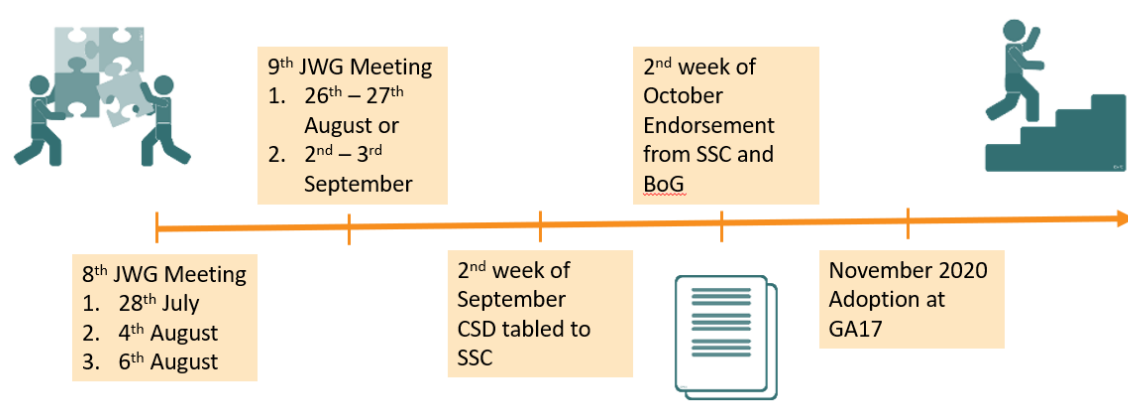
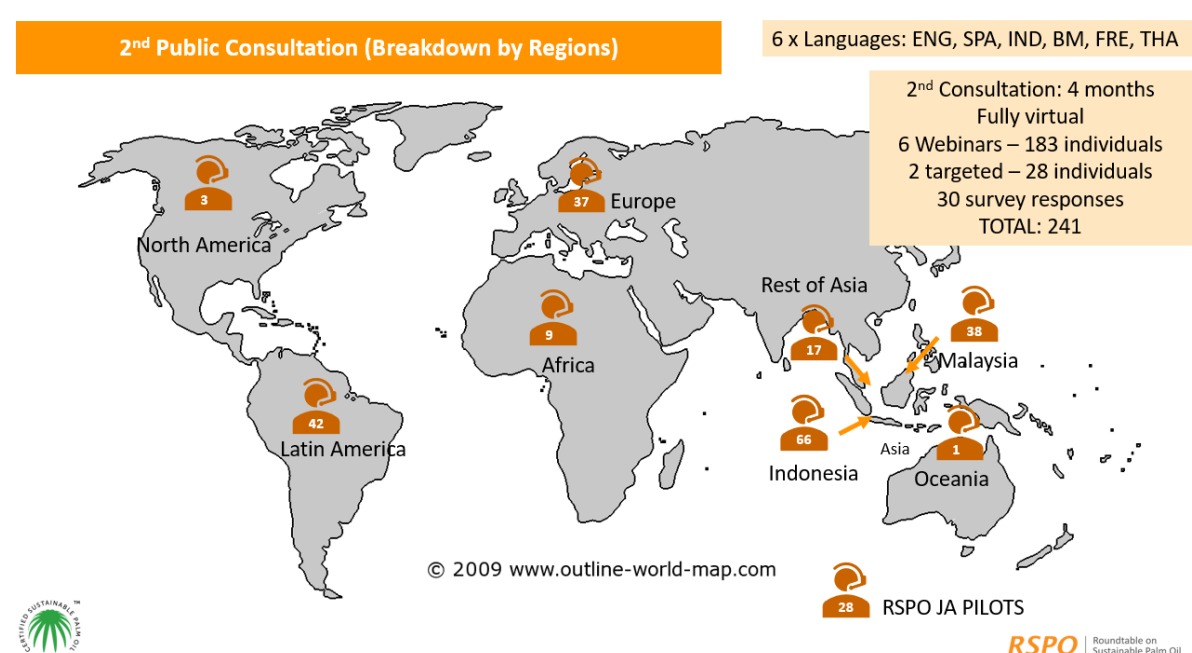


MINUTES OF MEETING OF RSPO
8th RSPO JWG MEETING (PART 1)**Date: 28th July 2020****Start time: 1600 – 1900****Venue : Virtual****Attendance :**

<u>Members and Alternates</u>	<u>RSPO Secretariat</u>
<ol style="list-style-type: none">1. Audrey Lee Mei Fong (OLAM, ALMF)2. Balu Perumal (MNS, BP)3. Chin Kai Xiang (Bunge, CKX)4. Glyn Davies (WWFMY, GD – Co-chair)5. John Watts (INOBU, JW)6. Jon Hixson (YUM's Brand, JH)7. Lim Sian Choo (BAL, LSC)8. Lee Kuan Chun (P&C, LKC)9. Marcus Colchester (FPP, MC)10. Rauf Prasodjo (UNILEVER, RP)11. Rob Nicholls (RN, MM)12. Sander van den Ende (NBPOL, SE – Co-chair)	<ol style="list-style-type: none">1. Dillon Sarim (DS)2. Javin Tan (JT)
<u>Absent with Apologies</u> <ol style="list-style-type: none">13. Alagendran Maniam (SDP, AM)14. Maria Amparo Alban (ACDC, MAA)15. Michael Rice (BothEnds, MR)16. Putra Agung (RA, PA)17. Tom Lomax (FPP, TL)18. Wahyu Wigati (GAR, WW)	

No	Description
1.0	<p>Opening Remarks</p> <p>The co-chairs welcomed everyone to the first session of the 8th JWG meeting and informed the WG of the objectives of the 8th meeting. 8th JWG meeting objectives:</p> <ol style="list-style-type: none"> 1. Discuss key issues from the 2nd Public Consultation and revise the CSD. Subgroup or volunteers will help develop text to be inserted in the CSD. 2. Identify issues that goes beyond the group and come up with next step to address the gaps <p>The JWG agreed on the revised timeline of the JWG workstream for the first two quarter of FY21:</p>  <p>The timeline diagram shows the following milestones:</p> <ul style="list-style-type: none"> 8th JWG Meeting: 1. 28th July, 2. 4th August, 3. 6th August 9th JWG Meeting: 1. 26th – 27th August or 2. 2nd – 3rd September 2nd week of September: CSD tabled to SSC 2nd week of October: Endorsement from SSC and BoG November 2020: Adoption at GA17

2.0	<p>Public Consultation Process (Update)</p> <p>DS provided the update on the 2nd Public Consultation Process.</p>  <p>2nd Public Consultation (Breakdown by Regions)</p> <p>6 x Languages: ENG, SPA, IND, BM, FRE, THA</p> <p>2nd Consultation: 4 months Fully virtual 6 Webinars – 183 individuals 2 targeted – 28 individuals 30 survey responses TOTAL: 241</p> <p>Regional Breakdown:</p> <ul style="list-style-type: none"> North America: 3 Latin America: 42 Africa: 9 Europe: 37 Rest of Asia: 17 Indonesia: 66 Malaysia: 38 Asia: 1 Oceania: 1 RSPO JA PILOTS: 28 <p>© 2009 www.outline-world-map.com</p> <p>RSPO Roundtable on Sustainable Palm Oil</p>
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No	Description																							
	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p style="background-color: #f4a460; padding: 5px; margin-bottom: 10px;">2nd Public Consultation (Breakdown by Stakeholder Groups)</p> <p style="text-align: center;">2nd Public Consultation Breakdown by Stakeholder Groups</p> <table border="1" style="margin-top: 10px; width: 100%; text-align: center; font-size: small;"> <tr> <td>Growers</td> <td>P&T</td> <td>Retailers</td> </tr> <tr> <td>Social NGOs</td> <td>Env NGOs</td> <td>Financial Ins</td> </tr> <tr> <td>CGMs</td> <td>Others</td> <td></td> </tr> </table> </div> <div style="width: 35%; background-color: #fff9e6; padding: 10px; border: 1px solid #ccc;"> <p>2nd Consultation: 4 months Fully virtual 6 Webinars – 183 individuals 2 targeted – 28 individuals 30 survey responses TOTAL: 241</p> <p style="text-align: center; margin-top: 10px;">Breakdown of 'Other' category</p> <table border="1" style="margin-top: 10px; width: 100%; text-align: center; font-size: x-small;"> <tr> <td>Association</td> <td>3%</td> </tr> <tr> <td>CB</td> <td>5%</td> </tr> <tr> <td>Government</td> <td>8%</td> </tr> <tr> <td>Certification Scheme</td> <td>8%</td> </tr> <tr> <td>University/Research Ins.</td> <td>20%</td> </tr> <tr> <td>Consultant</td> <td>22%</td> </tr> <tr> <td>Personal</td> <td>38%</td> </tr> </table> </div> </div> <p style="margin-top: 20px;">The WG agreed that the process has been followed and thanked the Secretariat for handling the process efficiently, despite the Covid-19 pandemic. Co-chairs thanked JWG members who had facilitated the consultation sessions.</p> <p>The Co-chairs informed the JWG that some work has been done prior to the 8th JWG meeting to clarify issues raised during the public consultation process. This includes the restructuring of the CSD to improve clarity of the document. The JWG is of the opinion that we are '70% complete'.</p> <p>The Co-chairs proceed to go through the restructured CSD, section by section, to address key issues. The WG agreed that all comments received will be acknowledged, but with regards to the final revision process, only fundamental comments that will improve the clarity of the CSD will be included as new wordings in the final draft of the CSD.</p> <p>The WG also agreed with the Co-chairs suggestion to limit the CSD to 30-pages long and have a separate document (FAQ) developed to address any additional points.</p>	Growers	P&T	Retailers	Social NGOs	Env NGOs	Financial Ins	CGMs	Others		Association	3%	CB	5%	Government	8%	Certification Scheme	8%	University/Research Ins.	20%	Consultant	22%	Personal	38%
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3.0	<p>Section 1: Introduction to JA</p> <p>The following are the key issues raised in the second consultation for the 'Introduction to JA' section:</p> <ol style="list-style-type: none"> 1. A clearer case / explanation for why JA is needed: limits of site-based certification (wildlife populations, river basins); benefits of dealing with systemic social and policy issues (gap analysis should highlight); what drives the JA? 2. Benefits of Jurisdictional Certification for all levels, especially for existing RSPO members. 3. Roles of the stakeholders in the Jurisdiction, includes, government (what is 'government commitment'; who is government in the whole JC), JE, its members (those who are subjected to the RSPO standards and requirements, including the FFB collection centers which are not currently covered in any of the RSPO standards) and other stakeholders (NGOs etc). 4. What are national schemes in the whole JC? <p>The WG discussed and agreed that guidance should be provided on the following:</p> <ol style="list-style-type: none"> 1. the roles of each stakeholders within the jurisdictions; 2. the benefits of JA for the industry players within the jurisdictions 																							

No	Description														
	<p>And this guidance could be included in the FAQ instead of the CSD, if space is not available.</p> <p>As for the national schemes, the WG acknowledge the importance of recognizing them in the approach and requested the Secretariat to propose some wordings to be included in the CSD.</p> <table border="1" data-bbox="225 409 1433 813"> <thead> <tr> <th data-bbox="225 409 284 443"></th> <th data-bbox="284 409 963 443">Action Points</th> <th data-bbox="963 409 1217 443">PIC</th> <th data-bbox="1217 409 1433 443">Status</th> </tr> </thead> <tbody> <tr> <td data-bbox="225 443 284 745">1.</td> <td data-bbox="284 443 963 745"> To come up with text on <ol style="list-style-type: none"> 1. A clearer case / explanation for why JA is needed; 2. the benefits of JA for the industry players within the jurisdictions Suggestion to make this pictorial instead of texts. Benefits of JA for each stakeholder may be included in the FAQ. </td> <td data-bbox="963 443 1217 745">GD</td> <td data-bbox="1217 443 1433 745"> Section 1.1 and 1.3 done Section 1.2 pending </td> </tr> <tr> <td data-bbox="225 745 284 813">p2.</td> <td data-bbox="284 745 963 813">Acknowledgement of National Schemes in the introduction section.</td> <td data-bbox="963 745 1217 813">RSPO Secretariat</td> <td data-bbox="1217 745 1433 813">To be included in the FAQ</td> </tr> </tbody> </table>				Action Points	PIC	Status	1.	To come up with text on <ol style="list-style-type: none"> 1. A clearer case / explanation for why JA is needed; 2. the benefits of JA for the industry players within the jurisdictions Suggestion to make this pictorial instead of texts. Benefits of JA for each stakeholder may be included in the FAQ.	GD	Section 1.1 and 1.3 done Section 1.2 pending	p2.	Acknowledgement of National Schemes in the introduction section.	RSPO Secretariat	To be included in the FAQ
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4.0	<p>Section 2: Scope</p> <p>The following are the key issues raised in the second consultation for the 'Scope' section:</p> <ol style="list-style-type: none"> 1. Guidance on multi-stakeholder representation - governance structure including composition & guidance on how decision is made (e.g.: based on consensus); it's roles to be specified (i.e. oversight of JE, hiring of JE personnel) 2. Guidelines for the development and management of JE, including composition requirement of the JE (i.e.: personnel requirements) and its legality 3. Differences between RISS Group Certification and JA Group and the applicability of the RISS Stepwise Approach in the JA context 4. Indicators that can be upwardly delegated to the JE <table border="1" data-bbox="225 1267 1433 1982"> <thead> <tr> <th data-bbox="225 1267 284 1301"></th> <th data-bbox="284 1267 963 1301">Decision/Action Points</th> <th data-bbox="963 1267 1217 1301">PIC</th> <th data-bbox="1217 1267 1433 1301">Status</th> </tr> </thead> <tbody> <tr> <td data-bbox="225 1301 284 1827">1.</td> <td data-bbox="284 1301 963 1827"> Role of multi-stakeholder board, how it functions, and its composition (especially involvement/roles of government in the board) written as section 2.3. Also including point 3 from the introduction section. 3. Roles of the stakeholders in the Jurisdiction, includes, government (what is 'government commitment'; who is government in the whole JC), JE, its members (those who are subjected to the RSPO standards and requirements, including the FFB collection centers which are not currently covered in any of the RSPO standards) and other stakeholders (NGOs etc). To reference the CSD (on this section) to RSPO existing documents for multi-stakeholder group process. </td> <td data-bbox="963 1301 1217 1827">RN, KC, LSC, and RSPO Secretariat.</td> <td data-bbox="1217 1301 1433 1827"> On multi-stakeholder (done) Roles of stakeholders pending </td> </tr> <tr> <td data-bbox="225 1827 284 1982">2.</td> <td data-bbox="284 1827 963 1982"> a) Differences between the SH Group Certification and JA Group Certification (including the applicability of the RISS stepwise approach in the JA context) b) Composition of Jurisdictional Entity, </td> <td data-bbox="963 1827 1217 1982"></td> <td data-bbox="1217 1827 1433 1982"> A – pending B – done C – pending </td> </tr> </tbody> </table>				Decision/Action Points	PIC	Status	1.	Role of multi-stakeholder board, how it functions, and its composition (especially involvement/roles of government in the board) written as section 2.3. Also including point 3 from the introduction section. 3. Roles of the stakeholders in the Jurisdiction, includes, government (what is 'government commitment'; who is government in the whole JC), JE, its members (those who are subjected to the RSPO standards and requirements, including the FFB collection centers which are not currently covered in any of the RSPO standards) and other stakeholders (NGOs etc). To reference the CSD (on this section) to RSPO existing documents for multi-stakeholder group process.	RN, KC, LSC, and RSPO Secretariat.	On multi-stakeholder (done) Roles of stakeholders pending	2.	a) Differences between the SH Group Certification and JA Group Certification (including the applicability of the RISS stepwise approach in the JA context) b) Composition of Jurisdictional Entity,		A – pending B – done C – pending
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No	Description														
		c) Legality of JE (suitable legal terms to be used to explain the legality requirement of the JE establishment).													
	3.	To pick up indicators on what can be upward delegated to JE	JW Done												
5.0	<p>Section 3: RSPO Stepwise Approach for Jurisdictional Certification</p> <p>The following are key issues raised in the second consultation for the ‘RSPO Stepwise Approach for Jurisdictional Certification’ section:</p> <ol style="list-style-type: none"> 1. Monitoring element is missing in the stepwise approach for ensuring continual compliance 2. Guidance for Jurisdictional Work/Development Plan (distinct from Time-Bound-Plan) 3. Guidance for maximum time-frame for each of the steps of the stepwise approach 4. Guidance on landscape assessment: <ol style="list-style-type: none"> a. Current limitations of landscape level methodology and how to address those limitations. b. Call for the standardization of jurisdictional level mapping efforts, instead of having interim measures that allow any jurisdictional level mapping efforts - mostly to avoid creating legacy issues in the long term. c. Consideration for jurisdictional and site-based assessments (two-tier level assessments) for jurisdictions (e.g.: HCV-HCS assessment) using risk-based approach d. Consideration for HCV 1,2,3 at landscape level while HCV 4,5,6 at management unit level – how will this work? 6. Guidance for what the JWG meant by ‘disqualifying social and environmental elements’ 7. Consideration for the ‘legal gap analysis’ to be completed early on in the stepwise approach with requirements for JE to address the gap 8. At what level of the steps can requirements be audited at the JE level without having to audit individual management units? <i>This is related to action points for identifying requirements that can be upwardly delegated to the JE.</i> <p>Decision points:</p> <ol style="list-style-type: none"> 1. The stakeholder database requirement to remain as it is. 2. No time-frame will be introduced to each of the steps, however there will be an RSPO WG/SC to evaluate the performance of the JE (the Standard Setting Committee is proposed) 3. Legal gap analysis initiated in Step 1, completed in Step 2, gaps identified fully addressed in Step 3. Proposed wordings: <ol style="list-style-type: none"> a) Landscape (? System) -Performance Indicator: Step 2, bullet point (vii) – <i>Legal gaps identified on the differences between RSPO P&C and jurisdiction law and policies, and develop the necessary regulations or procedure.</i> b) Landscape (? System) -Performance Indicator: Step 3, bullet point (v) – <i>Enforceable regulations or procedures are adopted and applied to overcome gaps with RSPO P&C.</i> <table border="1" data-bbox="220 1800 1433 2000"> <thead> <tr> <th data-bbox="220 1800 280 1839"></th> <th data-bbox="280 1800 951 1839">Action Points</th> <th data-bbox="951 1800 1206 1839">PIC</th> <th data-bbox="1206 1800 1433 1839">Status</th> </tr> </thead> <tbody> <tr> <td data-bbox="220 1839 280 1935">1.</td> <td data-bbox="280 1839 951 1935">On jurisdictional-wide monitoring requirement in the stepwise approach: to write a new section on this (Section 3.3)</td> <td data-bbox="951 1839 1206 1935">RP and RSPO Secretariat</td> <td data-bbox="1206 1839 1433 1935">Done</td> </tr> <tr> <td data-bbox="220 1935 280 2000">2.</td> <td data-bbox="280 1935 951 2000">On disqualifying criteria: to provide guidance for JEs to deal with situation where industry players refuse to meet</td> <td data-bbox="951 1935 1206 2000">SVDE and KC</td> <td data-bbox="1206 1935 1433 2000">Done</td> </tr> </tbody> </table>				Action Points	PIC	Status	1.	On jurisdictional-wide monitoring requirement in the stepwise approach: to write a new section on this (Section 3.3)	RP and RSPO Secretariat	Done	2.	On disqualifying criteria: to provide guidance for JEs to deal with situation where industry players refuse to meet	SVDE and KC	Done
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	the requirements (e.g.: clear areas after Nov 2005, without an HCV assessment but do not want to compensate)																		
3.	On jurisdictional workplan requirements: A text to be written and included in the main body on who will determine whether the workplan is being followed sufficiently and the body that checks/verify this (suggestion: SSC).	RSPO Secretariat	Done																
4.	A paragraph on guidance for jurisdictional-level assessments (HCV, HCS, FPIC) vs site-based assessment, and what can be accepted as interim measures	RSPO Secretariat	Done																
6.0	<p>Section 4: RSPO Membership for Jurisdictional Certification</p> <p>The following are the key issues raised in the second consultation for the ‘RSPO Membership for Jurisdictional Certification’ section:</p> <ol style="list-style-type: none"> 1. Consequences to JE and its complying members if one of the members are in non-compliance - what is the mechanism to ensure that the complying JE members are not affected? 2. SOP involved in the verification and membership application process 3. RSPO membership for JE - voting rights, fees, involvement in the RSPO WG/SC/TF etc 4. Time limit for provisional membership - how long can provisional members keep this membership status? Should there be a threshold related to ‘no progress’ before expulsion can be considered by the JE? 5. Criteria for JE member suspension/termination? <p>Decision points:</p> <ol style="list-style-type: none"> 1. The RSPO membership for JE is ‘JE Group as one RSPO member’ 2. Individual RSPO members within the jurisdiction do not need to relinquish their membership. ACOP requirements stay with the individual RSPO members. 3. ACOP reporting (for JE) to be submitted by JE – each stakeholder needs to be distinguished in the report (RSPO to check if this is possible). 4. RSPO requirements for partial certification to be made applicable in the JA context. 5. Consequences of non-complying members to the overall JE and its members will be discussed further in the ‘Trade and Claims’ section 6. RSPO will work with the Membership unit on the SOP for the verification and membership application process (Step 1 and 2), including identifying JE membership category, fees, voting rights and participation in RSPO WG/TF/SC. 7. The JE membership within the jurisdiction section (Section 4.2) is rewritten, and the JE provisional membership has been removed. <table border="1" data-bbox="225 1585 1433 1917"> <thead> <tr> <th data-bbox="225 1585 277 1619"></th> <th data-bbox="277 1585 956 1619">Action Points</th> <th data-bbox="956 1585 1209 1619">PIC</th> <th data-bbox="1209 1585 1433 1619">Status</th> </tr> </thead> <tbody> <tr> <td data-bbox="225 1619 277 1682">1.</td> <td data-bbox="277 1619 956 1682">Rewrite Section 4.1 to reflect the JWG decision on RSPO membership for jurisdictions.</td> <td data-bbox="956 1619 1209 1682">RSPO Secretariat</td> <td data-bbox="1209 1619 1433 1682">Done</td> </tr> <tr> <td data-bbox="225 1682 277 1816">2.</td> <td data-bbox="277 1682 956 1816">On JE membership Table 2: a) To define what is ‘JA compliant’ b) To revise table 2 to reflect the text from Section 4.2</td> <td data-bbox="956 1682 1209 1816">SVDE and RSPO Secretariat</td> <td data-bbox="1209 1682 1433 1816">Pending</td> </tr> <tr> <td data-bbox="225 1816 277 1917">3.</td> <td data-bbox="277 1816 956 1917">JE criteria for suspension and termination of JE members</td> <td data-bbox="956 1816 1209 1917">Missed, to be discussed at the next meeting</td> <td data-bbox="1209 1816 1433 1917">Done</td> </tr> </tbody> </table>				Action Points	PIC	Status	1.	Rewrite Section 4.1 to reflect the JWG decision on RSPO membership for jurisdictions.	RSPO Secretariat	Done	2.	On JE membership Table 2: a) To define what is ‘JA compliant’ b) To revise table 2 to reflect the text from Section 4.2	SVDE and RSPO Secretariat	Pending	3.	JE criteria for suspension and termination of JE members	Missed, to be discussed at the next meeting	Done
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7.0	<p data-bbox="220 248 304 277">Closing</p> <p data-bbox="220 315 1422 376">The Co-chairs thanked the WG members for the meeting. The WG aimed to complete the action points by the next meeting on 4th August 2020.</p> <p data-bbox="220 414 507 443">The meeting is adjourned.</p>

MINUTES OF MEETING OF RSPO
8th RSPO JWG MEETING (PART 2)

Date: 04th August 2020

Start time: 1600 – 1900

Venue : Virtual

Attendance :

<p><u>Members and Alternates</u></p> <ol style="list-style-type: none">1. Glyn Davies (WWFMY, GD – Co-chair)2. John Watts (INOBU, JW)3. Lim Sian Choo (BAL, LSC)4. Lee Kuan Chun (P&C, LKC)5. Rauf Prasodjo (UNILEVER, RP)6. Rob Nicholls (RN, MM)7. Sander van den Ende (NBPOL, SE – Co-chair) <p><u>Absent with Apologies</u></p> <ol style="list-style-type: none">8. Alagendran Maniam (SDP, AM)9. Audrey Lee Mei Fong (OLAM, ALMF)10. Balu Perumal (MNS, BP)11. Chin Kai Xiang (Bunge, CKX)12. Jon Hixson (YUM's Brand, JH)13. Marcus Colchester (FPP, MC)14. Maria Amparo Alban (ACDC, MAA)15. Michael Rice (BothEnds, MR)16. Putra Agung (RA, PA)\17. Tom Lomax (FPP, TL)18. Wahyu Wigati (GAR, WW)	<p><u>RSPO Secretariat</u></p> <ol style="list-style-type: none">1. Dillon Sarim (DS)2. Javin Tan (JT)
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1.0	<p>Opening Remarks</p> <p>The co-chairs welcomed everyone to the second session of the 8th JWG meeting. The JWG agreed with the co-chairs' suggestion to address the comments in the remaining sections.</p>																				
2.0	<p>Section 5: Jurisdictional System Requirements</p> <p>One of the JE roles is to <i>determine membership eligibility and enforce suspension or termination of non-compliant members within the jurisdiction</i>. The criteria for suspension and termination by the JE is currently not clear in the CSD.</p> <p>After further discussion, the JWG agreed on the following:</p> <ol style="list-style-type: none"> 1. Non-compliance related to the critical criteria (i.e. upwardly delegated criteria) will lead to the overall JE certificate suspension or termination. In other words, all JE members will be affected. 2. Individual JE member non-compliance on non-critical criteria (i.e. criteria that are not upwardly delegated) will not affect the whole group certification. Only the specific JE member will be affected, in which their trading rights will be suspended/terminated. 3. There is still no conclusion on the acceptable level or threshold of individual JE member non-compliance within the jurisdiction before the CB can issue a non-compliance to the whole group. <p>There were no sticky issues related to <i>Element 1: Jurisdictional Entity (JE) Management Requirements</i> and <i>Element 2: Policy Framework</i> from the public consultation. However, it was raised by the JWG that the current way of writing of the two elements is confusing and a rearranging of the requirements is needed. The requirements should be rearranged according to <i>Management</i> (Element 1) and <i>Governance</i> (Element 2).</p> <p>On <i>Element 3: The Internal Grievances, Complaints and Appeals System</i>, the Secretariat highlighted that there is a request to provide guidance on best practice for JEs to develop their own Complaints and Appeals procedure. The basis of the request is to ensure that the procedure developed by the JE will not be too different from RSPO's to avoid complicated resolution process at the RSPO level, should the complaint reach to RSPO Complaints Panel.</p> <p>The JWG agreed that the CSD should not be too prescriptive, as each Jurisdiction will be different from another. Therefore, no changes are proposed on the current text regarding the flexibility for JE to develop their own complaints and appeals mechanism.</p> <p>In addition, the JWG further discussed that industry participants (e.g.: growers) under the JE membership must be available to answer to complaints, should they be required. The JWG agreed to have some text developed regarding industry participants giving consent to accept their responsibility to answer to complaints and participate in the whole JE activities.</p> <table border="1" data-bbox="225 1608 1433 1937"> <thead> <tr> <th></th> <th>Action Points</th> <th>PIC</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>To provide text on JWG's decision for the disqualifying criteria</td> <td>SVDE, KC and JW</td> <td>Done</td> </tr> <tr> <td>2.</td> <td>Identification of upwardly delegated (continuation from the previous action point)</td> <td>JW</td> <td>Done</td> </tr> <tr> <td>3.</td> <td>To rearrange the requirements of Element 1 and Element 2 based on 'Governance' and 'Management'.</td> <td>GD</td> <td>Pending</td> </tr> <tr> <td>4.</td> <td>To provide text on 'industry participants' consent to participate in JE's activity' and included in both the membership and internal grievance section,</td> <td>LSC</td> <td>Pending</td> </tr> </tbody> </table>		Action Points	PIC	Status	1.	To provide text on JWG's decision for the disqualifying criteria	SVDE, KC and JW	Done	2.	Identification of upwardly delegated (continuation from the previous action point)	JW	Done	3.	To rearrange the requirements of Element 1 and Element 2 based on 'Governance' and 'Management'.	GD	Pending	4.	To provide text on 'industry participants' consent to participate in JE's activity' and included in both the membership and internal grievance section,	LSC	Pending
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3.0	<p>Section 6: Making Claims</p> <p>The JWG agreed that ‘<i>Stepwise Approach to Making Claims</i>’ is not a suitable title for this section and changed the title to ‘<i>Making Claims</i>’.</p> <p>The JWG agreed that this Section needs to be revisited again considering the decisions made by the JWG. The JWG had agreed on the following to be added into the main text:</p> <ol style="list-style-type: none"> 1. JE certificate detailing each of the certified JE members (volumes, certified hectarage etc) should be made publicly available via the RSPO website <p>On <i>Jurisdictional Entity Financing Mechanism</i>, the JWG agreed that this section will remain in the CSD but will be relocated into other section. The basis of keeping this in the main body of the CSD instead of the FAQ is because the trading principle that was decided early on was on the basis of that JE will be able to self-sustain itself by having various financing mechanisms included in the CSD.</p> <table border="1" data-bbox="225 663 1433 831"> <thead> <tr> <th></th> <th>Action Points</th> <th>PIC</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>To revisit Section 6.1 to reflect previous decisions made by the JWG and add information about JE certificate transparency.</td> <td>RP</td> <td>Pending</td> </tr> <tr> <td>2.</td> <td>To relocate Section 6.2 to other section of the CSD.</td> <td>GD</td> <td>Pending</td> </tr> </tbody> </table>		Action Points	PIC	Status	1.	To revisit Section 6.1 to reflect previous decisions made by the JWG and add information about JE certificate transparency.	RP	Pending	2.	To relocate Section 6.2 to other section of the CSD.	GD	Pending
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4.0	<p>Section 7: Certification System Requirements</p> <p>RSPO Secretariat highlighted the CB’s request for the JWG to provide guidance on the audit process for JA. Checklist has been developed around the Jurisdictional System Requirements and Stepwise Approach by the CB during the consultation period.</p> <p>The JWG agreed to look at the checklist developed by the CB and provide feedback and suggest text on guidance for JA audit process. The checklist could be included as an Annex or as part of the existing RSPO’s Certification System Document for P&C.</p> <table border="1" data-bbox="225 1223 1433 1462"> <thead> <tr> <th></th> <th>Action Points</th> <th>PIC</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>To circulate the CBs’ checklist to the JWG.</td> <td>RSPO Secretariat</td> <td>Done</td> </tr> <tr> <td>2.</td> <td>JWG to: <ol style="list-style-type: none"> 1. provide feedback suggest text on the guidance for JA audit process 2. decide where to include the CB checklist </td> <td>JWG</td> <td>Pending</td> </tr> </tbody> </table>		Action Points	PIC	Status	1.	To circulate the CBs’ checklist to the JWG.	RSPO Secretariat	Done	2.	JWG to: <ol style="list-style-type: none"> 1. provide feedback suggest text on the guidance for JA audit process 2. decide where to include the CB checklist 	JWG	Pending
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5.0	<p>Closing</p> <p>The Co-chairs thanked the WG members for the meeting. The co-chairs request each JWG to work on the action points for further discussion at the final 8th JWG session.</p> <p>The meeting is adjourned to Thursday, 6th August 2020.</p>												

MINUTES OF MEETING OF RSPO
8th RSPO JWG MEETING (PART 3)

Date: 06th August 2020

Start time: 1600 – 1730

Venue : Virtual

Attendance :

<p><u>Members and Alternates</u></p> <ol style="list-style-type: none">1. Audrey Lee Mei Fong (OLAM, ALMF)2. Chin Kai Xiang (Bunge, CKX)3. Glyn Davies (WWFMY, GD – Co-chair)4. John Watts (INOBU, JW)5. Lim Sian Choo (BAL, LSC)6. Lee Kuan Chun (P&C, LKC)7. Rob Nicholls (RN, MM)8. Sander van den Ende (NBPOL, SE – Co-chair) <p><u>Absent with Apologies</u></p> <ol style="list-style-type: none">9. Alagendran Maniam (SDP, AM)10. Balu Perumal (MNS, BP)11. Jon Hixson (YUM's Brand, JH)12. Marcus Colchester (FPP, MC)13. Maria Amparo Alban (ACDC, MAA)14. Michael Rice (BothEnds, MR)15. Putra Agung (RA, PA)16. Rauf Prasodjo (UNILEVER, RP)17. Tom Lomax (FPP, TL)18. Wahyu Wigati (GAR, WW)	<p><u>RSPO Secretariat</u></p> <ol style="list-style-type: none">1. Dillon Sarim (DS)2. Javin Tan (JT)
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No	Description																						
1.0	<p>Opening remarks Co-chairs welcome the JWG members to the 3rd session of the 8th JWG meeting. The objective of the third session is to review the proposed wordings and identify further gaps that need to be addressed.</p>																						
2.0	<p>Review and additional comments The group went through the document by section and identified further gaps that need to be addressed:</p> <table border="1" data-bbox="225 472 1433 1641"> <thead> <tr> <th data-bbox="225 472 336 510">Section</th> <th data-bbox="336 472 1265 510">JWG decision</th> <th data-bbox="1265 472 1433 510">PIC</th> </tr> </thead> <tbody> <tr> <td data-bbox="225 510 336 703">3.5</td> <td data-bbox="336 510 1265 703"> <p>On sticky issue 3: <i>At what level of the steps can requirements be audited at the JE level without having to audit individual management unit?</i></p> <p>To avoid losing this important issue, a remark will be added at the 'Upward Delegated' section on JWG's acknowledgement of the issue, and the issue will be dealt by the JWG once there are more information and experience to learn from.</p> </td> <td data-bbox="1265 510 1433 703">JT and SVDE</td> </tr> <tr> <td data-bbox="225 703 336 943">4.1</td> <td data-bbox="336 703 1265 943"> <p>On RSPO membership for Jurisdiction:</p> <ol style="list-style-type: none"> 1. 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All pending action points from the first and second session should also be submitted by the same deadline to allow the co-chairs and RSPO Secretariat time to digest the comments for the next meeting.</p>		Section	JWG decision	PIC	3.5	<p>On sticky issue 3: <i>At what level of the steps can requirements be audited at the JE level without having to audit individual management unit?</i></p> <p>To avoid losing this important issue, a remark will be added at the 'Upward Delegated' section on JWG's acknowledgement of the issue, and the issue will be dealt by the JWG once there are more information and experience to learn from.</p>	JT and SVDE	4.1	<p>On RSPO membership for Jurisdiction:</p> <ol style="list-style-type: none"> 1. A slight revision is required in this section to reflect the latest membership rule document. 2. 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3.0	<p>Date of next meeting</p> <p>The RSPO Secretariat will send a doodle poll for 7, 8, 9, 10 of September for the 9th JWG meeting. To accommodate JWG members from different time zones, the meeting is currently planned at 0700 MYT.</p> <p>The meeting is adjourned.</p>																						

