

BETTER COTTON ASSURANCE PROGRAM

INTERNAL ASSESSMENT FIELD BOOK

SMALLHOLDERS

|  |  |
| --- | --- |
| **ORIENTATION** | *In the case of smallholders, self-assessment is done at Producer Unit level on the basis of the Internal Management System (IMS). As part of the IMS,* ***PU manager should conduct an internal assessment on 10% of the Learning Groups******in the Producer Unit (including all facilitators)****. This field book supports PU manager while doing internal assessment with Learning Groups and facilitators in the field. It indicates the type of questions to be asked to facilitators, farmers and/or workers, the documents to be reviewed and what to look for during visual inspection. Questions are directed at both Minimum and Improvement Requirements in order to provide the necessary information to fill the self-assessment report. The field book should be printed and filled for each Learning Group visit. This document does not need to be sent to BCI but should be kept on records for the purpose of external assessment. However, summary of relevant findings and actions taken as a results for each Learning Group visited need to be presented in the self-assessment report (please refer to the document self-assessment report for smallholders). The PU manager is responsible to provide the facilitator/Learning Group with corrective actions (when applicable) following the visit according to the most appropriate template developed by the Producer Unit.* |

1. **General Information about the visit**

|  |  |
| --- | --- |
| Assessment Reference Number |  |
| Assessment conducted by | Institution: |
| Name of the PU Manager |
| Email: |
| Tel: |
| Date of assessment (dd/mm/yyyy) - start date |  |
| Date of assessment (dd/mm/yyyy) - end date |  |
| Country |  |
| State |  |
| Name of the Implementing Partner |  |
| Name of the Producer Unit |  |
| Name of the Learning Group visited |  |
| Name of Learning Group facilitator |  |
| Name of Learning Group lead farmer |  |
| Total number of farmers in the Learning Groups |  |
| Exact location |  |

1. **Facilitators interview & Documentation review (at learning Group level)**

**II.1 Interview on Minimum Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Minimum Production Criteria | | | | | |
| N° BCI Criteria | Production Criteria | Facilitators Interview | | Documents | Comments |
| 1.1 | The Producer Unit has a locally adapted and time-bound plan based on agro-ecosystem analysis that provides the specific practices to implement the 5 principles of Integrated Pest Management. | Do you have access to the locally adapted plan on the 5 principles of IPM developed by the PU?  What is the duration of the plan?  How is the plan communicated to farmers?  What specific practices are being recommended to farmers?  Are there GM varieties in the Learning Groups? If yes, how is resistance being managed by farmers? | | IPM plan |  |
| 1.1 | There is no calendar or random spraying. | How do you ensure that farmers are not using calendar or random spraying?  What type of training has been provided to farmers?  When do farmers decide to use pesticides?  How are farmers observing/monitoring the cotton crop for pests and beneficial insects? | | Training and awareness raising material for facilitators and farmers |  |
| 1.2 | Only pesticides that are:  (i) Registered nationally for the crop being treated; and  (ii) Correctly labelled in the national language are used. | What pesticides are being used in the Learning Group?  Do you have a list of the pesticides nationally registered for using cotton?  How do you ensure farmers comply with the criteria? | | List of pesticides nationally registered for cotton (if available at LG level) |  |
| 1.3 | Pesticides list in Annex A and B of the Stockholm Convention are not used. | What pesticides are being used in the Learning Group?  Do you know the list of pesticides in the Stockholm convention?  How do you ensure farmers do not use these pesticides? | | Stockholm convention  List of pesticides used in the Learning Group (if available at LG level) |  |
| 1.4 | Pesticides are prepared and applied by persons who are:  (i) healthy; and  (ii) skilled and trained in the application of pesticides; and  (iii) 18 or older; and  (iv) not pregnant or nursing. | Who is allowed to use pesticides (everyone, specific persons?)  Is there a policy communicated to the Learning Group about who can prepare and apply pesticides?  Are the workers/farmers that work with pesticides trained?  How do you ensure farmers comply with the criteria? | | Training and awareness raising material for facilitators and farmers/workers  Training records  PU policy |  |
| 2.1 | Water management practices are adopted that optimise water use (applicable to both rain fed and irrigated cotton). | *General*  What management practices are being implemented? Please give specific examples  How do farmers conserve soil moisture for as long as possible?  What type of training is provided to farmers?  *Rain-fed*  How do farmers make optimal use of rainfall in the Learning Group?  *Irrigated*  What techniques are being used to maximise the efficiency of irrigation systems used by farmers?  What records are being kept on irrigation? | | Training & awareness raising material for facilitators and farmers  Best practices  Water use records |  |
| 4.2 | The use and conversion of land to grow cotton conforms with national legislation related to agricultural land use. | What are the legal requirements regarding land use/converting native land into farming land in your region?  How do you keep up to date with the legal requirements?  How do you ensure that cotton is only grown according to legislation? | | National legislation  Training & awareness raising material for facilitators and farmers |  |
| 5.2 | Seed cotton is harvested, managed and stored to minimise trash, contamination and damage. | What management practices are being implemented to minimise trash, contamination and damage?  Who is being trained on these practices (farmers only, cotton picker, etc.)? | | Training & awareness raising material for facilitators and farmers/workers  Best practices |  |
| 6.1 | Smallholders (including tenants, sharecroppers and other categories) have the right on a voluntary basis to establish and develop organisations representing their interests. | What type of organisations able to represent cotton smallholders exists in your area?  What are the membership requirements?  How the leadership of the organisation is selected?  How often do they meet?  Are smallholders free to join these organisations?  Is sharecropping or other forms of land arrangements common in the Learning Group  In the positive, are they also free to join organisations representing their interests? | | PU internal policies and procedures |  |
| 6.3 | The PU has a time-bound plan for the prevention and progressive eradication of child labour in accordance with ILO convention 138. | Do you have access to the plan for the prevention and progressive eradication of child labour developed by the Producer Unit?  What is the duration of the plan?  Do you know the national minimum age for work?  How do you proactively prevent children below the national minimum age to working on the farm?  What type of records do you keep?  How is the plan communicated to farmers/workers?  Is there a procedure for checking the age of workers in the Learning Group  How do you remove existing child labour? What alternatives are being proposed? | | Child Labour plan  National law regarding child labour  Procedure for checking the age of workers  Training and awareness raising material for facilitators and farmers/workers |  |
| 6.3 | Exceptionally in the case of family smallholdings, children aged under the national minimum age for access to employment may help on their family’s farm in certain defined conditions, and these conditions are cumulative: (i) children may only work on family smallholdings if their work is structured so as to enable them to attend school; (ii) this work should not be so demanding as to undermine their education;  (iii) they should not perform tasks that are hazardous for them because of their age; (iv) they must be guided – both in terms of learning skills and supervision of tasks – by a family member; (v) they have attended appropriate training. | How do you understand the difference between light work and child labour?  How do you ensure farmers understand this difference and comply with the criteria? | | PU internal policies and procedures  Training and awareness raising material for facilitators and farmers/workers |  |
| 6.4 | For hazardous work, the minimum age is 18 years. | What tasks do workers/farmers below the age  of 18 usually perform?  Do you know what is considered as hazardous labour in cotton in your country?  How do you ensure that producers have a procedure in place to document workers age and tasks? | | National legislation regarding hazardous work on cotton  Training & awareness raising material for facilitators and farmers/workers |  |
| 6.5 | Employment is freely chosen: no forced or compulsory labour, including bonded or trafficked labour. | Have you identified any instances of forced/bonded labour in the Learning Group?  What do you understand by forced labour?  How do you ensure that farmers comply with the criteria and that workers are aware of their rights? | | Training & awareness raising material for facilitators and farmers/workers  Internal policies and procedures |  |
| 6.6 | The PU has a time-bound plan to improve the position of disadvantaged groups. | What are the most common forms of discrimination in the Learning Group? What are the majority and minority groups?  What are the specific challenges faced by women in the Learning Group?  Do you have access to the plan to improve the position of disadvantaged groups developed by the Producer Unit?  Does your plan includes gender-specific activities (e.g. Gender based wage discrimination)  What is the duration of the plan?  What is being proposed in terms of practices?  How is the plan communicated to farmers/workers? | | Non-discrimination plan |  |
| 2. Management Criteria | | | | | |
| N° BCI Criteria | Production Criteria | PU Manager Interview | Documents | | Comments |
| M1 | PU Manager and Field Facilitators are trained by a BCI accredited trainer and have attended any subsequent refresher training (as required by BCI). | Who gave you the training on BCI? When did you receive the training?  What is your understanding of Better Cotton? | Training records | |  |
| M2 | PU data (Name of Producer Unit, location, number of farmers (M/F), list of Learning Groups, number of workers (M/F), expected seed cotton production, name of gins, etc) is updated annually at the latest one month after sowing. | How many farmers do you have in the Learning Group?  How do you conduct the categorisation of farmers?  How are the Learning Groups being set up?  What is the estimated seed cotton production this season?  Where is the cotton being delivered?  Is it possible to see the latest farmers list for the Learning Group? How often is the list being updated?  When the information was or will be communicated to the PU manager? | LG data  Farmer list | |  |
| M3 | Continuous improvement plan available at PU level and reviewed by PU on annual basis. | Do you have access to the continuous improvement plan developed at Producer Unit level? | Continuous improvement plan or equivalent internal policies and procedures | |  |
| M4 | The PU has a protocol in place to identify (family or hired) workers on the farm, and train them on all relevant aspects of Decent Work. | How many workers do you have in the Learning Group?  Do you have a protocol to identify workers?  What training has been provided specifically to workers? | Workers protocol  List of workers  Training & awareness raising material  Training records for workers | |  |
| M5 | PU operates a system to collect, compile and report accurate data from farmer to Learning Group and from LG to PU level. | How do you ensure results indicators data is reported to the PU manager?  Who is collecting the information and how do you ensure the data is accurate?  When do you submit your results indicators to the PU manager? | Data management system  Results Indicators report from previous season | |  |
| M6 | PU operates a system to ensure that farmers can maintain a farmer field book and learn from it | What Farmer Field Book is being used in the Learning Group?  How many farmers have access to it?  How it is distributed to farmers?  Who is training farmers on how to use it?  What specific role for the lead farmer? | Farmer Field Book template  Distribution records | |  |
| M7 | PU operates a system to review progress against its plan to: (i)   assess the level of adoption at Learning Group level of the practices promoted in the training program; and (ii)   Identify and address issues/risks associated with implementation/ potential non compliance; and (iii)  Plan/Enforce implementation of Corrective Actions resulting from monitoring activities. | How do you assess the level of adoption of farmers at Learning Group level?  How do you ensure that farmers comply with the minimum requirements of Better Cotton?  How do you identify and address issues/risk of non compliance?  How do you plan and implement corrective actions?  Have you implemented corrective actions provided by the PU manager? | LG progress/adoption report  Corrective action forms  Monitoring report | |  |
| M8 | Training material for facilitators and farmers are available to cover all of the Minimum Production Criteria. | What types of training materials are available on each Minimum Production Criteria? | Training material for facilitators and farmers | |  |
| M9 | Annual data on number of farmers and workers trained in the PU by gender / topics/ methodology used are reported to BCI. | How many farmers have been trained in the LG this year (or will be trained)?  How many workers have been trained in the LG this year (or will be trained)?  How many women have been trained (or will be trained)? | Training records | |  |

**II.2 Documentation review on Improvement Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| N° | Improvement requirement questionnaire | Documents | Comments |
| P1 | Number of best practices (validated locally) related to crop protection shared with farmers/pesticide applicators through appropriate dissemination material in local language  ( ) none ( ) 1 ( ) 2 ( ) more than 2 | Dissemination material in local language on best practices available at LG level |  |
| P2 | Estimated number of farmers adopting the 5 principles of IPM, in accordance with the list of practices defined in the locally adapted and time-bound plan based on agro-ecosystem analysis  ( ) a few ( ) some ( ) most ( ) all  100% adoption on the 5 principles of IPM is expected to be achieved within:  ( ) already in place ( ) one year ( ) 2 years ( ) more than 2 years | IPM policy/instructions covering the 5 principles  Pest and beneficial organisms monitoring protocol  Management of resistance protocol  LG records on estimated level of adoption  Training/awareness raising material for farmers |  |
| P3 | In the Producer Unit, the use of pesticides listed in WHO Class 1a and 1b and Annex III of the Rotterdam Convention is:  ( ) common ( ) limited ( ) Nil/banned  If applicable the time period for phasing out is  ( ) within the next year ( ) within the next 2-3 years ( ) 3 years or longer | Rotterdam convention and WHO class 1a and 1b list of pesticides available at LG level?  List of pesticides used in the LG  PU policy on the use of dangerous pesticides |  |
| P4 | Estimated number of farms where pesticides are prepared and applied by persons who correctly use appropriate protective and safety equipment  ( ) none ( ) a few ( ) some ( ) most ( ) all | Training records on PPE equipment  Distribution records of PPE  LG records on estimated level of adoption  Training/awareness raising material for farmers |  |
| P5 | Estimated number of farms with separate and safe storage & cleaning sites available  ( ) none ( ) a few ( ) some ( ) most ( ) all | LG records on estimated level of adoption  Internal policies and procedures  Training/awareness raising material for farmers |  |
| P6 | Estimated number of farms applying pesticides in appropriate weather conditions, according to label directions with appropriate and well-maintained equipment  ( ) none ( ) a few ( ) some ( ) most ( ) all | LG records on estimated level of adoption  Internal policies and procedures  Training/awareness raising material for farmers |  |
| P7 | Estimated number of farms that dispose of pesticide containers safely  ( ) none ( ) a few ( ) some ( ) most ( ) all | LG records on estimated level of adoption  Internal policies and procedures  Training/awareness raising material for farmers |  |
| P8 | Number of best practices (validated locally) related to water management shared with farmers through appropriate dissemination material in local language  ( ) none ( ) 1 ( ) 2 ( ) more than 2 | Dissemination material in local language on best practices available at LG level? |  |
| P9 | Estimated number of farms adopting recommended management practices to ensure that water extraction does not cause adverse effects on groundwater or water bodies in accordance with continuous improvement plan  ( ) none ( ) a few ( ) some ( ) most ( ) all ( ) not applicable | LG records on estimated level of adoption  Recommended Management practices on water extraction  Training/awareness raising material for farmers |  |
| P10 | Number of best practices (validated locally) related to soil health management shared with farmers through appropriate dissemination material in local language  ( ) none ( ) 1 ( ) 2 ( ) more than 2 | Dissemination material in local language on best practices available at LG level? |  |
| P11 | Estimated number of farms adopting recommended soil management practices to maintain and enhance the structure and fertility of the soil in line with continuous improvement plan  ( ) none ( ) a few ( ) some ( ) most ( ) all | LG records on estimated level of adoption  Recommended soil management practices on soil fertility  Training/awareness raising material for farmers |  |
| P12 | Estimated number of farms with nutrient application based on soil test results  ( ) none ( ) a few ( ) some ( ) most ( ) all | LG records on estimated level of adoption  Soil test results |  |
| P13 | Estimated number of farms adopting recommended soil management practices to minimise erosion  ( ) none ( ) a few ( ) some ( ) most ( ) all ( ) not applicable | LG records on estimated level of adoption  Recommended soil management practices to minimise erosion  Training/awareness raising material for farmers |  |
| P14 | Number of best practices (validated locally) to enhance biodiversity on and surrounding the farm shared with farmers through appropriate dissemination material in local language  ( ) none ( ) 1 ( ) 2 ( ) more than 2 | Dissemination material in local language on best practices available at LG level? |  |
| P15 | Estimated number of farms adopting recommended practices to enhance biodiversity in line with continuous improvement plan  ( ) none ( ) a few ( ) some ( ) most ( ) all  Increase in number and diversity of species can be demonstrated  ( ) yes ( ) no | LG records on estimated level of adoption  Recommended practices on biodiversity  Training/awareness raising material for farmers |  |
| P16 | Number of best practices (validated locally) to maximise fibre quality shared with farmers through appropriate dissemination material in local language  ( ) none ( ) 1 ( ) 2 ( ) more than 2 | Dissemination material in local language on best practices available at LG level? |  |
| P17 | Estimated number of farms adopting recommended practices to maximise fibre quality in line with continuous improvement plan  ( ) none ( ) a few ( ) some ( ) most ( ) all | LG records on estimated level of adoption  Recommended practices to maximise fibre quality  Training/awareness raising material for farmers |  |
| P18 | Number of alliance / partnership established by the Producer Unit with local organisations on Decent Work  ( ) none ( ) 1 ( ) 2 | Partnership established at Learning Group level? |  |
| P19 | Number of outreach activities to specific target groups beyond farmers (e.g. women, children, casual workers, migrant workers, local authorities, school teachers, pesticide applicators, cotton pickers, etc.)  ( ) none ( ) 1 ( ) 2 ( ) more than 2 | Records of outreach activities  Awareness raising material |  |
| P20 | Estimated number of Learning Groups with specific person or groups in place to actively promote Decent Work within their communities (e.g. Decent Work committees, child labour monitoring committees, local pressure group, lead farmer, etc.)  ( ) none ( ) a few ( ) some ( ) most ( ) all | Meeting records, statutes of committees established, etc. |  |
| P21 | Estimated number of farms with drinking and washing water facilities placed within reasonable proximity to the workplace and accessible to all  ( ) none ( ) a few ( ) some ( ) most ( ) all | LG records on estimated level of adoption |  |
| P22 | The Producer Unit is able to demonstrate the following:  1. Procedures in place for checking the age of the workers including record keeping at farm level  ( ) yes ( ) no  2. Written code of conduct/child labour policy communicated to farmers/workers making explicit under which circumstances children can or cannot work and why  ( ) yes ( ) no  3. Estimated number of child labourers appropriately transferred to education  ( ) none ( ) a few ( ) some ( ) most ( ) all ( ) not applicable  4. Estimated number of family of child labourers provided with alternative sources of income (through local partnerships initiatives)  ( ) none ( ) a few ( ) some ( ) most ( ) all ( ) not applicable  5. Establishment of child protection/monitoring committees  ( ) yes ( ) no ( ) not applicable  6. The complete elimination of child labour in accordance with ILO convention 138  ( ) yes ( ) no | Procedures for checking the age of the workers  Written code of conduct/child labour policy  School records  Training/awareness raising material for farmers and workers  Child protection committee records  LG records on the elimination of child labour  Example of alternative sources of income provided |  |
| P23 | The Producer Unit is able to demonstrate the following:  1. Written code of conduct/non-discrimination policy communicated to farmers/workers  ( ) yes ( ) no  2. Existence of women facilitators for specific outreach to women farmers and workers  ( ) yes ( ) no  3. Access to training for women  ( ) never ( ) seldom ( ) sometimes ( ) often ( ) always  4. Inexistence of gender-based wage discrimination?  ( ) yes ( ) no  5. Inexistence of other form of discrimination (based on age, ethnicity, nationality or social origin, religion, etc.)  ( ) yes ( ) no | Written code of conduct/non-discrimination policy  Employment contracts for women facilitators  Training records  Wage records |  |
| P24 | The Producer Unit has a program in place (or is part of a program) to develop effective producer organisation and/or strengthen existing ones  ( ) yes ( ) no | Producer Organisation program shared at LG level? |  |
| P25 | Estimated number of farms in the Producer Unit members of producer organisation  ( ) none ( ) a few ( ) some ( ) most ( ) all | Producer organisation records |  |
| P26 | Estimated number of Producer organisations with women holding a position of responsibility (e.g. decision making position, board membership, etc.)  ( ) none ( ) a few ( ) some ( ) most ( ) all | Producer organisation records |  |
| P27 | Number of basic services provided by the producer organisation to their members (e.g. marketing, inputs, extension, storage, credit, market information, processing, etc.)  ( ) none ( ) 1 ( ) 2 ( ) 3 ( )more than 3 | List of basic services provided |  |

1. **Learning Group/Farmer Interview and Documentation Review**

**III.1 Interview on Minimum Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Minimum Production Criteria | | | | | |
| N° BCI Criteria | Production Criteria | Farmers Interview | | Documents | Comments/observation of non compliance? |
| 1.1 | There is no calendar or random spraying. | How do you decide when to use pesticides?  How do you observe/monitor your cotton crop for pests and beneficial insects?  How was your IPM training? | | Pesticide application records  Awareness raising material for farmers |  |
| 1.2 | Only pesticides that are:  (i) Registered nationally for the crop being treated; and  (ii) Correctly labelled in the national language are used. | What pesticides do you use?  Are the label instructions useful? | | List of pesticides |  |
| 1.3 | Pesticides list in Annex A and B of the Stockholm Convention are not used. | What pesticides do you use?  Do you know which one you cannot use? | | List of pesticides  Awareness raising material for farmers |  |
| 1.4 | Pesticides are prepared and applied by persons who are:  (i) healthy; and  (ii) skilled and trained in the application of pesticides; and  (iii) 18 or older; and  (iv) not pregnant or nursing. | Who is allowed to use pesticides (everyone, specific persons?)  Who is applying pesticides on your farm? How old are they? How do you know their ages?  What training is provided to pesticide applicators?  What training did you receive on pesticide use? | | Awareness raising material for farmers  Age documentation |  |
| 2.1 | Water management practices are adopted that optimise water use (applicable to both rain fed and irrigated cotton). | *Rain-fed*  How do you make optimal use of rainfall in the farm? What specific practices are being used?  How do you conserve soil moistures for as long as possible?  *Irrigated*  How do you decide when to irrigate the crop?  How do you maximise the efficiency of your irrigation system?  What training did you receive on water use? | | Awareness raising material for farmers |  |
| 4.2 | The use and conversion of land to grow cotton conforms with national legislation related to agricultural land use. | What are the legal requirements regarding land use/converting native land into farming land in your region?  What land are you not allowed to convert for cotton farming here? | | Awareness raising material for farmers |  |
| 5.2 | Seed cotton is harvested, managed and stored to minimise trash, contamination and damage. | What do you do to maintain the quality of your cotton during harvest and storage?  Where do you store your cotton?  How do you minimise contamination?  What bags do pickers use?  What training did you receive? | | Awareness raising material for farmers |  |
| 6.1 | Smallholders (including tenants, sharecroppers and other categories) have the right on a voluntary basis to establish and develop organisations representing their interests. | Are you part of a producer organisation?  Are you free to join any organisation representing your interests? What kind of organisation could you join?  How often do you meet with your peers to discuss sharing resources or information about cotton farming? | | Awareness raising material for farmers |  |
| 6.3 | Exceptionally in the case of family smallholdings, children aged under the national minimum age for access to employment may help on their family’s farm in certain defined conditions, and these conditions are cumulative: (i) children may only work on family smallholdings if their work is structured so as to enable them to attend school; (ii) this work should not be so demanding as to undermine their education;  (iii) they should not perform tasks that are hazardous for them because of their age; (iv) they must be guided – both in terms of learning skills and supervision of tasks – by a family member; (v) they have attended appropriate training. | Are your children (or other children) helping you on the farm? What do they do?  How long are the working days?  Who supervises them? What type of training have they received?  When do your children go to school?  How do you decide what task is appropriate?  How do you check the age of the workers?  Do you know the national minimum age for work?  How do you proactively prevent children below the national minimum age from working on the farm?  What training did you receive on child labour? | | Awareness raising material for farmers  Age documentation |  |
| 6.4 | For hazardous work, the minimum age is 18 years. | Are your children (or other children) helping you on the farm? What do they do?  How do you decide what task is appropriate?  Do you know what constitutes hazardous child labour on cotton in your country?  What evidence is there to ensure that no one under 18 carry out hazardous activities? | | Awareness raising material for farmers and workers  Age documentation |  |
| 6.5 | Employment is freely chosen: no forced or compulsory labour, including bonded or trafficked labour. | Do you hire workers directly or through a labour broker/recruiters/intermediary?  Which of the workers documents (if any) are kept by you or an intermediary (e.g. identity papers, passport, travel document, etc.)  Are any workers indebted to you or an intermediary?  Are you providing wages advances to your workers? What type of loans do you provide to workers and how does it work in terms of repayment?  How is the movement of workers restricted within the farms, if at all?  Are workers ever fined for any reason? If so what for?  How do you deal with workers wanting to leave the job?  What training did you receive on the issue of forced labour | | Awareness raising material for farmers and workers |  |
| 2. Management Criteria | | | | | |
| N° BCI Criteria | Production Criteria | Farmers Interview | Documents | | Comments |
| M5 | PU operates a system to collect, compile and report accurate data from farmer to Learning Group and from LG to PU level. | What data do you have to provide to the facilitators?  What kind of documentation is maintained at farm/Learning Group level?  Can you read and write? If not who is maintaining the information for you? | Farmer Field Book | |  |
| M6 | PU operates a system to ensure that farmers can maintain a farmer field book and learn from it | Did you receive a Farmer Field Book?  Have you been trained on how to use it?  How useful it is for learning purposes? | Farmer Field Book | |  |
| M7 | PU operates a system to review progress against its plan to: (i) Assess the level of adoption at Learning Group level of the practices promoted in the training program; and (ii) Identify and address issues/risks associated with implementation/ potential non compliance; and (iii) Plan/Enforce implementation of Corrective Actions resulting from monitoring activities. | How often do you receive a visit from the facilitators?  Are they discussing with you progress being made? Or corrective actions to be implemented in the Learning Group, on the farm?  What are the actions being planned by the farmer/Learning Group in the coming month to achieve compliance with the criteria. |  | |  |
| M8 | Training material for facilitators and farmers are available to cover all of the Minimum Production Criteria. | What type of training did you receive this season? Who delivered the training?  What did you learn? Did you understand the training?  What is Better Cotton? Do you know the 6 Better Cotton Production Principles?  How was the quality of the training delivered? How could it be improved? | Awareness raising material for farmers | |  |

**III.2 Interview on Improvement Requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| N° | Improvement requirement questionnaire | Farmers interview | Comments |
| P1 | Number of best practices (validated locally) related to crop protection shared with farmers/pesticide applicators through appropriate dissemination material in local language  ( ) none ( ) 1 ( ) 2 ( ) more than 2 | Did you receive any documentation in local language on best practices related to crop protection? |  |
| P2 | Estimated number of farmers adopting the 5 principles of IPM, in accordance with the list of practices defined in the locally adapted and time-bound plan based on agro-ecosystem analysis  ( ) a few ( ) some ( ) most ( ) all  100% adoption on the 5 principles of IPM is expected to be achieved within:  ( ) already in place ( ) one year ( ) 2 years ( ) more than 2 years | Have you been trained on IPM?  How do you decide when to use pesticides?  What kind of specific practices do you use?  How do you observe/monitor your cotton crop for pests and beneficial insects?  Did you use genetically modified seed this season? If yes, how did you manage resistance? |  |
| P3 | In the Producer Unit, the use of pesticides listed in WHO Class 1a and 1b and Annex III of the Rotterdam Convention is:  ( ) common ( ) limited ( ) Nil/banned  If applicable the time period for phasing out is  ( ) within the next year ( ) within the next 2-3 years ( ) 3 years or longer | What pesticides did you use this season?  How do you select your pesticides? |  |
| P4 | Estimated number of farms where pesticides are prepared and applied by persons who correctly use appropriate protective and safety equipment  ( ) none ( ) a few ( ) some ( ) most ( ) all | How do you prepare your pesticides?  How does pesticides get applied on your farm?  What kind of protective and safety equipment do you have access to on your farm?  How do you know what type of safety and protective equipment you should be using? |  |
| P5 | Estimated number of farms with separate and safe storage & cleaning sites available  ( ) none ( ) a few ( ) some ( ) most ( ) all | Where do you keep your pesticides?  Where do you keep your pesticide application equipment?  Do you clean the application equipment after spraying? If yes how/where? |  |
| P6 | Estimated number of farms applying pesticides in appropriate weather conditions, according to label directions with appropriate and well-maintained equipment  ( ) none ( ) a few ( ) some ( ) most ( ) all | What weather conditions are important for spraying?  Are there weather conditions in which you do not apply pesticides? Why?  What type of instructions do you find on pesticide containers?  What time do you spray? |  |
| P7 | Estimated number of farms that dispose of pesticide containers safely  ( ) none ( ) a few ( ) some ( ) most ( ) all | How do you dispose of your empty pesticide containers? |  |
| P8 | Number of best practices (validated locally) related to water management shared with farmers through appropriate dissemination material in local language  ( ) none ( ) 1 ( ) 2 ( ) more than 2 | Did you receive any documentation in local language on best practices related to water management? |  |
| P9 | Estimated number of farms adopting recommended management practices to ensure that water extraction does not cause adverse effects on groundwater or water bodies in accordance with continuous improvement plan  ( ) none ( ) a few ( ) some ( ) most ( ) all ( ) not applicable | Do you need a licence to extract water? What conditions are attached to the licence? How does the water you extract for irrigation affect ground water or water bodies?  How much do you extract?  What problems are you facing? |  |
| P10 | Number of best practices (validated locally) related to soil health management shared with farmers through appropriate dissemination material in local language  ( ) none ( ) 1 ( ) 2 ( ) more than 2 | Did you receive any documentation in local language on best practices related to soil health management? |  |
| P11 | Estimated number of farms adopting recommended soil management practices to maintain and enhance the structure and fertility of the soil in line with continuous improvement plan  ( ) none ( ) a few ( ) some ( ) most ( ) all | What techniques do you use to manage your soil?  When do you cultivate the soil?  What equipment do you sue?  What is your rotation schedule? |  |
| P12 | Estimated number of farms with nutrient application based on soil test results  ( ) none ( ) a few ( ) some ( ) most ( ) all | How do you decide which fertilisers to use?  How do you decide the amount of fertilisers?  How do you decide when to use fertilisers?  What tests are you able to do? Have done? |  |
| P13 | Estimated number of farms adopting recommended soil management practices to minimise erosion  ( ) none ( ) a few ( ) some ( ) most ( ) all ( ) not applicable | What erosions problems do you have on your farms?  What do you do to manage erosion?  What do you do to stop water leaving your farm/ to protect off farm water bodies? |  |
| P14 | Number of best practices (validated locally) to enhance biodiversity on and surrounding the farm shared with farmers through appropriate dissemination material in local language  ( ) none ( ) 1 ( ) 2 ( ) more than 2 | Did you receive any documentation in local language on best practices related to biodiversity? |  |
| P15 | Estimated number of farms adopting recommended practices to enhance biodiversity in line with continuous improvement plan  ( ) none ( ) a few ( ) some ( ) most ( ) all  Increase in number and diversity of species can be demonstrated  ( ) yes ( ) no | What invasive species (weeds and animals) are present on your farm?  What areas of significant biodiversity exists on or around your farm?  What practices do you use to enhance biodiversity on your farm? Around your farm? |  |
| P16 | Number of best practices (validated locally) to maximise fibre quality shared with farmers through appropriate dissemination material in local language  ( ) none ( ) 1 ( ) 2 ( ) more than 2 | Did you receive any documentation in local language on best practices related to fibre quality? |  |
| P17 | Estimated number of farms adopting recommended practices to maximise fibre quality in line with continuous improvement plan  ( ) none ( ) a few ( ) some ( ) most ( ) all | What do you do to ensure that you grow good quality fibre?  What variety did you plant?  When did you obtain the seed?  How did you decide on which variety?  When did you plan?  When did you harvest? |  |
| P20 | Estimated number of Learning Groups with specific person or groups in place to actively promote Decent Work within their communities (e.g. Decent Work committees, child labour monitoring committees, local pressure group, lead farmer, etc.)  ( ) none ( ) a few ( ) some ( ) most ( ) all | Do you have in your Learning Group a specific person in place to promote Decent Work?  What type of committees have been established on decent work? |  |
| P21 | Estimated number of farms with drinking and washing water facilities placed within reasonable proximity to the workplace and accessible to all  ( ) none ( ) a few ( ) some ( ) most ( ) all | Where do persons working on the farm get drinking water from?  Where do persons working on the farm wash after work? |  |
| P22 | The Producer Unit is able to demonstrate the following:  1. Procedures in place for checking the age of the workers including record keeping at farm level  ( ) yes ( ) no  2. Written code of conduct/child labour policy communicated to farmers/workers making explicit under which circumstances children can or cannot work and why  ( ) yes ( ) no  3. Estimated number of child labourers appropriately transferred to education  ( ) none ( ) a few ( ) some ( ) most ( ) all ( ) not applicable  4. Estimated number of family of child labourers provided with alternative sources of income (through local partnerships initiatives)  ( ) none ( ) a few ( ) some ( ) most ( ) all ( ) not applicable  5. Establishment of child protection/monitoring committees  ( ) yes ( ) no ( ) not applicable  6. The complete elimination of child labour in accordance with ILO convention 138  ( ) yes ( ) no | What is child labour?  What kind of work do young workers/children do on your farm?  How do you decide what tasks are acceptable?  How do you check the age of your workers?  What proportion of the children/young people working on the farm attend school?  What has happened this season to remove child labour from the farm?  Did you receive any information on child labour from the Producer Unit? |  |
| P23 | The Producer Unit is able to demonstrate the following:  1. Written code of conduct/non-discrimination policy communicated to farmers/workers  ( ) yes ( ) no  2. Existence of women facilitators for specific outreach to women farmers and workers  ( ) yes ( ) no  3. Access to training for women  ( ) never ( ) seldom ( ) sometimes ( ) often ( ) always  4. Inexistence of gender-based wage discrimination?  ( ) yes ( ) no  5. Inexistence of other form of discrimination (based on age, ethnicity, nationality or social origin, religion, etc.)  ( ) yes ( ) no | How do you understand the issue of discrimination?  Have you received any information on discrimination from the Producer Unit?  What are you doing to improve the position of disadvantaged groups?  What is the difference of wage paid to workers according to gender? To minorities?  Do women receive training from the Producer Unit in the village/Learning group? |  |
| P25 | Estimated number of farms in the Producer Unit members of producer organisation  ( ) none ( ) a few ( ) some ( ) most ( ) all | Are you a member of a Producer organisation? |  |
| P26 | Estimated number of Producer organisations with women holding a position of responsibility (e.g. decision making position, board membership, etc.)  ( ) none ( ) a few ( ) some ( ) most ( ) all | In your organisation are women holding a position of responsibility? |  |
| P27 | Number of basic services provided by the producer organisation to their members (e.g. marketing, inputs, extension, storage, credit, market information, processing, etc.)  ( ) none ( ) 1 ( ) 2 ( ) 3 ( )more than 3 | What type of services are provided by the Producer Organisation? |  |

1. **Workers Interview**

**IV.1 Minimum Requirement**

|  |  |  |
| --- | --- | --- |
| N° BCI Criteria | What to ask? | Comments |
| 1.1 | *For workers that work directly with Crop Protection*:  Do you know how to recognise the different pest and beneficial insects in cotton  Do you conduct field observations of the crop’s health, key pest and beneficial insects?  Have you received any training about IPM?  On what basis do you decide to apply pesticides? |  |
| 1.4 | *For workers that work directly with Crop Protection*  How long have you been working with pesticides?  Have you been trained for it?  How old are you?  How do you conduct the pesticide preparation and application?  Do you know the danger of pesticides?  Do you think it is ok for female workers to apply pesticides when pregnant? |  |
| 5.2 | Have you been trained on the risk of contaminating seed cotton?  What practices do you use to avoid contamination during harvest, storage and transporting seed cotton? |  |
| 6.3 | Has someone checked your age when you were hired? How old are you?  Do you know of any law or internal policy that determine the minimum age for your work?  Do you know if there are any children working on this farm?  Have you seen any children in the field?  Are you working for your family or for someone else? |  |
| 6.4 | Did someone check your age when you were hired? How old are you?  Do you know who is allowed or not to prepare and apply pesticides?  What task do you do? |  |
| 6.5 | Does the farmer keep any of your documents (ID, passport, travel documents, etc.)?  Can you leave the farm in any moment or during your holidays?  Are you satisfied with your work?  Are you indebted to your employer? What are the implications? |  |
| Training (management criteria) | Did you receive any training from the Producer Unit this season?  Have you understood the training provided to you?  What rights do you have in relation to the BCI decent work criteria? |  |

**IV.2 Improvement Requirements**

|  |  |  |
| --- | --- | --- |
| Production Principles | What to ask? | Comments |
| Crop protection | *For workers that work directly with crop protection (e.g. pesticide applicators)*  Did you receive awareness raising material from the Producer Unit on Integrated Pest management, pesticide application, storage, cleaning, protective equipment, etc.?  How long time have you been working with pesticides?  Have you been trained for it?  How old are you?  Where do you prepare pesticides?  What kind of protective and safety equipment do you use?  Where are the pesticides kept?  What do you do with empty pesticide containers? How do you clean them? Where are they disposed of?  How do you clean the pesticide equipment after usage? |  |
| Decent work | Did you receive awareness-raising material from the Producer Unit on Decent Work (health and safety, child labour, non discrimination, gender issues)?  Do you have access to potable and washing water?  Has someone checked your age when you were hired? How old are you?  Is there anyone available in the community to promote decent work (e.g. decent work committee, child labour monitoring committees, local pressure group)?  Is there a child labour policy/code of conduct on the farm you are working in?  Is there a non-discrimination policy/ code of conduct on the farm you are working in?  Are women and men paid the same wages for equal work?  Have you felt any discrimination here as compared to other workers?  Are you well treated here?  How has the situation improved or deteriorated recently?  Are you from the area or you migrated to work here? |  |

# VISUAL INSPECTION

**V.1 Minimum Requirements**

|  |  |  |
| --- | --- | --- |
| Minimum Requirements | Key issues to be addressed during visual inspection | Comments/description |
| Management  Criteria | Farmers corresponding to farmer list |  |
| Crop Protection  Criteria 1.1 | Integrated pest management specific practices to avoid calendar or random spraying (e.g. field monitoring for pests and beneficial insects) |  |
| Crop Protection  Criteria 1.2, 1.3 | Type of pesticides used |  |
| Crop Protection  Criteria 1.4 | Age and health of pesticide applicators  Pregnant or nursing women? |  |
| Water  Criteria 2.1 | Water sources used for irrigation and water management practices observed |  |
| Natural Habitat  Criteria 4.2 | Use and conversion of land in conformity with national legislation? |  |
| Fibre Quality  Criteria 5.2 | Fibre quality management practices (harvesting techniques, storage area for cotton, cotton transportation, contamination of cotton, etc.) |  |
| Decent Work  Criteria 6.3, 6.4, 6.5, 6.6 | Type of labour used in the farm (children/young persons, pregnant women, permanent, temporary, migrant workers, ethnic minorities) and work performed by each of them – relationship between farmer and workers in the field |  |

**V.2 Improvement Requirements**

|  |  |  |
| --- | --- | --- |
| Improvement Requirements | Key issues to be addressed during visual inspection | Comments/description |
| Crop protection | Integrated pest management specific practices on the 5 principles (e.g. traps, field monitoring for pests and beneficial insects, resistance management, etc.) |  |
|  | Work practices that may affect the health and safety of the farmers/workers (e.g. preparation and application of pesticides, personal protective equipment usage and conditions, re-entry periods for treated areas, etc.) |  |
|  | Type of pesticides used |  |
|  | Storage and disposal of pesticides, recycling of pesticides used (dedicated areas, pesticide containers, contamination risks, etc. ) |  |
| Water | Water management practices observed on water extraction |  |
| Soil | Soil management techniques observed in the farm and fertiliser used |  |
| Natural Habitat | Natural habitat management observed on the farm (biodiversity, control of invasive species, wildlife, etc.) |  |
| Fibre Quality | Management practices to maximise fibre quality observed on the farm |  |
| Decent Work | Type of labour used in the farm (children/young persons, permanent, temporary, migrant workers, ethnic minorities) and work performed by each of them – relationship between farmer and workers in the field |  |
|  | Access to drinking and washing water facilities places within reasonable proximity to the workplace |  |
|  | Existence of specific group/person to promote decent work (e.g. decent work committees, child labour monitoring committees, local pressure group, lead farmer, etc.) |  |