# Minutes of Meeting

Subject: 9<sup>th</sup> Peatlands Working Group 2 (PLWG-2) Meeting

Date : July 4<sup>th</sup> & 5<sup>th</sup>, 2019 Venue : Aloft, Kuala Lumpur

SECTOR	SUBSTANTIVE MEMBERS	ALTERNATIVE MEMBERS
GROWERS (MALAYSIA)	Jason Foong (KLK)	Arif Sugandi (AAR KLK) and Sin Chuan Eng
ONOWERS (WALATSIA)	William Siow (IOI)	(Observer)
GROWERS (INDONESIA)	Joshua Mathews (IOI)	Lim Sian Choo (BGA)
GROWERS (INDONESIA)	Gotz Martin (GAR)	Desti Hertanti (GAR)
GROWERS (REST OF THE	lan Orrel (NBPOL)	Sim Choon Cheak (SD)
WORLD)	Shahrakbah (Sime Darby)	
SOCIAL NGO	• Jason Hon (WWF)	
SOCIAL NOO	Wida Nindita (Sawit Watch)	Riza Harizajudin (Sawit Watch)
ENVIRONMENTAL NGO	Faizal Parish (GEC)	Mohd.Faizuddin (GEC)
LINVINONIVIENTAL NOO	Dato Kheizrul Abdullah (Wetlands International)	Almo Pradana (WRI)
PALM OIL PROCESSOR AND	Chin Kaixiang (Bunge Loders Croklaan)	Rianto Sitanggang (Bunge Loders Croklaan)
TRADERS	Julia Lo (Musim Mas)	
RSPO SECRETARIAT	Amir Afham	
NSI O SECRETARIAT	Devaladevi Sivaceyon	

<sup>\*</sup>Bolded name indicates absence with apologies

No	Item description	Main Discussion Points	Action Points	Progress Update			
July,	ıly, 4 <sup>th</sup> 2019 (Thursday)						
1.	Welcoming new member	Co-chair welcomed Julia Lo who is representing Musim Mas under Processors and Traders.					
2.	Accuracy of peat planting in HCV	Working Group (WG) member raised concern over how identification of peat is not clearly indicated in neither HCV nor HCS assessment. The assessment does not indicate how the identification is done (methodology) and is based on indicative map which is not the right way moving forward.  The practicality of reporting presence of peat despite the extent/size of peat will also be discussed during AOB of the meeting.					
3.	Review of previous meeting	Refer to Annex 2. Secretariat gave a progress update of action items from previous meeting. Declaration of peat inventory has to be done before the 2018's audit or by 15 <sup>th</sup> November 2019 which ever that comes earlier.  WG mentioned that we need to make sure all members must include both certified and non-certified peatland to get accurate figure.  WG also suggested to collect the peat inventory much earlier to allow for data cleaning and to reflect with LUCA analysis as a way to show RSPO's impact.  Secretariat shared that growers may be reluctant to share peat hectarage for non-certified area. WG mentioned that we figure are going to be within the WG and not for public disclosure.  This will be discussed in Item 7, potentially this will be brought up during GA as a resolution.					
		For companies that have done prior Drainability Assessment (DA) but yet to replant the area then growers need to send the DA report to					

4.	Updates on peat document	RSPO for review or re-do their DA using RSPO's DA procedure. WG will see if a FAQ can be added to clarify on this.  Refer to Annex 3.		
<b></b>	circulated	On the other recognised method, it will be selected after reviewing other methods submitted by growers.  WG will need to discuss on how long the review process will take place.		
5.	SH Peat BMP	WG decided that the previous TOR that was produced was before the new standard for ISH came and now with the new standard adapting crucial topics from Volume 1 created for bigger growers will be helpful.  Key Areas that ISH that will need a guidance are:  • Water management  • Fire and prevention in immediate boundary  • Nutrition  • Pest and disease including prevention in disease spread for immediate boundary  • Replanting and risk assessment (more on qualitative DA)  • Alternate land development strategies  • Access of harvesting path  • Leaning palm  • Paludiculture  • Flood mitigation  Probably WG can consider to include any points relating to Gov scheme to help out for canal building through DID.  WG suggested to check if ISH will also have 1-year implementation period and by when this guidance is needed.  Potentially poster will be considered for ISH.	Secretariat to check if there are any significant changes to peat requirement post public consultation.	Comments from PLWG-Subgroup was shared with SH Unit and the recommendation is accepted.

6.	Peat poster	Take note that audit guidance is also needed for this. Preamble to say this are the things needed to check.  WG suggested to have different topics for the poster more on conservation BMPs, peatland fire prevention and critical items for water management.	Secretariat to come up with poster based on the new topics suggested.	The draft poster series will be discussed during meeting.
		<ul> <li>Mr Sin (KLK) only for extension services needed</li> <li>Seashaputri from Bumitama</li> <li>Arif AAR for input on water</li> <li>Dr Sim to provide input on pest and disease</li> <li>Faizal for input on fire</li> <li>Dr.Joshua on fertiliser application</li> <li>Representative from SHIG (either Kertijah, RSPO SH Manager or Maryo from Sawit Watch).</li> <li>WG also proposed to possibly have a public consultation and pilot testing work with SHIG.</li> </ul>		
		A subgroup will be created to support the summarizing of Volume 1 consisting of:  • Kai Xiang (his colleague) and Sian Choo will oversee overall outcome		
		WG suggested to get a copy writer instead for designing, perhaps if Afflauton (current consultant for SH Academy) can produce a simpler communication material.		
		WG had discussion as to what is the appropriate ISH RAcP which is suitable for ISH.		
		WG also raised concern over what guarantees that ISH are getting the entitled credit from palm trace, perhaps any mechanism in place for this.		

7.	Additional outreach materials	For Thai translation on DA, WG suggested to see how extensive is the peat there for bigger companies versus ISH. The previous BMP also had a summary BMP, so WG will look into doing a summary and only the summary will be translated. Titles for the summary will be according to audit guidance with topics such as subsidence, water monitoring program, ground cover management, fire prevention, leaning palm, conservation set aside.  Audit guidance will be translated as well, it will be part of RSPO's website also in the summary BMP.  Peat requirement factsheet will be specifically for Indicator 7.7. DA	Secretariat to see the extend of peat cultivation in Thailand for bigger companies and ISH.  Secretariat to translate audit guidance.	There is no certified OP planted on peat area under Thailand's Ind. smallholder based on audit report.  Translation is completed. Currently checking to see if the right technical
		procedure will need to include time frame as well.	DA Procedure, to rectify the date on the cover and date of publication.  The DA procedure to be printed around 100 copies (not to over board since revision is	To be done after discussion on the gaps of reporting.
8.	National Interpretation (NI) for Indicator 7.7	Out of 5 only 2 NI has changes, Indonesian NI has yet to reach Indicator 7.7. Refer to Annex 4 for current updates.  There was a comment received on sharing of map. Co-chair explained that this is not an issue especially when the map shared are only for RSPO's use and there will not be any attributes dictated on the map.  Particularly on peat definition, any comments will be channelled through RSPO to the PLWG.	anticipated).  Secretariat to respond on the legality issue regarding map sharing.	Will be updated during 10 <sup>th</sup> WG meeting.
9.	Training, Outreach and RT	Refer to Annex 5. WG suggested to do training, one is Malaysia and Indonesia.		

10.	Peat Inventory	With peat inventory, WG need to see if the collected data is sufficient and test to see if we can draw a story from the data.  So far, the peat inventory has been shown with the grower and CBs for 2 rounds. WG advised to do a training only for peat inventory, webinar will be a good start.  For RT Prep Cluster, potential topics will be on BMP or DA.  WG urged to ensure that all growers send their peat concession area	Secretariat to send out	2 email blast was sent out
10.	Teat inventory	before 15 <sup>th</sup> November 2019, suggested by 30 <sup>th</sup> September 2019. The announcement must be clear to inform that the peat inventory does not require remapping. WG had a discussion about legality issue with map sharing. It was clarified that only legal boundary map that is not allowed to be shared, this is just peat shapefile which is not against the law for sharing.	email to growers with peat (certified + non-certified) with guidance on how to extract peat data.	as well as clarified during webinar on peat inventory.
		Probably to also add a simple guidance to show how company can extract only peat area to show where the peat soil is present.  To update GHG Assessment Procedure, soil survey is not sufficient since like in the case of Malaysia the classification is not clear to confirm that its peat (histosol). Hence an additional note for peat map is needed to make it clear to companies and reviewer where peat is present, bounded by the scale of the survey using semi detailed map.	To update GHG Assessment with additional note on peat mapping to use semi detailed mapping.	To be done along with revision of RSPO GHG Assessment.
11.	PLWG2 budget	Refer to Annex 6. Secretariat shared the balance standing and budget for upcoming development.		
No	Item description	Main Discussion Points	Action Points	Progress Update
	5 <sup>th</sup> 2019 (Friday)			
12.	GEC sharing on high risk of drought and fires	Refer to Annex 7.	Secretariat to share this information with RSPO network.	Done

4.	PLWG-2 Workplan	Refer to Annex 8. Secretariat shared new workplan for WG moving forward.		
5.	DA Procedure	Secretariat shared plans moving forward with DA. A comparison study will be conducted to see other methodologies used by growers and should a refinement to the current methodology be needed.		
		The first assessment conducted 5 years before replanting is more of a per-assessment in which 2 more years will be given for another test should the pre assessment results in 'No' replanting.		
		The WG should also look into what indicates the other methodology as 'pass' or 'fail'. Co-chair said that the methodology should be able to predict 3 more crop cycle for planting.	Secretariat to come up with template for review on DA procedure.	Done
		WG used sample from GAR's DA report to look at how it was carried out and components needed to develop comparison template. Some of the information picked up was source of elevation data (it cannot be from SRTM), need to clearly show where is the discharge point/outlet and inlet with drainage direction and location of assisted drainage on map.	Ariff, Dato Keizrul and Faizal will share a review report on how to improve the methodology.	Will be discussed over meeting.
		GAR is using average river bed as drainage base compared to RSPO methodology using water level and distance to river. Co-chair suggested that someone needs to inform GAR about the correction needed.  To take note that depth of drainage base is translated as dasar sungaing Paleons and drain translation for other	Ariff to come up with a short write-up on GAR's DA report to share WG's findings.	Done
		in Bahasa Indonesia. Also, drainage and drain translation for other language translation.  The title 'average subsidence rate' to be made clearer that this is referred to average over a period rather than average of a concession.		

		Suggested from WG is to have a group to review on the DA tested by growers. This group will consist of Faizal, Ariff, Dato Keizrul and Secretariat.  WG suggested to also look at local law such as permit to be considered during NI process. Suggested to have RRO or WG to re-check the Bahasa Indonesia translation.  DA training at Indonesia could be considered by AAR. Secretariat can write in to KLK/AAR to request for this.	Secretariat to get the documents translated to Bahasa Indonesia so that it can be rechecked.	Translation is completed. Currently checking to see if the right technical translation is used.
6.	AOB	<ol> <li>DA mechanism of review and tracking         <ul> <li>a) Growers using other than RSPO DA methodology</li> <li>It was agreed that review should not take more than 2 months. Those using other than RSPO DA procedure need to clarify the source of methodology. WG also suggested that maybe initial response from review should be in 2 weeks, acknowledge and inform grower on the progress how long the review is expected to take.</li> <li>b) Growers using RSPO DA methodology (to see if growers are implementing this correctly).</li> </ul> </li> </ol>	Secretariat will prepare a checklist for review and to compare the other methodology used.	Will be presented during meeting.
		The purpose of this review will be to see if there have been any mistakes. This can be 1 month and during review this will be prioritised.  Until review is completed, no replanting process (including clearance) on peat should start.  2) BMP Volume 2  WG to look for any correction, share more pictures if there are any to GEC.  3) Revision to GHG Assessment  WG shared that HCSA toolkit only considered above ground carbon and not below ground carbon (soil carbon). Hence, extra clarification is needed to identify peat for NPP process. NPP revision should include how peat was identified and the reference used. The peat map shared	Secretariat to take note that when growers send in the report, they must mention proposed year of planting and which stage of DA assessment it is (first pre-DA or 2 years post pre-assessment).	Done, this information is part of the review template.

will be applicable to any peat blocks larger than 10ha similar to peat		
inventory.		
The ICLUP process or drafting will also need to consider identifying peat and peatland conservation.		
4) Funding opportunity GEC is putting up a proposal for funding opportunity under International Climate Initiative (IKI – BMU Germany) on landscape conservation of peat. The idea is to promote some of the practices from Volume 2 and initiatives from RSPO member companies at landscape level for peat conservation or restoration by plantation industry. The concept needs to be submitted by July'19. This will be funding for long term, promoting forest conversation. Perhaps RSPO can be a coapplicant.		
<ul> <li>5) Co-chair for PLWG</li> <li>WG agreed that Dr.Joshua will remain the co-chair, this time from IOI as previously he was from Bumitama, whereby he is still representing the growers.</li> <li>6) Next meeting</li> <li>The next PLWG meeting will be in first two weeks of October.</li> <li>Meanwhile meeting will be carried out through call.</li> </ul>	Secretariat will share doddle poll for meeting.	Done on 5 <sup>th</sup> July.

## Annex 1: Meeting agenda and attendance sheet

## 9th PLWG meeting

### Venue: Aloft KL Sentral, Kuala Lumpur

### Day 1: 4th July 2019 (Thursday)

Time	Agenda
9.30 am - 10.00 am	<ol> <li>Review of previous meeting's minutes and progress on actions (30 min)</li> </ol>
10.00 am - 10.30 am	<ol> <li>Update of Peat documents circulated (30 min)</li> </ol>
10.30 am - 11.00 am	Coffee Break
11.00 am -11.30 am	<ol> <li>Update of SH Peat BMP, Peat Poster: Current status and moving forward (30 min)</li> </ol>
11.30 am - 12.30 pm	Additional outreach material required (1hr)
	<ul> <li>Translations (BMPs, Guidance materials etc)</li> </ul>
	b. Peat requirement factsheet
	c. DA Procedure factsheet
12.30 pm - 1.30 pm	Lunch (Nook Restaurant, Aloft KL Sentral)
1.30pm - 2.00 pm	5. NI on indicator 7.7 (30 min)
2.00 pm - 3.00 pm	<ol><li>Peat requirements (training &amp; outreach) (1hr)</li></ol>
	a. Training modules
	b. Training for Growers & CBs
	c. Develop ToR for DA procedure training
	d. RT Prep cluster
3:00 pm - 3:30 pm	Coffee Break
3.30 pm - 4.30 pm	7. Peat Inventory: plans moving forward (1hr)
	a. Compilation of inventories
	b. Peat mapping & analysis
	c. Feedback and revision of peat inventory
	d. Timeline
4:30 pm - 5.00 pm	8. PLWG2 budget & Workplan (30 min)
5:00pm	End Meeting

## Day 2, 5th July 2019 (Friday)

Time	Agenda
9.30 am - 10.30 am	DA Procedure: plans moving forward (1 hr)
	<ol> <li>Review template (other methodology &amp; RSPO)</li> </ol>
	e. Monitoring
	f. Feedback and revision of DA Procedure
	g. Timeline
10.30 am - 10.45 am	Coffee Break
10.45 am - 11.30 am	10. Cont'd DA Procedure: Moving forward (45 min)
11.30 am - 12.00 pm	11. AOB & Next meeting (30 min)
12.00 pm - 1.00 pm	Lunch (Nook Restaurant, Aloft KL Sentral)
1.00 pm	End Meeting

## $9^{th}$ PLWG Meeting, $4^{th}$ – $5^{th}$ July 2019

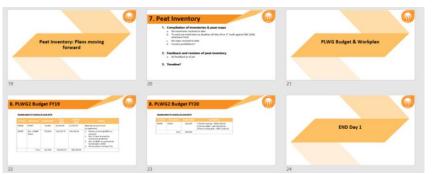
## Aloft, KL Sentral, Malaysia

No	Name	Organisation	Sign	ature
			4th July	5 <sup>th</sup> July
1.	Faizal Parish (co-chair)	GEC	v C	0
2.	Mohd. Faiz	GEC	3/4	-f.
3.	Joshua Mathews (co-chair)	IOI Grop.	45	4
4.	Sim Choon Cheak	Sime Darby	Bin wo	Ban ,
5.	Jason Foong	Kuala Lumpur Kepong Bhd (KLK)	MAKK	SALVE STATE OF THE SALVEST STA
6.	Sin Chuan Eng	Kuala Lumpur Kepong Bhd (KLK)	- Sing	
7.	Arif Sugandi	AAR (KLK)	Dr/	AL.
8.	Kai Xiang Chin	Bunge Loders Croklaan	TAR	Elso
9.	William Slow	TO Bunge toders Croklaan.	2000	_
10.	Dato Keizrul Abdullah	Wetlands International		6.
11a	Almo Pradana	World Resources Institute (WRI)	A	18
12.	Wida Nindita	Sawit Watch	1 Dulian	were
13.	Riza Harizajudin	Sawit Watch	-	
14.	Amir Afham	RSPO Secretariat	an	h
15.	Devaladevi Sivaceyon	RSPO Secretariat	D	B

16. Lm SANC(600 Bunitama 17. JULIA LO MUSIM Mas

### Annex 2: Progress update from previous meeting





# 2. Updates on peat document



Document	Release Date	Applicability	Remarks							
Peat Audit Guidance	3 May 2019	Audit against P&C 2018	No comments received							
Peat Inventory Template	3 May 2019	15 Nov 2019	No comments received							
Drainability Assessment Procedure	11 June 2019	11 June 2019	Applicability as follows for replanting after 11 June 2019:  1. DA not conducted yet— Use RSPO DA Procedure  2. DA (other methods) conducted before 11 June 2019 — Send copy of DA for PLWG2 review  3. DA conducted and replanting underway before 11 June 2019 — Not applicable  4. 15 Nov 2019 onwards  a. RSPO DA method; OR  b. Other methods acknowledged by RSPO (sent for review prior to use)							
Peat BMPs volume 1 & 2	TBD (tentative mid July)	Audit against P&C 2018 (based on audit guidance)	Volume 1 ready and printed Volume 2 being finalised  Announcement to go out once volume 1 & 2 ready for upload							

# 2. Updates on peat document



Document	Release Date	Applicability	Remarks							
Peat Audit Guidance	3 May 2019	Audit against P&C 2018	No comments received							
Peat Inventory Template	3 May 2019 15 Nov 2019		No comments received							
Drainability Assessment Procedure	11 June 2019	11 June 2019	<ol> <li>Applicability as follows for replanting after 11 June 2019:</li> <li>DA not conducted yet— Use RSPO DA Procedure</li> <li>DA (other methods) conducted before 11 June 2019 – Send copy of DA for PLWG2 review</li> <li>DA conducted and replanting underway before 11 June 2019 – Not applicable</li> <li>15 Nov 2019 onwards         <ul> <li>RSPO DA method; OR</li> <li>Other methods acknowledged by RSPO (sent for review prior to use)</li> </ul> </li> </ol>							
Peat BMPs volume 1 & 2	BMPs volume 1 TBD Ai (tentative mid July)		Volume 1 ready and printed Volume 2 being finalised  Announcement to go out once volume 1 & 2 ready for upload							

# 6. Training and Outreach



No	Training req.	Target	Description		Target events
1	Peat 101: P&C 2018 requirements	Growers CBs	<ul><li>Covers all requirements based on P&amp;C 2018</li><li>Combined with 1a &amp; 1b</li></ul>	•	P&C Roadshows (Ongoing) CB workshop (Ongoing)
1a	Outreach of BMPs (Existing OP & Rehab)	Growers CBs	Introduces the BMPs for both existing & Rehab     Talks on compulsory requirements based on audit checklist		
1b	Peat Inventory	Growers CBs	Introduction of template & how to fill     Reporting requirements (frequency, datelines etc)		
2	Drainability assessment	Growers	Technical training inc. of site demo (proposed 2 day workshop)	•	Draft Tor
3	Audit Checklist	CBs	<ul> <li>Introduction of checklist to CBs</li> <li>Explanation of what, why, where, when, who, how etc.</li> </ul>	•	CB Workshop (Ongoing)
4	Outreach of BMPs (Smallholders)	ISHs	TBD	•	KIV pending completion of SH BMPs
5	Training on Peat BMPs for SHs	ISHs	Technical training with site demo on BMP implementation (proposed 2 day workshop)		

# 8. PLWG2 Budget FY19



#### Budget spent (FY ending 30 June 2019)

B. Code	Description	Budget (RM)	Spent (RM)	Balance (RM)	Activity
ER008	PLWG	55,000	32,259.56	22,740.44	Meeting venue & travel arrangements
ER009	Dev. of BMP (Peat)	376,000	130,550.76	245,449.24	<ol> <li>Review of existing BMPs on peatland</li> <li>Dev. Of peat drainability assessment guidelines</li> <li>Dev. Of BMPs on peatland for Smallholders (180k)</li> <li>DA procedure training (71k)</li> </ol>
	Total	431,000	162,810.32	268,189.68	

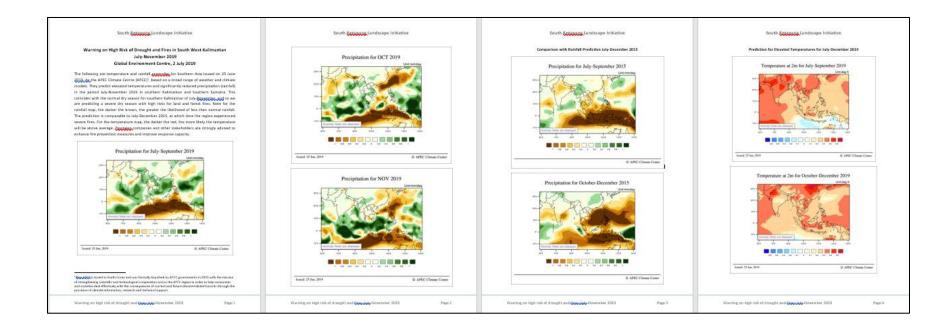
# 8. PLWG2 Budget FY20



#### Budget spent (FY ending 30 June 2019)

B. Code	Description	Budget (RM)	
ER008	PLWG	306,000	1) PLWG meeting – RM55,000.00 2) SH Peat BMP – RM 180,000.00 3) Peat training (DA) – RM 71,000.00
	Total	306,000	

### Annex 7: GEC sharing on high risk of drought and fires



## Annex 8: PLWG Workplan

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No	Output	Milestones	Ju	ul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
	2) Training module	Identification of relevant topics																			
		Development & simplification of																			
		content	- - -																		
		Completion of draft 1																			
		PLVG review and revision																			
1		Public consultation																			
		Revision																			
		Pilot testing																			
		Standard SC & BoG approval	1 '																		
		Circulation	1											1							
$\overline{}$	1)DA Procedure v2	Compilation of DA submission &																			1
	, i	Revision of DA procedure																			
		Public consultation	1																		
2		Revision & Final draft	1																		
		Standard SC & BoG approval	1																		
1		Circulation	1																		
	1)Peat BMP Summary	Identification of relevant topics																			
		Summarising content																			
3		Review of draft	1 '																		
		Internal PLWG review & revision	1																		
		Circulation	1																		
$\Box$	1)Training slides	Development of content																			
١.	i)Peat 101	Design & beautification stage																			
4	ii)Peat inventory iii)Peat BMPs (audit checklist)	PLWG review	1																		
	2) Revised peat poster	Completion	1																		
	1) Analysis of peat areas and	Submission of peat inventory																			
	trendsfor RSPO members	Collation & analysis																			
5		Report writing	1																		
		PLWG internal review	-																		-
1		Publish																			
	1)Peat BMP Summary	Peat Summary BMP		$\neg$																	
	2) Peat audit guidance	Peat Audit guidance																			
6	3) DA procedure	DA procedure																			
		Peat Factsheets	1																		-
		<u> </u>														L					$\perp$