

Minutes of Meeting

7th Smallholder Working Group (SHWG) Meeting

Date: 25th - 27th February 2015

Time: 09.00 am– 05.00 pm (25th & 26th Feb); 09:00am – 12:30pm (27th Feb)

Venue: POD, Level 32 Capri Hotel, Kuala Lumpur, MALAYSIA

No	Name	Initial		SHWG	Organisation
1	Dr. Petra Meekers	PM	Grower RoW	Member/Co-Chair	New Britain Palm Oil
2	Marieke Leegwater	ML	Social NGO	Member/Co-Chair	Solidaridad
3	Herman Tandinata	HT	Grower	Member	PT Musim Mas
4	Darmawan Liswanto	DAR	Env NGO	Member	FFI
5	K. Ilangovan	ILANG	Grower (MY)	Member	FELDA Malaysia
6	Margaretha Nurunnisa	MAR	Env NGO	Member	WWF Indonesia
7	Putra Agung	PA	Env NGO	Member	WWF Indonesia
8	Melissa Yeoh	MY	Env NGO	Member	WWF Malaysia
9	Rosemary Addico	RA	Social NGO	Member	Solidaridad, Ghana
10	Putra Agung	PA	Env NGO	Member	WWF Indonesia
11	Haryono Sadikin	HRY	Env NGO	Observer	AIDEnvironment
12	Ruqaiyah Rofiq	RR	Social NGO	Member	Yayasan Setara Jambi
13	Perpetua George	PG	Processor	Member	Wilmar Group
14	Tritanto Fitriyardi	TF	Bank	Member	IFC
15	Sheila Senathirajah	SS	Smallholders		WAGS
16	Iqbal	Iq	Smallholders		WAGS
17	Jan Pierre Jarrin Peters	JPJ			Ciecopalma, Ecuador
18	Bob Norman	BOB		Expert	GreenPalm
19	Bilge Daldeniz	BIL		Consultant	Proforest
20	Surin Sukswan	SuS		Consultant	Proforest
21	Jayashree	JY		Consultant	Proforest
22	Julia Majail	JMA	Secretariat		RSPO Secretariat
23	Imam A. El Marzuq	IMM	Secretariat		RSPO-RILO Office
24	Tn.Hj. Salahuddin Yaacob	SY	Secretariat		RSPO Secretariat

No	Discussion Notes
1	<p>Welcome and Introduction</p> <p>PM started off the meeting by explaining some issues and activities with regards to the smallholders; she continued to explain about the meeting agenda.</p>
2	<p>SH Document: Revision of Public Consultation comments and elaboration of next draft (Facilitated by Proforest)</p> <ul style="list-style-type: none"> • Proforest facilitated the discussion of the document in 2-full days on 25th & 26th Feb 2015 and wrapped up the discussion on 27th Feb 2015 (9:00am – 10:00am). The discussion was arranged as follow: <ul style="list-style-type: none"> ○ Comments from Public Consultation & Proforest Technical Review (Plenary) ○ Break-out Session 1 – Review of Section 2 ○ Break-out Session 2 up to Session 7 – Review of Section 3 ○ Presentation on Section 2 Outcomes (Plenary) ○ Presentation of Section 3 Outcomes (Plenary) ○ Wrap up and next step • It was agreed that Proforest will be working on the Section 1 of the document. • The comments received during the public consultation prompted the SHWG to work on a thorough rewrite of the document. • The new version of the draft will be ready by end of March. • There will be a 2nd round of 60 day public consultation period in May/June time, where comments can be received and for which the document will be available in multi-language. Similar to the previous Round 1

public consultation, physical meeting will also be expected to be done in Latin America, Africa and SEA.

3 Simplified HCV Guidance

Highlights:

- Draft of Unified HCV Guidance for Smallholders is drafted; combining the best parts of the CI and Precautionary Approached post-trial
- Proposed to move forward to test the draft guidance.
- HCV-RN has committed to test this in 3 places (Indonesia, Honduras, Africa)
- Copies of the document has been shared with the members of SHWG
- ToR of the taskforce are:
 - a. *Informal and voluntary taskforce to test the unified HCV guidance for smallholders*
 - b. *To discuss the recommendations mentioned in the unified HCV guidance (e.g. HCV assessment mechanism for forested landscapes which need external assessors).*
 - c. *Review outcome of the trial cases and any changes required to the Unified approach*
 - d. *Provide update to the working groups and work towards board approval (mechanism can be that the task force informs on final document and one working group brings it to EB meeting)*

Decision:

1. SHWG accepted the draft and agreed to move forward to test the draft.
2. Agreed members from SHWG to sit in the subgroup (taskforce) are:
 - a. AIDEnvironment
 - b. WWF-Malaysia
 - c. Solidaridad
 - d. WWF-Indonesia

Action Points :

1. To send comment on the document before or by 15 March 2015. **(Action by: SHWG Members)**
2. Imam to speak to Yayasan Setara Jambi if they are willing to test the document. **(Action by: Imam/RSPO Secretariat)**
3. ICS Felda to confirm if they are willing to test the tool **(Action by: K Ilangovan)**

4 The Remediation and Compensation Procedures (RaCP) Related to Land Clearance without Prior HCV Assessment and its concerns related to smallholders

Highlights:

- A meeting was held with reps from RaCP on 25/2/2015.
- The RaCP was endorsed by the BoG on March 6th, 2014 and the announcement and trial which are known as staged implementation begun on 9th of May 2014. The procedures applies to all grower members of RSPO and all RSPO members own/managed oil palm concession are required to submit liability disclosure by end of July 2014 and Land Use Change Analysis end of September 2014. All RSPO grower members are expected to comply with RSPO P&C and these include members classified under independent smallholders.
- Position for SH still need to be clarified on these requirements. There is exception which can be made on case to case basis. For the CTF Panel to assess.
- Compensation Panel – to review the plan. Propose a simple format for SH to fill up for the declaration.

Decision:

1. SHWG Co-Chairs to write to CTF Co-Chairs to discuss this further. Promote dialogue.
2. CTF welcomes member to sit in the CTF Panel. Two volunteers agreed to sit in the Panel are:
 - a. NBPOL
 - b. Solidaridad

Action Points :

1. SHWG Co-Chairs to write a letter addressed to Compensation Taskforce (CTF) Co-chairs, on the matters below :
 - a. Clarification on the Compensation form, and the plan to do trial for Smallholders

- b. Procedure of declaration on Non Commercial
 - c. Possibility to organize joint meeting between SHWG & CTF
- PIC : SHWG Co-Chairs**

5 Green House Gas (GHG) on new requirement in the P&C 2013, Criteria 5.6 and 7.8

Highlights:

- A joint meeting with ERWG will be held on 27 February 2015, 2.00pm
- Will update SHWG members on the matter (and the impacts to smallholders) in the next SHWG meeting.

6 SHWG Membership

Highlights:

- Review of the membership status in SHWG, and the vacant position
- Co-Chairs have sent a letter to members who have not been participating actively since the previous meetings without providing alternate or explanation. Time given till end of February 2015.
- For those vacant or potentially vacated seat:
 - a. *Environment – we received two expression of interest from AidEnvironment and Rain Forest Alliance.*
 - b. *Retailers – to approach P&G, Singapore*
 - c. *Smallholders Indonesia – to approach FORTASBI if they would be interested to become member of SHWG*
 - d. *Smallholders Malaysia – to approach WildAsia (WAGS)*
 - e. *Representative from Latin America – to discuss with Francisco Naranjo*

Decision:

1. The re-election of Co-chairs will be included as one of the agenda for the next SHWG meeting.
2. Slots that still empty or vacant need to be filled up.

Action Points :

1. Call for new members to fill in the vacant seats according to normal process i.e. invitation based on expression of interest; announcement via RSPO website; as well as to ask member of BOG to nominate.

Action by : RSPO Secretariat

7 RSSF

- The Panel has reviewed the performance of the fund and came up with a new strategy. This strategy was presented to the BOG in Nov 2014.
- BOG approved the proposal except that the scope of the fund would remain to target the independent smallholders.
- Total fund as of 31 Dec 2014 is RM15 million.
- RSSF will prepare details based on the new strategy. More communication re RSSF will be done accordingly.

8 Any Other Bussines

1. Secretariat to draft a Term of References for Simplified SEIA Guidance for Smallholders and to explore potential consultant for this exercise
Action by: RSPO Secretariat
2. Workplan/budget for the next FY will be prepared by April/May.
Action by: Co-Leaders/RSPO Secretariat
3. Videos on Smallholders and RSSF have been translated to other languages (Bahasa Malaysia, Bahasa Indonesia, Thai and Spanish). Members are encouraged to make use of this communication tool to reach out smallholders within their network. **Info.**

9 Closing/ Adjournment of meeting

ML and PM thanked all participants for their attendance and active participations.

Meeting ends at 12:30noon.