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Objective

This procedure aims to describe the steps the companies have to follow before any new plantation establishment. The intention is that new planting will be transparent and will not negatively impact primary forest, High Conservation Values, High Carbon Stocks, fragile and marginal soils or local people's lands in compliance with RSPO P&C 2013 principle 7.

Application Domain

This procedure applies to all SIAT concessions subjected to new palm oil or rubber planting establishment.

Responsibilities

MD and COO are responsible for the good application of the Policy.

GSM is responsible for the revision of the SOP.

Responsible are indicated between [XXX] for each steps. Refer to last page for the summary table.

References

- RSPO New Planting Procedure Nov. 20, 2015 (RSPO-PRO-T01-009 V1.0);
- RSPO P&C 2013;
- RSPO Certification System Jun. 26, 2007;
- RSPO GHG Assessment procedure for new planting Dec. 2014;
- RSPO FPIC Guidance 2015 Nov. 2015.

Numbers mentioned in brackets are examples of chapter references to the above documents.

Dates e.g. < 3 years indicates the maximum time from the publication of the document.

Remarks

- There shall be no land preparation by burning, other than in specific situations formally validated by GSM or GCOO according to RSPO P&C 2013 (5.5.1).
- NPP shall be applied to all the development permit.
- NPP start from 1st January 2010.
- This procedure will not mention agronomic feasibility studies necessary before establishing plantations.
- Completion of the NPP does not necessarily mean that legal requirements are met.
- No conversion should be possible for any land that could have been identified as non plantable in any step of this procedure (e.g. HCV, disputed land, HCS, Fragile soil...).
- All subsidiaries are subjected to the NPP requirement whether certified or not (see RSPO NPP Nov.2015 and RSPO Certification System 4.2.4(c) Jun. 2007)
- If land clearing is actively occurring at the time of new land acquisition, operations must cease completely and the NPP procedure shall be followed.
- Planting and any associated development (such as road development) can only begin once the NPP is completed and RSPO approval is granted.
- Studies for area < 500ha can be conducted by grower, > 500ha independent assessor is required.
- Studies (SEIA, HCV, and GHG) should have less than 3 years or should be reviewed.
- Studies should clearly indicate the location of land and the surface area covered (ha).
- LUC analysis must be current at the time of NPP, less than 1 year.
- Smallholder's plantations should also comply with this procedure (certification responsibility belong to the company or to the group manager in case of group certification).
- Rubber plantation should comply with the procedure with through an internal notification statement.



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Procedure

After all legal aspects of new land acquisition are addressed, SIAT must complete the following activities before any new plantation is established on the land. This includes the point below, responsibility are indicated for each point :

1- Planning of the planting [MD; Surveyor; CRO] (e.g. RSPO P&C 2013: 7.2; 7.4.2)

Delineate and map the area with GPS coordinates according to the land acquisition document.
Obtain permission of local communities for assessments to be conducted on land for which they have legal, customary and/or user right.

2- SEIA - Approved Environmental and Social Impact Assessment ≤ 3 years [HSE; CRO]

Done by an Accredited independent expert (e.g. RSPO P&C 2013: 7.1.1)
For any new land acquisition and prior to any land conversion, SIAT Group proceeds to get an environmental and social impact assessment done by an accredited body and verified by the authority in charge so as to obtain a legal environmental permit for our operations.
Assessments include stakeholder consultation.
Assessments include soil suitability.

3- National legal project permit [MD; HSE; CRO]

Obtain legal documents related to the environment (other documentation may be required at the national and regional levels).

- Ghana: Environmental permit by EPA (then submit EMP to obtain Environmental certificate)
- Gabon: Quitus environnemental DGEPN (IES with FPIC) ; Forest Resource Inventory DPEF
- Nigeria: Approval letter by the Federal Ministry of Environment including Environmental Impact Statement EIS and EIA certificate and then environmental permit.
- Ivory Coast: Arrêté environnemental du projet.
- Cambodia: Environmental Impact Assessment validated by Ministry of Environment.

4- FPIC - Free Prior Informed Consent and relevant stakeholder engagement [CRO]

(e.g. RSPO P&C 2013: 2.2; 2.3; 6.2; 6.4; 7.5; 7.6)
FPIC is the principle that a community has the right to give or withhold its consent to proposed projects that may affect the lands they customarily own, occupy or otherwise use, prior to the development and establishment of oil palm plantations.
Documents/evidence that should be available in appropriate forms and languages:

- Participatory maps made together with the communities and validated by communities.
- Copies and proof that the information has been provided to all affected groups of negotiated agreements, consultation and discussion.
- Evidence that the company has respected communities' decisions.

If community land use overlaps with the project land, the company then starts negotiation with the communities for these specific areas, this usually leads to some compensation.

5- Fair compensations [MD; COO; CRO; LC; Surveyor] (e.g. RSPO P&C 2013: 7.6.2; 7.6.3)

In case of social liability, evidence of adequate engagement with communities through a social remediation plan is mandatory.
For farms and cultivated plots, including through the right to use (without land title), compensations are paid, recorded and integrated in the FPIC and the SIA. See also national regulations (e.g. Social contracts for Gabon or Land valuation for Ghana).

6- HCV - High Conservation Value Assessment ≤ 3 years [HSE]

HCV done by an assessor accredited by: High Conservation Value Resource Network HCVRN Assessor Licensing Scheme ALS <https://www.hcvnetwork.org/als/assessors> (e.g. RSPO P&C 2013: 5.2 ; 7.3.2)
High conservation value areas are areas which have an especially high ecological or social value. In other words, HCV areas are more valuable in terms of biodiversity values, ecological values and importance for local people. High Conservation Value Assessment consists of identifying such areas prior any land conversion and proposing conservation and monitoring strategies for identified areas. HCV assessment could include carbon stock assessment



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and LUC. HCV assessment report must be submitted to the ALS quality control system and successfully pass before being submitted as part of the NPP. The HCV assessment will be approved only if grower has the right to use land.

HCV areas are classified according to their level of protection:

HCV 1. Globally, regionally or nationally significant concentrations of biodiversity values

HCV 1.1 Protected Areas ; HCV 1.2 Threatened and endangered species

HCV 1.3 Endemic species ;HCV 1.4 Critical temporal use

HCV 2. Globally, regionally or nationally significant large landscape level forests

HCV 3. Forest areas that are in or contain rare, threatened or endangered ecosystems

HCV 4. Forest areas that provide basic services of nature in critical situations

HCV 4.1 Forests critical to water catchments ; HCV 4.2 Forests critical to erosion control ;

HCV 4.3 Forests providing barriers to destructive fire

HCV 5. Forest areas fundamental to meeting basic needs of local communities

HCV 6. Forest areas critical to local communities' traditional cultural identity

7- GHG - Green House Gas assessment ≤ 3 years [HSE; COO]

(e.g. RSPO P&C 2013: 7.8.2; RSPO GHG Assessment procedure for new planting)

Identification of potential sources of GHG emissions : RSPO PalmGHG tool

Mitigation plan for GHG emissions.

The GHG assessment should include Carbon stock assessment.

8- HCS - Carbon stock assessment ≤ 3 years [HSE; Surveyor]

Avoidance of land areas with High Carbon Stocks (e.g. RSPO P&C 2013: 7.8.1)

Estimation of soil, above and below ground carbon.

RSPO carbon assessments tool for new plantings using soil survey results, Geographic Information System (see comparison of satellite data sources in RSPO GHG Assessment for NPP) and field verification of land cover stratification.

Carbon stock assessment can be integrated into existing processes such as HCV assessment.

9- LUC - Land Use Change analysis ≤ 1 year [HSE; Surveyor] (e.g. RSPO P&C 2013: 7.3.2)

Identification of the current cover of the land.

Information used for LUC are part of compensations data and carbon stock estimation.

LUC should be done with the HCV assessment but not necessarily by the HCV licensed auditor.

10- Soil suitability and topographic survey [CAO; Surveyor]

Identify all areas of marginal and fragile soils, as well as areas too steep to plant and areas requiring precautionary practices. Riparian buffers are not to be planted. Survey could be included in the SEIA.

11- Integration of all recommendations into an action plan [HSE; COO] (e.g. RSPO P&C 2013: 7.3.4)

All recommendations issued from previous reports should be integrated into an action plan and implemented during the phase of land preparation, planting and exploitation. The HSE department as well as the plantation management are in charge of monitoring the action plan. Eventual areas set aside should appear in the plantation map and management plan.

12- NPP Report [GSM; HSE]

Summary report of HCV, SEIA, GHG, soil and topography, LUC and management plan, in an RSPO form, approbation of the certification body.

13- Verification of the NPP report by an accredited RSPO CB [GSM; MD] (e.g. RSPO NPP 2015: 5.2 & Annex 1.B)

Document of NPP process, assessment and plan(s) are verified and approved by an accredited RSPO Certification Body without interest conflict.

Field verification is needed for high risk areas (near protected areas, HCVs present, local people with claims to land and resources).

14- Public Notification [HSE; CRO; AM]

Inform all interested stakeholders that NPP is up for comment.



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Publication by RSPO within 10 working days of reception on the RSPO website for at least 30 days.
 Publication on local notice boards, in community areas, websites, local media etc.
 If no comments are received and RSPO approval is granted, proceed with new plantings.

Different scenarios for new planting and understanding when NPP applies (RSPO NPP Nov. 2015 RSPO-PRO-T01-009 V1.0)

Scenarios from 1 January 2010	NPP	Certification Body (CB) Verification	30-day Public Comment Period
Conversion from natural vegetation to oil palm or from forest plantations or agroforestry to oil palm. Including for undeveloped areas of any new acquisitions.	Yes	Yes	Yes
Conversion of abandoned agricultural land (undeveloped for > 3 years)	Yes	Yes	Yes
Conversion of existing agricultural land (including land under livestock ranches and agricultural crops) to oil palm. Including for any new acquisitions.	Yes	No	No , 30 –day notification only but no comment period
Replacing oil palm with a subsequent oil palm crop is considered as replanting and therefore not subject to the requirements of the NPP if the previous oil palm crop has not been abandoned for more than 3 years.	No	N/A	N/A
For new plantings within an RSPO-certified management unit	No , as this case will be audited during surveillance or re-certification audits**	N/A	N/A

** Means that all requirement has to be done but not sent and approved by RSPO

NPP Mechanism

- 1) Definition of a proposed new oil palm development
- 2) Stakeholder engagement and FPIC process initiated
- 3) Conduct assessments: SEIA, HCV assessment, LUC analysis, soil suitability and topographic survey and GHG assessment (including Carbon assessment)
- 4) Development of management plans
- 5) Reporting and verification of NPP report
- 6) Public notification and comment period
- 7) Resolution and completion (if any)



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Responsibilities

	External support	MD	COO	CAO	GSM	HSE	CRO	LC	Surveyor	AM
Legal aspects of new land acquisition		X						X		
1. Planning of the planting		X					X		X	
2. SEIA - Approved < 3 years	X					X	X			
3. National legal project permit	X	X				X	X			
4. FPIC							X			
5. Fair compensations	X	X	X				X	X	X	
6. HCV - Approved <3 years	X					X				
7. GHG < 3 years			X			X				
8. HCS < 3 years						X				
9. LUC						X			X	
10. Soil suitability and topographic survey				X					X	
11. Action plan			X			X				
12. NPP Report	X				X	X				
13. Verification of the NPP by CB	X	X			X					
14. Public Notification	X					X	X			X

Documents/Files/Appendices

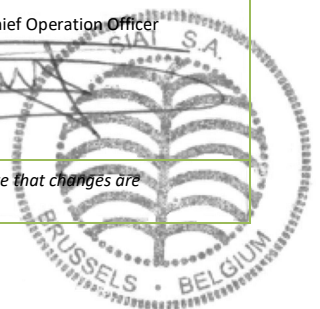
Documents expected through the application of the procedure


- SEIA reports validated
- Proof of FPIC, for example: participatory land use map, etc.
- HCV assessment reports
- GHG and carbon stock assessment reports with acknowledgement of RSPO
- Mitigation plan for GHG with acknowledgement of RSPO
- Land Use Cover Change Analysis
- Management plan
- NPP report review by certification body
- RSPO NPP approval

Filing

Sustainability NPP SOP

Written By	Evaluated By	Approved By
Name: Florent Robert Function: Group Sustainability Manager Signing... 	Name: Gert Vandersmissen Function: Group Chief Operation Officer Signing... 	Name: Gert Vandersmissen Function: Group Chief Operation Officer Signing... 
<p><i>For any changes in the content or in the form of this document, please contact the Internal Control department which will ensure that changes are embedded in the Change Management Process</i></p>		



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ANNEX: Indicative schemes to obtain national project permit

Ghana

References

Environmental Protection Agency (EPA) Act 1994, (Act 490).
Environmental Assessment Regulations 1999, Legislative Instrument (LI) 1652.

Stages

- 1- Environmental Assessment Registration Form to EPA**
To be completed and submitted to EPA who will acknowledge and ask for complementary studies.
- 2- EIA Environmental Impact Assessment (see point 2 of the above procedure)**
Done by an Accredited independent expert (e.g. SAL ; SEAMaiden; AY&A Consult; ...)
- 3- Preliminary Environmental Assessment, public hearing and Environmental Impact Statement**
Could be required by EPA as complementary information.
In certain cases the EPA may be required under to hold a public hearing on the proposed project
- 4- Audit**
EPA may conduct an audit before issuing the permit.
- 5- Environmental Permit and Schedule to environmental permit**
After validation by EPA, they will delivered an environmental permit valid for three years.
A schedule with specific actions will be associated to the permit.
- 6- Monthly and Annual environmental report**
Should contain every data requested by EPA and send to them and/or record in the Akoben system.
- 7- Environmental Management Plan**
Should be submitted to EPA within 18 months after receiving the permit and renew every three years.
- 8- Environmental Certificate**
Could be issue after EMP is in place. It has no expired date.

Other relevant documents or permits

Water use permit and Fire permit

Compensations

Compensation for acquired land is to be determined by the Land Valuation Board upon a claim of the company.

Gabon

References

Loi 007/2014 Protection de l'environnement en république gabonaise. Especially section 2 (30).
Loi 002/2014 Orientation du développement durable en république gabonaise.
Loi 022/2008 portant sur le Code Agricole en République Gabonaise.
Loi 16-01 Portant sur le Code forestier du Gabon.

Stages

- 1- Submit project to DGEPN Direction Générale de l'Environnement et de la Protection de la Nature**
Could be done with an independent expert.
If EIE is required: Validation of Terms of Reference.
- 2- EIE - Environmental Impact Assessment (see point 2 of the above procedure)**
Done by an accredited independent expert (e.g. Terea; 2STI, Ecosphere, ChronoServices, RPS Group...).
- 3- SIA - Social Impact Assessment**
Should be done by company sociologist.
Social participative maps approved by local officials and communities
- 4- Social contract**
Company's commitments on the social aspects identified and validated by communities and approved by the elected local authorities.
- 5- PGES - Plan Gestion Environnemental et Social**
Will be establish to mitigate environmental and social aspects.
- 6- Public consultation**



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Done by the company and DGEPN agent.

7- **Quitus Environmental**

After validation by DGEPN, they will delivered an environmental quietus that remains valid as long as the company meets the requirements of the PGES and proves it compliance during inspections.

8- **Monthly and Annual environmental report and audit (not mandatory but necessary for inspections)**

Monthly HSE report; Monthly Social report; Audits reports; Annual reports for extensions.

Other relevant documents or permits

DPEF Direction Provinciale des Eaux et Forets : Forest Resources Inventory which can lead to a development agreement between company, DPEF and local communities.

Compensations

The inventory of cultures must be done accompanied by an officer from the Ministry of Agriculture.
See 20110824-Décret n 1016 Barème d'indemnisation à verser en cas de destruction de cultures.

Nigeria

References

Nigeria Land use Act of 1978: Land use Act, CAP 202, LFN 2005
National Policy on Environment, FEPA, 1989
Environmental Impact Assessment Act (EIA) CAP E12, LFN 2004
Environmental Assessment Regulations, No 86 of 1992

Stages

1- **Obtain a valid legal document on land** (e.g. C of O, Lease agreement, deed of assignment)

Concession maps and survey map signed by the Surveyor General of the State.

2- **Conduct Environmental and Social Impact Assessment ESIA**

To be done by an external expert and requires public consultations (e.g. Foremost Development Services, Blue Fin Nigeria).

Appointing a consultant and application for EIA intention to the Federal Ministry of Environment.

EIA site verification by the Federal Ministry of Environment

Federal Ministry of Environment feedback and categorization of the project into category A, B or C.

Draft report submitted to the Ministry by consultant.

EIA Interim approval for least 3months if need be

EIA public display: On local newspaper, Ministry notice board, radio and television announcement.

3- **EIA Approval**

Submit the draft to a panel review (government), then feedbacks and comments are incorporate into the final report. Submit the final report to the Federal Ministry of Environment and State Ministry of Environment who will issue an EIA Approval. Provisional permit and final permit can now be issued but this can take time.

4- **Environmental Management Plan**

Development of Environmental Management Plan and submission of Impact Mitigation Monitoring (IMM report) for some years based on Federal Ministry of Environment guideline; and follow up on it throughout the life span of the project.

5- **EIA Certificate**

Issue of EIA certificate after satisfactorily completed IMM (This takes two to four years to get)

6- **Conduct Biannual environmental audit report**

To be submitted to Federal Ministry of Environment and state ministry of environment.

Other relevant documents or permits

Environmental friendly certificate (depend of the state e.g. Delta Estate)

Environmental levy payment

Compensations

Evaluation of compensations should be done by an external expert.



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Ivory Coast

References

Law n° 96-766 du 03 octobre 1996 portant Code de l'Environnement ;
Décret n° 96-894 du 08 novembre 1996, déterminant les règles et procédures applicables aux études relatives à l'impact environnemental des projets de développement, (especially Annex 1)
Le décret n° 2005-03 du 06 Janvier 2005 portant Audit Environnemental en son article 3

Stages

1- Agence Nationale De l'Environnement (ANDE)

Administrative authorization from ANDE to confirm if the project is subject to the procedure of ESIA.

2- Terms Of Reference (TOR)

If ESIA is mandatory, ANDE develops and validate the TOR of the study; Company should communicate them and appoint an environmental expert that is approved by ANDE to realize the ESIA.

3- Environmental and Social Impact Assessment (ESIA)

ANDE examine the study of Environmental and Social Impact Assessment and determines whether the project is acceptable from an environmental point of view.

(i) The draft is acceptable as presented in the ESIA report; (ii) The project is acceptable only if the promoter takes some additional measures; (iii) The project is not acceptable and is rejected.

4- Environmental decree of the project

The promoter receives an order approving the report that justifies the project's compliance with applicable regulations.

5- Implementation Environmental and Social Management Plan

EMP part of the ESIA is implemented.

6- Audits

Environmental audit should be done every 3 years by an ANDE accredited certification's body.

Other relevant documents or permits

Administrative authorizations for the use of surface water and groundwater by Office Nationale de l'Eau Potable et la Direction de la Protection des Ressources en Eau.)

Compensations

Décret n°96-884 du 25 octobre 1996 règlementant la purge des droits coutumiers sur le sol pour intérêt général ;
Décret n°95-817 du 29 septembre 1995 fixant les règles d'indemnisation pour destruction des cultures ;
Arrêté n°028 du 12 mars 1996 portant fixation du barème d'indemnisation des cultures détruites

Cambodia

References

LAW-1296-36-96 Environmental Protection Natural Resources Management
Sub- Decree #72 ANRK.BK 1999 on Environment Impact Assessment Process.
Sub-decree #146 ANK.BK 2005 on Economic Land Concession
Draft law on Environmental Impact Assessment 2014.

EIA is required for: Agro-industrial land ≥ 10000 ha; Land covered by forest ≥ 500 ha; Power plan ≥ 5 MW; All size of Rubber factory (see sub-decree for details and others requirements).

Stages (this has to be done to initiate an Economic Land Concession project and is part of Master Plan)

1- Submit an Initial Environmental and Social Impact Assessment IESIA and project feasibility report

To be submitted to the Ministry of Environment.

This should be done with help of an independent expert.

2- Environmental and Social Impact Assessment ESIA

Ministry of Environment (MoE) could ask for a revised IESIA or an ESIA

3- Submit Investment Application IA

To be submitted to the Council for Development in Cambodia (CDC).

4- Approval of EIA or IEIA by MoE; Approval of IA by CDC or Royal Government

When studies are approved company can start implementing project from a legal point of view.



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5- Implementation Environmental Management Plan

The EMP part of the ESIA has to be followed.

Other relevant documents or permits

- Land use plan adopted by the Provincial-Municipal State Land Management Committee
- Sub-Decree on Management of Solid Waste (1999)
- Sub-Decree on the Water Pollution Control (1999)
- Sub-Decree on the Control of Air Pollution and Noise Disturbance (2000)

Compensations

Land that has solutions for resettlement issues, in accordance with the existing legal framework and procedures. The Contracting Authority shall ensure that there will not be involuntary resettlement by lawful land holders and that access to private land shall be respected.