

### **Summary of Thirty-First Technical SRWG Meeting**

The Thirty-First (31st) Shared Responsibility Working Group (SRWG) technical meeting was opened at 16:30 PM (MY Time) and 9:30 am (CET ) March 1, 2024 by the Secretariat virtually.

The meeting started with a list of attendees for the meeting. The agenda of the meeting was presented to the SRWG briefly just after the anti-trust statement was read and acknowledged. The SR Unit presented on RSPO Secretariat updates, 2024 Year 5 Uptake Target, Verification Manual and inclusion in SR Scorecard (Sept 24), CSPKO engagement plan, CSPO mapping exercise were recommended and agreed by the present members.

The Secretariat thanked everyone for attending the meeting and looks forward to seeing everyone in the next meeting on April 30, 2024 virtually.

The meeting was closed at 18:00 (MY Time) and 11:00am (CET Time)

**MINUTES OF MEETING OF RSPO**  
**RSPO Shared Responsibility Working Group (SRWG) 31st Technical Meeting**

Date: March 01, 2024 (Friday)

Time: 16:30 - 18:00 (MY Time) and 9:30-11:00 (CET)

Venue: Virtual

**Attendance:**

<p><b>Members and Alternates</b></p> <ol style="list-style-type: none"><li>1. Harjinder Kler (HK, HUTAN)</li><li>2. Joshua Lim (JL, Wilmar)</li><li>3. Kamal Seth (KS, WWF International)</li><li>4. Surina Binti Ismail (Sbl, MPOA)</li><li>5. Catarina Vivalva (CV, BNP Paribas)</li><li>6. Hannah Mittner (HM, Lidl Stiftung &amp; Co. KG)</li><li>7. Sharyn Shufiyan (SS, Wild Asia)</li><li>8. Ayers Zhen Yi Hong (AZYH, Procter &amp; Gamble)</li></ol> <p><b>Absent with Apologies</b></p> <ol style="list-style-type: none"><li>1. Nursanna Marpaung (NM, HUKATAN)</li><li>2. Julian Walker-Palin (JWP, RPOG)</li><li>3. Lim Sian Choo (Bumitama Agri Ltd)</li><li>4. Ben Vreeburg (BV, Bunge)</li><li>5. Brian Lariche (BL, Humana Child Aid Society, Sabah)</li></ol>	<p><b>RSPO Secretariat</b></p> <ol style="list-style-type: none"><li>1. Lilian Garcia Lledo (LGL) Yes</li><li>2. Divya Bajpai (DB) (absent)</li><li>3. Christine Joan Spykerman (CJS)</li><li>4. Nurul Ain Binti Sazalli (NAB) (Yes)</li></ol>
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No	Description	Action Points
1.0	<p><b><u>Welcome Note</u></b>  The Secretariat welcomed the SRWG members to the meeting.  The SRWG members acknowledged the anti-trust statement prior to the meeting.</p> <p>The agenda of the meeting included:</p> <ol style="list-style-type: none"> <li>1. Welcoming and Agenda</li> <li>2. Approval of the minutes</li> <li>3. RSPO Secretariat updates <ul style="list-style-type: none"> <li>○ Action points</li> <li>○ RSPO Secretariat updates</li> <li>○ Status of key deliverables</li> </ul> </li> <li>4. SR Unit and SRWG <ul style="list-style-type: none"> <li>○ 2024 (year 5) uptake targets and VM → inclusion in SR Scorecard (Sept24)</li> </ul> </li> <li>5. CSPKO engagement plan</li> <li>6. CSPO Mapping Exercise</li> <li>7. AOB and next meeting.</li> </ol>	
2.0	<p><b><u>Approval of Minutes</u></b>  - 30th SRWG meeting-Jakarta (19 November) was forwarded via email on 22 Dec 2023.  - Approval by Members via email (deadline 1st Dec, 2023). Secretariat to proceed with its uploading on the Website if no comments are received.</p>	<ol style="list-style-type: none"> <li>1. Check with the absentees if comments on the 30th SRWG meeting minutes and upload them if approved.</li> <li>2. Check with Nursanna her interest to keep being part of the SRWG</li> </ol>
3.0	<p><b><u>RSPO Secretariat Updates</u></b>  <b>Secretariat updates:</b></p> <ul style="list-style-type: none"> <li>● <b>Secretariat</b> <ul style="list-style-type: none"> <li>○ Shared Responsibility Executive - Nurul Ain Binti Sazalli</li> <li>○ Director of Standards and Sustainability - Yen Hun Sung (HS)</li> </ul> </li> <li>● <b>Latest announcements and news:</b> <ul style="list-style-type: none"> <li>○ ACOP will open between <b>11 March 2024 until 3 May 2024</b></li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ <a href="#">Communication about support for sustainable palm oil</a></li> <li>- in the website an example or some tips on how companies could communicate about supporting sustainable palm oil, compilation of ways to communicate (for the marketing team)</li> <li>○ <a href="#">Introducing PRISMA “Palm Resource Information and Sustainability Management”</a>: RSPO’s Certification, Trade and Traceability System for Sustainable Palm Oil Management.</li> <li>- goes live by the quarter 4, 2024, socialisation on quarter 1,2025</li> <li>○ Draft Theory of Change: finalising as public consultation closed 26 January</li> <li>○ RSPO Member Satisfaction Survey 2023 (already closed)</li> <li>- Launched by the Membership team</li> <li>○ <a href="#">Call for urgent nominations</a> to participate in WGs and TFs.</li> <li>○ <a href="#">Another year of impacts</a>: RSPO Top 10</li> </ul> <ul style="list-style-type: none"> <li>● Upcoming meetings and events <ul style="list-style-type: none"> <li>○ Grepalma conference, 28 Feb-1 March, Guatemala</li> <li>○ POC, 4-6 March, KL Malaysia</li> <li>○ RSPO Africa Supply Chain Forum, 16-18 April, Cape Town South Africa</li> <li>○ Sustainable Palm Oil Dialogue Europe 22 May 2024, Brussels Belgium - <a href="#">Registration</a></li> </ul> </li> </ul> <p><b>Overview action points:</b></p> <ul style="list-style-type: none"> <li>● Two points on hold <ul style="list-style-type: none"> <li>○ 1) Secretariat to provide the overview by region of which constituency is saying what reason for not meeting the uptake target, for which product (CSPO/CSPKO). -to understand the trend by region</li> <li>○ 2)Secretariat to draft a ToR for SR revision. -cannot proceed yet until we have the P&amp;C and certification approved -not revising the whole thing, but focusing the impact that we want to achieve (to bring up in next physical meeting</li> </ul> </li> <li>● On going <ul style="list-style-type: none"> <li>○ Absent members to send the updated ToR signed (ToR sent by email) as soon as possible</li> <li>○ Secretariat to investigate the feasibility of automatising the SR Scorecard once MyRSPO is updated - will check with the team incharge of this platform while in KL</li> <li>○ Guidance document- waiting feedbacks from the legal advisor</li> <li>○ On uptake target,member to be more transparent</li> </ul> </li> </ul>	
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- We are engaging one to one with the underperformers

**Status of key deliverables:**

- Verification manual pending to be endorsed by the Board of Governors (BoG) on 7th March
- CSPKO engagement CSPKO engagement plan and CSPO mapping exercise are undergoing some data investigation
- SR Scorecard updated on January
- Engaging with the underperforming members, SR survey blasted by email on 7th February
- Change MyRSPO and the SR scorecard accordingly with the endorsement of uptake target and Verification Manual

<p>4.0</p>	<p><b>SR Unit and SRWG:</b></p> <p><b>SR Unit</b></p> <ul style="list-style-type: none"> <li>● Engagement and SR socialisation: <ul style="list-style-type: none"> <li>● SR updates in: <ul style="list-style-type: none"> <li>○ EU new members onboarding webinar (25 January)</li> <li>○ CB Forum (6 Feb Asia, 26-27 Feb EU)</li> <li>○ Members Interpretation Forum day (27 Feb) in Guatemala</li> <li>○ EU members day (28 Feb) in London.</li> </ul> </li> <li>● SR survey sent on 7 Feb to all (1861) members by email (deadline 10 March): <ul style="list-style-type: none"> <li>○ Survey for CGM, P&amp;T and Retailers → 1) strategies to engage poor performers (i.e. SR overall Score) and 2) follow up actions with key members underperforming in reaching the CSPO uptake target → 27 respondents</li> <li>○ Survey for B&amp;I and NGOs → understand challenges and engage poor performers → 5 respondents</li> <li>○ SRWG members to help us to reach out, first answer the survey. -given that we only got low number of responses, need your help to reach your peers and need to get their feedbacks to see what is the issues/problems for them -to ask help from our MT colleagues on to contact members that are not in our radar</li> </ul> </li> </ul> </li> <li>● ACOP period: <ul style="list-style-type: none"> <li>○ SR questions in ACOP2023 - all SR requirements included and aligned with MyRSPO and also the M&amp;E (scoring) methodology</li> <li>○ Improving MyRSPO (e.g avoid duplications) to avoid manual corrections in the downloaded data</li> <li>○ SR performance reminder included in ACOP announcement(in next week)</li> </ul> </li> <li>● <a href="#">SR Scorecard update</a> in January 2024 (extraordinary update). Next official update in September 2024 with the data available in MyRSPO (deadline 1st July 2024) and ACOP 2023 data. <ul style="list-style-type: none"> <li>○ Members over 8.5 average score increased from 75 in Oct 23 to 92 in Jan 24.</li> <li>○ One B&amp;I interested in using the <a href="#">SR uptake dashboard</a> to assess their clients - one of the ideas to pitch to other B&amp;I members to update or to increase in uptake target</li> </ul> </li> </ul>	<ol style="list-style-type: none"> <li>3. Approach P&amp;T (Godrej and Apical) if they are interested in joining the SRWG</li> <li>4. Prepare the visuals on how it would look the SR Scorecard with the information of % physical and % credits - Shared with SRWG when ready</li> <li>5. Consults the absent members about including the 'self verification' step in the SR Scorecard and include it in the average score with a weight of 1 point.</li> <li>6. Send doodle to SRWG to prepare the logistics of the 21st May SRWG meeting in Brussels.</li> <li>7. SR Unit to prepare a draft of the redefinition of SR impact and role of the different stakeholder categories</li> </ol>
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- Cross Checking that the evidence of the top performers (92 members) are visible.
- SR Scorecard announcements planned in May and June: 1st July deadline to submit MyRSPO, next update Sept24.

- Comms activities:

- E-gazette articles
  - i. [Meet the RT Excellence Awards winners \(SR\)](#)
  - ii. [RSEP](#) (RSPO Smallholder Engagement Platform) and SR connection - to be drafted -awareness for our members
- Webinars on ACOP and SR (2024 targets, Scorecard timeline and Verification Manual)
  - i. China, India and SE region (Thailand, Pakistan, Sri Lanka, Nepal), Japan - April and May.- if any SRWG interested to join or give some testimonials, can let us know

## SRWG

- **SRWG members:**

- **Julian Walker-Palin** officially appointed as SRWG co-chair.
- New members: **Grower SH rep, Sharyn Shufiyan** - Wild Asia; and **CGM rep, Ayers Hong** - P&G. -Sharyn also sits in the smallholder standing committees
- **Vacancies** of 1 seat CGM, 1 seat B&I, Growers Row.
- **2 seats P&T** - asked to nominate someone before withdrawal. - Ben and Joshua will try to reach out to others, and will need to give an induction call on the new SRWG members.

- **SR uptake targets for 2024** (Year 5) → BoG endorsement on 7 March. Announcement on 13 March and webinars to be planned.

- **Verification Manual** → BoG endorsement on 7 March. Announcement on 13 March and webinars to be planned.

- Inclusion in the SR Scorecard:
  - 2024 uptake targets → differentiate the Uptake by SC model, i.e. Physical vs Credits.



-Surina questioned how much will be the exact percentage of physical, CSPO credits, IS-CSPO Credits.  
 -Surina mentioned to also put the increase of percentage (in comparison)  
 -Lilian will send polls on how to decide whether on the overall uptake or the increase of the uptake  
 -Kamal mentioned for the separation of uptake target percentage only on the increase only  
 -Kamal mentioned this split of percentage are agreed by all, just on how the visual representation of it

- Inclusion in the SR Scorecard: Part 2 of the verification process of the VM → include in MyRSPO, SR Scorecard and M&E methodology (tbd). Two options to decide on: A) Only in the members information section or B) to give a score (example 1 or 0 point) and be part of average score

**A** LÍPIDOS SANTIGA, S.A.

COUNTRY  
Spain

REGION  
Europe

SECTOR  
Palm Oil Processors and/or Traders

SELF ASSESSMENT  
Completed  
Non completed

SHARED RESPONSIBILITY COMMITMENTS  
Click on member's profile to see their public commitments in line with the Shared Responsibility (SR) requirements

[Member profile →](#)

Only part of the Members information section



Give a score and be part of the Average Score

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- Surina mentioned to include it in the part of average score
  - Joshua mentioned its important for the self assessment to be done and wonder how it will looks like later
  - Ayers asked on the self verification process,will mixed up accidentally by those who input it
  - Lilian said in the next announcement, if there is changes will inform,announcement will be made
  - Kamal mentioned that hypothetically if we give scores 1 out of 10 for self verification, so if we want to make it into average score, then if they do not put the self verification, then max scores can only get 9
  - Surina mentioned points can be mentioned later. A suggestion to have a prompt/notification on if the input by members are wrong
  - ALL agrees on the weight will be included in total scores
- **Calls in 2024:** Tuesdays 9:30-11am CE(S)T. Every 8 weeks.
- RT this year in Thailand in November
- 4th physical meeting on 21st May in Brussels (14-18h),Joshua and Ayers could no attend
- Would want you to update in the google sheet on the attendance so that we can pre book the hotels for all (payment by own selves)
  - Topics to be discussed: SR impacts, future of SR.Role of different categories, what we really want

	<p>to achieve through all of them. For example, what we want for Banks &amp; Investors to do in SR</p> <ul style="list-style-type: none"> <li>-Surina mentioned that moving forward, we need a strategy on how to incentivise the uptake, and how to encourage more growers to be certified.</li> <li>-Surina mentioned on banks roles</li> <li>-SR Unit will prepare the list for the topics to be discussed and the content beforehand, to get the SRWF members feedback and also how we can engage the nonperformers in the uptake target</li> </ul>	
5.0	<p><b>CSPKO engagement plan</b>  <b>As included in the Decision Paper on the SR Uptake target Year 4 (2023), there are two parts:</b></p> <p style="padding-left: 40px;">Part 1: Address the losses in the supply chain.</p> <ul style="list-style-type: none"> <li>■ List of certified mills with unsold physical CSPK → regional distribution of unsold CSPK by mills based on <u>previous license</u>.</li> </ul> <p>-Kamal mentioned that this is important as it was raised by CGM representatives in the BoG meeting, heavily debated (Unilever, P&amp;G), why RSPO is not doing enough on increasing the CSPKO in the market and most representatives of CGM are also saying the same thing.</p> <p>-Lilian mentioned that the issue was where in the supply chain the certified volumes were lost, focuses on certified mills and certified independent smallholder</p> <p>-The data comes from the audit report, CSPK is the actual sales data</p> <p>-Globally, 21% of the certified kernels was unsold physically.</p> <p>Our priority would be first Indonesia, Latam and Indonesia.</p> <p>-Green part, identified those mills who sell less than 50% from the actual production. Some preliminary findings, surprisingly are saying no, they are selling everything, and probably because of mistake in palm trace registration. If the case where the case where it is actually that they sell everything but didn't record it in the palm trace.</p> <p>-Joshua mentioned on Africa %CSPK Unsold (60%), so probably should be higher since no demand. Lilian said the CGM from Europe said that they are willing to buy whatever available. Joshua agrees if the CSPK are moved to Europe market.</p> <ul style="list-style-type: none"> <li>■ List of certified ISH with unsold CSPKO credits: → regional distribution of unsold CSPKO Credits by mills based on <u>previous license</u>.</li> </ul> <p>-44% of CSPKO Unsold.</p>	8. SR Unit to follow up on CSPKO engagement plan to bring result to SCTWG

	<p>-Mexican smallholders said they are already selling all the CSPKO,there might be a bit chance that it is maybe an issue of palm trace registration,so the grand total of 40% globally is not true</p> <p>-Surina concerns on Thailand 30,000 have to look what happened in Thailand</p> <p>Part 2: Increase the overall CSPO/CSPK supply.</p> <ul style="list-style-type: none"> <li>• SR Unit supporting the technical division on creating a factsheet for new growers on the “RSPO route”, to help them navigate the different stages (i.e. membership, certification, PT registration of transactions, etc.)</li> </ul> <p>-Lilian said that in RSPO we never really approach growers actively by region</p> <ul style="list-style-type: none"> <li>• Results to be presented to the <b>SCTWG</b> (decision making body) on 19 March → follow up actions</li> </ul>	
6.0	<p><b>CSPO Mapping Exercise-</b> List of certified mills with unsold physical CSPO→ regional distribution of unsold physical CSPO by mills based on <u>previous license</u>. Preliminary findings:</p> <p>Next steps:</p> <ol style="list-style-type: none"> <li>1) Understand expectations of the SRWG, if any and brainstorm on possible solutions.</li> <li>2) Engage individually with the mills with unsold physical CSPO to understand the reason behind → MT colleagues and SR Unit coordinates</li> <li>3) Engagement with the top 15 RSPO members with higher PO consumption and not meeting the SR uptake target and (very) low CSPO uptake→ to promote physical uptake of CSPO and its commitment to RSPO.</li> <li>4) Inform SCTWG on the results to decide specific actions to tackle those reasons. SCTWG is the decision governance body in this matter.</li> </ol> <p>-Surina mentioned that for a grower to get the kernel, we have to have the fruit,in order for the grower to participate to produce more CSPO,somebody must buy CSPO, these numbers shows the problem the growers are facing. One of the thing we need to make sure is in our scorecard,if they have the CSPO, that part need to be encourage (physically)</p> <p>-Lilian agrees but in some regions, not all can be sold physically because they do not have that. These are super preliminary data, so engagement will be done with the MT colleagues on the mills.</p>	9. SR Unit to follow up on CSPO mapping exercise - align with MT colleagues on engaging key players.

	<p>-In case it is the PalmTrace record of data issue. As long as the Book and Claims system and uptake target volume through the supply chain system is there, it is quite hard to tackle the issue of unsold volume here</p> <p>-Surina mentioned that under EUDR, they are looking for segregated. For physical it is a matter whether they want to pay or not, its not about wether is is available or not. Some are saying,they don't want to go through RSPO, and want to use other methodology which they can sell the physical, and this frustrates the Growers. The downstream wants to find a way not to buy the segregated because it does cost a lot more</p> <p>-Lilian mentioned, how to promote the buying against the financial reasons</p> <p>-Surina mentioned, the EUDR is a good way to promote the Downstream to purchase</p> <p>-Kamal asked on what are the other ways for the P&amp;Ts and Growers on circumventing the supply chain or meet their targets without RSPO?</p> <p>-Joshua mentioned that EUDR is a legal requirement, while RSPO is voluntary, so probably they will prioritise the legal over the voluntary</p> <p>-Kamal asked it there other RSPO ways to do it?</p> <p>-Ayers mentioned, from our side, there are no other non-RSPO way</p> <p>-Joshua mentioned that they have talked to very European centric customers and operates globally from (like P&amp;G scale),hearing very different stories, will always look at legal compliances and the global part will have other options to play with</p> <p>-Lilian mentioned that we will engage with the 'Target Not Met' members to understand the reasons behind</p>	
7.0	<p><b><u>AOB</u></b></p> <p>- Next meeting on 30th April 2024 (Virtual)</p>	