BACKGROUND INFORMATION FOR MEMEBERS OF THE GERMAN INITIATIVE ON SUSTAINABLE COCOA FOR THE DEVELOPMENT OF INDIVIDUAL ROADMAPS

You can find the template [here](.).

1. INTRODUCTORY INFORMATION ABOUT INDIVIDUAL ROADMAPS

At the 2022 General Assembly, the members of the German Initiative on Sustainable Cocoa (GISCO) decided that the creation of an individual roadmap and public reporting on it in the form of a progress report as a contribution to achieving GISCO's objectives is a prerequisite for membership.

Self-commitments and progress measurement **represent a significant milestone in enabling shared learning experiences and thus contributing to a sustainable cocoa sector**. However, reporting per se does not ensure the achievement of the GISCO goals.

Based on the **GISCO Roadmap** and complementary to the monitoring of progress towards the **goals** and **targeted indicators**, the members of GISCO are developing individual roadmaps on the five focus topics of traceability, certification and independent verification, agroforestry/deforestation, child labour and living income. The roadmaps are published on the GISCO website in the "Our Members" section. At the end of 2022, the first roadmaps on traceability and certification/independent verification for member groups B (industry) and C (retail) were submitted and published by the 2023 General Assembly. The members from member group D (civil society) already submitted their roadmaps on all focus topics. All roadmaps can be viewed **here** on the website.

The individually prepared **roadmap** publicly presents **how your company/organisation as a member contributes to the goals of GISCO**. It should answer the following questions on the focus topics mentioned above:

1. What is your company's/organisation's **individual commitment** as a member of GISCO to contribute to the achievement of a sustainable cocoa sector?
2. What **milestones** does your company/organisation set for itself on the way to achieving this commitment?
3. What is the **main challenge** for your company/organisation to achieve the listed commitments and milestones and how can GISCO support with that?

The creation of the individual roadmaps is thus also intended to shape a learning process and create the following added value:

- **For the members**: to specify their activities more precisely, to better track their individual progress and communicate it accordingly, as well as to better assess the status of their own efforts in comparison with other actors in the cocoa sector.

- **For GISCO**: to increase the credibility of GISCO and to provide a better understanding of the challenges faced by each stakeholder group and the supportive role GISCO should play.

2. TIMETABLE FOR THE PREPARATION OF THE INDIVIDUAL ROADMAPS ON AGROFORESTRY/DEFORESTATION AND CHILD LABOUR BY THE END OF 2023

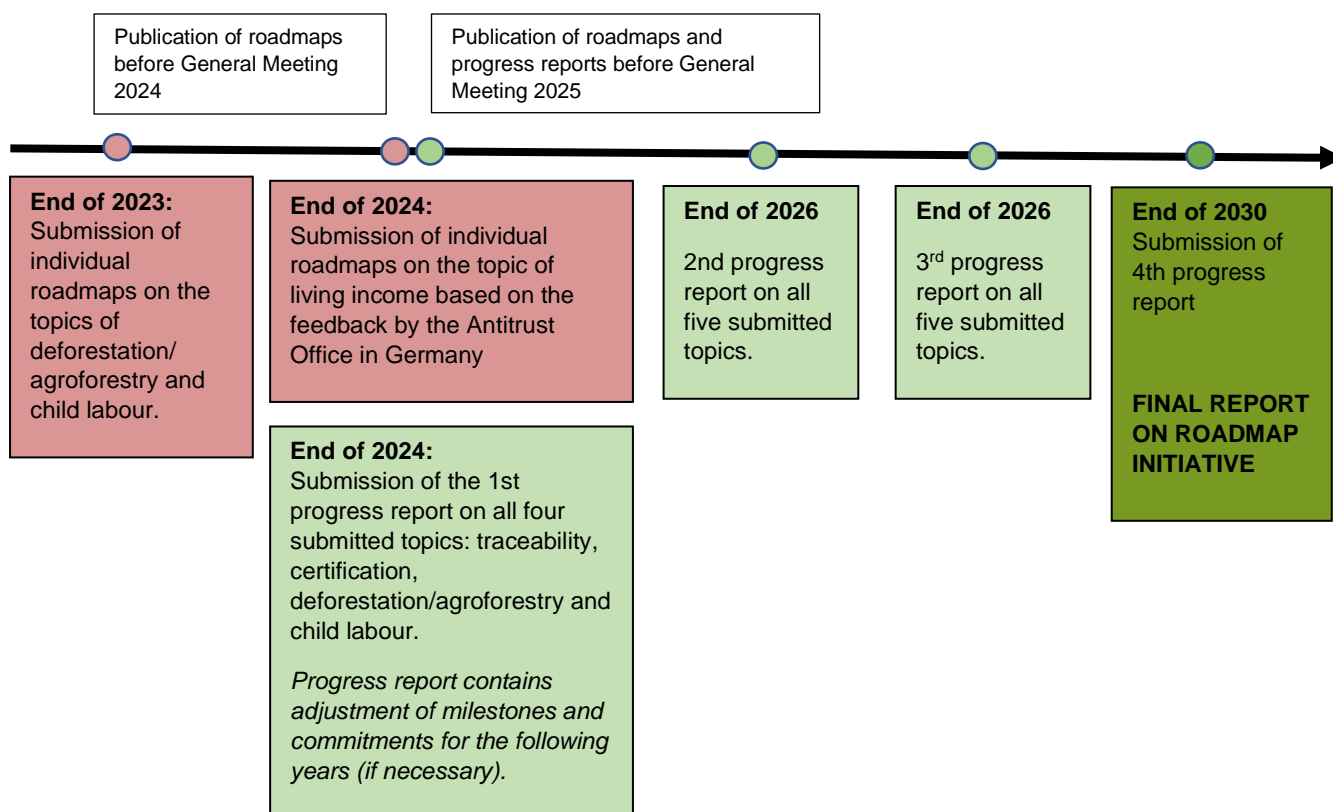| Time	Description
September 2023	Mailing of the information to all members
31.12.2023	Deadline for the submission of the individual roadmap on agroforestry/deforestation and child labour by the members of member group B and C. The submission shall be sent by mail to johanna.colley@giz.de and gisco-roadmaps@giz.de (*the email address for the functional mailbox will be activated shortly*). Members of member groups B and C who have to submit a roadmap by the end of 2023 will receive a Word template for their already submitted roadmap on traceability and certification/independent verification, which they will supplement by the end of 2023 with the focus topics of deforestation/agroforestry and child labour. Members who wish to voluntarily revise their roadmap should contact the GISCO secretariat. If feedback by the GISCO secretariat is desired, the first version of the individual roadmap should be shared with the GISCO secretariat by 01 November 2023.
01.01.2024 - 15.02.2024	Review of the roadmaps by the Secretariat
15.02.2024 - 15.03.2024	Contacting members who have not submitted an individual roadmap according to the adopted process in case of non-fulfilment of expectations. Communication of tips to members on how to refine/improve their individual roadmaps.
Board meeting March 2023	Consultation on the implementation status of the roadmap process and, if applicable, on missing or insufficient roadmaps within the framework of the GISCO board meeting.
Before General Meeting May 2024	Publication of all individual roadmaps on the website of GISCO
End of 2024	Submission of the roadmaps on the topic of living income and delivery of the 1st report on the progress regarding the commitments and milestones
Until members' meeting 2025	Publication of the roadmaps for all five priority themes

3. TIMETABLE FOR THE SUBMISSION OF PROGRESS REPORTS

The overview below depicts the timetable for the submission of the roadmaps and progress reports. In addition to the submission of the roadmaps, the schedule also includes the dates for **the revision of the commitments and milestones** as well as **the submission of three progress reports by 2030.**

The timeline below applies to all members from Member Group B + C (industry and retail) who trade or process more than 100t of cocoa annually. Member group D has already submitted all roadmaps, but should follow the same timeline for submitting the progress reports. For all

other members (member group A and supporting members, as well as members processing and trading less than 100t, the submission of the roadmap is on a voluntary basis)

The progress reports are submitted at the same time for **all member groups.**

Publication of roadmaps before General Meeting 2024

Publication of roadmaps and progress reports before General Meeting 2025

End of 2023: Submission of individual roadmaps on the topics of deforestation/ agroforestry and child labour.

End of 2024: Submission of individual roadmaps on the topic of living income based on the feedback by the Antitrust Office in Germany

End of 2024: Submission of the 1st progress report on all four submitted topics: traceability, certification, deforestation/agroforestry and child labour.

Progress report contains adjustment of milestones and commitments for the following years (if necessary).

End of 2026 2nd progress report on all five submitted topics.

End of 2026 3rd progress report on all five submitted topics.

End of 2030 Submission of 4th progress report

FINAL REPORT ON ROADMAP INITIATIVE

4. DIFFERENTIATION OF MEMBERS

Member group A
For members of the federal government, reporting on the implementation of the roadmaps (e.g. on the 10-point plan) is done on a voluntary basis.

Members of Member Groups B and C who trade or process at least 100 tonnes of cocoa

- **By the end of 2023**, these members will add commitments and milestones on deforestation/agroforestry and child labour to their individual roadmaps.

- **By the end of 2024**, these members will complete their roadmap on the topic of living incomes.

- **By the end of 2024**, these members submit their 1st progress report on all topics submitted by then: traceability, certification, deforestation/agroforestry, and child labour.

Member group D

Members of Member Group D have voluntarily committed to submitting their individual roadmaps on all priority topics by the end of 2022. Members of Member Group D who wish to revise or adapt their roadmaps by the end of 2023 should contact the Secretariat.

Others:
For all other members (e.g. supporting members, companies trading or processing less than 100t of cocoa, etc.) the submission of a roadmap and the corresponding reporting is done on a voluntary basis.

The following applies to all member groups that are required to submit a roadmap:
If a member cannot keep to the schedule and cannot (yet) submit the corresponding commitments, this must be plausibly justified. An application for an extension of the submission deadline or for exemption can be submitted to the GISCO Board via the GISCO Secreteriat, if there is a plausible reason. The Board can then exempt a member from submitting the roadmap based on the list of plausible reasons for non-participation in the monitoring/roadmap process agreed in the process for non-fulfilment of expectations. The revised list of plausible and non-plausible reasons was approved at the Board meeting on 21 March. Further information and an overview of plausible and non-plausible reasons can be found **here.**

Note on the topic of Living Income:
An antitrust review was conducted on the question of whether and how income and price issues can be reported on in the context of the individual roadmaps. More information on the antitrust review can be found in the **Bundeskartellamt's press release.**

Following the publication of the Bundeskartellamt's assessment, it was decided in the special members' meeting of GISCO on 23 June to draw up individual roadmaps on the issue of living incomes More information can be found in the **press release on the special members' meeting.**

In the letter to the Bundeskartellamt, six example commitments on the topic of living income were submitted. After a thorough review of the documents submitted and a personal exchange on the matter, the Bundeskartellamt saw no reason for a further in-depth examination of the roadmap initiative.

You can find the sample commitments as orientation for the preparation of the roadmaps on the topic of living income here in the **sample roadmaps.**

5. ASSISTANCE FOR THE DRAFTING OF THE INDIVIDUAL ROADMAP

5.1. Guidelines

Guideline 1 - Topic focus: In their individual roadmap, each member agrees on individual commitments with corresponding milestones for the agreed focus topics. (Topic focus and timing according to the classification in the four groups)

The goals, targeted indicators and recommendations for action of the German Initiative on Sustainable Cocoa on the 5 focus topics are listed in the "GISCO Roadmap" and form the basis for the development of individual roadmaps.

Focus Topics:

- Traceability
- Certified and (for corporate programs) independently verified cocoa
- Deforestation, supplemented by the topic of agroforestry
- Child labour
- Living income

Guideline 2 – Quality requirements: Each member agrees on SMART[1]e commitments and milestones in its individual roadmap

Quality requirements:

The individual commitments and milestones should be SMART:

> S = specific: The commitment is concrete, unambiguous, and described in detail
> 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 the available resources
> T = time-bound: The commitment is actionable at a specific point in time. The timing should be based on the dates specified in the German Initiative on Sustainable Cocoa's value-added indicators.

Guideline 3 – Public: Individual commitments and milestones are made public as part of the individual roadmap and progress is reported publicly.

- Reporting should be done with the monitoring system (*see harmonization with the monitoring tool*).

Guideline 4 – Direct and indirect supply chains: The individual commitments and milestones relate to the direct and indirect supply chain.

Guideline 5 - Harmonized: The individual commitments and milestones can or should be harmonized with the commitments of other initiatives active in the cocoa sector or with own existing commitments.

5.2 Sample Roadmaps

The sample roadmap for orientation can be found here (after login in the members' area under "Roadmaps"). The document contains model commitments and milestones on the focus topics of deforestation/agroforestry, child labour, living income, certification/independent verification and traceability for Group B and C members and SMEs.

5.3. Tooltip: Commitments and Milestones

Definition Commitment: A Commitment is a voluntary obligation against which a member's contribution to the overall objective of the German Initiative on Sustainable Cocoa is measured. In addition to the general quality requirements for the formulation of commitments and milestones (see Guideline 2), the following should apply to the formulation of **commitments**:

- If possible, the commitment should be defined at outcome level.
- The commitment should contribute to the overall objective of the German Initiative on Sustainable Cocoa or the national platforms for sustainable cocoa in Europe. With regard to scheduling and quantification, the target indicators of the German Initiative on Sustainable Cocoa serve as orientation.
- The achievement of the commitment should be in the future (it should not already be achieved). *In the case that 100% has already been achieved with regard to the topic 'certified and independently verified cocoa', it should be presented in the form of milestones what is being done to maintain the status.*
- Existing corporate commitments or commitments within the scope of other sustainability initiatives can be brought in.
- If no commitment is made, there should be a rationale as to why this is not the case, and at least one milestone should be used to show what the path to formulating a commitment might look like. *(For Group 2, justifications need only be provided for those commitments that are 'due' according to the step plan - see below).*
- For the roadmaps 'Certified and independently verified cocoa', differentiated information on the actual status is provided in the annual progress report (for retail: private label; for industry: branded products), indicating what percentage of cocoa has been certified or verified by which sustainability standard system. *An antitrust review on the publication of the differentiated disclosures on certified cocoa on the Initiative's website has been carried out. The differentiated reporting was classified as fundamentally unobjectionable in this context.*

Definition Milestone: A milestone is used to observe, measure, and monitor progress toward achieving the commitment.

Besides the general quality requirements for the formulation of commitments and milestones (see guideline 2), the following should apply to the formulation of **milestones**:

- The milestones should represent intermediate stages that must be achieved before the commitment is reached.
- Milestones should be defined at the input or output level.
- Several milestones should be defined for each commitment.

Milestones and commitments can be adjusted annually during the monitoring round, which also includes reporting on individual roadmaps.

Process of reviewing commitments and milestones

1. review by the administrative office with the involvement of an external reviewer and the board of directors
2. upon assessment that commitments and milestones are insufficient, or statements are not plausible:
3. **Process in case of not meeting expectations**

The assessment of whether commitments and milestones are sufficient, or statements plausible is based on the criteria listed in the tooltip "Commitments and Milestones". should be based on the criteria listed in the tooltip 'Commitments and Milestones'