

## TERMS OF REFERENCE

<b>Name of Organization:</b>	High Conservation Value – RSPO Indonesia Working Group (HCV-RIWG)
<b>Profile:</b>	The working group was formed on the 18 <sup>th</sup> of July 2008 initiated by RSPO, INA-NIWG and HCV Consortium. The working group's main objectives are to develop guidelines for managing and monitoring of HCV in oil palm plantation and guidelines for HCV compensation mechanism for new plantings taken place in HCV-identified areas within November 2005 to November 2007.
<b>Structure:</b>	Chairman: Daud Dharsono (GAPKI) Vice Chairman: Purwo Susanto (WWF Indonesia) Secretary: Ismu Zulfikar (PT SMART) Expert Coordinator: Darmawan Liswanto (OCSP/Orangutan Conservation Services Program) Team Leader Guidelines for HCV Management and Monitoring: Darmawan Liswanto (OCSP) Team Leader Guidelines for HCV Compensation Mechanism: Bambang Dwi Laksono (Lonsum)* - to be confirmed Member: see annex
<b>Output:</b>	<ol style="list-style-type: none"><li>1. Guidelines for HCV Management and Monitoring in Oil Palm Plantation</li><li>2. Guidelines for HCV Compensation Mechanism for new plantings taken place in HCV-identified areas within period of November 2005 to November 2007</li></ol>
<b>Legality:</b>	Acknowledged by RSPO Executive Board (EB). Progress of the project will be reported to RSPO EB
<b>Secretariat:</b>	BII Plaza Tower II 10th floor Jl. MH. Thamrin No. 51 Kav. 22 Jakarta 10350 Indonesia, Phone: +6221-3181388 ext. 1184, Fax. +6221-31990309, email: secretariat.hcvriwg@gmail.com
<b>Timeline:</b>	July-December 2008

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## **BACKGROUND**

All natural habitats possess some inherent conservation values. These could include the presence of rare or endemic species, sacred sites, or resources harvested by local residents. High Conservation Value (HCV) areas are defined as natural habitats where these values are considered to be of outstanding significance or critical importance. Areas identified as HCVA must be managed and monitored to maintain the sustainability of its function and use biologically, socially and ecologically.

RSPO has adopted the concept of identification, management and monitoring of HCV in its Principles and Criteria for Sustainable Palm Oil production, in particular in criteria 5.2 and 7.3. These criteria create a mandate for oil palm companies, who are members of RSPO, to identify, manage and monitor the HCV areas both in their new plantations and also existing plantations.

Kriteria 7.3 in short stated that land clearing for plantation since November 2005 cannot be done in primary forest or forest with high conservation values. In the indicator of the criteria 7.3 it is stated that company is expected to do HCV identification in areas that will be cleared for palm oil plantation. For existing plantation, in regard with criteria 5.2, if HCV is identified in oil palm plantation, then the company is expected to manage and monitor it in order to maintain the values.

HCV process is a set of activity starts from identification, management and monitoring. These three stages are a set of process where the result of identification will become the basis for management planning of HCV areas in a management unit. Result of management plan will be an integrated process of management unit planning for production activity and management planning to ensure the sustainability of HCV in the management unit. The management planning will be monitored regularly in certain timeline. The monitoring process is developed in a monitoring plan based on the management plan which will state specific targets according to the condition and objective of management unit.

Currently, Toolkit for identification of HCV has been produced and formally published in June 2008 by the Indonesia HCV Toolkit Revision Consortium. This document is a result of revision from the 2003 HCV Generic Toolkit which is usually used in forest management. In a meeting of RSPO, INA-NIWG and HCV Consortium on Friday, July 18<sup>th</sup> 2008 in Plaza BII, it was decided to form a working group named as HCV-RIWG (HCV RSPO Indonesia Working Group). The working group's main objectives are to develop Guidelines for HCV Management and Monitoring in Oil Palm Plantation and Guidelines for HCV Compensation Mechanism for new plantings taken place in HCV-Identified Areas within period of November 2005-November 2007. The meeting appointed Mr. Daud Dharsono (PT SMART Tbk) as chairman of the working group. Members of the working group are oil palm growers, government, academician, Social NGOs and Environmental NGOs involved in the Indonesia HCV Toolkit Revision Consortium. The working group will be working with the acknowledgement of RSPO and has set a timeline to achieve the objectives until December 2008.

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**PART I**  
**TERMS OF REFERENCE**  
**DEVELOPMENT OF GUIDELINES FOR HCV MANAGEMENT AND MONITORING IN OIL**  
**PALM PLANTATION**

**OBJECTIVE**

The objective is to develop guidelines for the Management and Monitoring of HCV in Oil Palm Plantation, both in new plantings as well as in existing plantations.

**SCOPE OF WORK AND PROCESS**

1. Development of Draft Guidelines Document
  - a. Initial development of the draft guidelines will be contracted to a team of experts.
  - b. Team of Experts will be guided by team of volunteers from HCV-RIWG members, to ensure consistent outputs.
  - c. Expertise needed in the Team of Experts:
    - i. Expert in forest ecology
    - ii. Expert in species ecology
    - iii. Expert in social and culture
    - iv. Expert in palm oil regulation
    - v. Expert in palm oil cultivation and production
    - vi. Expert in soil conservation
  - d. Team of Experts will come from different institutions, among others:
    - i. University
    - ii. Palm Oil Industry
    - iii. Government Institution
    - iv. NGO
    - v. Research Institution
2. Discussion of the Draft Guidelines Document, which will require a minimum of 3 physical meetings, with one physical meeting to be conducted with HCV-RIWG. Final output in this stage is to produce **Draft Document version 1**.
3. HCV-RIWG Plenary Meeting to discuss draft document version 1 and to produce **Final Draft Version 1**.
4. Field Testing of Final Draft version 1.
5. HCV-RIWG Plenary Meeting to discuss results of the field test and to produce Final Draft Version 2.
6. Public Consultation to collate inputs from public towards Final Draft version 2. Public Consultation will be conducted via website for 20 days and via public consultation workshop inviting all relevant stakeholders.
7. HCV-RIWG Plenary Meeting to discuss results of public consultations. The meeting aimed at producing **Final Document**.
8. **Submitting Final Document to RSPO EB** for acknowledgement.
9. **Public Socialization**

**ACTIVITY SCHEDULE**

No	Activity	Result	Person in-charge	Time	Place
1	Recruitment of Team of Experts	Elected Team of Experts	SK, WK, KP	29 July 2008	
2	Meeting with Team of Experts	Agreed working mechanism and timeline	KA, WK, KP	31 July 2008	Plaza BII
3	Discussion on Draft Document	1. Draft Document (TP dan TV) 2. Draft Document (TP dan WG) 3. Draft document version 1 (TP, TV dan WG)	TP, TV TP, TV, WG TP, TV, WG	1 month 1 day 6 days	Plaza BII
4	Plenary Meeting	Final Draft version 1	MM, WG	8 – 15 September	Plaza BII, WWF, AA, RILO, GAPKI
5	Fieldtesting	Field test results	MM, WG	15-25 September	Sumatera and Kalimantan
6	Plenary Meeting	Final Draft version 2	MM, WG	10 October	
7	Public Consultation	Public comments from website and workshop	MM, WG	10-30 October	39 <sup>th</sup> floor Plaza BII
8	Plenary Meeting	Final Document	MM, WG	November	Plaza BII
9	Submitting Final document	RSPO Acknowledgement	KA, SK, WK	1 December 2008	
10	Socialization	Public Acknowledgement	KA, SK, WK	December 2008	Plaza BII

Remarks:

KA = Ketua (chairman), WK = Wakil Ketua (vice chairman), SK = Sekretaris (secretary), TV = Tim Volunteer (Team of volunteer), TP = Tim Pakar (Team of expert), WG = HCV-RIWG, KP = Koordinator Pakar (expert coordinator), MM = Ketua Bidang Management & Monitoring HCV (team leader of HCV management and monitoring)

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**ESTIMATED COST OF THE PROJECT**

<b>No</b>	<b>Activity</b>	<b>Cost (million rupiah)</b>
1	Recruitment of Team of Expert	70
2	Meeting with Team of Expert	1
3	Draft Document discussion	5
4	Plenary Meeting	5
5	Fieldtesting	75
6	Plenary Meeting	5
7	Public Consultation Workshop	20
8	Plenary Meeting	5
9	Finalising Final Document	1
10	Socialization	20
11	Document translation (Bahasa Indonesia to English)	10
12	Secretariat	25
	<b>TOTAL ESTIMATED COST</b>	<b>242</b>

**SOURCES OF FUNDING**

Sources of funding will be from RSPO, Oil Palm Growers, dan NGO

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**PART 2**  
**TERM OF REFERENCE**  
**DEVELOPMENT OF GUIDELINES FOR HCV COMPENSATION MECHANISM**

**OBJECTIVE**

The objective is to develop compensation mechanism for HCV identified areas opened for oil palm plantation within period of November 2005-November 2007.

**SCOPE OF WORK AND PROCESS**

1. Development of Draft Document lead by INA-NIWG and GAPKI
2. HCV-RIWG Plenary Meeting to discuss draft document and to produce **Draft Version 1**.
3. Public Consultation to collate inputs from public toward Draft version 1. Public consultation will be conducted via website for 20 days and via public consultation workshop inviting all relevant stakeholders.
4. HCV-RIWG Plenary Meeting to discuss inputs and comments from public and to produce **Final Document**.
5. **Submit Final Document to RSPO EB** for acknowledgement.
6. **Public Socialization**

**ACTIVITY SCHEDULE**

No	Activity	Result	Person in-charge	Timeline	Place
1	Development of Draft Doc.	Draft Document	CM, INANIWG	2 weeks	Plaza BII
2	Plenary Meeting	Draft Version 1	CM, WG	1 week	Plaza BII
3	Public Consultation	Public comments from website and workshop	CM, WG	3 weeks	39 <sup>th</sup> Plaza BII
4	Plenary Meeting	Final Document	CM, WG	1 week	Plaza BII
5	Submit Final Doc. to RSPO	RSPO acknowledgement	KA, SK, WK	1 day	
6	Socialization	Public Acknowledgement	KA, SK, WK	4 days	Plaza BII

Remarks:

KA = Ketua (chairman), WK = Wakil Ketua (vice chairman), SK = Sekretaris (secretary), WG = HCV-RIWG,  
 CM = Ketua Bidang Compensate Mechanism HCV (team leader HCV compensation mechanism)

**ESTIMATED COST OF THE PROJECT**

No	Activity	Cost (million rupiah)
1	Draft document discussion	5
2	Plenary meeting	5
3	Finalising Final Document	1
4	Socialization	20
5	Document translation	10
6	Secretariat	25
	<b>TOTAL ESTIMATED COST</b>	<b>66</b>

**SOURCE OF FUNDING**

Sources of funding will be from RSPO, Oil Palm Growers and NGO

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**Annex I**  
**List of HCV-RIWG Members**

NO	NAME	DESIGNATION	INSTITUTION
1	Daud Dharsono	Chairman	GAPKI
2	Purwo Susanto	Vice Chairman	WWF-Indonesia
3	Ismu Zulfikar	Secretary	SMART
4	Darmawan Liswanto	Team Leader Guidelines for HCV Management and Monitoring - Expert Team Leader	OCSP
5	<a href="#">Bambang Dwi Laksono</a>	Team Leader Guidelines fro HCV Compensation Mechanism	<a href="#">Lonsum*</a> (to be confirmed)
6	Desi Kusumadewi	Supervisor	RILO (RSPO Indonesia Liaison Officer)
7		Member	WWF Indonesia
8		Member	The Nature Conservancy
9		Member	Conservation International
10		Member	BOS*
11			Walhi*
12			Daemeter Consulting
13			Fauna & Flora Int'l
14			Tropenbos International
15			DMSI
16			GAPKI
17			Asian Agri
18			Lonsum
19			Lyman Agro
20			Sampoerna Agro
21			Astra Agro Lestari
22			PT.SMART Tbk

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NO	NAME	DESIGNATION	INSTITUTION
23			Agro Indomas
24			Bakrie Sumatera
25			PTPN
26			Sawit Watch
27			IOPRI
28			Ministry of Agriculture*
29			Ministry of Forestry*
30			Ministry of Economic, Finance & Industry*
31			Ministry of Environmental*
32			National Land Agency*
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