

Data request and formatting requirements: maps to show concession boundaries, plasma/scheme smallholders and mill sites

The Zoological Society of London (ZSL) and the World Resources Institute (WRI) are working to support increased sustainability and trust in the global palm oil industry. A vital component of this is increasing the transparency of operations, specifically transparency in concession boundaries, as supported by the Roundtable on Sustainable Palm Oil (RSPO) through the adoption of Resolution 6g¹ at its 10th General Assembly.

We would like to invite your company to help us achieve this objective. ZSL and WRI are requesting data on the location of company operations, including (1) concession boundaries, (2) milling operations, and (3) plasma/scheme smallholders. This data will be displayed on ZSL's [Sustainable Palm Oil Transparency Toolkit \(SPOTT\)](#) and WRI's [Global Forest Watch Commodities Analyzer](#). The formatting requirements for data submissions are outlined below.

ZSL and WRI are aware of deliberations taking place in Indonesia and Malaysia relating to the legality of publicly sharing concession maps. We understand the RSPO Secretariat has announced that they will continue to collect concession maps from member companies, but will not publish these maps until the legal aspects relating to its publication have been clarified – it is our understanding that an Advisory Team has been established to undertake a comprehensive review and analysis for the full implementation of resolution 6g within the confines of Indonesian and Malaysian laws.

ZSL and WRI are taking the deliberations above seriously and are monitoring the situation. Pending any final agreement or determination brought to our attention relating to the legality of disclosing concession maps, ZSL and WRI would like to continue to collect company-submitted concession maps and map related data in order to publish them on SPOTT and Global Forest Watch Commodities to complement already published concession map(s) and map related data displayed and/or referred to therein.

Nevertheless, after their publication, should it be considered necessary by us to withdraw any published company-submitted concession map(s) and/or map related data, then we will take such steps as we reasonably consider necessary to put this in to effect.

1) **Submission of concession site boundaries:**

- **Scope:** All of the company's oil palm growing operations globally, including those of all subsidiaries and joint ventures, whether certified or uncertified.
- **Preferred detail:** Concession maps to show boundaries of the total managed area, ideally to also include boundaries of the planted area and conservation area.
- **Format:** [Esri shapefile \(.shp not .kml\)](#)
- **Attribute data table fields (.dbf):** To include the following:
 - Group name
 - Company name
 - Site name
 - Name of associated mill(s)
 - Permit type (e.g. HGU/land title/IUP)
 - Permit date
 - Permit number

¹ Resolution 6g, available from the RSPO at: <http://www.rspo.org/file/resolutions/GA10-Resolution6g.pdf>



- Total area (hectares) for each of the total managed area, planted area, and conservation area
- RSPO member number (if applicable)
- RSPO certificate number and date or target date for certification (if applicable)
- Details of other certification (if applicable)
- Companies are requested to state the percentage of their concession sites (both certified and uncertified, RSPO or otherwise) covered by this data submission.
- Companies are requested to name any concession sites that have been recently acquired or that have changed ownership since any previous data submissions.

2) Submission of milling operations:

- **Scope:** All company-owned milling facilities globally, whether certified or uncertified, RSPO or otherwise. If applicable, it is requested that all of the company's supplier and joint venture milling facilities, whether certified or uncertified, are also submitted².
- **Format:** Esri shapefile (.shp not .kml)
- **Attribute data table fields (.dbf):** To include the following:
 - Group ownership
 - Company ownership
 - Site name
 - Country
 - RSPO certification assessment date (if applicable)
 - RSPO certificate code (if applicable)
 - Details of other certification (if applicable)
- Companies are requested to state the percentage of their milling operations (both certified and uncertified, RSPO or otherwise) covered by this data submission.

3) Submission of plasma/scheme smallholder maps (if applicable):

- **Scope:** All of the company's plasma/scheme smallholders globally, whether certified or uncertified, where applicable.
- **Format:** Esri shapefile (.shp not .kml)
- **Attribute data table fields (.dbf):** To include the following:
 - Number of smallholders
 - Country
 - Area of production (hectares)
 - Name of associated mill
 - RSPO certificate number and date or target date for certification (if applicable)
 - Details of other certification (if applicable)
- Companies are requested to state if they have no plasma/scheme smallholders.
- Companies are requested to state the percentage of their plasma/scheme smallholders, if applicable, covered by this data submission.

² For supplier and joint venture mill sites, please note that this data will only be used as part of an aggregated database that does not show the linkages between producer and buyer.



The process for submitting the data is as follows:

- Disclosure of the data in the format specified to ZSL and WRI via email to spott@zsl.org and GFWBusiness@wri.org, along with permission to share the data publicly via SPOTT and GFW. ZSL and GFW will host and share the data with others upon request.
- ZSL and WRI also encourage companies to disclose data in the format specified above in a publicly accessible and prominent section of the company website. If you take this action, please communicate this to both ZSL and WRI via email to spott@zsl.org and GFWBusiness@wri.org, providing the link to where these data sets are located in the public domain.

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