
Meeting on the round table for sustainable palm oil Gland, December 17, 2002

Participants

WWF (International/Switzerland): Damian Oettli, Georg Schwede
Unilever: Jan-Kees Vis, Erich Dumelin

Background of the meeting: preceding steps

- 2001: WWF (Andrea Ries) asked Reinier de Man to look for a WWF-business partnership model for palm oil
- 2001: Reinier de Man proposed to organise a round table
- 2002: with financial support of WWF, Reinier de Man looked for motivated partners in industry and trade. In parallel, WWF discussed the issue with other NGOs.
- September 20, 2002: a preparatory meeting was held in Hayes (London). This meeting showed support for the round table idea. It was emphasised that palm oil producers should be involved from the very beginning.
- September-December 2002: next steps were discussed, mainly between Unilever, WWF and Reinier de Man. As a result of this discussion, the idea came up to establish an organising committee, consisting of business representatives and WWF, who would be responsible for planning the first round table meeting and organising the resources needed.

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Objective of this meeting

- agree on taking the lead in organising the round table on sustainable palm oil in 2003
- agree on the necessary preparation work before the first round table
- agree on setting up an organising committee, which will be responsible for organising the first round table:
 - ◆ terms of reference for organising committee
 - ◆ proposed members of organising committee
 - ◆ proposed budget until first round table
 - ◆ role of Reinier de Man + additional independent consultants

Agenda proposal



Round Table on Sustainable Palm Oil

planning the first
round table meeting



First Round Table Meeting

- date
 - April 2003 (or later if appropriate)
- participants
 - P.O. Producers
 - P.O. traders, refiners, users, retailers
 - financial players
 - NGOs
- agenda
 - Round Table: goals, commitment, structure, finance
 - Palm Oil, Forests and Sustainability (prepared by WG1)
 - standards/criteria for sustainable P.O. (prepared by WG2)
 - projects to be started

Planning

ID	Task Name	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	1	2	3	4	5	6	7	8	9	10	
1	STEP 1: COMMITTEE AND BUDGET																												
2	London meeting																												
3	minutes																												
4	proposal for next steps																												
5	form organising committee																												
6	organise working budget																												
7	STEP 2: SET UP STRUCTURE, INVITE MEMBERS																												
8	decide on goals, structure, membership, etc.																												
9	invite producers																												
10	invite traders, refiners, users, retailers																												
11	invite financial players																												
12	STEP 3A: GET THE FACTS RIGHT																												
13	establish working group I																												
14	summarise existing discussion																												
15	working group meeting 1																												
16	work on open questions																												
17	working group meeting 2																												

Planning (continued)

ID	Task Name	46	47	48	49	50	51	52	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
18	STEP 3B: MINIMUM AGREEMENT ON STANDARDS	[Gantt bar spanning days 46-52]																										
19	establish working group II	[Task bar from day 46 to 49]																										
20	summarise existing standards and criteria	[Task bar from day 46 to 49]																										
21	working group meeting 1	[Milestone: 12-12-02 17:00]																										
22	work on open questions	[Task bar from day 49 to 52]																										
23	working group meeting 2	[Milestone: 2-1-03 17:00]																										
24	formulate draft text	[Task bar from day 52 to 1-3]																										
25	working group meeting 3	[Milestone: 23-1-03 17:00]																										
26	STEP 3C: DEVELOP PROJECT PROPOSALS	[Gantt bar spanning days 46-52]																										
27	collect and develop project ideas	[Task bar from day 46 to 49]																										
28	find project partners	[Task bar from day 49 to 52]																										
29	find funding opportunities	[Task bar from day 52 to 1-3]																										
30	STEP 4: FIRST ROUND TABLE MEETING	[Gantt bar spanning days 3-10]																										
31	organise meeting venue etc.	[Task bar from day 3 to 10]																										
32	prepare written material	[Task bar from day 10 to 11]																										
33	invite participants and speakers	[Task bar from day 11 to 12]																										
34	meeting	[Milestone: 15-4-03 8:00]																										



Steps 1 & 2

- Step 1:
 - form organising committee
 - organise budget for the period until April 2003
- Step 2:
 - formalise round table goals
 - decide on (legal) structure and membership conditions
 - invite members



Organising Committee

- What?
 - takes responsibility for setting up the 1st round table
 - decides on funding and finance
 - Reinier de Man = secretary of the committee
- Who? (first sketch)
 - Unilever
 - Migros
 - banks (Rabo or ABN-Amro)
 - trader/processor (Cargill)
 - WWF



Preparations for the first round table meeting

1. Working Group I will prepare a document on the relationship between Palm Oil and forest conversion.
2. Working Group II will integrate the existing approaches on criteria/standards for sustainable P.O.
3. Projects will be formulated that can be carried out under the umbrella of the round table.



Working Group I

- Goal: Answer the questions:
 - What is oil palm's contribution to rainforest conversion?
 - How does P.O. compare to other oils?
- Actions:
 - Establish WG1: Analyse ongoing discussions / data
 - Have 2 meetings
 - Facilitator = Reinier de Man
 - Expert = Ruth Nussbaum



Working Group II

- Goal:
 - Arrive at a minimum consensus on standards + integrate existing standards
- Actions:
 - Establish WG2
 - Analyse existing standards/criteria and their feasibility to achieve the goal of the roundtable
 - have 3 meetings
 - Facilitator = Reinier de Man
 - Expert = Ruth Nussbaum



Develop Project Proposals

- Goal:
 - Implement sustainable P.O. standards & criteria in concrete partnerships with P.O. producers.
- Actions:
 - Develop and collect project ideas / include existing proposals (e.g. Unilever's)
 - Find project partners
 - Find funding opportunities
 - co-ordinated by Reinier de Man

Budget

	step	days RdM	days assistant	ProForest in 1000€
2.	set up structure, invite members	6		
3a	get the facts right (WG1)	3		12
3b	Standards (WG2)	4		12
3c	project proposals	4		
4	Round table meeting	11	16	5
	total	28	16	
	Costs (1000 EUR)	35	8,8	29
	Total (1000 EUR)	72,8		
	Additional costs (travel, meeting place, etc.)	5,2		
	Total costs per member (with 12 members)		€ 6,500	



On the role of Reinier de Man

- Reinier de Man
 - works on behalf of the round table
 - brings the players together and motivates the players to participate productively
 - prepares and facilitates the working group meetings
 - on the basis of good knowledge of the problem area and the positions of different players
 - with the help of external experts, when needed
 - organises the first round table meeting
 - does not have any commercial palm oil interest himself



Round table formal structure (proposed)

- Ownership
 - The round table should be owned by the business players
 - who commit themselves to sustainable palm oil
 - and who want to work in close co-operation with WWF
- Structure
 - The round table is an independent organisation (e.g. Stichting)
 - The round table's board is responsible for resources and programs
 - Reinier de Man offers to act as a secretary of the Board until the first round table meeting (2003).
- Finance
 - Members of the round table pay a fee for participation
 - Round table meetings and preparation are financed by the membership fees
 - Projects will be financed by the members themselves and by subsidies/grants for which the round table will apply