

# MONITORING MASTERY FOR MEMBERS

**Avoid the biggest reporting pitfalls.**

**This quick guide is here to help members get it right the first time.**

## ? Should I report my volumes as processed, manufactured or sold?

\* 1. Please specify the (estimated) volume of cocoa contained in the **chocolate and other end consumer products** that your company/organization supplied to the **German consumer market**, as expressed in MT-BE (metric tons bean equivalents) for the reporting year. *Retailers are expected to report for their own private labels only.*

500 MT-BE

Data unavailable/NA

[Add Comment](#)

\* 51. Please specify the (estimated) volume of cocoa that your company/organization **processed in Germany**, as expressed in MT-BE (metric tons bean equivalents) for the reporting year (defined as all semi-finished products, including mass, powder, butter and couverture, coming out of national factories, in whatever shape they entered).

.00 MT-BE

Data unavailable/NA

[Add Comment](#)

\* 49. Please specify the (estimated) volume of cocoa that your company/organization **manufactured in Germany**, as expressed in MT-BE (metric tons bean equivalents) for the reporting year (manufactured is understood from semi-finished product to chocolate end products, including moulding, filling & enrobing).

123 MT-BE

Data unavailable/NA

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**i** These categories ensure the **same cocoa is not aggregated multiple times**. If identical volumes are reported at different stages of the supply chain without differentiation, it leads to double counting in the aggregate reporting. The differentiation allows that volumes are grouped by reporting type in the monitoring report.



**Processed:** Typically, all semi-finished products (including mass, powder, butter and couverture) coming out of your national factories in whatever shape the cocoa entered.

**For instance:** If you are producing cocoa-butter from cocoa beans, you are reporting the volumes in MT-BE under “processed”.

**Manufactured:** Typically, from semi-finished products to chocolate end products, including moulding, filling & enrobing.

**For instance:** If you are manufacturing chocolate bars from cocoa powder, cocoa butter and cocoa liquor you report the volumes in MT-BE under “manufactured”. Consumer brands are responsible for reporting MT-BE for cocoa used in consumer end products placed on the European market.

**Sold:** Typically, chocolate product that are sold to the end consumers.

**For instance:** If you are a retailer, you report here the volumes in MT-BE of (your own brand) chocolate end products that you brought to the end consumer. For their own labels (brands), retailers are expected to report in the same way as the consumer brands. Of course, where required, these brands/retailers will rely on the corresponding information obtained from their suppliers.

You can choose “n/a” in the tool, if this question is not relevant for your company/organization, i.e. because you do not process semi-finished products or do not manufacture chocolate end products.

## ? The question on premiums has been changed. What should I include?

\* 22. Did you pay premiums (other than the LIRP) to farmers or cooperatives in the reporting year? ⓘ

Ghana	Yes, my organization paid premiums directly to farmers and cooperatives	+	Add Comment
Côte d'Ivoire	Yes, my organization paid premiums through intermediaries	+	Add Comment
Nigeria	No	+	Add Comment

**i** Please report any premiums you pay to farmers or cooperatives – regardless of whether they are paid directly or through intermediaries, suppliers, or third-party facilitators (such as standard setting organizations).

We still seek to avoid double counting, i.e. that the “the same” premium is reported several times along the value chain. This is why we ask you to indicate whether you pay the premiums directly or indirectly.



## ? Progress towards closing the living income gap: Do I really need to provide data per category?

\* 10. Do you have data on the number of farming households per-following categories: 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?

Ghana

Yes

[+ Add Comment](#)



Yes! Please **ensure to provide the data per category** so that we can **measure the progress** that is made rather than if income is above or below the benchmark! Only this way we can properly see the progress that is being made – even though the advances may be below the Living Income benchmark.

Only in rare circumstances should members not have information on the income categories. If you know if the income is above or below the benchmark, you should know in which category it falls. **If you don't, please explain why.**