

MINUTES OF MEETING
9th Standard Standing Committee (CON-CALL)

Date: 14th May 2020 (Friday)

Time: 3:00PM - 6:00PM

ATTENDANCE

Name	Organisation	Constituency
Present:		
1. Olivier Tichit (Co-Chair)	Musim Mas	Processor and Trader
2. Lee Kuan Yee (Co-Chair)	MPOA	Growers
3. Lim Sian Choo	Bumitama	Growers
4. Audrey Lee	OLAM	Growers
5. Ian Orrell	New Britain Palm Oil Limited	Smallholders (SHSC)
6. Jenny Walther-Thoss	WWF-Germany	ENGO
7. Anne Rosenbarger	WRI	ENGO
8. Paula den Hartog	Rainforest Alliance	SNGO
Absent with apologies:		
9. Faryda Linderman	NN Investment Partners	Finance Institution
10. Koji Sato	KAO Corporation	CGM
RSPO Secretariat		
11. Julia Majail	RSPO Secretariat	
12. Salahudin Yaacob	RSPO Secretariat	
13. Wan Muqtadir	RSPO Secretariat	
14. Amir Afham	RSPO Secretariat	
15. Kamini Visvanathan	RSPO Secretariat	
16. Oi Soo Chin	RSPO Secretariat	
17. Bilge Daldeniz	18. Proforest (Consultant)	19.

AGENDA

#	Item	Time (Min)
1.0	Opening 1.1 RSPO Antitrust Law 1.2 RSPO BOG consensus-based decision making 1.3 Acceptance of Agenda	<i>OT/LKY</i>
2.0	Confirmation of 7th MOM + MoM on 9th April 2020 2.1 Matters arising from previous meeting - see Action Trackers	<i>JM</i>
3.0	Progress of various group (WGs/TFs) under SSC - updates	<i>JM</i>
4.0	SSC KPI for FY2021	<i>LKY/OT</i>
5.0	P&C National Interpretation 5.1 NI Progress Updates 5.2 NI Mexico – for approval 5.3 NI Cote D'Ivoire – for approval	<i>JM</i>
6.0	Decent Living Wage 6.1 Progress update 6.2 Way Forward	<i>KV</i>
7.0	RSPO Standard Operating Procedure for Standard Setting and Review (May 2020 Revision) 7.1 Presentation and discussion	<i>JM</i>
8.0	AOB 8.1 Letter from MGTF	<i>JM</i>
	Meeting adjourns.	

DISCUSSION

No	Description	Action Items
1.0	OPENING	
	<ul style="list-style-type: none"> OT welcome and thank everyone for joining the call and noting that SSC being the most active SC. On RSPO Antitrust law, the Committee will not discuss any business related matter as it breach the antitrust law. RSPO is a consensus-based organisation and all decision will be based on consensus. 	
1.1	Acceptance of agenda <ul style="list-style-type: none"> Meeting agenda was accepted with the 2 additional agenda: <ol style="list-style-type: none"> SRWG updates (from 5:00 -5:10pm) Additional updates on NPP for Scheme Smallholder (under AOB) 	
2.0	CONFIRMATION OF 6TH MOM	
	<ul style="list-style-type: none"> No comment made on the minutes and the MoM was approved by all. 	
2.1	Matters arising from previous meeting – Action Trackers <ul style="list-style-type: none"> No comments received from the members on the action trackers. 	
3.0	DISCUSSION ON PROGRESS OF VARIOUS GROUP (WGS/TFS) UNDER SSC	
3.1	Structure and Composition of the SSC <ul style="list-style-type: none"> The inter-standing committee alignment meeting was held in March 2020, with aim to align the ToR and decide which WGs and TFs to be under SC. The Human Rights Working Group will include ‘social compliance’ component as suggested by the Social NGO reps. The idea was supposed to convert the HRWG to a sub-group and to be called as Human Rights and Social Compliance Sub-Group with the same role as the previous WG. The JA WG placement in the chart need to be corrected. 	Action Point: <ul style="list-style-type: none"> To clarify the status of HRSC SG. To correct the placement for JA WG, NDJSG, HRSC SG and Shared Responsibility in the chart.
3.2	SC Cross functions <ul style="list-style-type: none"> This chart illustrates the interlink roles/activities with the other SCs. Members sitting in the other Committee would be able to do the coordination with the other SCs. It is important to acknowledge that the number of volunteers involved in RSPO governance are not many, hence the same people may be involved in other SCs, WGs or TFs. This can put a lot more pressure on the Secretariat to enhance supports for the functions. It was viewed that the cross function chart is good for alignment of thinking, and it serves the purpose for the decision maker and the Secretariat to understand the touch point and workflows. This is not a public document and not yet finalized and being presented today as to 	Action Point: <ul style="list-style-type: none"> SSC suggested to send this to the members who attended the meeting in March for comments and create a session to walkthrough it for better understanding. The chart need to be discussed by the Head of the

	<p>update the Committee on the progress coming from the alignment meeting held in early March this year.</p> <ul style="list-style-type: none"> • A question was raised on to what form of the process the Standard SC need to be informed and updated if other SCs have activities on standard development; should that be an established process or it is on case to case basis situation. This question link to the Agenda 7 on the SOP for standard development/review. 	SCs and Board Link.
4.0	SSC KPI FOR FY2021	
	<ul style="list-style-type: none"> • The proposed KPIs for SSC are: <ol style="list-style-type: none"> 1. SSC oversees the development and endorsement process of all RSPO normative and informative documents, including NIs. 2. SSC oversees and supports the outreach program for standard related documents. 3. SSC provides feedback to documents submitted for its review or endorsement within 15 working days. 4. To assess the performance and supports provided to all group (WGs/TFs) under SSC in accordance to the WGs/TFs Term of Reference (ToR) yearly. 5. Participation ratio of the member of SSC in calls and f2f meeting is at least 60% and quorum is always secured during decision-making. • SSC endorsed the above KPIs. 	
5.0	P&C NATIONAL INTERPRETATION	
5.1	<p>NI Progress Updates</p> <ul style="list-style-type: none"> • The current status of NIs: <ul style="list-style-type: none"> ○ Endorsed – 5 countries (MY, PNG&SI, Ghana, India and Indonesia) ○ On-going - 8 countries (Cote D'Ivoire*, Mexico*, Colombia, Gabon, Nigeria, Liberia, Honduras and Guatemala) ○ Initiated – 2 countries (Sierra Leone, Cameroon) <p><i>*ready for SSC discussion for approval.</i></p> <ul style="list-style-type: none"> • To-date, the Secretariat has been receiving a notification to initiate NI development and that there was no request/expression to develop Small Producing Countries (SPC) so far for the P&C 2018. • Any country can also use the generic P&C2018 in case they choose not to go for NI. 	
5.2	<p>NI Mexico – for approval</p> <p><i>i. Discussion on the Criteria 6.4 on children's participation in family farm</i></p> <ul style="list-style-type: none"> • SSC is in view that the clarification given are too broad which can open to exploitation, and raised a concern that they are not considered as worker. The Committee requested the text on 6.4 be removed. • Indicator cannot be changed or statement should not reduce the protection for the workers. • Standard SC will not discuss on definition (on family farm). It was suggested to adopt the definition in the RISS to be mentioned in the guidance of the document and it is for the auditor to ensure the definition is adhered to. <p><i>ii. On page 15 and 16 , under Item 2.1, it was observe that:</i></p>	<p>Action Point: To remove the text added under Guide Criteria 6.4 on “Regarding the participation of children...”.</p> <p>Action Point: To seek clarification from the TF why the</p>

	<ul style="list-style-type: none"> The document is not clear on smallholders and the normal operation of a small company. No differentiation between companies (purely growers) selling their FFB to mills. On slide page 15 and 16, both have the same wordings for the guidance and definition but talking on different matters. <p>Decision by SSC: Subject to removal of that under 6.4 and correction to that 2.1 in page 15 & 16, this document is considered endorsed.</p>	<p>two has the same guidance and definition but on two different matter.</p>
5.3	<p>NI Cote D'Ivoire – for approval</p> <ul style="list-style-type: none"> Decent Living Wage has not been included in yet. A clarification is requested on the meaning of the Point 7.8 (in the slide) on specification of buffer zone to be maintained for permanent rivers at national level. The P&C 2018 has clear definition of buffer zone that need to be maintained linked to the different river tides. A general comment not on the document but for the Assurance Taskforce in relation to the experience in Cote D'Ivoire in cocoa sector on child labour issue which was not very good. The Rainforest Alliance has intensive assurance program early this year. It is worth to consider the same may happen for the oil palm sector. CBs need to be reminded on this matter. The NI Cote D'Ivoire has put a clear cut-off age stating anybody below 18 years old considered as child. <p>Decision by SSC:</p> <ul style="list-style-type: none"> Subject to insertion of the DLW and clarity on river buffer zones under C.7.8, this document is considered endorsed. 	<p>Action Point:</p> <ul style="list-style-type: none"> Secretariat to inform the TF to insert the DLW text. Buffer zone to be maintained for permanent rivers at national level (Slide 7.8) – for clarification. Secretariat to inform CBs about the child labour issues in Cote D'Ivoire
6.0	DECENT LIVING WAGE	
6.1	<p>Progress update and Way Forward – Benchmarking</p> <ul style="list-style-type: none"> In light of the Covid-19 pandemic, some of the earlier strategy need to be reviewed. Prior to this meeting, members of the DLW sub-group have been consulted on the matter as well as with staffs in the Secretariat. The presentation today is about an idea on new approach and this discussion today is to decide if the idea is feasible for RSPO to do. Currently and based on the earlier plan, we are at the stage of getting the consultant for the Advisor role as well as selecting the Consultant for Malaysia and Indonesia respectively. But with the Covid-19 pandemic hitting us globally, it was advised to pause, ask if it is a priority at the moment. While Living Wages is a very important agenda, how are we going to move forward with this agenda in the condition where so many obstacles are at our end; for example travel restriction will limit our ability to conduct consultation on the ground. The proposal is that the Secretariat to take the lead in data collection on prevailing wages and expenses from members (data will be collected internally by RSPO Secretariat together with the Data Team Unit). Parameters of template (for the data collection) to be agreed by all and data is provided by members. Once data is processed and conclusion is made, it will be referred to NI for agreement on the figures. The NITF will be referred to as the first level of multi-stakeholders and secondly to have a public consultation. It is intended to be achieved within the agreed timeline (December 2021). 	

	<ul style="list-style-type: none"> ● If this proposal is feasible, the following are the proposed next steps to do: <ul style="list-style-type: none"> i. Flesh out this proposal in more detail ii. Develop ToR for data collecting template iii. Hire consultant for template iv. Update NIs on their role ● On communication strategy, Secretariat have had a discussion with O&E to develop the narration to communicate this matter to members. It is the narrative that we need to develop around the potential risk related to this topic. ● It is propose to present this idea to the Social NGOs constituency to get the support from the constituencies. There are less than 15 RSPO members under the Social NGOs currently. ● In terms of capacity, the Secretariat would be able to gather the data together with the Data Team Unit. Support will be needed at the later stage in processing the data. ● The total allocated budget for this coming FY21 for this work is RM250,000.00. ● Sampling for data collecting has not yet been discussed and will be articulated further. ● For country that has no NI, a mechanism/approach to get the figures need to be proposed. This need to be included in the strategy. <p>SSC Decision:</p> <ul style="list-style-type: none"> ● It is viewed that it is a good plan to do, managed internally and a sub-group will act as the touch point for the SSC might help to give the credibility. ● It was proposed to discuss this with the HRSC WG on the idea to set up the Labour SG and park this under the sub-group. ● The HRSC WG will take this on and will report back to SSC. 	<p>Action Point:</p> <ul style="list-style-type: none"> ● To speak to the Social NGOs and get them to agree on this. PdH would like to be part of the group. ● Discuss with the HRWG on the Labour Sub-Group to take up on this. ● To update the SSC on the progress. ●
7.0	SHARED RESPONSIBILITY WORKING GROUP	
7.1	<p>Updates</p> <ul style="list-style-type: none"> ● Proforest & LiSeed Consultant have been appointed as the Consultant for the SRWG. Working Group for SR is formed and the timeline and workplan also available. It also touched on the role of SSC that relates to SRWG works. ● SRWG will be reporting to SSC. SSC will oversee the WG on: <ul style="list-style-type: none"> ● Implementation process ● Strategic issues ● Appropriate coordination ● Break deadlock ● SSC endorsed the list of members of the Working Group. ● Progress updates on Shared Responsibility will be presented during the RT2020. 	
8.0	RSPO STANDARD OPERATING PROCEDURE FOR STANDARD SETTING AND REVIEW (MAY 2020 REVISION)	
8.1	Presentation and discussion	<p>Action Point:</p> <ul style="list-style-type: none"> ● JM to share the document (in Word format) with

	<ul style="list-style-type: none"> This document will be endorsed by SSC and do not need to go to BoG for endorsement. It is an SOP and operational procedure, hence it can be endorsed by the Committee. Standard SC will update the BoG on this. It was proposed to add acronym page to this document. 	<p>Committee members. To use track changes for comments. Timeline to comment is 2 weeks.</p>
9.0	ANY OTHER BUSINESS	
9.1	<p>Letter from MGTG requesting for mandate to proceed</p> <ul style="list-style-type: none"> No objection to give the mandate to the small group to proceed with the TF works. SSC will officially reply the letter. The Committee reiterated to be flexible in allowing medium grower who are not yet a member of RSPO to join the TF. They can be invited as an expert. MEOA will be contacted to join the TF. In a long term basis, once we get volunteers, it is good to have some pre-emptive planning in the Secretariat to be the point of contact for bilateral individual outreach and familiar with RSPO processes to get input and feedback consistently. To discuss with O&E to come up with some strategy on how to approach this group of producers. We need additional resources and budget for them to get closer to RSPO and competence and capacity building required for them. This will not work as any normal taskforce. Intensive efforts for the Secretariat point of contact as well. 	<p>Action Point:</p> <ul style="list-style-type: none"> LKY will help provide contacts. JM to prepare a letter for Co-Chair as to reply the letter. JM to discuss with O&E how to attract more medium grower to join/involve with RSPO.
9.2	<p>Updates on NPP for Scheme Smallholder</p> <ul style="list-style-type: none"> The current NPP is being reviewed at the moment. In 2017, an announcement was made following the adoption of a resolution to relieve all SH from submitting NPP, until a protocol is ready. With the endorsement of the RISS, the NPP requirement for independent smallholder has been incorporated into the RISS. What left now is with the Scheme SH. Our understanding is that only ISH no need to submit NPP. Scheme smallholder will still need to submit NPP to comply the P&C 2018. But this has not been announced because the decision by the BoG to relieve NPP still standing. There was a meeting with MPOA yesterday asking the status of NPP for the scheme smallholders and whether they are bound to the NPP requirement as that in P&C 2018 requirement? Other issues raised were on conversion from other commodity to oil palm; difficulties to comply (P&C 2018) technically and time taken is long for them to do the assessment; and that complying the HCV-HCS is expensive despite the fact that they are attached to companies. Companies may proceed once they have done their HCV-HCS assessment. What will the scheme smallholders supposed to do? What can be the interim measure for this? Due to the above reason, submission of the NPP to Standard SC will be delayed. Secretariat will form the taskforce, prepare the ToR, and to report to Assurance Standing Committee as this work will be under the Assurance SC. A taskforce will be form to look into this (NPP for scheme smallholders) and it will report to Standard Standing Committee. ToR will be drafted and circulated to the Committee members. 	<p>Action Point:</p> <ul style="list-style-type: none"> To prepare ToR for the TF and get the SSC endorsement.
9.3	<p>Announcement by Jenny Walther (WWF) as member of SSC</p> <ul style="list-style-type: none"> JW will leave WWF by end of May 2020. However, WWF has given her the mandate to continue as external person to attend for the Standard SC, NDTF and NDJSG. The Committee has to decide if this is 	

	<p>acceptable. She will move to her new role as Manager for Standard and Project to the Sustainable Biomass Program (Wood Biomass Standard).</p> <ul style="list-style-type: none">• Since she is representing the Env NGO, it is important to get the consent from the constituency. For this, the Env NGO expressed no objection for JW to continue. JW also declared that there is no conflict of interest for her being in her new role and to join as member in the Committee. <p>Decision: SSC accepted JW to continue as member of SSC representing Env NGO.</p>	

Meeting ends at 18:00.