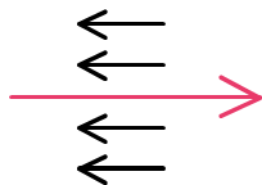
Volume 2 « Action Plan »

In this volume, the aim is to define the risk levels of the relevant purchasing portfolio and the associated levels of traceability.

The company will describe the type of verification it implements in its value chains to monitor its commitments to fight deforestation and the conversion of natural ecosystems (LDCE).

It also involves defining the use of certification systems for raw materials to assign them a level of compliance or performance in terms of the preservation of forests and natural ecosystems.

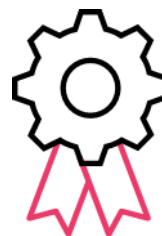
Finally, it is about defining how the company implements transformation projects to preserve forests and natural ecosystems.



1. Traceability



2. Verification



3. Certification



4. Transformation

« Initial » step

Criteria	Indicators
1. Traceability	
<p>A1 In the purchasing portfolio, raw materials (RM) outside deforestation risk areas are clearly identified and separated from RM in areas at risk of deforestation / ecosystem conversion. For the remainder of the framework, RM purchases outside risk areas will be aggregated to measure the progression of LDCE commitments.</p>	<p>Prioritization document.</p>
<p>A.2 Between 0 and 50% (by volume) of the purchasing portfolio (at risk) is engaged in an intermediate traceability process (meeting with suppliers, mapping out, definitions / identification of the number of intermediaries up to the fields / Plantations.)</p>	<p>Portfolio & associated cartography.</p>
<p>A.3 100% of rank 1 suppliers are known, the code of conduct, the responsible purchasing charter or the contractual elements which contain the obligations related to the LDCE have been communicated to them.</p>	<p>Code of conduct, responsible purchasing charter or contractual elements available. Proof of communication / receipt of documents.</p>

« Initial » step

Criteria	Indicators
2.Verification	
A4 The company's suppliers respond to a self-assessment questionnaire regarding their LDCE actions.	Questionnaire and compilation of responses.
A5 The verification of the implementation of the company's commitments (LDCE) is done internally and the validation process is documented.	Documentation
A6 The commitments made by the Company in terms of LDCE are verified internally on a portion between 0 and 50% of the purchasing portfolio.	Results of internal audits / verifications

Criteria	Indicators
3. Certification	
A.7 When these certification schemes exist, our organization uses credit / book & claim certification systems (e.g. RSPO credits; RTRS credits...). Our sourced products do not physically come from areas without deforestation.	> 2 certification systems
A.8 When these certification schemes exist, the part of our supply which is certified mostly uses the B&C system.	% supply (volumes; € purchases) certified in B&C

« Initial » step

Criteria	Indicators
4.Transformation	
A.9 Some of our suppliers use an LDCE alert mechanism.	Suppliers with an alert mechanism
A.10 In the event of an LDCE alert, we take corrective measures internally (e.g. commitment; maintenance; suspension; exclusion).	Responses to alerts
A.11 We translate the volume of our at-risk supplies into equivalent land use.	Supply footprint in hectares (for example via the national average yield or more precise level if available).

« Established » step

Criteria	Indicators
1. Traceability	
A.12 Between 50 and 80% of the (at risk) purchasing portfolio is engaged in an intermediate traceability process with tier 1 suppliers (meeting with suppliers, mapping out, definitions / identification of the number of intermediaries up to the fields / Plantations).	Portfolio & associated mapping
A.13 There is a plan to reach 100% of the purchasing portfolio engaged in an intermediate traceability process.	Portfolio & associated mapping
A.14 For some RM linked to the risk of deforestation and priority, upstream traceability to the first origin has been established (fields, forest, mine, etc.).	Supplier (s) identified and traceability document provided
A.15 For some RM linked to the risk of deforestation and priority, full traceability (upstream / downstream) from the first origin (fields, forest, mine, etc.) to the finished product has been established. This full traceability makes it possible to envisage product communication.	Supplier (s) identified and traceability document provided
A.16 Traceability is integrated into the purchasing databases to facilitate the management and development of indicators.	Accessible database

« Established » step

Criteria	Indicators
2. Verification	
A.17 The company's LDCE commitments are verified by an Independent Third Party on a portion between 50% and 80% of the company's purchasing portfolio.	Validation audit for the part of the portfolio concerned
A.18 The suppliers of raw materials identified as priorities by the company respond to an independent third party audit to verify the effective implementation of actions to fight against deforestation.	Validation audit for the part of the portfolio concerned

Criteria	Indicators
3. Certification	
A.19 Where certification schemes exist, our organization uses 'mass balance' certification systems. Products from certified sources without deforestation are blended with conventional products throughout the supply chain.	> 2 certification systems > 80% of certified supplies covered by mass balance
A.20 When certification schemes exist, most of our certified procurement uses the MB and B&C system.	% supply (volumes; sales) certified in MB and B&C

« Established » step

Criteria	Indicators
3. Transformation	
A.21 We are taking the necessary measures with our suppliers to remedy proven cases of deforestation / ecosystem conversion.	Responses to alerts
A.22 Our new finished products have a land use footprint measurement.	Footprint of new products in hectares. (for example via the average national yield or more precise level if available).
A.23 We carry out and / or actively support the conservation of forests and ecosystems located near our supply chains.	Budgets / resources conservation projects
A.24 Nous utilisons un mecanisme d'alerte de LDCE spécifique à nos approvisionnements.	We use an LDCE alert mechanism specific to our supplies.

"Advocacy" step

Criteria	Indicators
1. Traceability	
A.25 Between 80 and 100% of the RM purchasing portfolio identified as at risk of deforestation is engaged in an intermediate traceability process with tier 1 suppliers (meeting with suppliers, mapping, definitions / identification of the number of intermediaries to the fields / Plantations).	Portfolio & associated mapping
A.26 For at least 50% of the purchasing portfolio of RM linked to the risk of deforestation, the upstream traceability of purchases is made up to the first origin (fields, plantation, forest, mine, etc.)	Supplier (s) identified and traceability document provided
A.27 There is a precise and documented roadmap making it possible to predict the date on which 100% of the purchasing portfolio of RM linked to the risk of deforestation will be covered by upstream traceability up to the first origin (fields, forest, mine, etc.).	Roadmap to be provided.
A.28 For most of the company's products, full traceability (upstream / downstream) from the first origin (fields, forest, mine, etc.) to the finished product has been established. This complete traceability opens the way for communication to consumers / end customers.	% of the product portfolio with full upstream / downstream traceability.

"Advocacy" step

Criteria	Indicators
2. Verification	
A.29 The company uses means of verification by Geolocation - Satellite imagery or other... which allow: i) to share the results with other structures ii) to contribute to a territorial approach iii) to communicate easily to its stakeholders iv) d " increase the frequency of verification.	Cartography, Photos, Dashboard to be provided.
A.30 The commitments made by the Company in terms of LDCE are verified by an independent third party for a part between 80 and 100% of the purchasing portfolio AND There is a precise plan and an associated budget allowing to reach 100% in the three coming years.	Results of audits by third party organization

Criteria	Indicators
3. Certification	
A.31 Most of our certified sourcing uses the Segregated or IP system	% finished products (volumes; sales €) certified
A.32 Our organization prioritizes its supplies from certified regions / territories (for example: IDH SourceUp).	Procurement rate from certified jurisdictions & territories

"Advocacy" step

Criteria	Indicators
4. Transformation	
A.33 We have identified representatives of local communities affected by some of our supplies and we have made sure that they have alert mechanisms in the event of deforestation / degradation of ecosystems.	Local communities endowed with a warning mechanism
A.34 We are taking the necessary measures <u>with representatives of the local communities</u> concerned to remedy the proven cases of deforestation / ecosystem conversion.	Responses to alerts
A.35 Our entire product portfolio is reviewed in order to obtain a minimal land use footprint.	Footprint of the product portfolio in hectares. (for example via the average national yield or more precise level if available).
A.36 We carry out and / or actively support the restoration of forests and degraded ecosystems exclusively in our supply chains.	Budgets / resources for restoration projects.
A.37 We realize and / or actively support indigenous peoples, local communities (IP / LC) or smallholders affected by deforestation, conversion and human rights impacts in our supply chains.	Budgets / resources for restoration projects.

Volume 3 « Communication »

In this volume, the first step is to establish a dialogue with stakeholders external to the company to strengthen the governance of the work carried out on the fight against deforestation and the conversion of natural ecosystems (LDCE).

The next step is to provide external reporting to showcase the work carried out and ensure that it is understood by all the stakeholders concerned.



1. Dialogue with stakeholders



2. External reporting

« Initial » step

Criteria	Indicators
1. Dialogue with stakeholders	
C 01 The company dialogues with external organizations / structures to enrich its strategy and its implementation of LDCE	List of parties consulted. Minutes of meetings available.
C 02 Some of the structures / organizations consulted have commercial links with the company (customers, suppliers, service providers, media, etc.)	List of parties consulted and description of existing links.
C 03 The structures / organizations consulted have a basic knowledge of the challenges of the LDCE.	List of parties consulted and qualification.

Criteria	Indicators
2. External reporting	
C 04 At least once a year, the company reports on the status of progress made in meeting its LDCE commitments. The reports present quantitative and qualitative indicators of progress against company commitments.	Annual reporting
C 05 We have annual reporting on part of our purchasing portfolio.	Perimeter (proportion by volume)
C 06 Reports are made available in formats and languages accessible to stakeholders.	Reporting

« Established » step

Criteria	Indicators
1. Dialogue with stakeholders	
C 07 The company has a regular structured approach (annual minimum) with external organizations / structures to get their opinion on its LDCE strategy.	Lists of parties consulted and minutes of meetings.
C 08 Some of the structures / organizations consulted are recognized as experts or have established legitimacy on the subject of the LDCE.	List of parties consulted and qualification, publication, intervention, actions, etc., which legitimize the opinions given.
C 09 For the structures consulted which have commercial or economic links with the company, this link is made public.	List of parties consulted and qualification.

Criteria	Indicators
2. External reporting	
C 10 We have annual reporting for the entire purchasing portfolio.	Perimeter (proportion by volume)
C 11 We use existing reporting norms and standards to help standardize and enhance the credibility of reported information.	Many existing systems can be used; For example, Global Reporting Initiative (GRI); CDP Forests' reporting; the UNGP Reporting Framework...
C 12 We communicate the proportion of supply chain volume and / or the proportion of our suppliers for which the level of compliance is known.	Certifications, identification of low risk supplies, participation in jurisdictional approaches, control of direct suppliers.
C 13 Our reporting is verified by an independent third party. Third-party verification reports (or summaries thereof) are made public.	Third party insurance
C 14 There is a simple communication on some of our products that makes the link with the commitments and actions of the company in terms of LDCE.	Product communication (logo, label, etc.)

« Advocacy » step

Criteria	Indicators
1. Dialogue with stakeholders	
C 15 Discussions that take place between the company and its external stakeholders are accessible to the public.	Minutes or video of meetings that have taken place. Preparation of meetings by integrating the preliminary questions asked to the company.
C 16 In the process, certain structures identified as hostile or very reserved on the commitments and communication of the company on the subject of deforestation are also integrated. This confrontation and the way in which the company faces it gives credibility to the whole process.	List of parties consulted and qualification, publication, intervention, actions, etc., which legitimize the opinions given.
C 17 Examples exist and are made public which demonstrate that this approach has changed the company's commitments (on the LDCE) or the means implemented for its application.	Minutes of meetings and description of changes
C 18 The successes and failures of the company in implementing its strategy are shared with the structures consulted.	Minutes or video of meetings that have taken place. Preparation of meetings by integrating the preliminary questions asked to the company.

« Advocacy » step

Criteria	Indicators
2. External reporting	
C 19 We communicate the upstream traceability level of raw materials linked to deforestation risks and this right up to the origin (fields, plantation, forest, mine, etc.)	Proportion of the volume of the supply chain whose origin is known (for example, radius around a mill, jurisdiction or country).
C 20 We communicate about our suppliers, their contributions to the LDCE, possible non-conformities / grievances and action plans; suspensions or bans.	Authorized suppliers; Suppliers subject to an action plan / suspension / ban.
C 21 We communicate the nature and status of any non-compliance and grievances raised by stakeholders.	Grievances / remediation
C 22 The information on deforestation or conversion integrated into the raw materials of our supply chains is quantified in hectares.	Deforestation / conversion to hectares (eg via national average yield or more precise level if available).
C 23 Information on conservation and / or restoration activities supported or facilitated by the company are quantified in hectares	Conservation / restoration in hectares (for example via the average national yield or more precise level if available).
C 24 Communication about our products includes evidence that justifies claims and is easily accessible to stakeholders	Evidence (scope; schedule; performance)
C 25 The commitments / actions / results of the company on the LDCE are part of the general communication strategy.	Events / meetings / digital ...

For further information, please contact :

Laure d'Astorg

General Director

Tel. : +33 (0)6 88 04 42 41

Email : ldastorg@allianceforets.org

Laure Grégoire

Spokesperson

Tel. : +33 (0)6 63 54 14 23

Email : lgregoire@allianceforets.org

Alliance for the Preservation of Forests

Membre de l'Union Internationale pour la Conservation de la Nature (UICN)

9 boulevard Malesherbes 75008 Paris

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