

### **Summary of Twenty Ninth Technical SRWG Meeting**

The Twenty Ninth (29th) Shared Responsibility Working Group (SRWG) technical meeting was opened at 9.35 AM (CEST), October, 10, 2023 by the Secretariat virtually.

The agenda of the meeting was presented to the SRWG briefly just after the anti-trust statement was read and acknowledged.

The Secretariat used this call to present the results of the SR Performance Assessment based on the SR Scorecard data by September 2023, including the top 15 organisations based on CPO uptake, from which only four of them met the target of 2% CSPO uptake increase. Further actions on how to engage these key organisations will be discussed during the next SRWG meeting physically in Jakarta.

The Secretariat thanked everyone for attending the meeting and looks forward to seeing everyone in the next meeting on November 19, 2023 in Jakarta, Indonesia.

The meeting was closed at 11.02 AM (CEST).

**MINUTES OF MEETING OF RSPO**  
**RSPO Shared Responsibility Working Group (SRWG) 29th Technical Meeting**

Date: September 7, 2023 (Thursday)

Time: 9.35 AM to 11.02 AM (CEST)

Venue: Video Conference (RSPO ZOOM 6)

**Attendance:**

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| <p><b>Members and Alternates</b></p> <ol style="list-style-type: none"><li>1. Ben Vreeburg (BV, Bunge)</li><li>2. Harjinder Kler (HK, HUTAN)</li><li>3. Joshua Lim (JL, Wilmar)</li><li>4. Kamal Seth (KS, WWF International)</li><li>5. Mariama Diallo (MD, SIAT SA)</li><li>6. Nursanna Marpaung (NM, HUKATAN)</li><li>7. Surina Binti Ismail (Sbi, MPOA)</li></ol> <p><b>Absent with Apologies</b></p> <ol style="list-style-type: none"><li>1. Brian Lariche (Humana Child Aid Society, Sabah)</li><li>2. Catarina Vivalva (CV, BNP Paribas)</li><li>3. Claire Dong (CD, Avon) (virtually joining)</li><li>4. Girish Deshpande (GD, P&amp;G)</li><li>5. Hannah Mittner (HM, Lidl Stiftung &amp; Co. KG)</li><li>6. Julian Walker-Palin (JWP, RPOG)</li><li>7. Lim Sian Choo (Bumitama Agri Ltd)</li></ol> | <p><b>RSPO Secretariat</b></p> <ol style="list-style-type: none"><li>1. Lilian Garcia Lledo (LGL)</li><li>2. Inke van der Sluijs (IvdS)</li><li>3. Divya Bajpai (DB)</li><li>4. Christine Joan Spykerman (CJS)</li></ol> |
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| No  | Description   | Action Points  |
|-----|---|--|
| 1.0 | <p><b><u>Welcome Note</u></b><br/> The Secretariat welcomed the SRWG members to the meeting<br/> The SRWG members acknowledged the anti-trust statement prior to the meeting.</p> <p>The agenda of the meeting include:</p> <ol style="list-style-type: none"> <li>1. Welcoming and Agenda</li> <li>2. Approval of the minutes</li> <li>3. RSPO Secretariat updates <ul style="list-style-type: none"> <li>o Action points</li> <li>o RSPO Secretariat updates</li> <li>o Status of key deliverables</li> </ul> </li> <li>4. SRWG</li> <li>5. SR Scorecard</li> <li>6. SR at RT2023</li> <li>7. AOB and next meeting</li> </ol> |  |
| 2.0 | <p><b>Approval of Minutes</b></p> <ul style="list-style-type: none"> <li>- The 28th SRWG meeting (07 September) Minutes was presented</li> <li>- Approval by Members via email (deadline 27 October, 2023). Secretariat to proceed to its uploading if not comments are received.</li> </ul>  |  |
| 3.0 | <p><b><u>RSPO Secretariat Updates</u></b><br/> <b>Overview action points</b><br/> Open action points for the Secretariat are:</p> <ul style="list-style-type: none"> <li>- circulate updated SRWG ToR, to be signed by SRWG members and sent back to SR unit.</li> <li>- think about a communication plan on how to engage with the biggest companies in each sector to socialise the new uptake targets and understand the dynamics of their markets.</li> </ul>   | <ol style="list-style-type: none"> <li>1. <u>SRWG members are requested</u> to sign the physical circulated ToR and return it back to the Secretariat during the physical SRWG Meeting in Jakarta, Indonesia on 19 November 2023.</li> </ol> |

- to provide the absolute number corresponding to the members contacted and that responded in 2020 to the survey, an overview by region of which constituency is saying what reason for not meeting the uptake target, for which product (CSPO/CSPKO).
- to draft a ToR for SR revision.
- to follow up on the CSPKO and CSPO exercises with the Assurance Division.
- Secretariat to send the Guidance doc directly to the members using the membership group emails. - amend the distribution lists.
- to analyse the trend in meeting the uptake target referring to the SC model.

Completed actions points /to be discussed in this call are:

- Secretariat to explore to include the SC model used to reach the uptake target and the total Volumes in the SR Scorecard.
- Secretariat to consider removing those members that do not have CSPO business from the Total when calculating the performance.
- Secretariat to show the regional distribution of the EAs eligible members.

The SRWG members are requested to sign the physical circulated ToR and return it back to the Secretariat during the physical SRWG Meeting in Jakarta, Indonesia on 19 November 2023.

**Secretariat updates:**

- **Secretariat**
  - Divya Bajpai - current Assurance Manager Europe → transitioning to SR Manager (15 October - 31 December, 2023).
- **Latest announcements and news:**
  - Public Consultation on RSPO membership for [Jurisdictional Approach](#) - deadline 11 October 2023.
  - [New scores updated](#) on RSPO Shared Responsibility Scorecard.
  - [Uptake targets](#) for SR Year 4 (2023).
  - [Excellence Awards](#) - deadline extended to 13 October, 2023.

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|     | <ul style="list-style-type: none"> <li>● <b>Save the date:</b> <ul style="list-style-type: none"> <li>○ <a href="#">JaSPON x RSPO Conference and Members Engagement Forum</a> - 11-12 Oct 2023.</li> <li>○ RT 2023 - 20 - 22 November, Jakarta, Indonesia. <ul style="list-style-type: none"> <li>■ <a href="#">Early Bird Registration</a> - offer closes on 13 October 2023.</li> <li>■ <a href="#">ANNOUNCEMENT ON 20TH GENERAL ASSEMBLY (GA20) OF RSPO MEMBERS</a>: Wednesday 22 Nov.</li> </ul> </li> </ul> </li> </ul> <p><b>Status of key deliverables</b></p> <p>Key deliverables completed are the SR Scorecard toolkit, Announcement of the SR Uptake targets and SR Scorecard articles, and the September 2023 update of the SR Scorecard.</p> <p>Ongoing processes are the technical documents (VM and Guidance) CSPKO engagement plan and CSPO mapping plan, engagement with the underperformers members based on SR performance by September 2023 and hiring the SR Executive position.</p>   |  |
| 4.0 | <p><b>SRWG:</b></p> <ul style="list-style-type: none"> <li>● <b>Uptake targets Y4</b> announced → updated fact sheet (resources) and thinking about dedicated webinars (tbc?)</li> <li>● <b>3rd Physical meeting</b> (19 November) in Jakarta 09:30 - 17.00 - updated calendar invite: <ul style="list-style-type: none"> <li>○ <b>Confirmed attendees:</b> <i>Kamal Seth, Brian Lariche, Lim Sian Choo, Nursanna Marpaung and Dr. Surina Binti Ismail</i></li> <li>○ <b>Tentative:</b> <i>Ben Vreeburg, Catarina VILALVA and Julian Walker-Palin</i></li> <li>○ <b>Please indicate:</b> <i>Claire Dong, Joshua Lim Chian Yieh, H Kler and Mariama Diallo</i></li> <li>○ <b>Main topics:</b> <i>Uptake targets (including the Credits assessment), co-chair election, ToR of SR revision (tbc).</i></li> </ul> <p>Secretariat proposed members to nominate themselves for the co-chair election if they are interested. The SRWG members request to have an afternoon call. Secretariat to reschedule and book accordingly.</p> </li> <li>● <b>Guidance Documents</b> - <u>pending</u> to be distributed to the Membership Group email</li> </ul> | 2. Secretariat To reschedule the 3rd physical meeting (Sunday afternoon) |

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|     | <p>addressed by Secretariat.<br/> a. FICG feedback session postponed to end October/ beginning of November 2023.<br/> b. SHSC feedback requested by email.</p>   |  |
| 5.0 | <p><b><u>SR Scorecard</u></b></p> <ul style="list-style-type: none"> <li>• <b>Direct link</b> in the RSPO <a href="#">landing page</a>.</li> <li>• <b>M&amp;E methodology</b> updated: Scoring framework and examples per sector.</li> <li>• <b>Dashboards</b>: include actual CSPO uptake (mt)</li> <li>• <b>Process challenges</b>: <ul style="list-style-type: none"> <li>○ Laggards asking to be considered - 19 members reporting after the 27 September, 2023 update → 10 members scores already updated in the website BUT not eligible for the SR toolkit and/or SR Excellence Award.</li> <li>○ There might be members who have updated MyRSPO after cut off date (1st July, 2023)</li> <li>○ Need to consider a middle date to update → proposal <b>January 2024</b>.</li> </ul> </li> <li>• <b>Powerful synergies</b>: <ul style="list-style-type: none"> <li>○ WWF Scorecard - They included one point out of 24 depending on their SR Score. WWF Scorecard to be updated in April 2024.</li> <li>○ Comms campaign providing SR toolkit to members (68 members scoring above 8.5 by 27 September, 2023).</li> </ul> </li> <li>• <b>Main results - 1861 <u>active</u> members</b> eligible to comply with SR by July 2023.</li> <li>• Reporting rates:</li> </ul> |  |

| Category | Did report (%) in July 2021 | Did report (%) in July 2022 | Did report (%) in July 2023 |
|----------|-----------------------------|-----------------------------|-----------------------------|
| P&T      | 12%                         | 22%                         | 31%                         |
| CGM      | 10%                         | 17%                         | 30%                         |
| RT       | 17%                         | 31%                         | 50%                         |
| B&I      | 31%                         | 38%                         | 75%                         |
| eNGO     | 12%                         | 17%                         | 49%                         |
| sNGO     | 7%                          | 32%                         | 50%                         |
| Total    | 11%                         | 20%                         | 32%                         |

- 32% (586 members) reported in [MyRSPO](#)
- 68% (1265 members) did not report in [MyRSPO](#)

- **Main results - 1861 active members** eligible to comply with SR by July 2023.
- **75 members scored 8.5 and above** (up to date)
- SR performance (MyRSPO and Uptake targets) - Average score per sector:

| Sector (number)            | Average score | Transparency & Legality | Social     | Environmental | Resourcing |
|----------------------------|---------------|-------------------------|------------|---------------|------------|
| B&I (12)                   | <b>4.23</b>   | 3.7                     | 5.7        | 4.6           | 2.9        |
| CGM (900)                  | 2.07          | 1.2                     | 1.9        | 1.1           | 0.8        |
| eNGO (41)                  | 3.55          | 3.6                     | 3.6        | 3.8           | <b>3.3</b> |
| P&T (804)                  | 1.62          | 1.2                     | 2.1        | 1.2           | 0.8        |
| Retailers (82)             | 3.62          | 2.8                     | 3.7        | 2.8           | 2.4        |
| sNGO (22)                  | 2.66          | 2.6                     | 3.5        | 2.2           | 2.3        |
| <b>ALL members average</b> | <b>2.0</b>    | <b>1.4</b>              | <b>2.2</b> | <b>1.3</b>    | <b>0.9</b> |

| Category | Met CSPO target 2020 | Met CSPO target 2021 | Met CSPO target 2022* |
|----------|----------------------|----------------------|-----------------------|
| P&T      | 39%                  | 41%                  | 47%                   |
| CGM      | 59%                  | 59%                  | 62%                   |
| RT       | 67%                  | 72%                  | 70%                   |
| Total    | 53%                  | 54%                  | 57%                   |

\*% obtained removing the NA members from the total, i.e. Total members is 1153 (1786 eligible members - 663 NA members) (refer to next slide)

- Increase in % P&T and CGM and absolute numbers; i.e. P&T 151 in 2021 and 187 in 2022; CGM: 415 in 2021 and 429 in 2022
- Decrease in % and absolute numbers for Retailers, i.e. 46 in 2021 and 45 in 2022.
- Increase in % and absolute numbers in Total performers, i.e. 612 in 2021 and 661 in 2022.
- **Retailers** are the best uptake performers in terms of number of Retailers members reaching the % CSPO target.
- Pending to be analysed by which SC model (i.e. IP,SG,MB.Credits) the CSPO target is met.

- **SR Uptake targets performance - 1786** eligible members CGMS (900), Retailer (82) and P&T (804).
  - Not applicable (i.e. new members or no CSPO business) = 633 members (208 CGM, 407 P&T, 45 Ret)
  - 1153 members to whom the CSPO uptake target apply: 692 CGM, 397 P&T, 64 Retailers.

| Sector             | CSPO uptake (average) | >95%             | Did Not Submit ACOP | Not Applicable*    | Target Met       | Target Not Met     | Grand Total |
|--------------------|-----------------------|------------------|---------------------|--------------------|------------------|--------------------|-------------|
| CGM                | 75.8%                 | 28 (3.1%)        | 19 (2.1%)           | 208 (23.1%)        | 429 (47.7%)      | 216 (24.0%)        | 900         |
| P&T                | 36.5%                 | 3 (0.4%)         | 27 (3.4%)           | 407 (50.6%)        | 187 (23.3%)      | 180 (22.4%)        | 804         |
| Retailers          | 93%                   | 7 (8.5%)         |                     | 18 (22.0%)         | 45 (54.9%)       | 12 (14.6%)         | 82          |
| <b>Grand Total</b> | <b>63.6%</b>          | <b>38 (2.1%)</b> | <b>46 (2.6%)</b>    | <b>633 (39.6%)</b> | <b>661 (37%)</b> | <b>408 (22.8%)</b> | <b>1786</b> |

\*NA = new members, no CSPO business or exempted

- An overview of SR Uptake targets performance identifying the top 15 organisations based on CPO uptake was shown. All of them are P&T members and only 4 of them met the

3. Secretariat to see if there is uptake data of the integrated companies (i.e. P&T and CGM operations) and SRWG to discuss an approach to tackle the underperforming integrated companies.



uptake target of 2% CSPO uptake increase. Of the 11 P&T members who did not meet the target, none of them uptake more than 39% of CSPO. Secretariat proposed to have a high level engagement plan to ensure these major players commit to sustainable sourcing.

Some SRWG members showed their disagreement with the above numbers as they consider that they do not 'perform' the same, i.e. those sourcing physical material 'perform' better than those using Credits.

Secretariat reminded that when the uptake targets for the past years were discussed, the four supply chain models were/are allowed. Therefore we cannot do the distinction of better 'performers' based on which SC model they use. Also, for emerging markets credits is a very valid option.

Nevertheless, Secretariat agreed to get the overview of how the uptake targets are met (i.e. physical vs credits) to have the picture more clear. This is an ongoing action and the IMEL unit is helping SR Unit to get the data and overview.

Also, another discussion point focused on the statement that meeting the uptake target depends on the stakeholder position/role of each one. E.g P&T rely on CGM demanding CSPO for them to source CSPO as well, so if CGM buy credits, that affect the P&T uptake performance. Also that the customer base may change and that affects their uptake as well.

Secretariat reminded that in previous discussion and specifically during the 2nd physical meeting in Amsterdam, it was concluded that the requirement of meeting the CSPO target relies on the commitment of the member to source sustainable, rather than uniquely from the demand or their clients. Acknowledging that members have also to run a business base on clients demand, the Secretariat recognised that this is a difficult point to solve and the need to have a balance between commitment, uptake and sales.

A SRWG member emphasised that P&T with CGM operations have the sole option of increasing their uptake and not depend on others.

Secretariat will try to see if there is a way to identify these members and analyse their performance using ACOP data. During the SRWG meeting in Jakarta, to discuss how we can tackle these integrated companies.

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| 6.0 | <p><b>• Follow up actions:</b></p> <ul style="list-style-type: none"> <li>○ Engaging the SH Unit → Using Social - <b>SH inclusion</b> scores/ranking to reach out members underperforming.</li> <li>○ Regional sessions (e.g. Latam) → create momentum on the SR Scorecard and SR requirements implementation.</li> <li>○ Survey to the underperformers: <ul style="list-style-type: none"> <li>■ CSPO uptake targets</li> <li>■ MyRSPO performance</li> </ul> </li> <li>○ Direct outreach with CSPO uptake target underperformers - CEOs engagement with the Top 15 non meeting CSPO uptake target.</li> </ul> <p><b><u>SR at RT2023</u></b></p> <ul style="list-style-type: none"> <li>• <b>SR workshop</b> - <a href="#"><i>Shared Responsibility in Future Supply Chains: Increasing Uptake and Smallholder Inclusion</i></a>, 21 November 2023, 3:30 pm-4:30 pm GMT+7</li> <li>○ Recognise the members' initiatives on Smallholders inclusion and achieving a sustainable supply (i.e. 100% or SR Uptake target) and discuss the opportunities and challenges to scale up the projects.</li> <li>○ Moderator: Kamal Seth. Two presentations (5 - 8 minutes each), 12 round tables to discuss three questions placed in the plasmas.</li> </ul> |  |

|              | <ul style="list-style-type: none"> <li>● <b>RT Excellence awards, SR category</b> - One single winner out of 37 eligible members (scoring 9.5 and above in the SR Scorecard) who can apply. <ul style="list-style-type: none"> <li>○ Judging panel nominate 1 per each category P&amp;T, CGM, RTs and eNGO.</li> <li>○ Directly nominated: B&amp;I scoring 9.3 (Robeco) and sNGOs scoring 9.2 (Both Ends).</li> <li>○ Voting live during RT Ceremony among the 6 contestants (one per category)</li> </ul> </li> </ul> <table border="1" data-bbox="759 264 1330 592"> <thead> <tr> <th>Sector</th> <th>EU</th> <th>Ind</th> <th>Latam</th> <th>Mal</th> <th>NA</th> <th>RoW</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>B&amp;I</td> <td></td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>CGM</td> <td></td> <td>8</td> <td></td> <td></td> <td></td> <td>4</td> <td>14</td> </tr> <tr> <td>eNGO</td> <td></td> <td>3</td> <td>1</td> <td></td> <td>1</td> <td>1</td> <td>6</td> </tr> <tr> <td>P&amp;T</td> <td></td> <td>7</td> <td></td> <td>1</td> <td></td> <td></td> <td>9</td> </tr> <tr> <td>Retailers</td> <td></td> <td>4</td> <td></td> <td></td> <td></td> <td>2</td> <td>6</td> </tr> <tr> <td>sNGO</td> <td></td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td><b>24</b></td> <td><b>1</b></td> <td><b>1</b></td> <td><b>1</b></td> <td><b>7</b></td> <td><b>37</b></td> </tr> </tbody> </table> | Sector    | EU       | Ind      | Latam    | Mal      | NA        | RoW | Total | B&I |  | 1 |  |  |  |  | 1 | CGM |  | 8 |  |  |  | 4 | 14 | eNGO |  | 3 | 1 |  | 1 | 1 | 6 | P&T |  | 7 |  | 1 |  |  | 9 | Retailers |  | 4 |  |  |  | 2 | 6 | sNGO |  | 1 |  |  |  |  | 1 | <b>Total</b> |  | <b>24</b> | <b>1</b> | <b>1</b> | <b>1</b> | <b>7</b> | <b>37</b> |  |
|--------------|---|-----------|----------|----------|----------|----------|-----------|-----|-------|-----|--|---|--|--|--|--|---|-----|--|---|--|--|--|---|----|------|--|---|---|--|---|---|---|-----|--|---|--|---|--|--|---|-----------|--|---|--|--|--|---|---|------|--|---|--|--|--|--|---|--------------|--|-----------|----------|----------|----------|----------|-----------|--|
| Sector       | EU  | Ind       | Latam    | Mal      | NA       | RoW      | Total     |     |       |     |  |   |  |  |  |  |   |     |  |   |  |  |  |   |    |      |  |   |   |  |   |   |   |     |  |   |  |   |  |  |   |           |  |   |  |  |  |   |   |      |  |   |  |  |  |  |   |              |  |           |          |          |          |          |           |  |
| B&I          |   | 1         |          |          |          |          | 1         |     |       |     |  |   |  |  |  |  |   |     |  |   |  |  |  |   |    |      |  |   |   |  |   |   |   |     |  |   |  |   |  |  |   |           |  |   |  |  |  |   |   |      |  |   |  |  |  |  |   |              |  |           |          |          |          |          |           |  |
| CGM          |   | 8         |          |          |          | 4        | 14        |     |       |     |  |   |  |  |  |  |   |     |  |   |  |  |  |   |    |      |  |   |   |  |   |   |   |     |  |   |  |   |  |  |   |           |  |   |  |  |  |   |   |      |  |   |  |  |  |  |   |              |  |           |          |          |          |          |           |  |
| eNGO         |   | 3         | 1        |          | 1        | 1        | 6         |     |       |     |  |   |  |  |  |  |   |     |  |   |  |  |  |   |    |      |  |   |   |  |   |   |   |     |  |   |  |   |  |  |   |           |  |   |  |  |  |   |   |      |  |   |  |  |  |  |   |              |  |           |          |          |          |          |           |  |
| P&T          |   | 7         |          | 1        |          |          | 9         |     |       |     |  |   |  |  |  |  |   |     |  |   |  |  |  |   |    |      |  |   |   |  |   |   |   |     |  |   |  |   |  |  |   |           |  |   |  |  |  |   |   |      |  |   |  |  |  |  |   |              |  |           |          |          |          |          |           |  |
| Retailers    |   | 4         |          |          |          | 2        | 6         |     |       |     |  |   |  |  |  |  |   |     |  |   |  |  |  |   |    |      |  |   |   |  |   |   |   |     |  |   |  |   |  |  |   |           |  |   |  |  |  |   |   |      |  |   |  |  |  |  |   |              |  |           |          |          |          |          |           |  |
| sNGO         |   | 1         |          |          |          |          | 1         |     |       |     |  |   |  |  |  |  |   |     |  |   |  |  |  |   |    |      |  |   |   |  |   |   |   |     |  |   |  |   |  |  |   |           |  |   |  |  |  |   |   |      |  |   |  |  |  |  |   |              |  |           |          |          |          |          |           |  |
| <b>Total</b> |   | <b>24</b> | <b>1</b> | <b>1</b> | <b>1</b> | <b>7</b> | <b>37</b> |     |       |     |  |   |  |  |  |  |   |     |  |   |  |  |  |   |    |      |  |   |   |  |   |   |   |     |  |   |  |   |  |  |   |           |  |   |  |  |  |   |   |      |  |   |  |  |  |  |   |              |  |           |          |          |          |          |           |  |
| 7.0          | <p><b><u>AOB</u></b></p> <ul style="list-style-type: none"> <li>- Next meeting on 19 November in Jakarta.</li> </ul>  |           |          |          |          |          |           |     |       |     |  |   |  |  |  |  |   |     |  |   |  |  |  |   |    |      |  |   |   |  |   |   |   |     |  |   |  |   |  |  |   |           |  |   |  |  |  |   |   |      |  |   |  |  |  |  |   |              |  |           |          |          |          |          |           |  |
| 8.0          | <p><b><u>Closing</u></b></p> <ul style="list-style-type: none"> <li>- The next SRWG meeting will be held physically on 19 November, 2023 at 4.30pm (CGK) / 7.30am (CET) / in Jakarta, Indonesia.</li> </ul>   |           |          |          |          |          |           |     |       |     |  |   |  |  |  |  |   |     |  |   |  |  |  |   |    |      |  |   |   |  |   |   |   |     |  |   |  |   |  |  |   |           |  |   |  |  |  |   |   |      |  |   |  |  |  |  |   |              |  |           |          |          |          |          |           |  |