

No Deforestation Joint Steering Group (NDJSG)

Call 2 (15th January 2020)

Meeting notes

Name	Organisation
Audrey Lee (AL) Charlotte Opal (CO) Emily Kunen (EK) Peetra Meekers (PM) Laure D'Astorg (LD) Jenny Walther-Thoss (JWT) Lee Kuan-Chun (LKC) Melissa Thomas (MT) Patrick Anderson (PA) Surina Ismail (SI) Sander Van Der Ende (SVE) Laszlo Mathe (LM) Hendi Hidayat (HH) Javin Tan (JT) Sheun Su Sin (SS) Amir Afham (AAF)	OLAM Earthworm Foundation Nestle Unilever Cerelia/ Alliance Forets WWF P&G Conservation International FPP IOI SIPEF NBPOL GAR RSPO Secretariat HCSA Secretariat RSPO Secretariat
Absent with apologies:	
Anne Rosenbarger (AR) David Burns (DB) Gemma Tillack (GT) Grant Rosoman (GR) Ibrahim Gulagnar (IG) Kiryssa Kasprzyk (KK) Laure Gregoire (LG) Marcus Colchester (MC) Mike Senior (MS) Sabaruddin (SBD)	WRI NWF RAN Greenpeace SPKS NWF Cerelia/ Alliance Forets FPP Proforest SPKS

No	Item	Action/Decision points
1	<p><u>Review of previous call notes</u></p> <ul style="list-style-type: none"> The meeting notes were reviewed by the NDJSG. A comment was added that comments by the HCSA secretariat on the notes were not included in the notes. 	<p>Action point: RSPO Secretariat to update the meeting notes with input provided by the HCSA secretariat.</p> <p>Decision point: The NDJSG conditionally confirmed the meeting notes with requirements to include the input provided by the HCSA secretariat. RSPO to circulate the notes (with changes) for final review.</p>
2	<p><u>Earthworm/NBPOL PNG case study brief</u></p> <ul style="list-style-type: none"> CO briefed members on the case study for a planned OP development in Orangerie Bay, PNG by NBPOL. Earthworm was engaged to conduct a HCS study and a community needs assessment in 2012-2014 to explore how to balance responsible plantation development with the need to meet community aspirations for improved livelihoods. In summary, the HCS study found that from 12,675ha assessed; a mixture of government and community owned lands, less than 13% was viable for development following the HCSA toolkit. The community needs assessment assessed the availability of key indicators available to communities, being access to tap-fed potable water, access to medical health post and access to a primary school. It was found that communities had very poor access to basic amenities and infrastructure with none of the 19 communities analysed having access to all three key indicators. Based on the study findings, NBPOL management decided the development was not viable and returned the leased land to the government and customary landowners. 	
3	<p><u>NDJSG Workplan</u></p> <ul style="list-style-type: none"> The proposal for the NDJSG workplan for 20/21 was presented to the members. HCSA secretariat informed that they had input and comments on the workplan being: <ul style="list-style-type: none"> 10-week socialisation plan is not sufficient for a comprehensive engagement with IP & local communities and is only adequate for 1st phase of engagement if done through a professional outfit to run the consultation process. 	<p>Decision point: NDJSG agreed to engaging an external consultant to revise the questionnaire to ensure neutrality in the language used.</p> <p>Action point: RSPO & HCSA secretariat to source for the external consultant for this initiative & revert to the NDJSG. The list of those submitting expression of interest shall be shared to the NDJSG.</p>

	<ul style="list-style-type: none"> ○ To engage a professional outfit to revise the questionnaire to ensure neutral language is used throughout the document. ○ Clarification on objective 1,2 and 4 found within the NDJSG workplan. (refer draft of NDJSG workplan) 	<p>Action point: RSPO secretariat to include the comments by HCSA secretariat and clarify comments within the workplan and circulate to the group.</p>
4	<p>RSPO P&C 2018 National Interpretation (NI)</p> <ul style="list-style-type: none"> ● The NDJSG discussed on the additions for two P&C 2018 NI’s; PNG & SI and Gabon. The PNG & SI NI was endorsed by the BoG, while the Gabon NI is currently in the public consultation period till 10th February 2020. Focus was given specifically to criteria 7.12 relating to the scope of the NDJSG. ● Additions within the NI’s is as follows: <ul style="list-style-type: none"> ○ PNG & SI – No changes in comparison to the generic P&C 2018 for any indicators within criteria 7.12 ○ Gabon – Addition of procedural note in 7.12.2 & 7.12.3 stating the following: <p><i>“Methodology for definition of HCS: The National Interpretation prioritises the methodology proposed by the NDJSG if it is applicable to Gabon. If necessary, it can be enriched or substituted by the method of definition of HCS set up in Gabon currently in its final stage of elaboration by the governmental authorities with the support of partners (e.g. CAFI) and which will be approved by Gabonese stakeholders (Government, private sector, civil society, Independent smallholders, technical and financial partners).</i></p> <p><i>Recent studies on HCSA methodology implementation have shown that it was impossible to develop plantations, even in the most degraded zones of Gabon (for example Lambarné: Makouké Site). The Government of Gabon invited the NDJSG to come in Gabon to study the question and the NIWG is available to discuss the technical aspects of this methodology with the NDJSG.</i></p> <ul style="list-style-type: none"> ● The NDJSG acknowledged the importance of engaging with both the Gabon NIWG and government but were concerned on the whether there was enough time for initial engagement (questionnaire, discussion etc) as the next NIWG meeting was scheduled in March 2020. ● NDJSG agreed to use Gabon NI as a pilot case for developing the HCS procedure and use the lessons learnt/output to be adapted as a generic set of principles which can be used for other HFCCs. ● Considering the short period remaining until the next NIWG meeting, the following was agreed: 	<p>Decision point: NDJSG agreed to engage with the Gabon NIWG to further discuss the way moving forward and use the engagement as a pilot for development of the HCS procedure.</p> <p>Action point: RSPO secretariat to circulate the relevant papers on the methodology of HCS identification proposed by Gabon NIWG. – <i>Circulated through email on 16 January 2020.</i></p> <p>Action point: RSPO secretariat to clarify the scope of the sub-group which will engage with the Gabon NIWG & government.</p> <p>Action point: RSPO & HCSA to identify members within the NDJSG which will form the proposed sub-group above by 10 February 2020</p> <p>Action point: NDJSG members were reminded to comment on the Gabon NI while the public consultation period was still open. Closing period for the public consultation is 10th February 2020.</p> <p><i>Following objection by members, the NDJSG has agreed to limit the communication with the NIWG pending completion of the socialisation plan.</i></p>

	<ul style="list-style-type: none"> ○ The methodology proposed by the NIWG to be circulated to the NDJSG as soon as possible for review. ○ To ensure the initial socialisation questionnaire to be completed before engagement with the NIWG (refer to item 5) ○ RSPO & HCSA secretariat to identify suitable NDJSG members from each organisation to form a sub-group for face to face meetings with the Gabon NIWG during the next meeting in March. 	
5	<p>Questionnaire: Steps moving forward</p> <ul style="list-style-type: none"> ● The group agreed that the Questionnaire should be piloted, however there were a few issues to be resolved prior to piloting: <ul style="list-style-type: none"> ○ The questionnaire should also be refined with general questions (for all stakeholders) and specific questions (selected stakeholders) ○ Language of the questionnaires should be phrased in a neutral manner. NDJSG agreed to engage a professional to review and revise the questionnaire after which the NDJSG give a final review and approval. ● The medium of the initial consultation through the questionnaire was agreed to be both online and offline considering the availability of stable access to internet for all stakeholders. ● Concern was raised on the timelines as the Gabon NIWG would meet in Mar'20. Target for completion for the finalisation of the questionnaire would be before the Gabon NIWG meeting. ● Stakeholder list <ul style="list-style-type: none"> ○ The list has been further populated. NDJSG were reminded to further assist in identifying the key personnel within the listed organisations and adding more organisations where possible. 	<p>Decision point: Medium for initial consultation to be done both online and offline. To be discussed further on the specific method with professional organisation.</p> <p>Action point: RSPO secretariat to identify general and stakeholder specific questions within the current draft. This will then be provided to the professional organisation for further revision.</p> <p>Action point: RSPO secretariat to create a google doc for members to further populate the stakeholder list. Link as below:</p> <p>https://docs.google.com/spreadsheets/d/1NdXCArTL3e-63iLA02555ImLaQ8Aj-UgTR2Ms5ufw2c/edit?usp=sharing</p> <p>Action point: NDJSG members, RSPO & HCSA secretariat to populate the stakeholder list using the online google doc by 7 February 2020</p>
6	<p>AOB</p> <ul style="list-style-type: none"> ● Definition of Quorum: This refers to the minimum representation of NDJSG members from each organisation in order <u>to proceed with meetings and calls</u>. All decisions must be by consensus of the NDJSG as mentioned in the ToR. The group has agreed to the following: <ul style="list-style-type: none"> ○ HCSA: At least one (1) member representing a minimum 4 caucuses. Mandatory caucus to be represented are Grower, NGO, and Commodity user. The remaining spot may be filled by either TSO or Smallholder 	<p>Decision point: Both RSPO & HCSA have agreed to their respective definition of quorum and additional requirements for a call/meeting to move forward.</p> <p>Decision point: Timing and duration of future NDJSG calls will follow majority vote and meeting agenda respectively.</p>

- RSPO: At least one (1) member from each sector (Grower, P&T, E-NGO, S-NGO)
- **NDJSG calls**
 - It was agreed for each call, allowance of 15 min was given to meet the quorum after which the call will be cancelled if not met. However, consideration will be given if members pre-inform either HCSA or RSPO secretariat of the delay in joining, in which the call may proceed with consent of the co-chairs.
 - RSPO secretariat will include all agreed time slots (refer below) in future doodle polls. Timing of calls would be decided based on the majority vote in said poll.
 - Duration of calls are not fixed to 3 hours and may be shortened depending on the call agenda items.

		Time slots		
GMT +8	MY	7:00 AM	2:00 PM	7:00 PM
GMT+11	Aus	10:00 AM	5:00 PM	10:00 PM
GMT+1	EU	12:00 AM	7:00 AM	12:00 PM
GMT -4	US	7:00 PM	2:00 AM	7:00 AM

- **Next NDJSG meeting**
 - Next NDJSG meeting will be a physical meeting around the date of the next HCSA SG meeting. Tentatively 2nd half of Mar. HCSA secretariat to confirm the finalised date for the NDJSG to consider its next meeting

Action point: HCSA secretariat to confirm final dates for HCSA SG meeting. RSPO to follow through with the poll for the next physical NDJSG meeting.

Due to concerns regarding the COVID-19 outbreak, the HCSA SG meeting week has been postponed till further notice. The secretariat proposes that the NDJSG to plan a call in replacement of a physical meeting.