

## Explanatory document for reporting requirement 3.1.4 for banana companies

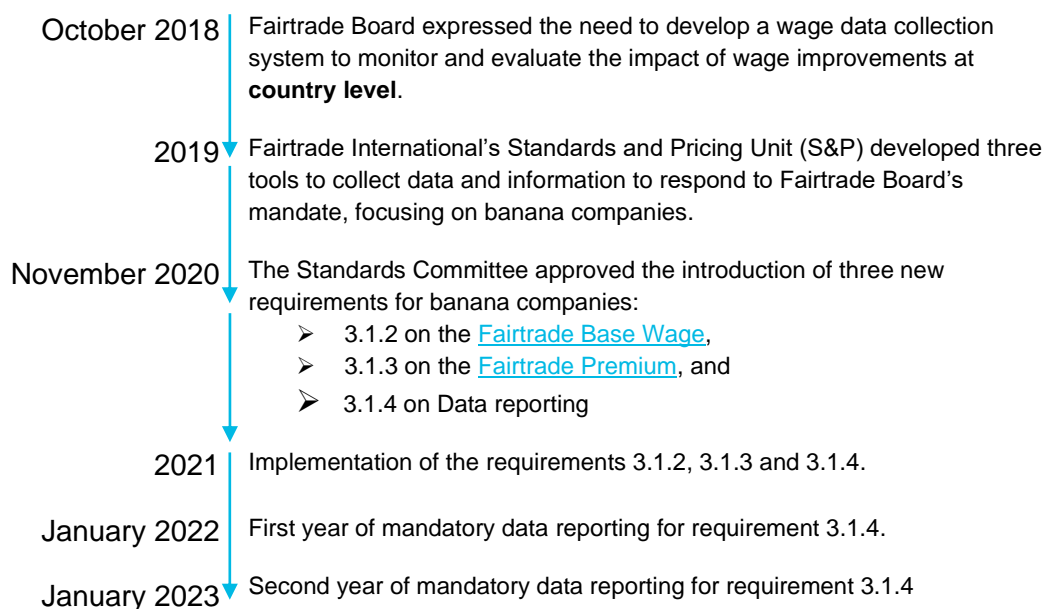
The objective of this document is to provide answers to questions concerning the requirement 3.1.4 of the [Fairtrade Fresh Fruit Standard](#).

### Abbreviations

CLAC	Latin American and Caribbean Network of Fair Trade Small Producers and Workers ( <i>Coordinadora Latinoamericana y del Caribe de Pequeños Productores y Trabajadores de Comercio Justo</i> )
Form 3.1.4	Form for reporting data to comply with the requirement 3.1.4 of the Fairtrade Fresh Fruit Standard
FTA	Network of Fairtrade producer organisations in Africa and the Middle East
GI	Global Impact Unit
GPPP	Global Products, Programmes & Policy Unit
LW	Living Wage <sup>1</sup>
NAPP	Network of Asia and Pacific Producers
PN	Producer Network
S&P	Standards and Pricing Unit

### Background

#### Q1: When and why was the requirement 3.1.4 introduced?



<sup>1</sup> Fairtrade, as a member of the [Global Living Wage Coalition](#), defines a 'living wage' as the remuneration received for a standard work week by a worker in a particular place sufficient for the worker and her or his family to afford a decent standard of living. Elements of a decent standard of living include food, water, housing, education, health care, transport, clothing, and other essential needs including provision for unexpected events.

### Requirement 3.1.4

**Q2: Who has to comply with the requirement 3.1.4?**

Each and every certified banana company has to comply with the requirement 3.1.4.

**Q3: How do I comply with the requirement 3.1.4?**

To comply with this requirement, you need to download the [Form 3.1.4](#), fill it in – providing correct data and information – and submit it.

**Q4: What is the data reporting Form 3.1.4 and its purpose?**

The Form 3.1.4 is a tool used by the S&P unit to collect information to monitor the evolution of Living Wage (LW) indicators, such as wages paid, wage gaps, wage gap reductions, increase of labour costs due to payment of the Fairtrade Base Wage.

**Q5: Who should fill in the Form 3.1.4?**

Given the variety of information requested (listed below in Q6), it is recommended that Form 3.1.4 is completed by the banana company owner or manager with the support of the heads of accounting, human resources and production.

**Q6: Which data is collected?**

The following data are collected in the Form 3.1.4 (non-exhaustive list):

- a) General information on the company: banana producing country, FLO ID number, name of the banana company, contact details of the contact person,
- b) Information on the banana plantation: area under production; productivity; number of workers based on working unit; on wage structure and worked time; frequency of wage payments; sales volumes; exchange rate; in kind benefits.

**Q7: When should I submit the filled in Form 3.1.4?**

The submission period for the filled in Form is until **10 May 2024**. Forms received outside this period will not be considered in the preparation of the annual technical report on the aggregated LW figures per country.

**Q8: What do we do with the collected data?**

Once the data is collected and compiled, the S&P unit identifies and eliminates inconsistencies based on reference indicators defined by the technical team. If a minimum number of consistent data per country is not reached, the inconsistencies will be verified together with the producers.

The S&P unit analyses the consistent data and calculate aggregated LW figures **per country**. The analysis is not performed for individual producers nor a group of producers supplying a trader.

**Q9: Who comprise the technical team?**

The technical team is formed by members of Fairtrade International's S&P unit and the Producer Network (PN) in each region: **CLAC** for Latin America and the Caribbean, **FTA** for Africa and the Middle East and **NAPP** for Asia-Pacific.

**How to fill in the Form 3.1.4**

**Q10: How do I visualize all fields in the Form 3.1.4?**

Once you downloaded the [Form 3.1.4](#), you need to select from the drop-down list or enter the following data to display the full Form 3.1.4:

- a) Language for displaying the Form 3.1.4
- b) Country where the banana producer company is located
- c) Banana quality (organic/conventional)
- d) Contact details of the contact person for giving clarifications on date entered in the Form 3.1.4
- e) FLO ID number
- f) Name of the Fairtrade certified banana company

After completing these data, all the fields to be filled in will be visible. In addition, you will be asked to enter data on:

- g) Number of workers based on working area, wage structure and worked time
- h) Wage frequency
- i) Sales
- j) In kind benefits, not compulsory by Law
- k) Exchange rate

**Q11: Which is the reporting period?**

All data and Information reported in the Form 3.1.4 have to refer to the period of one year of operations, counted from the date data is entered in the Form 3.1.4, to one year backwards.

**Q12: Which units are available for reporting the area under banana production?**

By default, **hectare** will appear as the unit of measure. However, you can choose other ones, such as *acres* or *tareas*, just by opening the drop-down list and selecting any of them.

**Q13: In which currency should I report the data?**

All data related to currency should be reported in local currency.

**Q14: Which units should I use to report banana sales volumes?**

For reporting banana sales volumes, you can choose among four possible units: percentage of total sales, boxes of 18.14 kg per year, boxes of 18.14 kg per month, or boxes of 18.14 kg per week. If you trade banana volumes in a different packaging box or presentation, then please use this [tool](#) to convert them to 18.14kg boxes. If you need help on how to use the tool, please read the [explanatory note](#).

**Q15: Which exchange rate should I use?**

You are asked to provide the **annual average** exchange rate of your local currency to US dollar. For banana from African origins, it is additionally asked to provide the annual average exchange rate of euro to US dollar. You can use the [OANDA](#) website as a reference.

**Q16: Who should I contact if I have any questions?**

If you have any problems or questions with regard to the Form 3.1.4, please contact us at [freshfruit314reporting@fairtrade.net](mailto:freshfruit314reporting@fairtrade.net) and copy to your Producer Network. The corresponding email address will be indicated in the Form 3.1.4 after selecting the country where your company is located.

### Submitting the Form 3.1.4

**Q17: To whom should I send the filled in Form 3.1.4?**

Once you have entered all the information requested in the Form 3.1.4 mail it to the **S&P unit** at [freshfruit314reporting@fairtrade.net](mailto:freshfruit314reporting@fairtrade.net) and copy your PN, as indicated in the Form 3.1.4.

**Q18: How do we process your Form 3.1.4?**

On receipt of your Form 3.1.4, the S&P unit will verify that all relevant fields in the Form have been filled in.

- a) If the Form is incomplete or has typos, you will receive a reply with the request to provide the missing information and resubmit the Form. You will have until **10 May 2024** to submit it.
- b) If the Form 3.1.4 was duly filled in, then you will receive a **letter of confirmation**, stating that it was accepted.

**Q19: Which document can I use as proof of compliance with the requirement 3.1.4?**

The **letter of confirmation** can be used as proof of compliance during an audit.

**Data sharing**

**Q20: Who has access to the reported data?**

All data and information reported in the Form 3.1.4 are confidential. Only the technical team has access to them. Members of the technical team are legally bound by a non-disclosure agreement to protect data confidentiality and privacy.

No third-party (e.g. National Fairtrade Organisation or retailer) can access your data, unless you give your written consent to share it.

**Q21: Who has access to the annual technical report?**

Fairtrade International's S&P, GI, and GPPP units and the banana teams in each PN have access to the report.

**Q22: What is the timeline of activities?**

<b>Timeline</b>	<b>Activities</b>
01 January to 10 May	<ul style="list-style-type: none"> <li>• Data reporting period using Form 3.1.4</li> <li>• S&amp;P unit will send reminders and letters of confirmation</li> <li>• Compilation of accepted Forms and creation of 3.1.4 databases at country level</li> <li>• Country level 3.1.4 databases are shared with their respective PN</li> </ul>
Mid-May	The technical team (S&P Unit & PNs) reviews the data and identifies inconsistencies
Jun	A final 3.1.4 database is created
August	Analysis of 3.1.4 data by country
November	Preparation of an annual technical report on LW figures aggregated by country, for <b>internal use</b>

**Change history**

<b>Date of publication</b>	<b>Changes</b>
28.06.2021	First explanatory note for the Form 3.1.4 is introduced.
20.01.2023	Restructuring of the explanatory note. Additional background information is included. More information is given on the data reporting process. Clarity is provided on the status and quality of the data collected in the Form 3.1.4. Addition of a glossary and timeline.
18.12.2023	Reporting period adjusted to 2024. Data request on labour legislation, lowest wage paid, national minimum wage, disbursed Premium based on requirement 3.1.3 and 2.1.20, and prices paid per box of banana were removed from the Form 3.1.4, therefore related questions from the explanatory document 3.1.4, too. Units for reporting banana volume sales were added. Requested information on in kind benefits was added to the Form 3.1.4