



Informative Guide for Small Producers Organizations

Small Producers' Symbol

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1. Presentation

The purpose of this document is to provide basic information for Small Producer Organizations, such as:

- The Small Producers' Symbol (SPP).
- The Certification procedures for Small Producer Organizations.
- Criteria of the Small Producers' Symbol applicable to Small Producer Organizations.
- Certification Costs for Small Producer Organizations.

This guide does not replace specific documents, such as policy documents or registration procedures, published on the FUNDEPPO web page www.spp.coop

2. Small Producers' Symbol, "SPP"

2.1 What is the Small Producers' Symbol?

- It is a label representing the Sustainability of Organized Small Producers.
- It is a seal that identifies products from small producers' organizations.
- Its goal is the sustainable community development and dignified life for families and communities of small producers.
- It is an independent and accessible certification system of origin, sustainable production, democratic organization, fair trade and self-management.

2.2 Why a Small Producers' Symbol?

- It is part of the struggle of small producers' organizations for a fairer and more sustainable world.
- It is one of the next steps in the process of appropriating value chains.
- The world economy is increasingly controlled by large-scale businesses and values of domination and exploitation.
- Organized small producers have achieved having their own space in the market, and their own voice and face to the companies and consumers.

2.3 How does it differ from other labels?

- It is an initiative created and owned by small producers from to identify ourselves in the local and international market.
- It is an initiative 100% owned by us, the organized small producers.
- Its criteria are determined by small producers in order to address the issues they face and the reality they experience, while promoting the quality of their work.



- ⚙ It seeks to strengthen local economies through the production and trading of the final products.
- ⚙ It requires a profound commitment on the part of buyers, against unfair competition and against “fair washing”.
- ⚙ It works with different Certification Entities to facilitate the access and lower the costs of certification, in benefit of the producers and the consumers.

2.4 What do I gain by participating?

- ⚙ You fulfill the great alliance to safeguard the sustainable future of small producers, their communities, culture and projects.
- ⚙ You form part of an inclusive market, based on values and principles of sustainability, justice and solidarity.
- ⚙ You generate more incomes and help to the process of self determination of the organized small producers.

2.5 Is it a Fair Trade label?

- ⚙ The Small Producers' Symbol is not only a fair trade label, but also one of sustainable production, democratic organization and self-management, strengthening of local economies.
- ⚙ The Small Producers' Symbol is based on the principles and values that gave rise to fair trade.
- ⚙ The standards of this label establish sustainable prices and rules for fair deals.
- ⚙ Our Symbol is part of the movement working for sustainable production, solidarity economy and fair trade.

2.6 What is the scope?

- ⚙ Small Producers' Organizations in Latin America, Caribbean, Africa and Asia.
- ⚙ Currently, the Symbol is open for agricultural and beekeeping products, as well as crafts. Other products and services of the Small Producers' Organizations can be considered for the certification when required.

2.7 Who launched the Small Producers' Symbol initiative?

- ⚙ The Symbol is an initiative of the Latin American and Caribbean Network of Small fair trade Producers (CLAC), as part of its efforts to promote the vision, values and principles of Small Producers' Organizations.
- ⚙ The CLAC has delegated the administration of SPP to FUNDEPPO, Foundation of the Organized Small Producers.
- ⚙ Recently SPO is property of FUNDEPPO.



2.8 What is FUNDEPPO?

- FUNDEPPO is the Foundation of Organized Small Producers, Civil Association, founded in 2006 by CLAC.
- The FUNDEPPO's owners are the organized small producers. The owners are not involved in the process of certification as it is established in the 'ISO 65' regulations for certification.
- It has a Board of Directors, a Standards Committee, a Dissents Committee, and a Support's Fund Committee of the SPP.

2.9 Want to know more?

- Find all the information on our website www.spp.coop
- If you have any questions, please contact us at info@spp.coop or call us +52-55-52647205

3. Steps for Small Producers' Organizations to obtain certification with the Small Producers' Symbol:

3.1 Become informed regarding the Small Producers' Symbol

- Learn more about the Small Producers' Symbol, its philosophy and values, its standards and certification system (www.spp.coop).

3.2 Select the Certification Entity

- You may become certified through any of the Certification Entities that have been authorized by FUNDEPPO to operate the Small Producers' Symbol program.
- The list of Authorized Certification Entities is on our web page: www.SPP.coop. If the certification entity of your choice has not been authorized by FUNDEPPO, ask it to request authorization
- In case there is no authorized CE that can provide a timely service, FUNDEPPO can operate the certification service directly.

3.3 Apply for Certification


- Ask the Certification Entity of your choice for the most recent version of the Certification Application form, and complete the form, sign it and send it to that entity.





3.4 Which options do exist for the certification?


Currently the Certification Procedures options are:


Document based Procedure

 **Normal:** It consist exclusively in a Document based Evaluation of the compliance, on behalf of the Small Producers' Organizations, of the Critical criteria applied of the General Standard.

 **Shortened:** It consists on recognizing a SPO that has a Fair Trade Certificate recognized by FUNDEPPO for this goal, in which it is applied a shortened document-based procedure. The shortened document-based procedure only can be applied in occasion the first evaluation of the applicant.

 **Complete Procedure:** Consists of an evaluation for all applicable criteria (critical, minimum and continuous improvement) of the General Standard by Small Producers' Organizations to be certified.


 **On-site:** Consists of carrying out the Complete Procedure conducting an evaluation on-site.

 **Remote:** Consists of carrying out the Complete Procedure conducting a remote evaluation

3.5 When it is applied the Certification through the Document-based procedure and when the Complete procedure?

The Document-based procedure and Complete procedure are alternated every two years, this rule must be applied always. (If the procedure applied first time was the document-based procedure, the following will have to be the Complete and vice versa). If the applicant prefers, instead of applying the Document-based procedure, in all of the cases can be applied the Complete procedure.

3.6 Completing and Sending in the Evaluation Form

 In the case of both the Document-based procedure and the Complete procedure, as soon as an application has been approved, the organization will receive an Evaluation Form for completing a self-evaluation of



compliance with the Critical Criteria in the General Standard for the Small Producers' Symbol.

- ☞ The organization should send in the completed Evaluation Form together with support documentation when necessary
- ☞ In case of the shortened Document-based procedure, it is not necessary to send the Evaluation Form, in this case the applicant must send:
 - ☞ The certificate it already has, related to Fair Trade and currently in effect, recognized by FUNDEPPO for this purpose.
 - ☞ Sworn declaration of the interested party's compliance with the organizational Critical Criteria in the General Standard (Sections 4.1 and 4.2).
 - ☞ Members' List.

3.7 Payment of Certification Fee

- ☞ Payment of Certification Fee should be made to the Certification Entity, in accordance with its rates for the procedure to be applied (Documental or Complete).

3.8 Evaluation by Certification Entity

- ☞ The Certification Entity conducts the document-based evaluation and/or site visit, according to the procedure applied, and then issues the evaluation results.

3.9 Payment of Annual Membership and Signing User's Contract:

- ☞ If the determination is positive, the organization must pay the Annual Membership Fee to FUNDEPPO. This fee will depend on the size of the organization, and is published in the Regulations on Costs at: www.spp.coop
- ☞ The organization must sign a User's Contract with FUNDEPPO for the Small Producers' Symbol.

3.10 Issuing the Certificate of Conformity

- ☞ After the fee has been paid and the User's Contract has been signed, the Certificate of Conformity is granted.
- ☞ Certification must be renewed annually in order to remain in effect.



4. Basic Information on Small Producers' Symbol (SPP) Criteria for Small Producers' Organizations:

4.1 Where can I find the criteria that apply to Small Producers' Organizations?

- ☞ The criteria for all stakeholders can be found in the General Standard of the Small Producers' Symbol, located on our web page: www.spp.coop
- ☞ Section 4 of the General Standard is dedicated exclusively to the criteria that Small Producers' Organizations must comply with.

4.2 What types of Criteria are there?

- ☞ The types of criteria are explained in Section 3 on Vocabulary in the General Standard. **Critical Criteria** are those that must be fully met at all times, and that will be evaluated in both the Document-based Procedure and Complete (including a field visit) Procedure.
- ☞ **Minimum Criteria** are those that must also be met at all times, but will only be evaluated as part of the Complete Procedure.
- ☞ **Continuous Improvement Criteria** must be met to the degree that there are real possibilities to work toward complying with them.
- ☞ **There are no Compliance Criteria.** Those evaluated have the opportunity to demonstrate the manner in which they are complying with the criteria in the Standard.

4.3 How is a Small Producers' Organization (SPO) defined?

- ☞ All of the members of a Small Producers' Organization must comply with the following:
- ☞ For each of the products to be included in the certification of the Small Producers' Organization, the size of the production unit does not exceed the following dimensions:
 - ☞ The production units of at least 85% of producers do not exceed the following unit sizes:
 - ☞ 15 hectares in production
 - ☞ 1 hectare in indoor (greenhouse) production
 - ☞ 500 beehives
 - ☞ A maximum of 15% of producers may have up to 2 times the parameters defined in i A, B and C.
- ☞ For other categories of products, FUNDEPPO should be consulted with, regarding the maximum sizes of production units.
- ☞ Not considered cases are subject to review and approval by FUNDEPPO's Standards and Procedures Committee and Board of Directors.
- ☞ In addition Small Producers' Organizations must comply with the following criteria:



- ⌘ They must own their primary means of production.
- ⌘ They must use primarily their own labor and family labor, with some exceptions such as in the case of products requiring an intensive labor force.

4.4 What other criteria apply to SPOs?

- ⌘ **Organizational** criteria, guaranteeing a democratic governance structure.
- ⌘ **Production** criteria, oriented toward transparency in the flow of products.
- ⌘ **Management System** criteria, promoting high-quality management systems
- ⌘ **Commercial** criteria, seeking internal and external transparency.
- ⌘ Criteria for **Strengthening the Small Producers' Sector**, promoting the collaboration and horizontal integration of small producers' organizations.
- ⌘ **Environmental and Human Health** criteria, working to care for and conserve the environment and the health of producers and consumers.
- ⌘ **Dignified Living** criteria, to improve the living conditions of producers.
- ⌘ **Labor** criteria, to improve working conditions and exclude formal child labor.

4.5 What is the price system like?

- ⌘ The three types of prices are explained in section 6 of the General Standard:
 - ⌘ **Minimum Sustainable Price**, covering all direct and indirect costs.
 - ⌘ **Organic Recognition**, covering the additional costs of organic production.
 - ⌘ **SPP Incentive**, stimulating collective work, to be used according to producers' own criteria.
- ⌘ Prices are established by producers and their networks, and in turn they consult other stakeholders in the market.
- ⌘ Prices are approved by FUNDEPPO's Standards Committee.



5. Basic Information on Costs of Small Producers' Symbol for Small Producers' Organizations:

5.1 Where can I find complete information on costs?

- ☛ The various costs associated with the Small Producers' Symbol are specified in the Regulations on Costs of the Small Producers' Symbol (SPP), which may be found on our website: www.spp.coop

5.2 What types of costs are there for Small Producers' Organizations (SPOs)?

- ☛ **Certification Fee.** This fee covers all the expenses incurred by the Certification Entity as it carries out the certification process.
- ☛ **Annual Membership Fee.** This fee covers all of FUNDEPPO's expenses for the maintenance, development and quality control of the standards, certification and registration system, and the dissemination and promotion of the Small Producers' Symbol.

5.3 How much does Certification cost for SPOs?

- ☛ For the Normal Document-based Procedure it is executed in accordance with the following work days, the final cost will depend on the fee per day from the certification entity.

	Until 100 produces	From 101 to 250 producers	From 251 to 500 producers	From 501 to1000 producers	More than 1000 producers
<u>Total Work Days</u>	2.5	2.75	3.0	3.5	3.75



- ☞ In case of the Shortened Document-based Procedure it is executed in accordance with the following work days:

	Until 100 producers	From 101 to 250 producers	From 251 to 500 producers	From 501 to 1000 producers	More than 1000 producers
Total Work Days	0.65	0.7	0.75	0.9	1

- ☞ When a Complete Procedure (document-based evaluation and field visit) is applied, the factors are established as follows:

- ☞ Preparation of visit
- ☞ Evaluation of Central Offices
- ☞ Evaluation of Complementary Sites: Offices, Processing Plants, Warehouses
- ☞ Sample of the SPO
- ☞ Evaluation of the Production Unit
- ☞ Preparation of Report
- ☞ Examination
- ☞ It is possible to add or subtract days for different Complementary Factors

- ☞ To know the days that are required for each one of the concepts, it is necessary to apply the Annex 1. Table for Calculating work days involved in the Complete Procedure of the "Guidelines for defining the Work Plan for an Evaluation of Compliance". This document can be requested to cert@spp.coop.

- ☞ Certification costs are paid to the Certification Entity. Please confirm the banking details of the CE before the payment is made.

5.4 How much is the Annual Membership Fee for SPOs?

- ☞ After obtaining a positive Resolution, the SPO pays its Annual Membership Fee to FUNDEPPO. The amount of this fee depends on the number of members in the organization, as follows:



Up to 100 producers	From 101 to 250	251 to 500 producers	From 500 to 1000	More than 1000
\$ 150.00	\$ 187.50	\$ 375.00	\$ 562.50	\$ 750.00

5.5 How much is the Total Annual Cost for SPOs?

- It depends on the organization's size and if a Documental or Complete Procedure is applied.
- It is important to become familiar with the Procedure for the Issuance, Modification and Expansion of the Certificate and Registration, since in some cases, the procedure to be followed may be adjusted. Look for this procedure on our website: www.spp.coop
- There is also the possibility of presenting a request to the FASPP Assistance Fund to obtain discounts in the payment of the Annual Enrollment Fee. Look for its Rules of Operation and Application form at: www.spp.coop

6. FASPP: SPO Support Fund Operation Regulations

6.1 Introduction

- The Support Fund for Small Producers' Organizations (SPO) of the Small Producers' Symbol, onwards, the 'SPS-Support Fund' or "FASPP"¹, is a financial reserve created by FUNDEPPO (Foundation of Organized Small Producers) in order to support SPO's which have an incidental financial need related to the Small Producers' Symbol.
- The SPP Support Fund consists of funds coming from solidarity donations to FUNDEPPO for this purpose², and from a percentage of FUNDEPPO's income out of the payment of the rights of the use of the Small Producers' Symbol on the market.
- The FASPP is managed by FUNDEPPO's operations team, regarding properly its regulations and with the obligation to inform publicly each three months the support granted.
- The regulations and the application form of the FASPP have been approved by FUNDEPPO's Board of Directors, as well as eventual changes to these elements.

¹ Acronym of its name in Spanish: Fondo de Apoyo para Organizaciones de Pequeños Productores del Símbolo de Pequeños Productores

² At the end of 2011 FUNDEPPO received a donation of \$ 5.000 usd on behalf of Just Us! Coffee Roasters (Canadá).



6.1 Conditions

- ⌘ The FASPP only provides support to Small Producers' Organizations (PPOs) certified by the SPP or from the time it applies for certification.
- ⌘ The Small Producers' Organizations interested in receiving support for the process of certification by the SPP have to send to FUNDEPPO an Application for Support (available at www.spp.coop) together with the Application for Certification (as sent to FUNDEPPO or the Certification Body).
- ⌘ In all cases, the Application has to be filled out correctly, signed and eventually backed up by additional documents.
- ⌘ The OPP can request support for the costs of certification itself or for the cost of the annual enrollment fee paid once certified. The amounts of the annual enrollment fees are described in the Regulations on Costs, as publicized by FUNDEPPO at www.spp.coop
- ⌘ Each SPO can only apply to the FASPP once every 2 full years.
- ⌘ The maximum ceiling of the support is \$ 500 US per application.
- ⌘ The Application has to be specific on the amount of support requested.
- ⌘ In the case an OPP is requesting certification of the SPP for the first time, only 50% of the amount requested will be granted before the end of the certification process. The other 50% will be granted only in the case and the time the certification results are positive.
- ⌘ In the case the OPP stops SPP certification process before its conclusion, it must repay the full support given, without deducting any bank charges paid on the receipt or delivery of resources.

6.2 Process

- ⌘ The applications for support have to be sent to the certification department of FUNDEPPO (cert@spp.coop).
- ⌘ The technical evaluation of the Application for Support is responsibility of the Executive Direction of FUNDEPO.
- ⌘ The responsibility for the approval of the technically evaluated applications for support lies in hands of the FASPP-Committee, which consist in two persons; one designated by FUNDEPPO's Board of Directors and one by the Board of Directors of the CLAC (Network of Latin American and Caribbean Small Fair Trade Producers).
- ⌘ The deadline for the final decision is 30 calendar days as of the date the reception of the application was confirmed by FUNDEPPO.
- ⌘ The FASPP-Committee will take its decisions based on the following criteria:
 - ⌘ Chronological order of applications



- ☞ The amount requested (the lower, the more probability of approval)
 - ☞ Disponibility of financial resources
 - ☞ Quality of the justification of the Application
 - ☞ Geographic distribution of the support
 - ☞ Distribution of support within product-groups
- ☞ The decisions of the FASPP-Committee can be the following ones:
- ☞ Approve the amount of support requested
 - ☞ Grant a smaller amount
 - ☞ Request more information to the Applicant through the Executive Direction of FUNDEPPO
 - ☞ Reject the application
- ☞ In case of an unconformity with the decision of the FASPP-Committee, the OPP can sent in an appeal to FUNDEPPO's Dissent Committee.
- ☞ In case of doubts or situations not foreseen in this document, please contact cert@spp.coop.