

## MINUTES OF MEETING

### 13th Peatland Working Group 2 (PLWG-2) Meeting

Date : 15<sup>th</sup> September 2020  
 Venue : Virtual Meeting

#### Attendees List

SECTOR	SUBSTANTIVE MEMBERS	ALTERNATIVE MEMBERS
<i>GROWERS (MALAYSIA)</i>	<ul style="list-style-type: none"> <li>● <i>Jason Foong (KLK)</i></li> <li>● <i>Joshua Mathews (IOI)</i></li> </ul>	<ul style="list-style-type: none"> <li>● <i>Arif Sugandi (AAR KLK)</i></li> </ul>
<i>GROWERS (INDONESIA)</i>	<ul style="list-style-type: none"> <li>● <i>Lim Sian Choo (BGA)</i></li> <li>● <i>Gotz Martin (GAR)</i></li> </ul>	<ul style="list-style-type: none"> <li>● <i>Desti Hertanti (GAR)</i></li> <li>● <i>Fanny Roussel (SIPEF)</i></li> </ul>
<i>GROWERS (REST OF THE WORLD)</i>	<ul style="list-style-type: none"> <li>● <i>William Unsworth (NBPOL)</i></li> </ul>	
<i>SOCIAL NGO</i>	<ul style="list-style-type: none"> <li>● <i>Jason Hon (WWF)</i></li> <li>● <i>Wida Nindita (Sawit Watch)</i></li> </ul>	
<i>ENVIRONMENTAL NGO</i>	<ul style="list-style-type: none"> <li>● <i>Faizal Parish (GEC)</i></li> </ul>	<ul style="list-style-type: none"> <li>● <i>Mohd.Faizuddin (GEC)</i></li> </ul>
<i>PALM OIL PROCESSOR AND TRADERS</i>	<ul style="list-style-type: none"> <li>● <i>Chin Kaixiang (Bunge Loders Crokiaan)</i></li> <li>● <i>Julia Lo (Musim Mas)</i></li> </ul>	<ul style="list-style-type: none"> <li>● <i>Feber Antarisu/Surya Purnama (Wilmar International)</i></li> </ul>

NO	ITEM DESCRIPTION	MAIN DISCUSSION POINTS	ACTION POINTS	PROGRESS UPDATE
<b>15th September 2020 (Tuesday)</b>				
1	<b>Review of previous minutes of meeting and progress update</b>	<p>Secretariat shared the meeting agenda for the day as shown in Appendix 1.</p> <p>Secretariat started the meeting by reviewing previous minutes of meeting. WG member flagged that Drainability Assessment Procedure (DAP) should include content on palm that have reached 15 years old is allowed for bundling to form larger significant assessment area. Including this in the assessment will make it clearer for companies and auditor.</p> <p>WG suggested to update the attendance list and its format.</p>	<ul style="list-style-type: none"> <li>To add in DAP that palms that have reached 15 years can be bundled with other palms nearing 15 years to form significant area for assessment.</li> <li>To revise the format and update names from attendance list in previous minutes.</li> </ul>	<p><i>This has been added to DAP V2 – Section 5.3: Bundling of Area</i></p> <p><b>DONE</b></p>
2	<b>Updates on peat inventory monitoring</b>	<p>Secretariat gave an update on Resolution GA16-6E which is on peat inventory as shown in Appendix 2. There is no substantive difference in the figures from previous update.</p> <p>WG member asked if there is any guideline in terms of timeline for reporting on acquisition and disposal of peat area to Secretariat. For now, there is no guidance on this. The Biodiversity and High Conservation Value WG (BHCVWG) is looking at the declaration of such areas although in this context it comes as a declaration for new member.</p> <p>Concern would be when companies buy land with mature palms on peat where drainability assessment was not conducted.</p>	<ul style="list-style-type: none"> <li>To look at timeline for peat inventory update when member have new peatland acquisition/disposal.</li> <li>Statement on 4 months to notify new acquisition/disposal (or an indicative figure to be given followed by further 8 months to confirm the new area acquired) (in-reference to Item 2 of Appendix 2).</li> <li>Need to look at cut-off date for re-planting without DA when acquiring land with existing</li> </ul>	<p><i>As part of the Peat Inventory reporting requirement, the compulsory 2<sup>nd</sup> update will begin in 2022. An announcement will be prepared for this.</i></p> <p><i>This is mentioned in the peat inventory guidance under Section 1.1 C ‘Additional reporting requirement’.</i></p> <p><i>This is explained in DAP under the section labelled as ‘Acquisition’ where the acquiring RSPO</i></p>

			cultivation on peat.	<i>member company are responsible to conduct a DA.</i>
3	<b>Updates on ISH Peat BMP development</b>	<p>The ISH-PLWG subgroup had a meeting on the 4<sup>th</sup> of September. The updated workplan was shared targeting to complete the BMP by end of this month along with the flood risk assessment template. The Terms of Reference (TOR) for Designer/Publisher was also discussed. This work will come in to support publishing the content into modules according to ISH friendly manner.</p> <p>The subgroup was also discussing on pilot testing and the template for pilot testing. The testing will be a mix of understanding the suitability of the contents among smallholders and trying to implement methods suggested in BMP. The focus in attempting methods shown in BMP will be to find out the feasibility of carrying out the methods rather than to see an impact on ground resulting from implementing of the methods.</p> <p>As for now, the template is being developed with the RSPO smallholder's unit. This will be circulated among the subgroup and wider group for comments including the BMP for comments.</p> <p>WG member preferred to look at the draft BMP before and after the pilot testing. This will require additional time to be allocated for the review and translation.</p> <p>3 RSPO smallholder groups from Indonesia will be reached out to be part of this pilot testing. The possibility of pilot testing among non-certified members will also be attempted although this might be challenging.</p> <p>In overall the BMP is targeted to complete by December'2020.</p>		<i>The ISH Peat BMP is now up for Public Consultation (PC). This BMP was translated into Bahasa Malaysia, English and Bahasa Indonesia. The PC will complete on 9<sup>th</sup> September.</i>

<p>4</p>	<p><b>Discussion on revision of Drainability Assessment Procedure</b></p>	<p><u>Update regarding on-going DA review</u>            In total there are 13 reports as breakdown below:            I. Pre-review with RSPO Secretariat – <b>6 reports</b>            1 is being reviewed by Secretariat and 5 more for grower’s responds.            II. Full-review with review panel – <b>6 reports</b>            3 reports with reviewer’s desk and 3 more waiting for grower’s feedback.            III. Pre-review for DA using alternative method - <b>1 report</b></p> <p><u>Discussion on revision of the DAP</u>            Co-chair walkthrough the DAP Version 2 based on new updates and refined flow of content.</p> <p>Some contents are still being developed such as on the figures which is to be revised.</p> <p>Moving further, the transition period will be decided especially for companies that are on already preparing for DA.</p>	<ul style="list-style-type: none"> <li>• To follow up with the (1) company using non-RSPO method to conduct DA</li> <li>• Content for DAP – cut of date for replanting prior to Nov 2018.</li> <li>• Landscape survey in line with jurisdictional approach to be considered.</li> <li>• WG members will be giving their comments before 23<sup>rd</sup> September.</li> <li>• To check on the transition period for DAP Ver 2 (maybe by end of the year ?)</li> </ul>	<p><i>The DAP V2 is up for PC, available in English and Bahasa Indonesia. The PC is expected to complete on 21<sup>st</sup> August.</i></p> <p><i>This matter will be revisited as needed for JA purposes.</i></p> <p><i>To be decided based on the endorsement from Standard Setting Committee (expected in October). All DA conducted after the adoption date will need to follow DAP V2.</i></p>
<p>5</p>	<p><b>Webinar on ‘Coffee with Drainability Assessment Reviewers’</b></p>	<p>Faizal, Dato Keizrul and Dr.Joshua were panel speakers as part of webinar conducted on 16<sup>th</sup> of July titled “Coffee with Drainability Assessment Reviewers”. Pak Arif was not able to join the panel.</p> <p>Few questions from this session was also taken up as part of FAQ on Drainability Assessment.</p> <p>Moving forward with the new DAP, CO-chair suggested to have a</p>		

		webinar on this explaining the new additions/improvements made.		
6	<b>Updates on Virtual RT and Potential Topics</b>	<p>Secretariat updated that RT2020 this year will be fully virtual from 9th - 11th November 2020. The GA 17 will be held separately this year.</p> <p>There will be 2 types of sessions expected which is 'On-demand Session' and 'Live streaming Session'. The 'On-demand Session' will be recorded 2 weeks prior to RT2020 and played over scheduled webinar session.</p> <p>WG also suggested to have a more focused session with minimal parallel session instead of having many topics happening concurrently.</p> <p>Some of the potential topics raised are:</p> <ul style="list-style-type: none"> <li>• DAP Version 2</li> <li>• ISH Peat BMP (provided the manual can be completed by then)</li> <li>• Other ISH event to potentially join</li> <li>• Global supply chain uptake of RSPO oil and efforts to enhance NDPE (Panel session)</li> </ul>		<i>It is confirmed that there will be RT for 2021. More updates to come in the next meeting as this is currently being discussed at management level.</i>
7	<b>AOB and next meeting</b>	<p>A review assessing trends in OP cultivation on peat and use of BMPs</p> <p>WG mentioned that trends can be taken from PalmGHG. Alternatively, the Secretariat was checking if the WG would like to produce some materials (progress report and slide) to showcase the result of Peat Inventory.</p> <p>Co-chair suggested to focus on Malaysia and Indonesia's submission first for this analysis by using the shapefiles received to overlay over peat map.</p> <p>The pending submission from Indonesia have been sent via WG member to IGC.</p>	<ul style="list-style-type: none"> <li>• To come up with a (progress) update in the form of information sheet/fact sheet for M'sia and Indonesia. Chart on land set aside for conservation area versus no new planting on peat</li> </ul>	<i>Updates on peat trends will be given in the next meeting.</i>

		<p><u>The use of BMPs Volume 1 and Volume 2</u> The WG suggested to use the contacts from Peat Inventory to seek feedback on using BMPs and the need to conduct any webinar based on specific areas of the BMPs.</p>	<p><i>The survey has been put on hold since most of the BMPs physical booklets has not been distributed. (Initial plan was to blast the survey over RT).</i></p>
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## 13<sup>th</sup> PLWG-2 meeting

### Meeting via Zoom

Time (MYT)	Agenda
9.00 am – 9.15 am	1. Updates on action items from previous meeting
9.15 am – 9.40 am	2. Updates on peat inventory monitoring
9.40 am – 10.00 am	3. Updates on ISH Peat BMP Development
10.00 am – 11.00 am	4. Discussion on revision of Drainability Assessment Procedure
11.00 am – 11.15 am	Break
11.15 am – 11.45 am	5. Updated on Virtual RT and potential topics
11.45 am – 12.00 am	6. AOB and next meeting

## Appendix 2: Update on Resolution GA16-6e (Peat Inventory)

### GA 16 Resolution 6e (Peat inventory)

Item	Resolution Items	RSPO secretariat action
1	All existing RSPO "Grower" and "Processor and Trader" members <sup>1</sup> as at 6 November 2019 (irrespective of whether or not they have RSPO certified units) with any area of peat under their management or within their managed areas or land holdings to complete and submit the RSPO Peat Inventory Form (together with supporting documents as required) <sup>2</sup> to show the peat areas as at November 2018 and with subsequent changes to the RSPO Secretariat at latest by 31 March 2020 <sup>3</sup> . Acknowledging the challenges for some members to obtain the shapefiles for uncertified areas, submission of shapefiles for uncertified areas must be submitted to RSPO latest by 31 May 2020	<ul style="list-style-type: none"> <li>• Current completion of the peat inventory submissions at 63% of 132 members (95% of members identified in Gunarso study)               <ul style="list-style-type: none"> <li>○ 28 complete submissions, 2 certified only, 7 clarification required (total: 37 submissions)</li> <li>○ 46 no peat declarations</li> <li>○ 47 non-submitting members (9 Indonesia, 7 Msia, 20 LatAm, 10 Africa, 2 Thailand, 1 Cambodia)</li> </ul> </li> <li>• For non-submitting members, Secretariat has sent the list of the RSPO members to be circulated to all CBs for their further action. (circulated to CBs 25<sup>th</sup> August 2020)</li> </ul>
2	All RSPO "Grower" and "Processor and Trader" members <sup>1</sup> to update their RSPO Peat Inventory Forms when there are any changes (such as through acquisition or disposal) or as specified by the RSPO Secretariat	<ul style="list-style-type: none"> <li>• As per found in the peat inventory guidance sheet and peat audit guidance document</li> <li>• RSPO secretariat shall circulate a reminders (proposed annually) to growers and P&amp;Ts informing of the need to update the peat inventory in cases of any changes within their land holdings.</li> </ul>
3	All new "Grower" and "Processor and Trader" members <sup>1</sup> who join RSPO after November 2019 with any area of peat under their management or within their managed areas to complete and submit the RSPO Peat Inventory Form for all peatlands under their management (together with supporting documents as required) to the RSPO Secretariat within four months of becoming a member.	<ul style="list-style-type: none"> <li>• Integration of peat inventory in new members pack is ongoing with membership dept</li> <li>• Interim measure: GHG unit informed of new members and email will be sent of the requirement to submit peat inventory.</li> </ul>
4	The RSPO Secretariat (in conjunction with the RSPO Peatland Working Group, as appropriate) shall collate and analyse the information within the submitted peat inventories to provide an annual status report on the management of peatlands by RSPO members, but not make any public release of individual company information <sup>4</sup>	<ul style="list-style-type: none"> <li>• Analysis template is updated and reported to PLWG2 as and when new submissions are received.</li> <li>• Collation of individual shp files is ongoing by IMU unit under COOs office. Will be reported to PLWG once collation complete.</li> </ul>



5	<p>The RSPO Secretariat should clearly incorporate the requirement to report on peatland areas and their management into the specified requirements for new RSPO members and to highlight the need for the member should update the inventory when making any new acquisitions or disposals</p>	<ul style="list-style-type: none"> <li>• As mentioned in item 3, integration is ongoing with membership department. The proposal is to integrate the request for peat inventory during the membership application itself in askRSPO website (however taking into consideration that deadline for submission is 4months <b>AFTER</b> membership approved). Secretariat is finalising the proposal internally in a meeting on 27<sup>th</sup> August 2020.</li> <li>• To be reported to PLWG once procedure finalised.</li> </ul>
6	<p>RSPO Secretariat should adjust, as necessary, the specific requirements for submission of documentation taking into consideration any restrictions in information sharing at country level.</p>	<ul style="list-style-type: none"> <li>• Submission deadlines for new members are set at 4 months upon joining as RSPO member, extension of period is upon request on a case-by case basis.</li> <li>• Adjustment of specific requirements will go through the PLWG2 taking into consideration RSPOs standard setting procedure.</li> </ul>