

# ANNEX 6

*Model template for an RSPO alignment plan for proposed new upstream production units or expansion of existing units*

RSPO alignment plan for (insert name of project)				
Note: This template should be used to document a separate alignment process for each planned new production unit or significant expansion of plantation area or mill capacity in existing production unit.				
Activity	Output	Re- lated RSPO criteria	Budget and person responsible	Timing (specify starting month for activity, and expected completion dates for draft and final outputs)
1. ESIA				
Assess environmen- tal and social baseline conditions	Environmental and social baseline study	7.1		
Identify potential environmen- tal and social impacts	Documented impact assessment  Analysis of primary forest and High Conservation Values present in the site and surrounding area	5.1, 5.2, 7.1, 7.3		
Compare feasible alternative sites, tech- nologies, and designs	Report on alternative options for CPO mill and plantations and impacts associated with each	7.1		
Identify preventive, mitigating, and compen- satory measures	Recommended practices to – <ul style="list-style-type: none"> <li>• maintain soil fertility</li> <li>• minimise and control soil erosion and degradation</li> <li>• maintain the quality and availability of surface and ground water</li> <li>• ensure agrochemicals do not endanger the environment</li> <li>• conserve endangered species</li> <li>• maintain high conservation values</li> <li>• ensure Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner</li> <li>• Efficiency of energy use</li> <li>• Avoid use of fire for waste disposal and for preparing land for replanting is avoided</li> <li>• Avoid extensive planting on steep terrain, and/or on marginal and fragile soils</li> <li>• reduce pollution and emissions, including greenhouse gases</li> <li>• mitigate negative social impacts</li> </ul>	4.2, 4.3, 4.4, 4.5, 5.2, 5.3, 5.4, 5.5, 5.6, 6.1, 7.1, 7.2, 7.3, 7.4, 7.5		

**Annex 4: Continued**

Activity	Output	Re- lated RSPO criteria	Budget and person re- sponsible	Timing (specify starting month for activity, and expected completion dates for draft and final outputs)
Public consultation and disclosure	Records of consultation processes showing the participation of affected parties including requests and concerns raised and company responses	1.1, 6.1, 6.2, 6.4, 7.1, 7.5		
Design monitoring system	Monitoring Plan	5.1, 7.1, 8.1		
<b>2. Operational Plans</b>				
Planning to ensure long-term economic and financial viability	A documented business or management plan (minimum 3 years)	3.1		
Planning to ensure pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.	IPM plan	4.5		
Planning to ensure occupational health and safety	An occupational health and safety plan	4.7		
Training needs assessment for staff, workers, smallholders and contractors	Training plan	4.8		
Development of open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.	Documented consultation and communication procedures.	6.2		
Development of a system for dealing with complaints and grievances, that is acceptable to all parties.	A documented dispute resolution system. Documentation of the process by which any disputes are resolved and the outcome.	6.3		
Facilitate the rights of personnel to independent and free association and collective bargaining.	A published statement in local languages recognizing freedom of association	6.6		
Develop equitable personnel policies and procedures	Publicly available personnel policies and procedures with adequate safeguards and provisions on – • Pay and conditions • child labour • equal opportunities • sexual harassment and violence in the workplace	6.5, 6.8, 6.9, 6.10		

## Annex 4: Continued

Activity	Output	Re- lated RSPO criteria	Budget and person re- sponsible	Timing (specify starting month for activity, and expected completion dates for draft and final outputs)
3. Land acquisition				
Identification and resolution of any land conflicts	Court order or settlement agreement resolving the conflict, or conflict resolution processes underway	2.2		
Identify the extent of legal or customary rights, of other users of the land	Maps showing extent of recognised customary rights	2.3, 6.4, 7.5, 7.6		
Establishment of a procedure for identifying legal and customary rights and a procedure for identifying people entitled to compensation.	a procedure for identifying legal and customary rights and a procedure for identifying people entitled to compensation	6.4		
Negotiations with individuals or communities with legal or customary rights, to secure their free, prior and informed consent	The process and outcome of any negotiated agreements and compensation claims is documented and made publicly available.	2.3, 6.4, 7.5, 7.6		
Agreeing and paying fair compensation to previous owners and occupants of the land,	Agreements providing for fair compensation of previous owners and occupants.  Documentation that demonstrates above agreements negotiated on the basis of free and prior informed consent	2.2		
Obtaining legal rights to the land	Title deeds, lease or other documents conferring the right to occupy the land	2.2		
Develop equitable personnel policies and procedures	Publicly available personnel policies and procedures with adequate safeguards and provisions on – • Pay and conditions • child labour • equal opportunities • sexual harassment and violence in the workplace	6.5, 6.8, 6.9, 6.10		

**Annex 4: Continued**

Activity	Output	Re- lated RSPO criteria	Budget and person re- sponsible	Timing (specify starting month for activity, and expected completion dates for draft and final outputs)
<b>4. Land surveys and preparation</b>				
Soil surveys and topographic mapping for site planning (to be closely integrated with ESIA process)	Results are incorporated into plans and operations.	7.2		
Identify any primary forest or area containing one or more High Conservation Values on which palm oil cannot be planted (to be closely integrated with ESIA process)	Maps of areas in and around the site to be maintained in natural condition and not replaced with palm oil	7.3		
Identify areas of steep terrain and marginal and fragile soils where extensive planting is to be avoided (to be closely integrated with ESIA process)	Maps of areas in and around the site where extensive planting is to be avoided	7.4		
Develop and implement procedures to identify areas over which consent for planting has been withheld by local communities with legal or customary rights (to be closely integrated with ESIA and land acquisition process).	Procedures for identifying and marking boundaries of excluded areas agreed with local communities and implemented.  Boundaries of excluded areas are marked and mapped	7.5		
<b>5. Monitoring and reporting</b>				
Quarterly reviews of implementation of this RSPO alignment plan	Corrective actions identified and implemented to ensure the outputs (plans, policies, procedures and recommendations) of the RSPO alignment process are of sufficient rigour and feasibility to enable the production unit to achieve compliance with RSPO criteria.			
Monitor and report progress in process implementation	Six-monthly progress reports including justification for any slippages and proposed corrective actions			