GLOBAL COFFEE PLATFORM

for a sustainable coffee world

SUBMISSION FOR SCHEME RECOGNITION

October 2020

1.   INTRODUCTION

The vision of the Global Coffee Platform (GCP) is a thriving, sustainable coffee sector for generations to come, contributing to the achievement of the UN Sustainable Development Goals (SDGs).   One of GCP's assets to drive collective impact is the Baseline Coffee Code (BCC), a global reference code for baseline sustainability practices of coffee production.

GCP's aim is that sustainability schemes, initiatives or programs take up the minimum sustainability practices defined in the GCP BCC, and by that reach more and more coffee farmers. To facilitate this, GCP developed an Equivalence Mechanism (EM) with a set of Sustainability (performance) and Operational (system) Criteria. Sustainability schemes can be recognized for their contribution as part of a wider community moving together towards sustainability. GCP recognized sustainability schemes will be included in the GCP Roaster & Retailer Reporting on Sustainable Coffee Purchases and related Snapshot publications.

The whole coffee sector gains in efficiency and potential synergies with a harmonized approach to baseline sustainability if all actors have the same understanding about baseline sustainability and efforts to meet this level of sustainability converge. Driving uptake of at least baseline coffee sustainability practices and encouraging increasing sustainable sourcing from diverse origins – alongside complementary strategies such as improving the enabling environment for sustainable, profitable coffee production - contributes to farmer prosperity, improved livelihoods and conserved nature.

Reference documents for this recognition process include:

- Equivalence Mechanism 1.2
- The GCP Baseline Coffee Code

The Equivalence assessment process is kept as streamlined as possible and builds on existing credibility mechanisms (e.g. ISEAL membership, accredited ISO 17065). An assessment may also take into consideration other existing independent benchmark results to reduce duplication.

This is an interim EM version. In June 2020, GCP launched a year long process for the revision of the BCC and EM 2.0. When GCP publishes an updated version of the EM 2.0 (expected in early 2022), all existing GCP recognized schemes will be required to apply for re-assessment for all their scopes of recognition against the new version within nine months of the date of publication if they wish to continue to be considered equivalent to the Baseline Coffee Code by GCP. Therefore, both the current BCC and EM 1.2 are to be considered interim versions.

The purpose of this document is to inform interested parties about the eligibility criteria and process to submit a scheme for recognition. This document should be read together with the EM 1.2.

2.   ELIGIBILITY CRITERIA

GCP Members put forward to the Secretariat schemes which they propose to be recognized. The following eligibility criteria apply to owners of such a Scheme (henceforth Scheme Owner). Scheme Owners do not necessarily need to be a GCP Member for having their scheme recognized[1]:

- The Scheme Owner is a legal entity
- The Scheme has been operational for at least 12 months
- There are at least ten (10) coffee groups/farmers assessed/audited against the Scheme's requirements

3.   SUBMISSION

By signing this Submission for Scheme Recognition, the Scheme Owner agrees to the terms as described and is formally requesting an assessment of the equivalence of their Scheme against the GCP BCC, which can result in GCP recognition of the Scheme.

In order to make a proposal, please fill in the form below, review the terms and sign this submission.

Once completed, kindly send these documents to info@globalcoffeeplatform.org

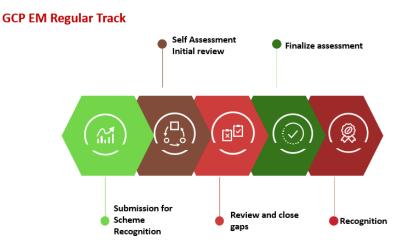|	
Name of the Scheme Owner (legal entity owning and/or operating the Scheme)	
Registered address of the Scheme Owner	
Business address (Headquarters) of the Scheme Owner (if different from the address above)	
Name of the Scheme	
Short summary of the Scheme history, rationale, mission and objectives	
Name and position of the key contact person	
Contact information of the key contact person	Email, phone and address

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[1] For a definition of Scheme, see EM 1.2 Section 2.

4.   ASSESSMENT PROCESS

The recognition process commences by the Scheme Owner signing the GCP Submission for Scheme Recognition. Depending on the completeness of data, the process is expected to last 4-6 weeks. A workplan will be agreed with Scheme Owner at the beginning of the process. The Scheme Owner is expected to reply to GCP's requests of additional information/documentation within a week.

GCP EM Regular Track

5.   CHANGES TO THE SCHEME

The Scheme Owner of a GCP recognized scheme is required to inform the GCP Secretariat in writing about the significant change or updates to its Scheme. Significant changes include changes to its governance or ownership, management system, standard, or normative documents, which could compromise the Scheme's recognition by GCP.   GCP will assess if the changes are substantive and require a re-assessment.

6.   CLAIMS

GCP will add on its website the list of recognized schemes, include all recognized schemes in the reporting tool for the GCP Roaster & Retailer Reporting on Sustainable Coffee Purchases, and (if applicable) in the GCP Snapshot publication.

No claims regarding GCP or Equivalence to BCC can be made by the scheme on products in any form.

The Scheme Owner can make reference to its scheme supporting GCP's mission and vision, and to the fact that its scheme has been recognized by GCP if the scope and level of assurance as per the

approved EM 1.2 assessment (Assurance section[2]) is clearly described, in line with ISO 9001/ISO/IEC 17000 Conformity Assessment and ISEAL "Sustainability Claims Good Practice Guide" v1.0 May 2015.

Examples:

- "Scheme Owner X supports a thriving, sustainable coffee sector for generations to come and works as GCP Member/ works with GCP towards sustainability together with other leading organizations. GCP has recognized the X- Scheme as BCC equivalent 3rd party" if the EM recognized assessment defines the scheme as using a third-party assurance provider with independent oversight.

- "Scheme Owner X supports a thriving, sustainable coffee sector for generations to come and works as GCP Member/ works with GCP towards sustainability together with other leading organizations. GCP has recognized the X- Scheme as BCC equivalent 2nd party" if the EM recognized assessment defines the scheme as using a second party assurance model (e.g. supplier, Scheme owner or other non-independent party).

- "Scheme Owner X supports a thriving, sustainable coffee sector for generations to come works as GCP Member/ works with GCP towards sustainability together with other leading organizations. GCP has recognized the X- Scheme as BCC equivalent 1st party" if the EM recognized assessment defines the scheme as using a self-assessment assurance model.

Statements/claims regarding the recognition need to be neutral and approved by the GCP Secretariat.

7.   CONFIDENTIALITY

GCP commits to keep all scheme documents confidential.

GCP may use aggregated and anonymized data from the assessment process for learning purposes, regardless of whether the scheme has been recognized or not.

Scheme name will only be made public once Equivalence is achieved and formal recognition can be announced.

Scheme Owner commits to keep GCP internal tools confidential.

8.   DISCLAIMER

By engaging in this process, the Scheme Owner acknowledges that it is their responsibility to submit a complete Self-Assessment including all relevant supporting documents. The Scheme Owner also commits to respecting the deadlines as set out in the work plan that will be agreed upon. By signing

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[2] International references and normative documents are used to define the different levels of assurance. As per the ISEAL Assurance Code, it is important that claims are clearly linked to the assurance model used.

the GCP Submission for Scheme Recognition, the Scheme Owner confirms to have understood the BCC Requirements and agree to follow the Equivalence Mechanism framework as outlined in Equivalence Mechanism 1.2.

By signing this GCP Submission for Scheme Recognition, the Scheme Owner confirms to have understood that the EM 1.2 is an interim version and that it will be revised once the BCC revision has been concluded. Therefore, a new assessment of the Scheme will be required against the revised BCC and EM, enabling continued inclusion in the GCP Roaster & Retailer Reporting on Sustainable Coffee Purchases.

Name:

For and of behalf of: *Name of the Scheme Owner*

Date:

Signature:

ANNEX 1 - DATA AND REPORTING TO GCP FOR RECOGNIZED SCHEMES

1. Data provided by the scheme to GCP confidentially for consolidated reports.

The following data points are considered a minimum for GCP and its members to understand how many farmers are meeting baseline sustainability criteria as reflecting in the BCC or equivalent practices. These data points will be adjusted and aligned with the data points agreed to for the snapshot reports.

1.1. FARMER BUSINESS DATA

Country	Total number of farmers	Total number small holders (<5 ha. Or <10 ha Br)	Total hectares	Number of Female / Male farmers	Bags (60 kg) / year	Number of permanent workers / year	Number temporary workers / year

2. Data to be kept by the scheme – not shared with GCP.

The following data points are considered a minimum for GCP to do potential spot checks during an equivalency assessment. These will be reviewed and potentially revised in the BCC revision process.

2.1. FARMER BUSINESS DATA

Farmer name	Farm name	Gender farmer	Farm location (Country, region)	Location (ideally GPS)	ha	Bags (60 kg) / year	Number of permanent workers / year	Number temporary workers / year

2.2. FARMER PERFOMANCE DATA

Number of farmers under license or certificate:	