**“Report Progress” Form**

**Sustainable Coffee Challenge Commitments Hub**

**Instructions**

Please fill out this form to report annual progress on your organization's commitment by June 30th each year. You must fill out a separate reporting form for each separate commitment. The form takes ~30 minutes to complete and cannot be saved as a draft in the Hub, so please use this template to plan your responses.

Fields that state "public" in the subtitle will be publicly displayed on your organization's sustaincoffee.org partner page and potentially in other Challenge communications, such as the annual Commitments Hub report. All other responses will be kept anonymous.

Please contact us at scc@conservation.org if you require assistance. Thank you!

**Commitment Short Name**

[Select from the dropdown list. Once selected, the full commitment text will autofill for reference.]

**Submission date**

Please provide today's date/the date you are submitting this form

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**Report #**

Example: First time reporting on this commitment=Report-1

[ ] Report-1

[ ]  Report-2

[ ]  Report-3

[ ]  Report-4

[ ]  Report-5

[ ]  Report-6

**Reporting period start date**

Please provide the reporting period, which should ideally be the past calendar year.

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**Reporting period end date**

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**Progress**

**Progress on Challenge-Aligned Metrics**

You will be prompted to provide the INCREMENTAL progress on this commitment during the reporting period using the metrics you previously selected. You can view these metrics by navigating to “*2. State or View Commitments*”🡪 select record in table and view in left-hand pop-out panel 🡪 “*Go to subform*:” 🡪 “*Challenge-Aligned Metrics*”. Be sure to have this data on-hand when you go to report.

If you have not already selected Challenge-aligned metrics for this commitment, you can add *and* report on them later in the form.

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| Incremental/annual progress on priorly-selected Challenge-aligned metrics: |

**Progress on Other Metrics**

You will be prompted to provide the INCREMENTAL progress on this commitment during the reporting period using the metrics you previously selected. You can view these metrics by navigating to “*2. State or View Commitments*”🡪 select record in table and view in left-hand pop-out panel 🡪 “*Go to subform*:” 🡪 “*Other Metrics*”. Be sure to have this data on-hand when you go to report.

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| Incremental/annual progress on priorly-selected other metrics: |

**Provide a short, written summary of incremental progress made on this commitment during the selected reporting period.**

Public

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**What percentage best represents the current state of TOTAL progress to-date on this commitment?**

Public

[ ]  0-10%

[ ]  10-20%

[ ]  20-30%

[ ]  30-40%

[ ]  40-50%

[ ]  50-60%

[ ]  60-70%

[ ]  70-80%

[ ]  80-90%

[ ]  90-99%

[ ]  100%

**Optionally, you may upload backup documentation here for public view on sustaincoffee.org (e.g., your organization’s sustainability report).**

Public

[A file upload box will be available]

Validation

**How does your organization validate and/or provide assurance that what you're reporting is true?**

Public

The Sustainable Coffee Challenge does not provide verification of commitments entered in the Hub. Stakeholders are required to state how their results have been verified and to upload any documentation related to that verification.

[ ]  Supplier reports

[ ]  NGO partner reports

[ ]  Independent 3rd party reports

[ ]  No external verification

[ ]  Other: [write in]

**Validation Documentation**

If available, please upload validation documentation below. Any information contained within this documentation will only be viewed by the Challenge secretariat and will never be shared externally without your organization's permission.

[A file upload box will be available]

**Optionally, please let us know below of any additional information that has changed since this commitment was stated or any additional information that the Challenge Secretariat should be aware of?**

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**I acknowledge that what I have reported on behalf of my organization is a true and accurate representation of progress made against this commitment.**

Write in your name to confirm

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**NEW Questions**

In addition to your organization's annual progress on this commitment, we are also seeking some additional information about this commitment and your organization as a whole. Please clarify the following information:

**[NEW] Acknowledgement of Updated Partner Requirements**

The Sustainable Coffee Challenge is an inclusive and diverse network of coffee stakeholders. To ensure active participation and meaningful commitments towards our collective vision, we have the following basic partner requirements:

1: Partners must maintain at least one active commitment in the Commitments Hub

2: Partners must report annual progress on commitment(s) by June 30th each year

Alignment of commitments with the standardized Challenge metrics and participation in the Collective Action Networks is also highly encouraged.

Your organization's level of participation will be reflected in the "Partner Circles" that were established in 2023. Some exceptions may apply for non-industry actors or under unusual circumstances at the discretion of the Challenge Secretariat.

Please type your name to confirm your understanding of these requirements on behalf of your organization.

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**[NEW] Short name for commitment**

Please customize the short name for this commitment to help quickly identify it using the following format: [Your Organization Name] + [1-2 Words to Describe This Commitment].

Example: Example Co. Tree Planting

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**[NEW] Challenge-Aligned Metrics**

If you haven't already, *add and report* upon Challenge-aligned metrics here in one step to ensure this commitment is contributing towards tracking collective progress towards our joint goals. Fill in the rows only for the metrics you intend to use and then enter those ones in the Hub system as prompted.

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| **Category** | **Name** | **Type** | **Unit** | **Cumulative/final target (quantity)** | **Metric requires additional info—see cell.** | **Incremental progress during current reporting period** | **Metric requires additional info for reporting period—see cell.** | **Optionally, please provide any additional notes regarding this metric below.** |
| People | Core Metrics - Names of countries and/or regions in which SCC members participate in the development of new living income/living wage studies | Count | Countries |  | **Names of countries &/or regions targeted:** |  | **Names of countries &/or regions reached during CURRENT reporting period:** |  |
| People | Core Metrics - # SCC commitments that support new and verifiable steps to close the gap on living income and living wage | Count | Number |  | NA |  | NA |  |
| People | Core Metrics - $ funding facilitated toward programs, projects, or facilities beyond certifications at the farm level | Count | USD |  | NA |  | NA |  |
| People | Additional Metrics - # of coffee farm workers impacted from investments at the farm level | Count | People |  | NA |  | NA |  |
| People | Additional Metrics - # of coffee farm workers who are provided training on topics related to worker right and wellbeing | Count | People |  | NA |  | NA |  |
| People | Additional Metrics - # of farmers or farm workers who benefit directly from efforts to close the gap on living wage / income | Count | People |  | NA |  | NA |  |
| People | Additional Metrics - Participation in PPPs to close income gaps | Count | Number |  | NA |  | NA |  |
| Planet | Core Metrics - # of hectares restored | Area | Hectares |  | NA |  | NA |  |
| Planet | Core Metrics - # of hectares of forest area conserved | Area | Hectares |  | NA |  | NA |  |
| Planet | Core Metrics - tCO2 removed (i.e. sequestration) | Weight | tCo2 |  | NA |  | NA |  |
| Planet | Core Metrics - tCO2 emissions avoided | Weight | tCo2 |  | NA |  | NA |  |
| Planet | Core Metrics - tCO2e emissions reduced on farm | Weight | tCo2e |  | NA |  | NA |  |
| Planet | Proxy Metrics - # of trees (i.e. non-coffee) distributed to increase tree cover on farms (proxy for hectares restored) | Count | Trees |  | NA |  | NA |  |
| Planet | Proxy Metrics - # Voluntary Carbon Units (VCUs) purchased from certified carbon credit programs | Count | Number |  | NA |  | NA |  |
| Planet | Additional Metrics - # of new commitments focusing on biodiversity | Count | Number |  | NA |  | NA |  |
| Planet | Additional Metrics - # of new commitments focusing on freshwater (quality + quantity) | Count | Number |  | NA |  | NA |  |
| Coffee | Core Metrics - Total additional production in metric tons Green Bean Equivalent (MT GBE) | Weight | MT GBE |  | NA |  | NA |  |
| Coffee | Core Metrics - Names of countries where technical and/or financial support was provided | Count | Countries |  | **Names of countries &/or regions targeted:** |  | **Names of countries &/or regions reached during CURRENT reporting period:** |  |
| Coffee | Proxy Metrics - # of hectares with improved management | Area | Hectares |  | NA |  | NA |  |
| Coffee | Proxy Metrics - # of trees distributed or sold | Count | Trees |  | NA |  | NA |  |
| Coffee | Proxy Metrics -# of people trained | Count | People |  | NA |  | NA |  |
| Coffee | Proxy Metrics - $ funding facilitated in renovation, rehabilitation and technical assistance | Count | USD |  | NA |  | NA |  |
| Coffee | Additional Metrics - $ funding facilitated in research & development that could impact production | Count | USD |  | NA |  | NA |  |
| Markets | Core Metrics - # of metric tons (MT) of Green Bean Equivalent (GBE) coffee sourced via recognized voluntary sustainability standards (VSS) | Weight | MT GBE |  | **Name(s) of voluntary sustainability standards (VSS) sourced from:*** **4C**
* **Certifica Minas**
* **Fairtrade**
* **Rainforest Alliance/UTZ**
* **Starbucks C.A.F.E. Practices**
* **ECOM SMS Verified**
* **Enveritas Gold and Enveritas Green**
* **Exportadora de Café Guaxupé’s Guaxupé Planet**
* **Nespresso AAA**
* **Neumann’s NKG Bloom**
* **Ofi's AtSource Entry Verified and AtSource Plus**
* **Louis Dreyfus Company’s Responsible Sourcing Program Advanced**
* **Mercon’s LIFT**
* **Neumann Kaffee Gruppe’s NKG Verified**
* **Volcafe’s Volcafe Verified, and Volcafe Excellence**
* **Bird Friendly**
* **Organic**
* **Other(s): [write in]**
 |  | **Name(s) of voluntary sustainability standards (VSS) sourced from during CURRENT reporting period:*** **4C**
* **Certifica Minas**
* **Fairtrade**
* **Rainforest Alliance/UTZ**
* **Starbucks C.A.F.E. Practices**
* **ECOM SMS Verified**
* **Enveritas Gold and Enveritas Green**
* **Exportadora de Café Guaxupé’s Guaxupé Planet**
* **Nespresso AAA**
* **Neumann’s NKG Bloom**
* **Ofi's AtSource Entry Verified and AtSource Plus**
* **Louis Dreyfus Company’s Responsible Sourcing Program Advanced**
* **Mercon’s LIFT**
* **Neumann Kaffee Gruppe’s NKG Verified**
* **Volcafe’s Volcafe Verified, and Volcafe Excellence**
* **Bird Friendly**
* **Organic**
* **Other(s): [write in]**
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| Markets | Additional Metrics - # of new commitments made to sustainable sourcing | Count | Number |  | NA |  | NA |  |
| Markets | Additional Metrics - # of new commitments focused on increasing % of total value across the supply chain returned to origin | Count | Number |  | NA |  | NA |  |
| Markets | Additional Metrics - # of new commitments focused on the increase of volume of coffee or % of a companys supply chains fully traceable to farm | Count | Number |  | NA |  | NA |  |
| N/A | I understand that by not using the Challenge-aligned metrics, this commitment will not contribute to measuring collective progress towards the Challenge’s 2025 targets and 2050 goals. | Count | N/A | 0 | NA |  | NA |  |

**[NEW] Which area(s) does this commitment PRIMARILY aim to impact?**
While we understand that many commitments aim to address multiple focus areas, please only select the MOST relevant.

Based on the anticipated impacts of this commitment, you will be asked to provide an estimated percent weighting for the focus area(s) and subsequent intervention pathway(s) you select, such that the respective totals add to 100% (I.e. all selected focus areas=100% and separately, all selected intervention pathways=100%).

These weightings will NOT be made public.

[ ] Conserve Nature

[ ]  Strengthen Market Demand

[ ]  Improve Well-Being and Prosperity

[ ]  Resilient Supply

**If selected, weighting for Conserve Nature:**

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**If selected, weighting for Strengthen Market Demand:**

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**If selected, weighting for Improve Well-Being and Prosperity:**

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**If selected, weighting for Resilient Supply:**

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**IF YOU SELECTED CONSERVE NATURE, which of the intervention pathways guide your commitment?**

[ ]  Climate change

[ ]  Water conservation

[ ]  Forest conservation and restoration

**If selected, weighting for Climate Change:**

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**If selected, weighting for Water conservation:**

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**If selected, weighting for Forest conservation & restoration:**

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**IF YOU SELECTED MARKET DEMAND, which of the intervention pathways guide your commitment?**

[ ]  Consumer education & awareness

[ ]  Sourcing policies

[ ]  Consumer country policy

**If selected, weighting for Consumer education & awareness:**

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**If selected, weighting for Sourcing policies:**

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**If selected, weighting for Consumer country policy:**

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**IF YOU SELECTED IMPROVE WELL-BEING AND PROSPERITY, which of the intervention pathways guide your commitment?**

[ ]  Labor conditions

[ ]  Gender, Youth & Indigenous Peoples

[ ]  Education & Health

**If selected, weighting for Labor Conditions:**

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**If selected, weighting for Gender, Youth, & Indigenous Peoples**

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**If selected, weighting for Education & Health:**

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**IF YOU SELECTED RESILIENT SUPPLY, which of the intervention pathways guide your commitment?**

[ ]  Technical assistance

[ ]  Renovation

[ ]  Access to inputs

[ ]  Access to finance

[ ]  Producer country policy

[ ]  Standards/certification

**If selected, weighting for Technical assistance:**

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**If selected, weighting for Renovation:**

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**If selected, weighting for Access to inputs:**

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**If selected, weighting for Access to finance:**

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**If selected, weighting for Producer country policy:**

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**If selected, weighting for Standards / certification:**

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