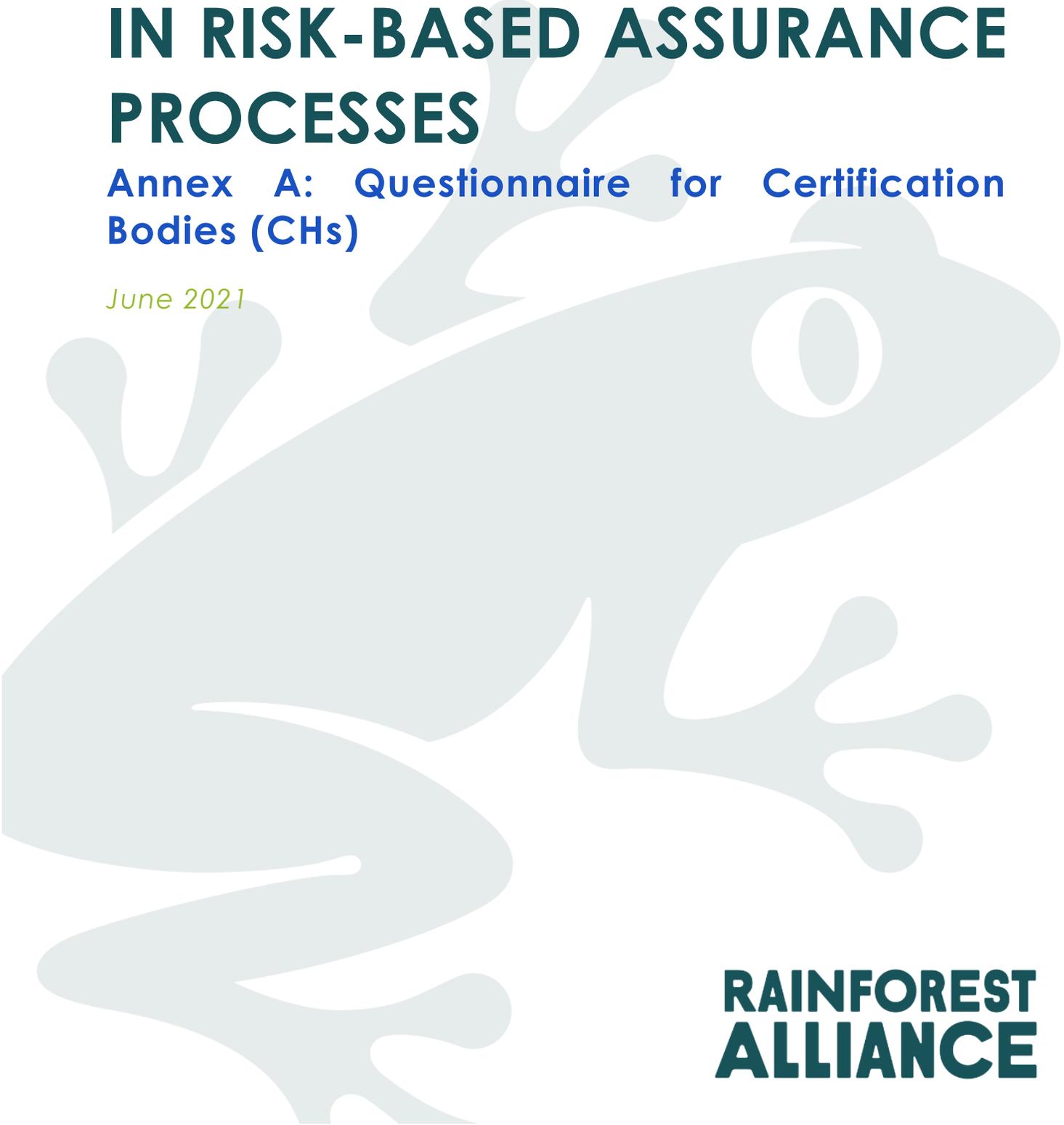


USE OF RISK MAPS FOR CHILD AND FORCED LABOR IN RISK-BASED ASSURANCE PROCESSES

Annex A: Questionnaire for Certification
Bodies (CHs)

June 2021



**RAINFOREST
ALLIANCE**



REPORTING TEMPLATE: SOCIAL RISK MAP TESTING – CH VERSION

This document is meant to guide reporting for RA staff members when conducting tests with certificate holders on the social risk maps.

After your interview (and possibly field visit), you will report back (digitally) to your colleagues. It is important to follow the template provided below, as your notes will be analyzed by (fellow) RA staff. Debrief with your team and/or contact person and update them on how the visit went. Were you able to cover all the methods and materials that you had planned? What went well, or what could have been improved? Furthermore, send your data back to your team and/or contact person, naming every file in the following format:

Date(ddmmyy)_country_certificateholder_intervieweesname(s)_topic_type of data

Example: 200220_Uganda_Konongo_Betty_CertificationRules_InterviewNotes

- Date:
- Certificate holder:
- Country:
- Crop:
- Type of organization:
- Names and organizational roles of participants:
- Duration of your interview or field visit:

Please have your interviewee clarify/distinguish clearly in case answers are only applicable to either Child labor or only for Forced Labor. Otherwise we will assume the answers are applicable to both topics.

Note: if interviewee has content related questions, also note them down.



Topic: Understanding, classification and parameters

1. When seeing the country and crop risk, what do you think is its purpose?
2. Could any parts of the risk maps be made easier to understand?
 - a. What makes them difficult to understand?
3. Do you agree with the assigned risk level for this country and crop?
 - a. With which aspects do you (dis)agree?
4. Does your estate/group belong in the assigned risk level?
 - a. What makes it (not) belong?
5. Do you think other groups/estates in your area fit this risk level?
 - a. Why (not)?
6. What information from RA would help you better understand the risk maps?
7. What, if any, changes would you make to the current risk map?
 - a. If they would include additional questions/topics, what would those questions be?
8. If the producer feels like they have a different risk score than their country score, what evidence would they show to the auditor to prove this?

Tips and tricks for note taking

Remember that the notes you take will be analyzed by someone else, or you might come back to them only at a later stage. Good practices for taking notes are:

- Be self-explanatory (free-standing)
- Focus on a single concept or observation at a time
- Identify the participants (anonymously)
- Written in the first person ("I always...")
- Checked with participant if significantly reworded

Taking notes whilst moderating an interview is very difficult, unless you are an experienced field researcher. Therefore, always try to have a note taker with you, so you can focus on the interview. If this is not possible, make sure to make audio recordings to cross check and elaborate your notes after the interview. Always try to elaborate and digitize your notes as soon as possible after an interview, this is when things are still fresh in your mind and will help improve the quality.