

Guidelines monitoring tool

ISCO 2026 monitoring



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Dear reporting members,

We would like to thank you for committing to the annual reporting of Beyond Chocolate, DISCO, GISCO, FRISCO and SWISSCO. 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 reporting is an ongoing process which requires continuous improvement, we welcome your continuous feedback and contributions.

To reduce the reporting burden for all of you, the ISCOs have further harmonized their reporting frameworks, have aligned reporting cycles and are jointly using the same online reporting tool. SWISSCO has also included the sourcing statistics in the tool.

The 2026 reporting round will run from 13 April until 13 May 2026. Please note that the annual reporting is mandatory for all members.

In May-June, the ISCO secretariat will clean the data and might come back to you with additional questions. Next, the secretariats will analyze the data in consultation with members to publish the results in the course of 2026.



This document aims to support you in using the online reporting tool to report on your progress.

On the next pages, you can find instructions on how to use the tool supported with screenshots.

In case anything is unclear, don't hesitate to reach out to the ISCO secretariats.

How to register and log-in

2026 Monitoring Round

Beyond Chocolate

DISCO
DUTCH INITIATIVE ON SUSTAINABLE COCOA

Swiss Platform for Sustainable Cocoa

Forum Nachhaltiger Kakao
German Initiative on Sustainable Cocoa

FRISCO
French Initiative for a Sustainable Cocoa

Login User 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](#)

If you already registered in the tool the previous years, you can go to the website cocoamonitoring.net and log-in with your previously chosen password.

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

1. Go to cocoamonitoring.net, click on the blue 'register' button and fill out your name, mail address and organization. Accept the conditions and click on "register".
2. Click on the link in the confirmation mail you received. (Please contact your ISCO secretariat if your firewall settings have prevented you from receiving this mail.)
3. Wait for the ISCO secretariat(s) to do a security check. If someone else from your organization has already registered in the tool, they will receive a warning (additional security check).
4. Once you received the final confirmation mail, go to the homepage and log-in. The reporting can start now.

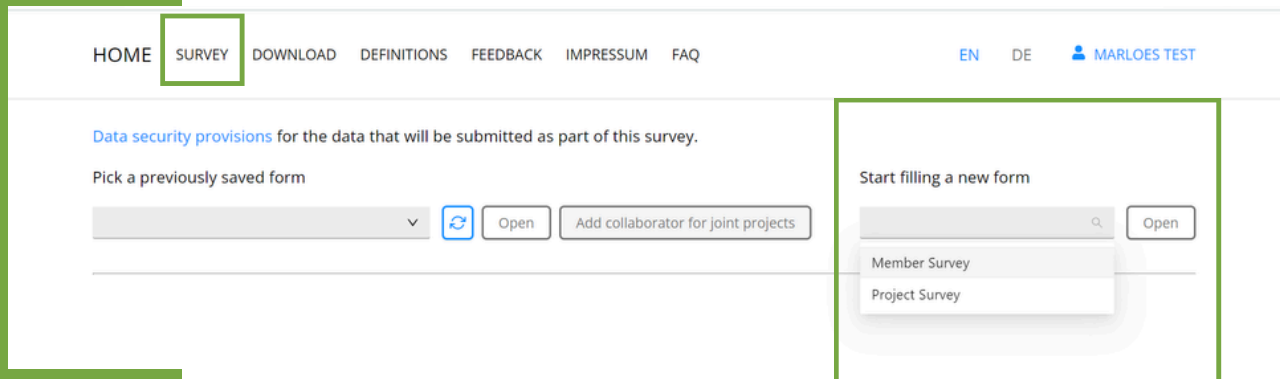
Each member account is linked to a stakeholder type and a combination of ISCOs. This means that you'll only have access to information and survey questions that apply to you.



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 start reporting

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



Members of Beyond Chocolate, DISCO and FRISCO and industry and retail members of GISCO will only need to fill out the 'Member Survey'. GISCO members without supply chains but with project activities in cocoa areas will need to fill out the project questionnaire. Members that are (also) part of SWISSCO will need to fill in two questionnaires: the member questionnaire and the Sourcing Statistics.

- The Member Questionnaire aims to get a better view of the overall progress members are making within their supply chain. The questionnaire is applicable to all ISCOs.
- The Project Questionnaire (applicable only for GISCO members without supply chain but with projects in cocoa areas) enquires about the progress made on sustainability projects/programs. The member should report on all their relevant projects.
- The Sourcing Statistics Questionnaire (applicable only for SWISSCO members) enquires about the share of sustainable cocoa imported into Switzerland.

Once you have opened a questionnaire, a first question will appear. You can click on the button 'next' to move to a next question or you can jump between questions by clicking the question groups on the left of the screen. Each question group indicates a theme under which several questions are gathered. Please note that for GISCO members some question groups will only appear on the left side after you have indicated that you work on a specific area, such as agroforestry.

Please note that for the SWISSCO Sourcing Statistics questionnaire the structure looks slightly different. You can choose from a drop down menu which cocoa or cocoa products you wish to report on. Once you have finished entering the data for the chosen product, you can click on “add data for other imported cocoa or cocoa products” and start adding the data for the new product.

SWISSCO Sourcing Statistics Save Locked

FORM OVERVIEW

Ⓢ Imported volumes of cocoa and cocoa products

Imported volumes of cocoa and cocoa products

Here you will be able to report on the different cocoa and cocoa products your company has imported.

Imported volumes of cocoa and cocoa products-1

1. Please choose the imported cocoa or cocoa product you wish to report on

1803.20 - Cocoa cake

1801.00 - Cocoa beans

1802.00 - Cocoa waste

1803.10 - Cocoa paste/liquor

[+ add data for other imported cocoa or cocoa product](#)

Please note that for the GISCO project questionnaire, a function was added which allows you to pre-load the data that was submitted in the previous year. This should make the reporting easier.

Pick a previously saved form

Open Add collaborator for joint projects

Start filling a new form

Project Survey

Choose a submission from previous year to pre-fill

Open

You will get an error message when you try to submit a number that is by definition incorrect. This is for example the case when you include a percentage that goes higher than 100%. You need to correct the mistake before you can submit the data.

[Add Comment](#)

* 11. Please specify the share of cocoa in your supply chain that is certified and/or independently verified. ⓘ

200 %

Value should be between 0 - 100

[Add Comment](#)

How to use repeat groups

Some sections of the questionnaires are designed to let you report separately for different countries. You will be asked to select the countries in which you have activities and can then separately report for each country under each question.

The screenshot shows a questionnaire question: "1. For how many farming households in your supply chain from the reported country are you implementing a living income strategy?". Below this, there are three rows for different countries: Cameroon, Côte d'Ivoire, and Ghana. Each row has a text input field with a value (3649 for Cameroon, 183 for Côte d'Ivoire, and 183 for Ghana), a checkbox for "Data unavailable/NA", and an "Add Comment" button.

How to work in the tool with colleagues

Each person within your organization/company that wants to contribute to the reporting needs to register. Please do not share your personal 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.

The screenshot shows the top part of the tool interface. On the left, there is a section "Pick a previously saved form" with a dropdown menu and buttons for "Open" and "Add collaborator for joint projects". On the right, there is a section "Start filling a new form" with a dropdown menu and an "Open" button. Below these is a yellow warning box: "Please save your data at regular intervals to prevent data loss due to unforeseen circumstances." Below that is a "Member Survey" form with buttons for "Submit", "Save", and "Locked" (which is highlighted with a green box). Below the form is a "FORM OVERVIEW" section with a table containing "Scope GISCO" and "Scope Beyond Chocolate". To the right of the table is a "Premiums" section with a text box containing the text: "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".

How to work in the tool with partner organizations/companies

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

The screenshot shows a web interface with the following elements:

- Data security provisions** for the data that will be submitted as part of this survey.
- Pick a previously saved form:** A dropdown menu showing "Project Survey - Marloes company - Marloes test - April 28, 2022". Below it are "Open" and "Add collaborator for joint projects" buttons.
- Start filling a new form:** A dropdown menu showing "Member Survey" and an "Open" button.
- Collaborator selection:** A search box with "Add" and "Close" buttons. A list of organizations is shown: staff Akvo, staff GISCO secretariat, staff Beyond Chocolate Secretariat, staff C-Lever, staff DISCO, and Mars.
- Form content:** A text input field with the word "circumstances." and a "Submit" button.
- Form controls:** "Save" and "Locked" (checked) buttons.

How to save and submit questionnaires

You can save your reporting by clicking the 'save' button on the top right side of the screen. Please note that questionnaires are automatically saved 5 minutes before your user session expires when the account is not active. Once you have saved a questionnaire you 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.

The screenshot shows a web interface with the following elements:

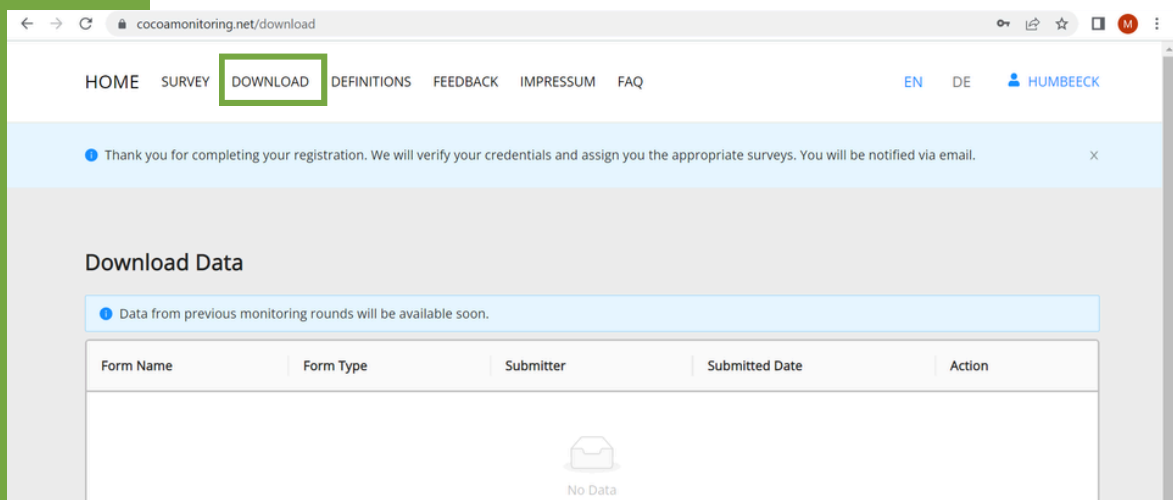
- Warning message:** "Please save your data at regular intervals to prevent data loss due to unforeseen circumstances."
- Member Survey:** A title for the current form.
- Form controls:** "Submit" (highlighted with a green box), "Save", and "Locked" buttons.
- FORM OVERVIEW:** A sidebar with two items: "Transparency and traceability - Switzerland" and "Transparency and traceability - Global".
- Living income:** A section title with a refresh icon.
- Text box:** "In this section, you will need to fill out data on living income disaggregated per country. You can select a country to report on, fill out the data for that country and then click on the button at the bottom of the page that says 'add data on living income for other country' to repeat the same for other countries of origin."

Once you have completed all questions, the submit button at the top right of the screen will turn blue and you can click it to submit.

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

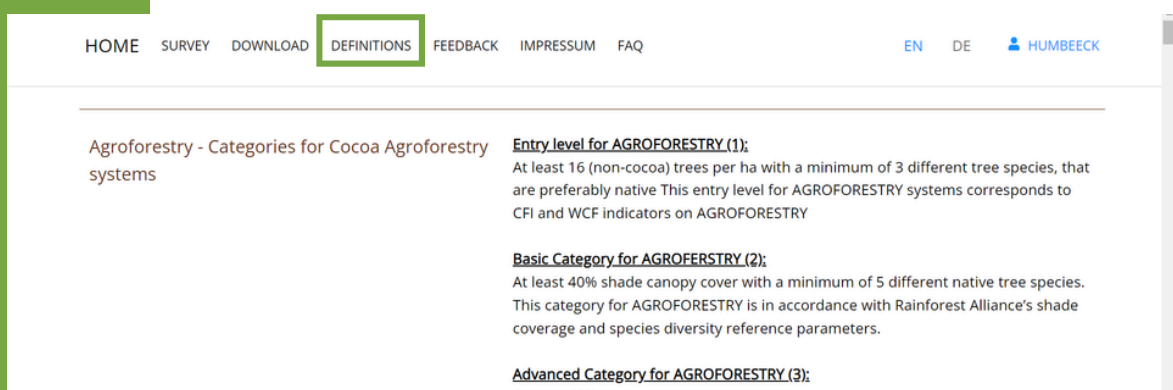
How to download your data

You are able to download your data in pdf format both during the monitoring as well as after you have submitted. 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.



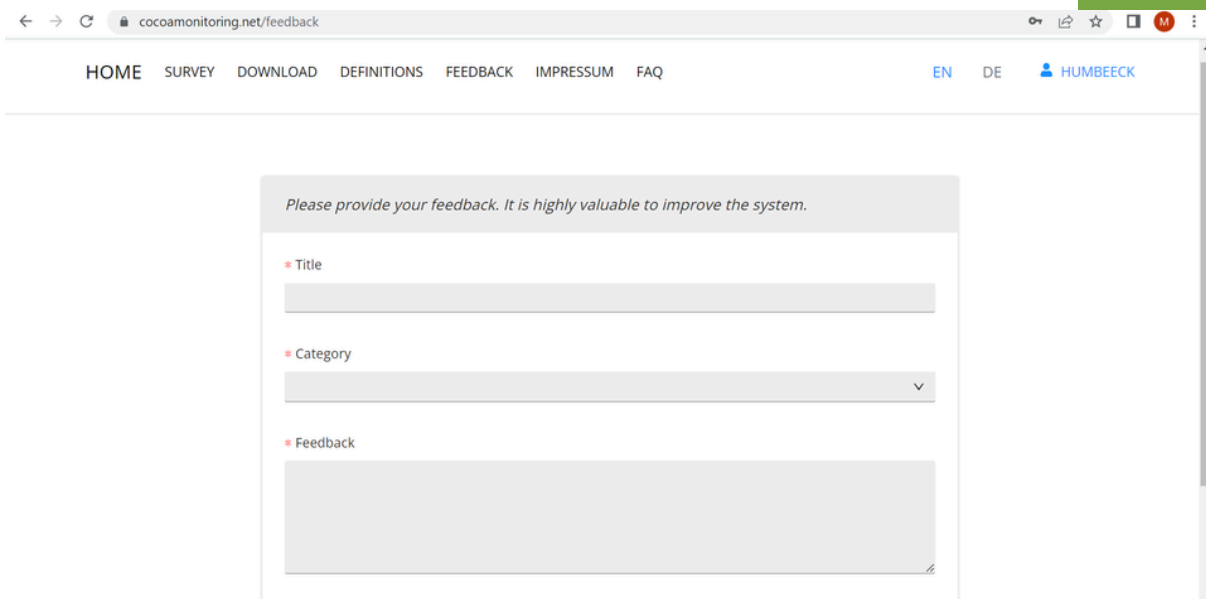
What if I don't understand a specific term

Beyond Chocolate, GISCO, DISCO, FRISCO and SWISSCO 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.

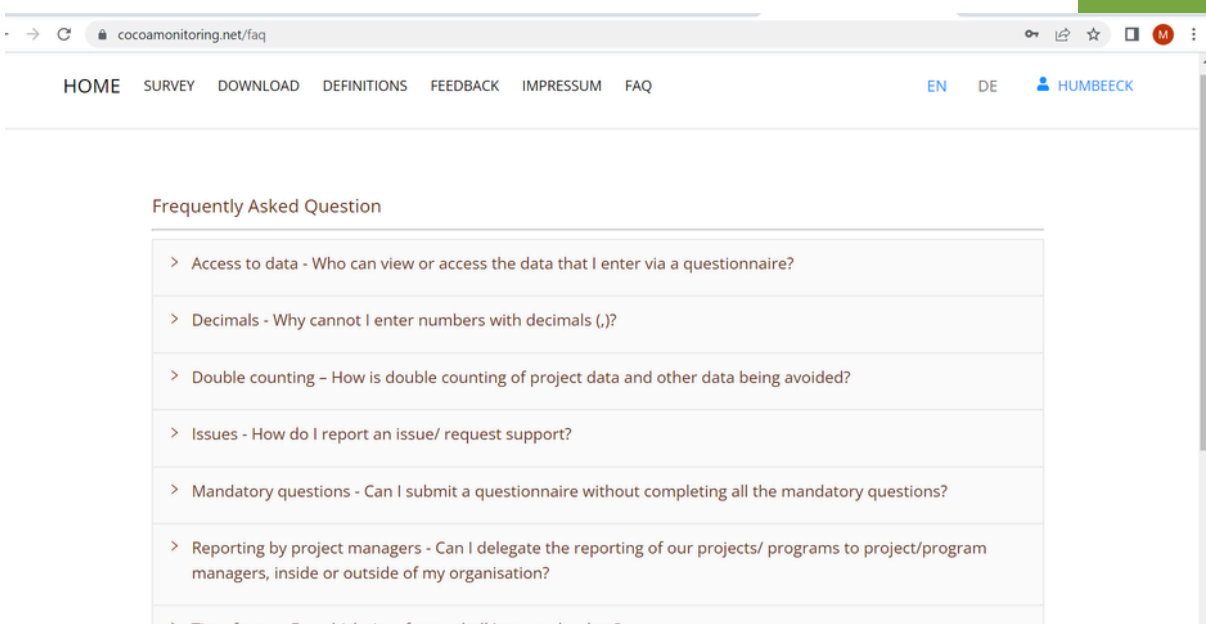


How to give feedback

Beyond Chocolate, SWISSCO, DISCO, FRISCO 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, you 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 etc.



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



What will happen to my Data?

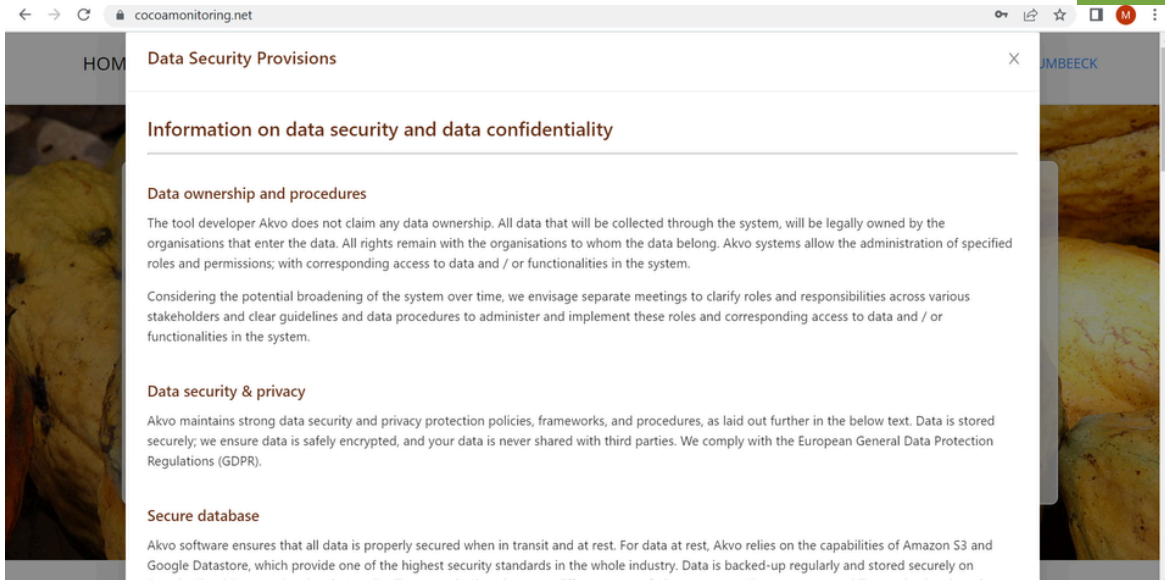
Data Confidentiality

Your data are safe! We ensure our members that member-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, GISCO, FRISCO and SWISSCO secretariats will start cleaning and analyzing the data. The following people will have access to the data:

- A limited number of Beyond Chocolate, DISCO, SWISSCO, FRISCO 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 member 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 monitoring reports

The aggregated monitoring results will be analyzed by the ISCO secretariats in consultation with its members with the goal to publish the results in the course of 2026. These reports will be used by the Boards and SteerCo's of the ISCOs to identify points for improvement and action points.

For more Information and questions, please contact

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