



Guide to Reporting Premium Projects



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Welcome

We appreciate the hard work that Fair Trade Committees and Certificate Holders from around the world continue to put to make Premium Projects possible to benefit individuals, families, and communities.

To continue building trade networks that benefit producers, Fair Trade USA needs the support of Certificate Holders to share impact information about the projects being implemented. To facilitate this process, we have created a new tool in the Partner Portal that allows you to send project information in a more agile way.

In this guide you will find step-by-step instructions on how to report using the portal, examples of completed reports and frequently asked questions to guide you through the process.

Fair Trade USA is open to receiving comments and suggestions to improve the tool, please send them to infoftcert@fairtradeusa.org

Introduction

What is the Premium Project tool?

The Premium Project tool in the Partner Portal is used to communicate the details of implemented projects from the Fair Trade Premium Plan approved at the General Assembly.

Who is this tool for?

For all Certificate Holders who use the Fair Trade Certified label and have implemented projects using Fair Trade Premium, whether they are Agricultural Production Standard (APS), Capture Fisheries (CFS) and Factory Produced (FPS), as well as FLO CERT Recognition Program partners.

When should this tool be used?

The tool is available on the Partner Portal for use at any time when a project needs to be added or updated, however the tool should be used to make communicate project updates at least once per year in January to report the previous years Premium spend.



Important considerations

Register only projects in which the Fair Trade Premium has been invested and have been executed, in the year 2021 (the project could have started prior to 2021).

Before starting make sure of the following:

- **Does the person responsible for reporting projects have access to the Partner Portal?**

If the person does not have an account to access the Partner Portal, please contact Fair Trade USA through the Help Center at the following link: <https://bit.ly/3v7lobA>

- **Forgot your password to log in to the Partner Portal?**

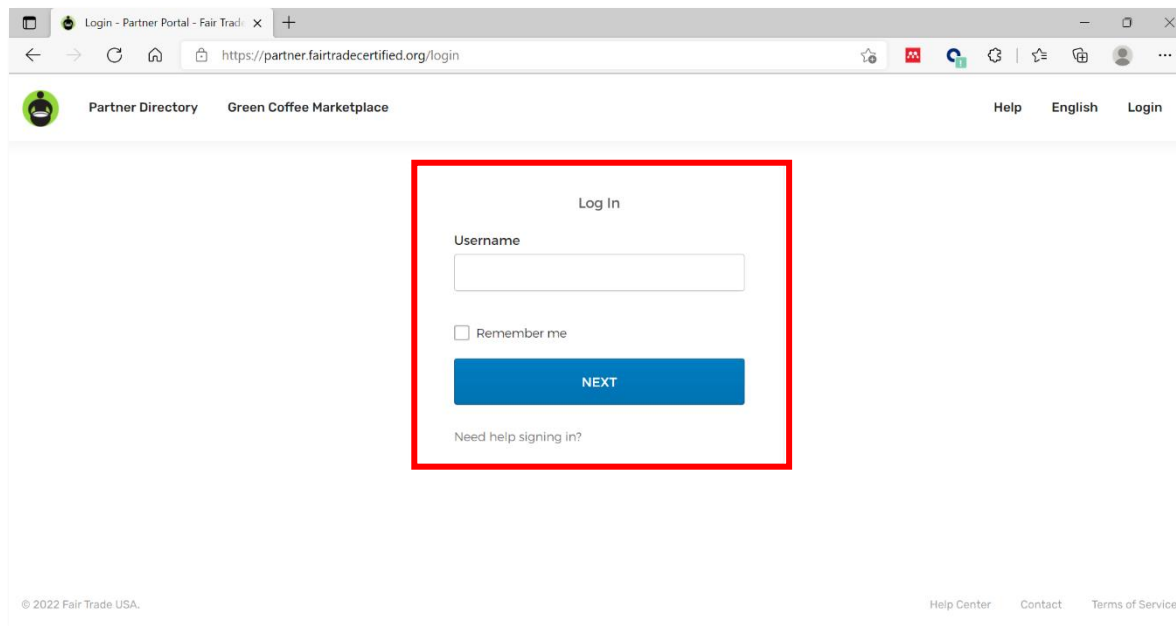
Watch the following video tutorial to restore it automatically: <https://vimeo.com/676424014>

We recommend that you have the Premium Plan and **the most updated information on the projects and the Premium expenses** at hand. You should also have photographs, videos and documents that **provide evidence** of the impact generated.


Instructions

1 Login

Log in to the Partner Portal <https://partner.fairtradecertified.org/>. Log in by **entering your username** (which is the email address where you received your account activation email) **and password**.

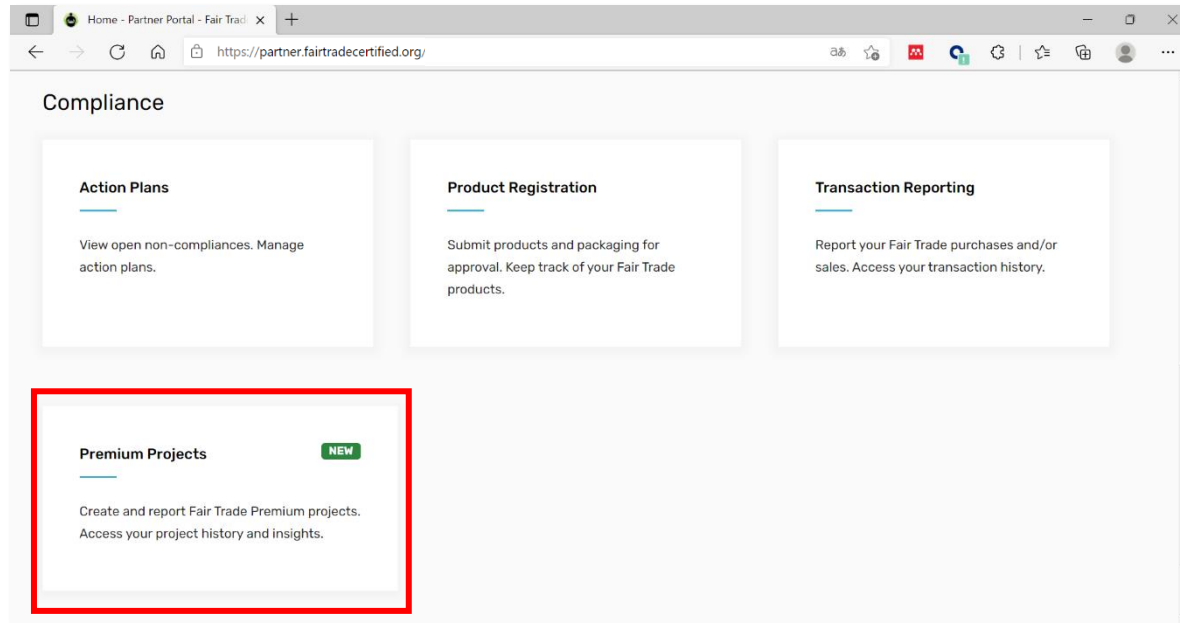


The screenshot shows a web browser window with the URL <https://partner.fairtradecertified.org/login>. The page header includes 'Partner Directory' and 'Green Coffee Marketplace' on the left, and 'Help', 'English', and 'Login' on the right. The main content area features a 'Log In' form with the following elements: a 'Username' label above an empty text input field, a 'Remember me' checkbox, a blue 'NEXT' button, and a link 'Need help signing in?'. The entire form is enclosed in a red rectangular border. The footer contains '© 2022 Fair-Trade USA.' on the left and 'Help Center', 'Contact', and 'Terms of Service' on the right.

 Forgot your password to log in to the Partner Portal? Watch the following video tutorial to reset it automatically: <https://vimeo.com/676424014>

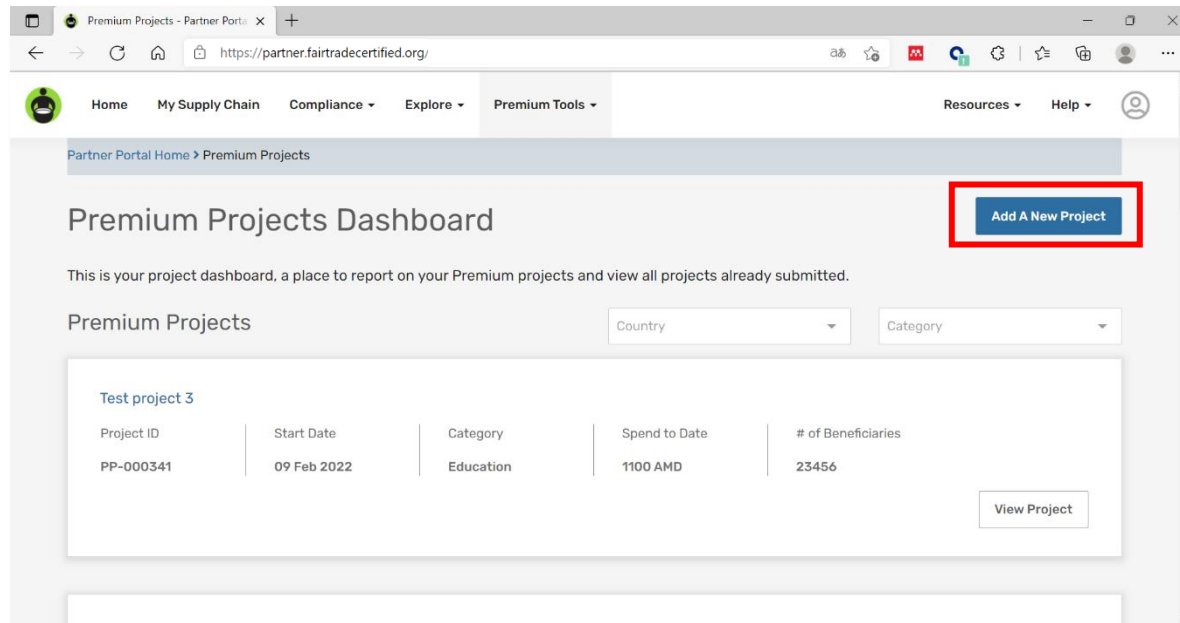
2 On the home page, select Premium Projects

Once inside the Partner Portal, select the "**Premium Projects**" card on the home page or in the navigation bar by clicking on the "**Premium Tools**" option.




3 Click on "Add a New Project"

In the dashboard, click on the **"Add a New Project"** button located on the upper right side.



4 Complete the form with the project information

You will see **a form with the following mandatory sections**, to help you understand what to answer in each field, click on the  question icon to display the **help text**.

Premium Projects - Partner Portal x +
https://partner.fairtradecertified.org/

Home My Supply Chain Compliance Explore Premium Tools Resources Help

Premium Projects Dashboard > Add a New Project

Add A New Project

Project Name * Required Fields

Project Description *

100 characters required. 0/1000

Reason for the Project *

100 characters required. 0/1000

Goal of the Project *

100 characters required. 0/1000

Country Benefited * **Project Start Date ***

Country Benefited Project Start Date

State/Province/Region Benefited * **Targeted Budget *** **Currency ***

State/Province/Region Benefited Targeted Budget Currency

Project Status * **Select a Category ***

Project Status Select a Category

Total Number of Beneficiaries * **Select a Subcategory ***

Total Number of Beneficiaries Select a Subcategory

CANCEL SAVE

Resources

Video Tutorial for Creating Projects
Learn how to report your Premium Projects to Fair Trade USA using the online portal.
[Video](#)

Guide to Reporting Projects
Learn about updated processes for reporting your projects to Fair Trade USA.
[PDF](#)

Examples of completed projects
View examples that show how Premium project reports should be completed.
[PDF](#)

Project Name

What is the name of the project?

Example: School construction

Project Description

What is it about? Who does it benefit? Who else is involved besides the Fair Trade Committee?

Example: The project consists of the construction of two schools, one primary and one secondary, each with 6 classrooms with a capacity of 20 students, a court and 2 bathrooms for men and 2 for women. In addition to the purchase of basic furniture: chairs, desks, and blackboards.

The beneficiaries are the children of Fair Trade Premium workers between the ages of 6 and 15.

The project has the support of the Ministry of Education, which agreed to provide 6 teachers to teach classes according to the official education program, and the support of the company, which provided the 300 square meters of land for construction.

Reason for the Project

What is the need identified from the Needs Assessment? What are the causes and effects? How many people identified the need?

Example: The need that was detected is the lack of schools close to the community where the workers live, one of the causes is the lack of public education infrastructure development, which means that children and adolescents do not have access to basic education. What people do is send their children

to school in the neighboring community 30 kilometers away, but since they have to spend money on transportation, the frequency of attendance is not daily, which is why 30% decided to drop out of school.

Goal of the project

What is its purpose? What benefits does it offer? What are the expected results to be achieved?

Example: The objective of the project is to provide the community with a space to receive free basic education. The expected results are to reduce school absenteeism and increase literacy.

Country Benefited

Which country benefits from this project?

Example: Mexico

State/Province/Region Benefited

Which state, province, region benefits from this project?

Example: Chiapas

Project Status

Select one of the following statuses:

- Proposed: Projects that have been presented but not approved.
- Approved awaiting funds: Projects that have been awarded Premium funds, but whose funds have not been made available.

- Approved funds available: Projects that have been awarded Premium funds, and whose funds have been made available for usage.
- Ongoing: Projects will be continued beyond one calendar year and take several years to implement or complete. In some cases, allocated premium dollars would be used year over year towards the completion or continuation of a project e.g., a building of a school.
- In progress: Projects have been approved and started and work is in progress for a determined completion date, in the near future.
- Postponed: Project has been approved but delayed being launched until further notice.
- Rejected: Project was proposed and not approved.
- Completed: Project was completed using the premium spend budget allocated for it.

Number of Beneficiaries

Enter the total number of individuals who benefited or will benefit from the project (it is not necessary to specify whether they are children, women, men, etc.).

Example: 120

- ① If the total number of beneficiaries varies year over year, what total number of beneficiaries should I enter?
Enter the total number of beneficiaries at the close of the current year, a single amount.

Project Start Date

Select from the calendar the date that the project started or will start.

Example: 02/16/2017

Project end date

If in the project status you selected "Completed" you must select from the calendar the date on which the project was completed, if you did not select this status option it is not mandatory to enter the project end date.

Example: 20/02/2019

Targeted Budget

Enter the estimated budget for this project (the whole number).

Example: 900,000

- ① Should I enter the amount budgeted in the Premium Plan, the amount received in Premium, or the amount spent so far? In this section enter the amount budgeted in the Premium Plan.

Currency

The currency you select for your project will also be used for all updates.

Example: MXN

- ① What currency should I use to register the budget? Select the currency of your choice, please note that the same currency option will default when entering or updating project spend. The currency option cannot be changed once it has been chosen.

Category and Subcategory

Select one of the categories and subcategories as appropriate. See the complete list in the appendix (page 21).

i What should I select if the project does not fit any of the categories? Select the category that most closely describes the project.

Save the form

Click on the **"Save"** button, you will see a green bar with the message **"The project was saved successfully"**. If there are mandatory fields not answered, you will automatically be prompted to complete them.

The project was saved successfully

i If I have entered incorrect information, how can I correct it? After saving the project, all registered projects will appear in the **dashboard**, click on the project you want to modify, then click on the **"Update"** button. There is no limit to the number of updates.

The image shows two screenshots of the Premium Projects dashboard. The left screenshot displays the 'Premium Projects Dashboard' with a table of projects. The right screenshot displays the 'Fair Price Store' project details page with an 'Update Project' button highlighted in red.

Premium Projects Dashboard

This is your project dashboard, a place to report on your Premium projects and view all projects already submitted.

Premium Projects

Project ID	Start Date	Category	Spend to Date	# of Beneficiaries
PP-000268	02 Feb 2020	Basic Needs	3040 INR	1050

Fair Price Store

Update Project

How do I know if my report was received by Fair Trade USA? All projects registered in the Partner Portal and fully completed will be automatically saved in the Fair Trade USA database. If there are any question, Fair Trade USA will contact you via email.

5 Report the Premium Spend

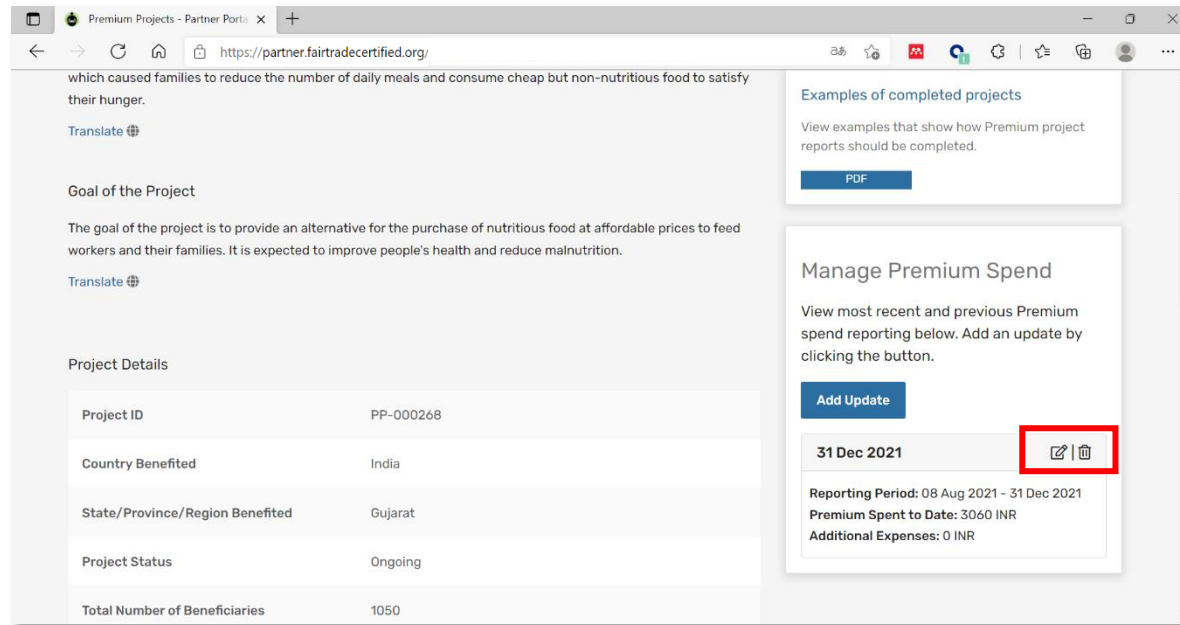
If the project has started implementation, report the Premium expenditure in the **"Manage Premium Spend"** section. Click on the **"Add Update"** button, then provide the time period, the amount of Premium spent and the amount of additional expenses if any, click on **"Save"**. It is best practice to keep this information updated when any new significant spend occurs.

The image contains two screenshots of a web application interface. The left screenshot shows a project details page with a table of project information. A red box highlights the 'Manage Premium Spend' section, which includes an 'Add Update' button. The right screenshot shows a 'Reporting Period' modal form with fields for 'Start Date', 'End Date', 'Premium Spent', 'Currency', and 'Additional Expenses'. A red box highlights the 'Save' button at the bottom right of the modal.

i What time period should I report if the project has started before 2021? Enter any Premium expense incurred within the last year.

i What is an additional expense? They are any expenses that are not included in the project budget.

i If I have entered incorrect information, how can I correct it? Once you have entered and saved the Premium expense you will be able to update the amount of Premium spent but you will not be able to edit the expense period. To correct the amount of Premium spent you must click on the "edit" icon (the icon shaped like a pencil). To completely delete an update, click on the "delete" icon (the icon shaped like a trash can) and confirm the deletion.

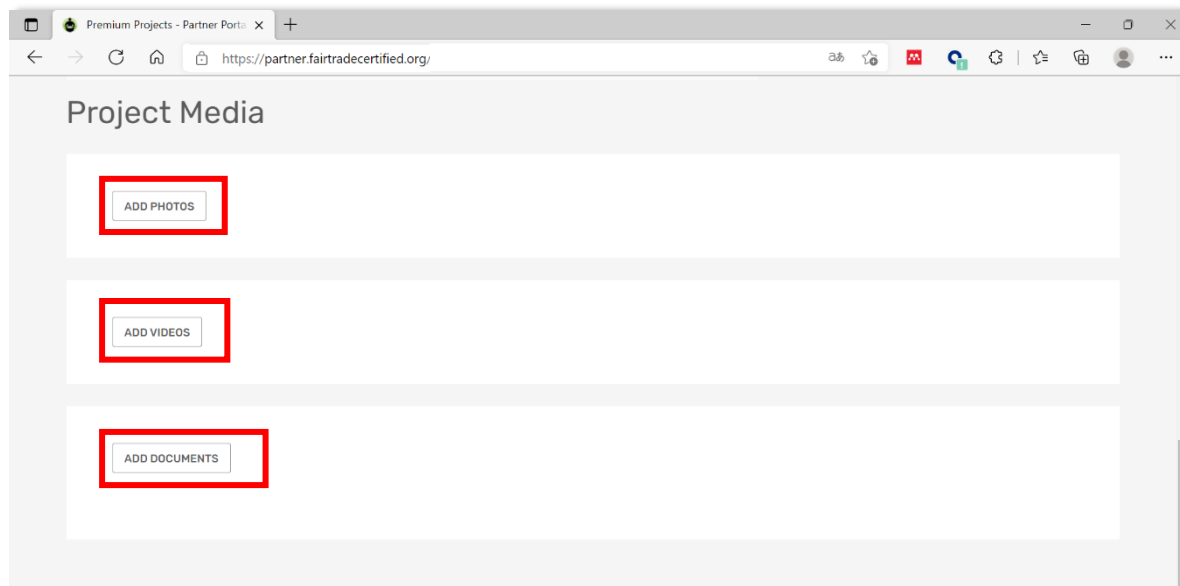


i What amount should I enter if the project has not started to be implemented? In this case, it is not necessary to enter any expenses.

6

Add Photos, Video or Documents

You can add files **from your computer or the Internet.**



You are done! You have completed the register. If there is any question, Fair Trade USA will contact your organization. Please repeat for any additional projects.



Contact Technical Support

For further assistance write to:

WhatsApp

<https://wa.me/message/HVNIH72IPXKF01>



Email

infoftcert@fairtradeusa.org

Office hours from 08:00 to 16:00 hrs PST Monday to Friday.

Appendix

Category	Subcategory
Education	Infrastructure (Buildings, Laptops, Wi-Fi etc.)
	Financial Assistance (School Fees, Scholarships, Loans, Bursaries)
	School Supplies (Books, uniforms etc.)
	Professional Development for Educators
	Tutoring
	School services (after-school programs, school meals, transportation to and from school, e.g., buses)
	Salaries and School Running Costs (Teacher salaries, maintenance costs etc.)

	Infrastructure (buildings, computers, internet, etc.)
	Other
Social Services	Care Services (Childcare, Elder care etc.)
	Subsidized store or product supply
	Transportation (Free or subsidized transportation, disability transportation etc.)
	Recreational Activities (Parks, sports, fitness, clubs, tourism etc.)
	Family welfare services (parental support, counseling and guidance, etc.)
	Security (Private security agencies, street lighting etc.)
	Goods and Services for workers & families
	Gender and Equality Programs
	Community Philanthropy or Service

	Services to farmer members
	Other
Basic Needs	Sanitation Facilities (Toilet facilities etc.)
	Food & Nutrition (Food distribution, reduced cost food, free school meals, food preparation equipment etc.)
	Access to Water (Well building/maintenance, running water infrastructure)
	Secure Shelter
	Other
Healthcare	General Care (General Practice, Substance Abuse, Mental Health Services, Vision Care, Dental Care etc.)
	Transportation for healthcare
	Emergency Care

	Mental health services
	Preventative Care (Nutrition, Community Education, Advice & Guidance etc.)
	Health Insurance Access
	Medication & Prescription (Subsidized medication, access to medication etc.)
	Women's healthcare (gynecology and obstetrics, mammography exams, ovarian cancer screening, HPV and hepatitis B vaccination, and prevention of sexually transmitted diseases)
	General vaccinations, e.g. against flu, etc.
	Other
Housing	Home improvements (remodeling, electrical access, plumbing upgrades, security systems, etc.)
	Access to housing (Worker housing provision etc.)

	New Housing (Planning, development, construction etc.)
	Financial Support (Mortgages, home improvement loans, home insurance etc.)
	Emergency Housing (Disaster relief housing, migrant housing etc.)
	Other
Environment	Climate Change Mitigation/Adaptation (Clean Energy, Agroforestry etc.)
	Waste disposal / recycling
	Crop Diversification
	Waste management (garbage collection, recycling facilities, etc.)
	Pest Management
	Clean Water
	Sustainability efforts

	Other
Financial support/ Economic welfare	Disaster Relief Funds (emergency grants, etc.)
	Pension and Retirement
	Income and banking
	Savings and investments
	Retirement planning
	Economic security
	Standard of living
	Farm/crop investment (subsidized farm inputs, forestry, organic conversion, etc.)
	Investment in producer organizations
	Crop bonus payments (Additional premium payments to members)

	Charitable and community donations
	Other
Production Investments & Infrastructure	Roads or transportation (road construction, road improvements, access improvements to agricultural facilities)
	Farm or factory facilities (Investment in improvements and innovations in production facilities)
	Land investment (purchase of new land for production or investment) Agricultural or industrial facilities (investment in improvements and innovations in production facilities)
	Agricultural extension services
	Production inputs (fertilizers, purchase of seedlings, etc.)
	Credit and financing services for members
	Other

Employee Welfare & Services	Workers rights activities (trainings, transportation for meetings, etc.)
	Employee retention (investments in employee satisfaction, etc.)
	Services for workers and families
	Pensions (Employers help workers to retire)
	Opportunity for bonuses for workers
	Facilitating access to technology (Wi-Fi, etc.)
	Human resources and administration/office services
	Credit and financing services to members
	Wages and salaries (including bonuses)
	Professional training support
Other	

Program Services	Certification and audit costs (selection, recycling facilities etc.)
	Costs of Fair Trade Premium administration
	Other

