

Practical instructions for Developing Individual Roadmaps and Progress Reporting

The GISCO Secretariat has compiled content-related guidance and sample commitments to assist GISCO members in drafting their roadmaps and submitting their progress reports. For guidance, each key focus area is associated with relevant monitoring questions that can be used to work on the roadmaps.

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1. Guidelines

The following guidelines provide orientation for submitting roadmaps and progress reports.

Guideline 1 – Focus Topics: Each member agrees on individual commitments with corresponding milestones for the focus topics in their individual roadmap. A progress report is provided on the submitted commitments and milestones.

The commitments should be aligned with the targets for the indicators of specific goals of the German Initiative on Sustainable Cocoa. Progress reporting should refer to the relevant monitoring questions for each topic.

To facilitate this, the relevant data points from the monitoring system related to the 5 roadmap topics are outlined here. In the monitoring-tool, you can request the individual data you submitted (under the 'Download' tab). Please include your monitoring data in your progress reports **if public disclosure is possible**.

Guideline 2 – Quality Requirements: Each member agrees on SMART commitments and milestones in their individual roadmap.

Quality requirements:

The individual commitments and milestones should be SMART:

- S = Specific: The commitment is concrete, clear, and detailed.
- M = Measurable: The commitment can be assessed qualitatively and/or quantitatively.
- A = Attractive: The commitment is appropriate and attractive for all stakeholders.
- R = Realistic: The commitment can be realistically achieved with available resources.
- T = Time-bound: The commitment is achievable within a specific time frame. The timeline should align with the targets for the indicators of specific goals of GISCO.

Guideline 3 – Public: Individual commitments and milestones will be made public within the framework of the individual roadmap, and progress will be reported publicly.

Guideline 4 – Harmonized: Individual commitments and milestones can or should be harmonized with the commitments of other initiatives active in the cocoa sector or with existing commitments of the member organization.

Helpful links:

- You can download your **questionnaire for the 2024 monitoring round** here after login: [ISCO \(cocoamonitoring.net\)](https://www.cocoamonitoring.net). Once the download is confirmed, you can view and save your submitted data.
- On the GISCO website, you can find **overview documents on the monitoring questions** at the supply chain level and the project/program level under [Downloads for members](#) > Monitoring 2024.
- The **targets for the indicators of specific goals** are available [here](#)
- The **definitions used by ISCOs** can be found here: [ISCO \(cocoamonitoring.net\)](https://www.cocoamonitoring.net)

2. Focus Areas: Sample Commitments and Monitoring Data Points

2.1. Traceability

Sample Commitment

For our supply chain, we will achieve 100% traceability of our cocoa beans from farm plots to our chocolate factory by early 2025 (polygon-mapped for plots over 4 hectares, otherwise point coordinates for plots smaller than 4 hectares) for cocoa and chocolate products (in accordance with Annex 1 of the EU regulation on deforestation-free products), which we import to or export from the EU.

Milestone 1:

For our supply chain, we will achieve 75% traceability of our cocoa beans from farm plots to our chocolate factory by the end of 2023 (polygon-mapped for plots over 4 hectares, otherwise point coordinates for plots smaller than 4 hectares) for cocoa and chocolate products (in accordance with Annex 1 of the EU regulation on deforestation-free products), which we import to or export from the EU.

Milestone 2:

For our supply chain, we will achieve 90% traceability of our cocoa beans from farm plots to our chocolate factory by mid-2024 (polygon-mapped for plots over 4 hectares, otherwise point coordinates for plots smaller than 4 hectares) for cocoa and chocolate products (in accordance with Annex 1 of the EU regulation on deforestation-free products), which we import to or export from the EU.

Challenges

Implementing traceability and complying with the EU regulation on deforestation-free products requires significant effort from all involved, which may not yield immediate benefits for smallholder farmers. Here fore, innovative solutions are needed. Ensuring 100% traceability in indirect supply chains is also challenging. Moreover, the mobility of cocoa farmers within cooperatives adds complexity, as they are free to choose their market access. National systems would help make cocoa farmer locations accessible across supply chains and should be supported to implement the EU regulation.

Sample Commitment for Small and Medium Enterprises

For our brand, we will achieve 100% traceability of our cocoa beans from farm plots to our chocolate factory (polygon-mapped for plots over 4 hectares, otherwise point coordinates for plots smaller than 4 hectares) by 2025, ensuring this through our supplier management. We will implement traceability requirements according to the EU regulation on deforestation-free products for the European market, fulfilling the criteria for traceability level 4b from the GISCO monitoring.

Milestone 1:

We do not import cocoa ourselves from producing countries and therefore rely on our suppliers' information. By the end of 2023, we will have assessed our suppliers' compliance with traceability requirements as per the EU regulation.

Milestone 2:

By mid-2024, we will develop our own strategy to meet the traceability goals of the EU regulation on deforestation-free products and implement it by early 2025.

Challenges

The main challenge for our company is that most factors for meeting this criterion are beyond our direct influence. The only way to achieve these goals is to require our suppliers to comply with the standards and to conduct (random) checks as part of a unified and transparent supplier management system. We depend on reliable information from our suppliers to ensure 100% traceability.

Monitoring Questions for Guidance on Progress Reporting

Further data points can be found in the overview document for [the supply chain questionnaire](#).

Monitoring questions

What is the **traceability level (%) for the total amount of cocoa (MT-BE)** in your global supply chain?

1. *Origin unknown,*
2. *Country known,*
3. *Origin cooperative known,*
- 4a. *Farm known, with at least point coordinates for the farm,*
- 4b. *Farm known, with point coordinates and/or polygon boundaries for plots smaller than 4 hectares and polygon boundaries for plots larger than 4 hectares*

What percentage of the total cocoa (MT-BE) in your global supply chain is **sourced directly**?

For your organisation's cocoa sourcing, what supply chain models are used for x% of your global cocoa volumes (MT-BE) during the reporting year? *(This may be removed from monitoring system)*

1. *Conventional,*
2. *Mass balance,*
3. *Mass balance with country of origin information,*
4. *Segregated,*
5. *Identity preserved*

2.2. Certified Cocoa and Cocoa from Company Programmes

Sample Commitment 1

By 2025, at least 95% of our cocoa will be certified according to sustainability standards (Rainforest Alliance/Fairtrade) or sourced from company programme X.

Milestone 1:

We have integrated certification or sourcing from company programme X into our purchasing practices to maintain this target.

Milestone 2:

In 2023, 80% of our cocoa was certified according to sustainability standards or sourced from company programme X. By 2025, we will work with our suppliers to transition to 100% certified cocoa.

Sample Commitment 2

When purchasing cocoa containing products, we require certification according to Rainforest Alliance, Fairtrade, or organic standards for the entire range. Together with our suppliers, we are working to further develop measures to meet these standards and increase ecological and social sustainability in the affected supply chains.

Milestone 1:

Since 2020, all of our cocoa-containing products have been certified according to Rainforest Alliance, Fairtrade, or organic standards, and we aim to maintain this status.

Progressreporting

Detailed information on sustainability standards (for manufacturing companies and retail for the past year, due at the end of 2024)

What percentage of the cocoa in cocoa-containing end products sold by your company on the German market is certified according to which sustainability standard or originates from which company program? (For retail, this refers to private label products; for industry, this refers to branded products)

- Fairtrade (50%)
- Rainforest Alliance (31%)
- Bio-Fairtrade (5%)
- Bio-Rainforest Alliance (5%)
- Naturland (bio) (9%)
- Unternehmensprogramm x %



Monitoring questions for guidance on progress reporting

Further data points can be found in the overview document for the [supply chain questionnaire](#).

Monitoring question

What is the **share of certified cocoa** and/or **cocoa from company programmes**:

- for cocoa sold on the German market
- in your global supply chain

What are the **quantities purchased with the respective sustainability standard or company programme** expressed as a **% of the total quantity** purchased?

Additional question: If you are reporting on cocoa that comes from a company programme, please also indicate what type of review/verification the programme conducts

2.3. Deforestation/Agroforestry

Sample Commitment 1

From the beginning of 2025, 100% of the cocoa or chocolate products that our company imports into or exports from the EU market will be deforestation-free, in accordance with Annex 1 of the EU Regulation on deforestation-free products. To ensure this, we will achieve full traceability of the cocoa in our chocolate products by the beginning of 2025 (see commitment to traceability).

Milestone 1:

To minimize the risk of deforestation, we are conducting a risk analysis of high-risk cocoa-growing regions in our supply chain and developing a remediation plan in case of violations. We are basing this on the guidance of the EU Regulation on deforestation-free products. In the event of violations (deforestation), a remediation plan will be agreed upon with the affected cocoa farming households so that they can be reintegrated into the supply chain. The remediation plan must cover an area at least three times the size of the converted area.

Milestone 2:

In the areas where we have identified a high risk of deforestation, we are committed to protecting x hectares of forest.

Sample Commitment for Small and Medium Enterprises

From the beginning of 2025, 100% of the cocoa or chocolate products that our company imports into or exports from the EU market will be deforestation-free, in accordance with Annex 1 of the EU Regulation on deforestation-free products. To ensure this, we will achieve full traceability of cocoa in our chocolate products by the beginning of 2025 (*see commitment to traceability*).

Meilenstein 1:

By the beginning of 2024, we will contact our suppliers to assess the deforestation risk in our supply chains. As soon as the risk benchmarking of the EU Commission is available, we will use it to assess the deforestation risk in our supply chain, in cooperation with our suppliers and their sourcing origins.

Meilenstein 2:

By the end of 2024, we will verify that our suppliers are complying with their due diligence obligations by obtaining information from their due diligence statements. We will require our suppliers to comply with their due diligence obligations according to Articles 9, 10, and 11 of the EU Regulation on deforestation-free products and will include this as a criterion in our procurement catalogue.

Challenges

The rural population in forest-rich areas must be adequately secured socio-economically. It should be prevented that the avoidance of deforestation in cocoa cultivation leads to higher deforestation through the cultivation of other agricultural products. Differentiation of deforestation by supply chain remains difficult.



Monitoring questions for guidance on progress reporting

Further data points can be found in the overview document for the [supply chain questionnaire](#) and [project questionnaire](#).

Monitoring questions

- What is the number of farmers that have grown cocoa in agroforestry systems during the reporting year?
- What type(s) of cocoa agroforestry systems have been newly established?

Categories:

1. Entry-level
2. Basic
3. Advanced
4. Dynamic agroforestry systems

Additional question: If possible, indicate what percentage of the cocoa purchased comes from cocoa agroforestry systems (*including the respective category*).

How many **hectares of forest outside of agricultural areas** have been reforested?

2.4. Child Labour ¹

Sample Commitment 1

By 2025, 100% of households globally supplying our company with cocoa will be covered by a strategy or system for the prevention, monitoring, and remediation of all forms of child labour. Our existing system has been evaluated and proven effective in identifying cases of child labour. It also develops a remediation strategy that assesses the severity and risk level of the tasks involved. Risk mitigation measures have been implemented to reduce child labour. Children identified in situations of child labour since 2023 have received at least three follow-up visits and have been provided with access to education.

Milestone 1:

By the end of 2023, we will conduct a risk assessment on child labour and analyse how effectively our existing systems identify cases of child labour. We will pay particular attention to regions and periods where the risk of child labour in our supply chain is highest and develop a strategy to minimize risk factors for child labour.

Meilenstein 2:

By the end of 2025, 70% of the households supplying our company with cocoa for European sales or processing will be covered by a strategy or system for the prevention, monitoring, and remediation of all forms of child labour. Building on our 2023 analysis, we have enhanced our child labour identification system and implemented risk mitigation measures, such as increasing access to schools for children in growing regions and conducting regular monitoring visits during periods of heightened child labour risk, like peak harvest seasons and school holiday.

Sample Commitment 2

By 2030, we aim to reduce child labour cases in our supply chains to below x%. To achieve this, we are working together with our suppliers on holistic solutions that take into account local circumstances and risk factors for child labour.

Meilenstein 1:

By the end of 2023, we will record the cases of child labour ourselves or use the figures determined by ICI to obtain a baseline for achieving our commitment. All cocoa farming households affected by prohibited child labour in 2023 will receive remediation and prevention support to safeguard children against the risk of prohibited child labour.

Meilenstein 2:

By the end of 2025, we will reduce child labour cases to x% in our supply chains worldwide compared to our baseline.

Meilenstein 3:

By the end of 2027, we will work to ensure that x% of children from cocoa farming households that supply our company with cocoa have access to education in order to reduce the risk of prohibited child labour.

¹ Child labour is defined in accordance with ILO Conventions 138 and 182. Child employment, as defined by the ILO, refers to any work or activity, whether paid or unpaid, by children under the age of 18 in the public or private sector, formal or informal economy. When such work or activity violates legal norms (e.g., minimum age requirements or maximum hours of work), it constitutes child labour.

Sample Commitment for Small and Medium Enterprises

By 2030, 100% of the cocoa we source will be sourced indirectly from cocoa households that are covered by the CLMRS (Child Labour Monitoring and Remediation System) or a comparable system for monitoring and remediating child labour. Regular risk analyses are carried out to monitor child labour in our supply chain and to determine the effectiveness of the systems for identifying and remedying child labour. To this end, we are in regular dialogue with our suppliers and certifiers and have developed suitable prevention and remediation measures that we continuously adapt and improve within the scope of our influence.

Milestone 1:

As of 2023, child labour is identified as a priority risk after consultation with our suppliers and certifications that we use in our supply chain for origins x, y, z. We have introduced a standardised supplier management system that includes commitments on child labour and the introduction of CLMRS systems or comparable systems.

Milestone 2:

2024: Review suppliers' compliance with the standards of the established supplier management system and review the effectiveness of our suppliers' CLMRS systems for identifying and remediating child labour. To this end, we ensure that our suppliers share with us information on child labour cases and the results of monitoring visits to cocoa households in our supply chain.

Milestone 3:

By the end of 2026, 75% of the cocoa we purchase will be sourced from cocoa farming households that fall under the CLMRS (Child Labour Monitoring and Remediation System) or a comparable system for monitoring and remediating child labour.

Challenges

As a medium-sized enterprise, we have to work with a variety of CLMRS in West Africa (depending on the supplier), which makes effective monitoring and mainstreaming difficult at our level, but not at the level of the suppliers who already use the systems to combat child labour. GISCO support is desirable when it comes to effective monitoring at the company level, with a focus on SMEs in Germany without their own sourcing at the origin. Consequences for non-compliance with standards from our supplier management are not easy to enforce, as we rely on a reliable supply and, as a small or medium-sized enterprise, have little market power.

Monitoring questions for guidance

Further data points can be found in the overview document for the [supply chain questionnaire](#).

Monitoring questions
How many households in your company's/organisation's supply chain were covered by a CLMRS at the end of the reporting year?
Additional question: What is the percentage of farming households in your (direct/indirect) supply chain that are covered by a CLMRS?
How many children in your company's/organisation's supply chain were covered by a CLMRS at the end of the reporting year?

2.5. Living Income

Important Note:

In 2023, a consultation by the Bundeskartellamt on the six sample commitments (see below and press release [here](#)) took place.

In addition to the verified commitments, there are further measures that may be relevant for your Living Income roadmaps (e.g., productivity increases, diversification, cash/incentive payments, LI strategies). The ISCOs refer in their definition of Living Income Strategies to the importance of a [smart mix](#) that includes various measures that are combined. Background information, links, and suggestions for formulating your commitments can also be found in the [State of Play document](#) and in the actor-specific practical instructions on Living Income.

The document on actor-specific guidelines will only be published [here](#) after approval by the board (expected in October 2023). The proposals for commitments contained therein may have to be assessed by your company itself with regard to antitrust concerns.

Sample commitment 1 to achieve a living income for a certain number of cocoa farmers in our own supply chain by time X

Possible Commitment

xx cocoa farming households that grow cocoa as their main source of income and supply our company with cocoa that is sold or processed in Germany will achieve a living income by 2030.

Milestone 1:

By 2025: For all cocoa farming households from which our company sources cocoa that is sold or processed in Germany, income data was collected and compared to publicly available reference values for living incomes (benchmarks for living income).

Milestone 2:

By 2027: xx farming households, from which our company sources cocoa that is sold or processed in Germany achieve a living income.

Note: Publicly available reference values for living incomes, especially for Côte d'Ivoire and Ghana, can be found here: [Align Tool by LiCoP](#). own reference values for a living income should only be determined if there are no publicly available values for the respective country.

If an own reference value for a living income is determined (e.g. because no publicly available benchmarks exist for the country in question), this should be derived from publicly available data and the methodology must be presented.



Possible Commitment für for Small and Medium Enterprises

90% of cocoa farming households that cultivate cocoa as their main source of income and supply our company with cocoa that is sold or processed in Germany will achieve at least a living income by 2030.

Milestone 1:

By the end of 2025, we will request data on the measurement of net household incomes from our suppliers and assess their strategies for achieving living incomes in their own supply chains. We see the achievement of a living income as a risk-mitigating measure to reduce human rights and environmental risks along the cocoa supply chain. We are therefore working with our direct suppliers to adapt our purchasing strategies in order to minimize risks associated with producers' incomes being too low.

Meilenstein 2:

In 2027, we will request our suppliers to conduct an initial impact assessment of the change in purchasing strategies on the income of cocoa farming households in our supply chain. By then, we aim to ensure that 60% of the cocoa farming households that supply us with cocoa receive a living income. If the intermediate step is not achieved, we will discuss suitable measures with our suppliers and make adjustments in order to achieve our commitment by 2030.

Sample commitment 2 to increase incomes for a certain number of cocoa farmer households, which should have increased their monthly net household income by a certain value/percentage by time X

Possible Commitment

90% of the cocoa farmer households that supply our company with cocoa that is sold or processed in Germany will achieve an average increase in income of at least EUR xxx per household per month by 2030 when selling cocoa to our company/group of companies and thus achieve a living income.

Milestone 1:

By the end of 2024, we will carry out a study/measurement of the income of cocoa farmer households that supply our company with cocoa, that is sold or processed in Germany, in order to obtain a baseline for our commitment to living incomes.

Milestone 2:

Cocoa farmer households that supply our company with cocoa that is sold or processed in Germany will achieve an average increase in income of at least EUR xx per household per month by 2025 when selling cocoa to our company (50% reduction in the living income gap).

Example: For Côte d'Ivoire, the current Living Income Benchmark is 456 EUR per household (household size of 6 people with an average of 1.65 full-time workers). The household income survey we conducted in year xx showed that households of a similar size supplying our company with cocoa have an average monthly income of 'only' 280 EUR. Therefore, by 2030, monthly income would need to increase by at least 176 EUR to ensure that households supplying our company can earn a living wage ([see Living Income Benchmark Cote d'Ivoire](#)).

Sample Commitment 3 to pay a certain producer price (absolute value) for cocoa, in particular the Living Income Reference Price (reference value: LIRP from Fairtrade) to a certain number of farmers/for a certain number of tonnes of cocoa

Note: Fairtrade's LIRP is the reference value accessible via [this link](#), indicating how many USD should be paid per kg of cocoa (farmgate) based on certain reference parameters in order to provide cocoa farming households with a living income.

Possible Commitment

By 2030, 90% of the cocoa farming households in our supply chain will be paid at least the Fairtrade LIRP for the cocoa sourced by our company and sold or processed in Germany.

Milestone 1:

In 2024, we will join the Tony's Open Chain and thereby source and pay the Living Income Reference Price to xx% of the cocoa farming households in our supply chain.

Meilenstein 2:

60% of cocoa farming households in our supply chain will be paid at least the Fairtrade LIRP for cocoa sold or processed in Germany by 2027.

Possible Commitment

For xx tonnes of cocoa purchased by our group of companies and sold or processed in Germany, at least the Fairtrade Living Income reference price will be paid by 2030.

Milestone 1:

For xx tonnes of cocoa sourced by our group and sold or processed in Germany, at least the Fairtrade LIRP will be paid by 2025.

Milestone 2:

We will pay at least the Fairtrade LIRP for xx tonnes of cocoa sourced by our group of companies and sold or processed in Germany by 2027. We are thus increasing the proportion of cocoa that we source with a Living Income Reference Price and sell or process in Germany to xx%.



Sample Commitment 4 for the payment of individual premiums (i.e. price mark-ups), including ranges and percentages

Possible Commitment

For 100% of the cocoa sourced in our supply chain that is processed or sold in Germany, an additional premium per tonne in the range of e.g. 240-480 dollars will be paid by 2030 to ensure that a living income is achieved.

Milestone 1:

For 50% of the cocoa sourced in our supply chain that is processed or sold in Germany, a premium per tonne in the range of e.g. 240-480 dollars will be paid by 2026.

Milestone 2:

For 75% of the cocoa sourced in our supply chain that is processed or sold in Germany, a premium per tonne in the range of e.g. 240-480 dollars will be paid by 2028.

Note: The payment of the current premiums from Rainforest Alliance and Fairtrade does not currently provide a living income. Premium payments should therefore be combined with other commitments/measures wherever possible.

Sample commitment 5 to reach a certain number of farmers enrolled in a 'Living Income Programme' by date X

Possible Commitment

By 2030, we will reach 90% of our cocoa farming households supplying us with cocoa that is sold or processed in Germany with a 'Living Income Programme'. The Living Income Programme is designed to gradually improve household incomes so that they can achieve a living income by 2030.

Milestone 1:

By 2025, we will reach 40% of our cocoa farming households in West Africa supplying us with cocoa that is sold or processed in Germany with a 'Living Income Programme'. From 2025 to 2030, we aim to expand the program to other countries of origin (including South America).

Milestone 2:

By 2027, we will reach 70% of our cocoa farming households in West Africa supplying us with cocoa that is sold or processed in Germany with a 'Living Income Programme'.



Sample Commitment 6 to ensure living incomes or pay living income reference prices for a specific number of cocoa farming households in certain product ranges

Possible Commitment

By 2030, 90% of cocoa farming households supplying cocoa for our product line x/our own brand y, sold in Germany, will achieve a minimum living income of x EUR/USD per household per month (broken down by country according to the available benchmarks).

Meilenstein 1:

By 2025, 50% of cocoa farming households supplying cocoa for our product line x/our own brand y, sold in Germany, will achieve a minimum living income of x EUR/USD per household per month.

Meilenstein 2:

By 2027, 75% of cocoa farming households supplying cocoa for our product line x/our own brand y, will achieve a minimum living income of x EUR/USD per household per month.

Possible Commitment

By 2030, 100% of cocoa farming households supplying cocoa for our product line x/our own brand y, sold in Germany, will receive at least a living income price (Fairtrade Living Income Reference Price).

Milestone 1:

By 2025, 50% of cocoa farming households supplying cocoa for our product line x/our own brand y, sold in Germany, will receive at least a living income price (Fairtrade Living Income Reference Price).

Milestone 2:

By 2027, 75% of cocoa farming households supplying cocoa for our product line x/our own brand y, sold in Germany, will receive at least a living income price (Fairtrade Living Income Reference Price).

Challenges

An enabling policy environment is needed in both producing and consuming countries to support cocoa farmers in their journey from poverty to financial security. Production costs and cocoa prices fluctuate on the global market and are beyond our company's control. Currently, the Ukraine war is leading to increased input costs for cocoa farmers and climate change and diseases are also causing significant crop failures.

Monitoring questions for orientation

Further data points can be found in the overview document for the [supply chain questionnaire](#).

Monitoring Questions

For how many farming households in your supply chain did you measure **living income gaps between actual and living income**? (Please specify the country you are reporting on and how you have calculated a representative sample)

For how many farming households in your supply chain are you implementing a **living income strategy**?

Additional question: What strategies are you implementing to contribute to achieving living incomes (e.g., bonus payments (including the type of bonuses), paying the Living Income Reference Price, increased productivity, diversification, women's economic empowerment, landscape approaches, responsible sourcing practices)?