



# Webinar on Group Member Registry and on Certification Application Form (CAF)

Rainforest Alliance certification program 2020

## Some rules



Microphones and cameras are automatically turned off



Questions? In the Q&A box

# AGENDA

- Points of attention for filling in the Group Membership Register (GMR)
- Upload the GMR to the RACP
- Filling in the Certification Application Form (CAF)

# Group Member Registry

- Necessary for audit preparation
- Required to obtain encroachment and deforestation risk analyses
- To be completed in full before uploading to the platform and sending to the CB
  - As per [Annex S17. Collecting geolocation data](#) and guidance [D. Geolocation and farm maps](#)



# Group Member Registry

## Tab 1. Group Member

List of producers in the group

- 1 member of the group = 1 line to fill in

## Tab 2. Certified crop

List of producers and their main certified crop

- 1 member of the group = 1 line to fill in

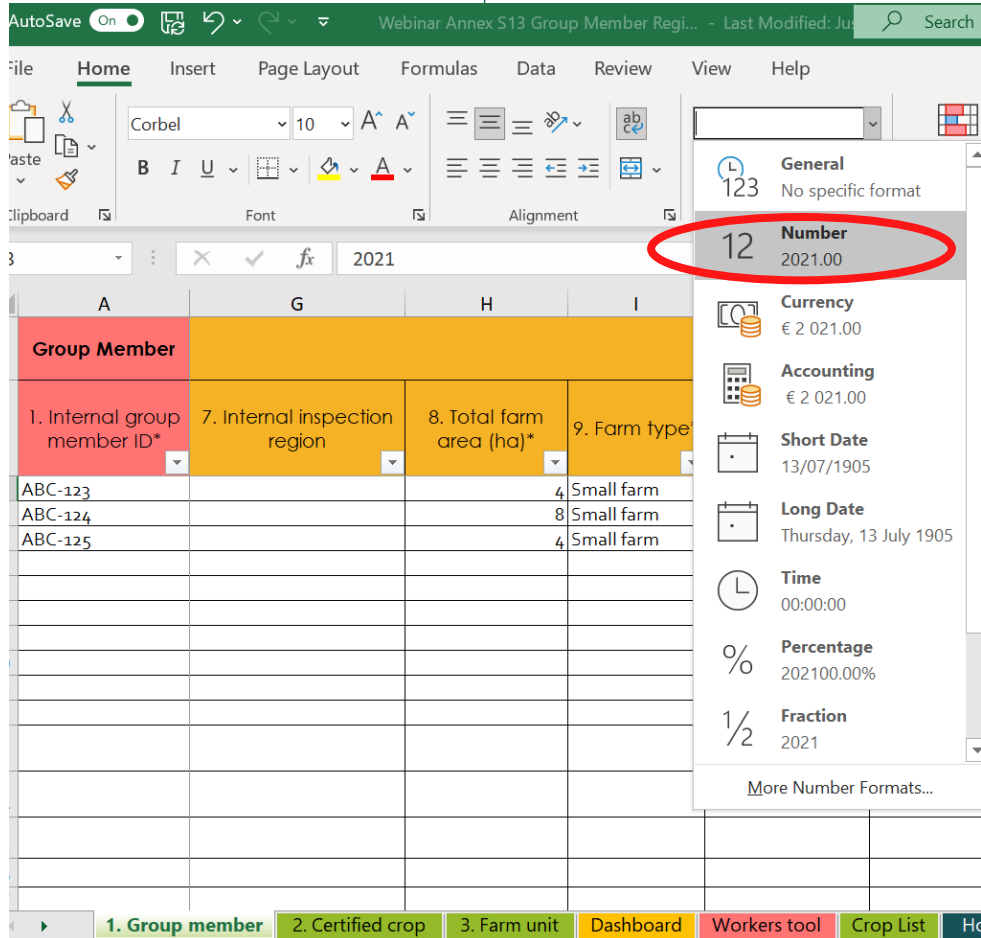
## Tab 3. Farm unit

- For the transition audit: 1 member of the group = biggest farm unit with the certified crop of this member
- If a member has more than one farm unit, the other farm units and corresponding geodata can also be indicated in tab 3 by adding more lines. This will not block the review of the GMR in the RACP.



# Group Member Registry

Imperative to put in "number" format where numbers are to be indicated



The screenshot shows the Excel interface with the 'Number' format selected in the drop-down list for cell G2. The 'Number' option is circled in red. The spreadsheet contains the following data:

Group Member	7. Internal inspection region	8. Total farm area (ha)*	9. Farm type
1. Internal group member ID*			
ABC-123		4	Small farm
ABC-124		8	Small farm
ABC-125		4	Small farm

## Tab 1. Group Member

- Total farm area
- Number of farm unit
- First year of RA certification
- Year of birth
- Household size
- Number of permanent workers
- Estimated number of temporary workers per year
- Year, month and day of internal inspection

## Tab 2. Certified crop

- Certified crop area
- Total harvest estimation of current year
- Total harvest and volume sold of previous year(s)

## Tab 3. Farm unit

- Farm unit area
- Latitude and Longitude

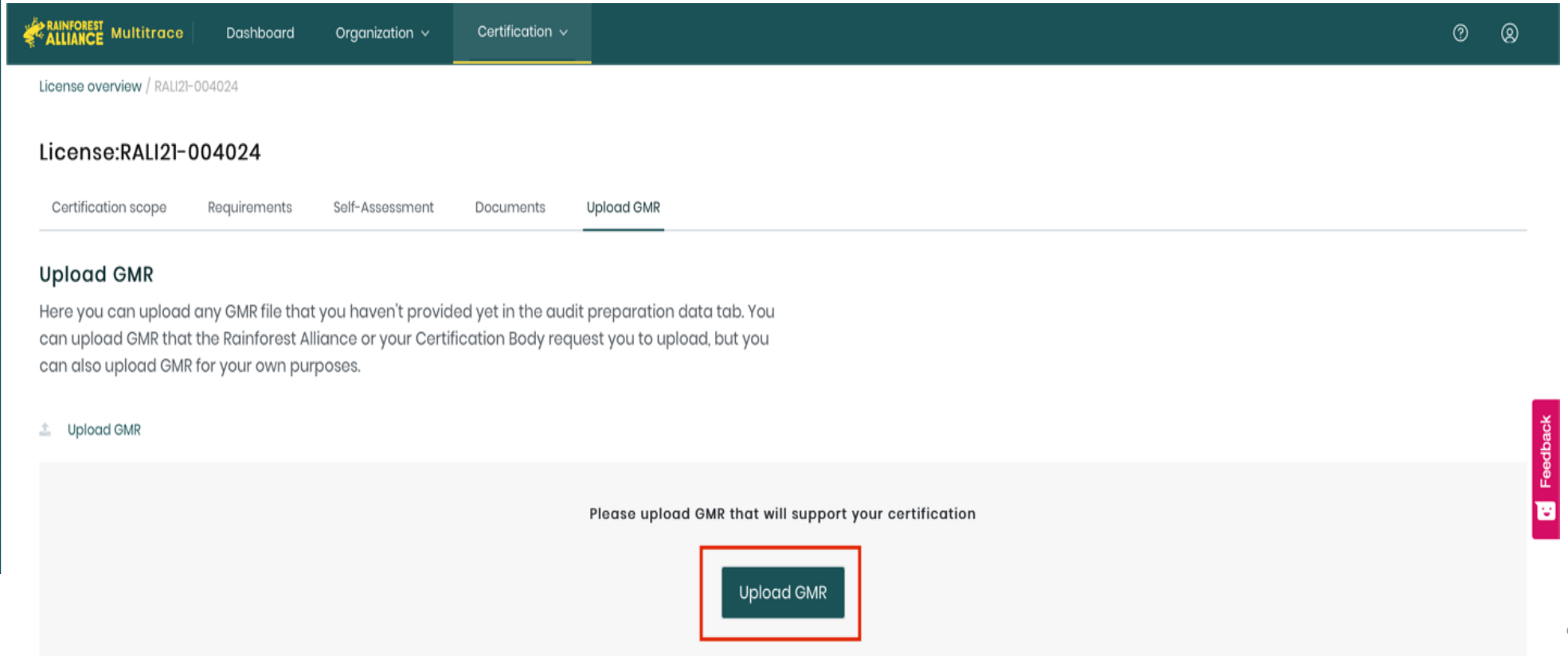
Home > Number > « Number » in drop-down list

# Uploading of the GMR in the RACP



# Uploading of the GMR in the RACP

- 1) In your account on the RACP: need first to confirm your scope / download of applicable requirements
- 2) New tab under "Certification
- 3) Click on the button "upload GMR".

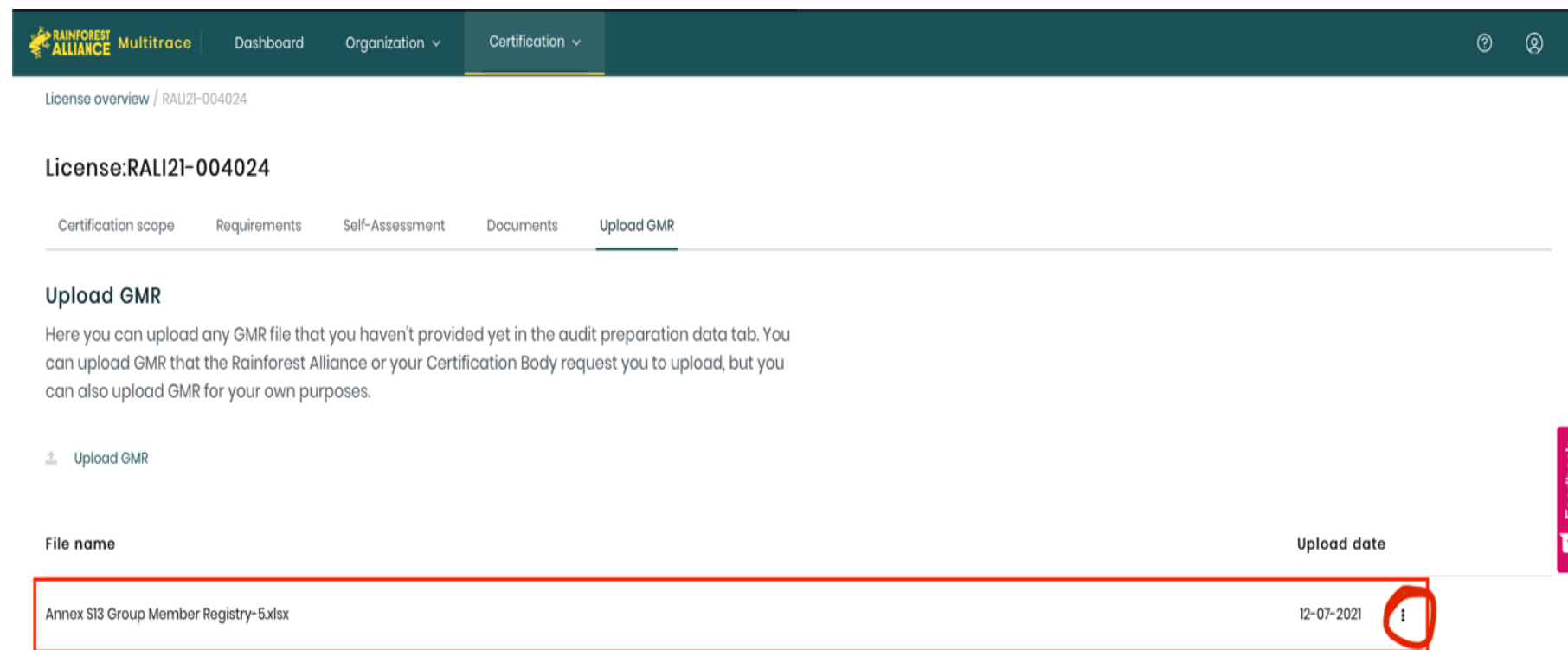


The screenshot shows the user interface of the Rainforest Alliance Multitrace system. At the top, there is a dark green navigation bar with the Rainforest Alliance logo and the text 'Multitrace'. Below this, there are several menu items: 'Dashboard', 'Organization', 'Certification', and 'Upload GMR'. The 'Certification' menu is currently selected, and the 'Upload GMR' option is highlighted. Below the navigation bar, the page title is 'License overview / RALI21-004024'. The main content area is titled 'License:RALI21-004024' and contains several tabs: 'Certification scope', 'Requirements', 'Self-Assessment', 'Documents', and 'Upload GMR'. The 'Upload GMR' tab is active. Below the tabs, there is a section titled 'Upload GMR' with a brief explanation: 'Here you can upload any GMR file that you haven't provided yet in the audit preparation data tab. You can upload GMR that the Rainforest Alliance or your Certification Body request you to upload, but you can also upload GMR for your own purposes.' Below this text, there is a button labeled 'Upload GMR' with a red border around it. In the bottom right corner, there is a vertical red button labeled 'Feedback'.

# Uploading of the GMR in the RACP

4) Once uploaded, your registry will be visible under the tab "Upload registry"

You will be able to download it again, or delete it if you made mistakes by clicking on the 3 buttons on the right



License overview / RALI21-004024

License:RALI21-004024

Certification scope Requirements Self-Assessment Documents **Upload GMR**

### Upload GMR

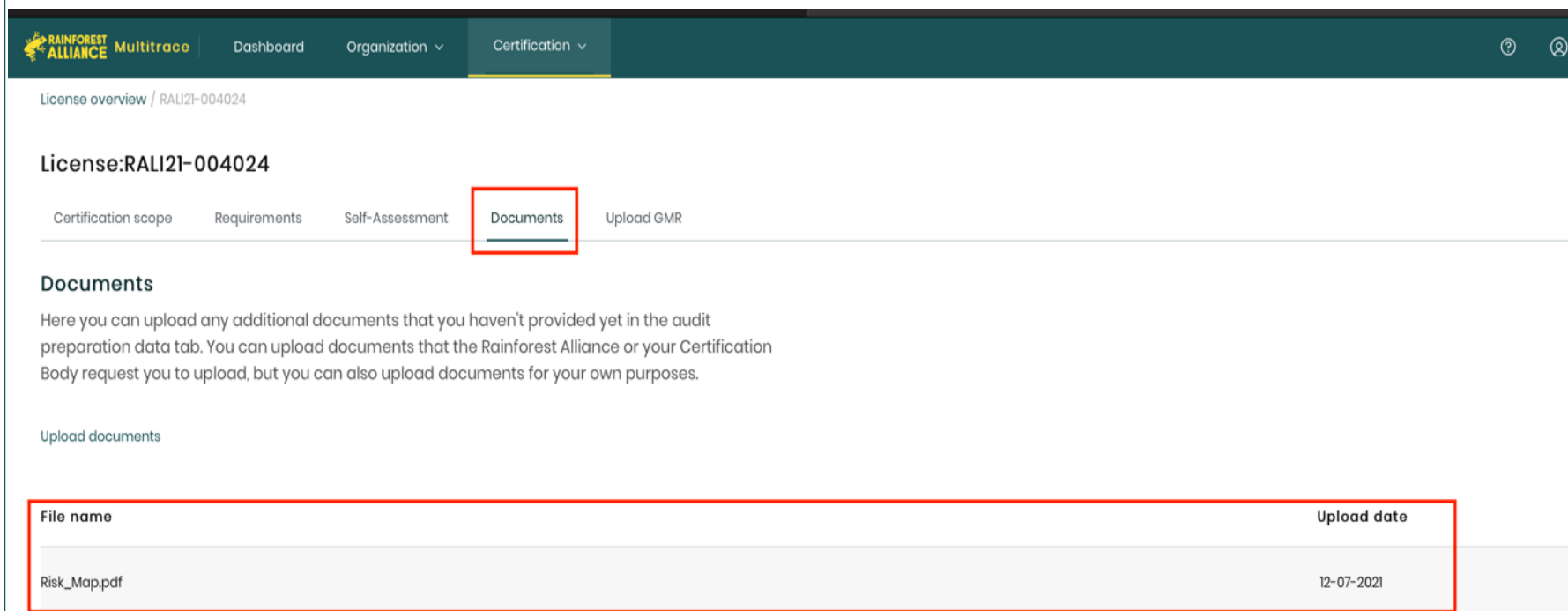
Here you can upload any GMR file that you haven't provided yet in the audit preparation data tab. You can upload GMR that the Rainforest Alliance or your Certification Body request you to upload, but you can also upload GMR for your own purposes.

Upload GMR

File name	Upload date
Annex S13 Group Member Registry-5.xlsx	12-07-2021

# Uploading of the GMR in the RACP

5. RA will analyze your GMR within 2 weeks. An email will be sent once the analyses are done and will be available for download in the tab « Documents »



License overview / RALI21-004024

License:RALI21-004024

Certification scope Requirements Self-Assessment **Documents** Upload GMR

### Documents

Here you can upload any additional documents that you haven't provided yet in the audit preparation data tab. You can upload documents that the Rainforest Alliance or your Certification Body request you to upload, but you can also upload documents for your own purposes.

Upload documents

File name	Upload date
Risk_Map.pdf	12-07-2021

6. The group will have to send the analyses to their CB. If not done on time, the CB will have to indicate « high risk of deforestation / encroachment » in the CAF risk assessment, to be confirmed during the audit.

## Uploading of the GMR in the RACP



Uploading of the GMR in the RACP  
can start on July 26th



# Certification Application Form (CAF)

# CAF

Available on the [Rainforest Alliance website](#)

Only the first tab « 1. Application Form » needs to be filled in by groups

Needs to be sent to the CB as soon as possible – information in the CAF and the registry must match! the CAF is the basis for the audit risk assessment, audit length and audit offer



The length and audit offer are determined on the basis of the information in the CAF filled in by the group: if at the moment of the audit, the information in the GMR and on-site do not correspond to the CAF, the CB can adjust the risk, length and audit costs (see [certification and auditing rules 2.4.5](#))

## CAF – some clarifications:

- Application date = date at which the CAF is sent to the CB
- Unique ID = ID given by RA to your organization following registration. Ex: RA\_0000012345
- Date of scope confirmation in RACP: please indicate the date you received your registration confirmation email
- Line 49 to 51: if you are not certified against any other standard, please leave the cells empty
- Certificate holder signature: electronic signature or print, sign and scan document.

# Ressources

[Certification Application Form](#)

[Group Member Registry](#)

[Annex S1: Glossary](#)

[Annex S17: Collecting Geolocation Data](#)

[Guidance D. Geolocation and farm maps](#)

[Guidance C: creating a farm map](#)

[Instructions for Cocoa Groups in Ghana, Côte D'Ivoire, Cameroon, and Nigeria on National Identification Requirements](#)





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[rainforest-alliance.org](https://rainforest-alliance.org)