

Date: 13th & 14th November 2015

Venue: Pod Square, Level 32, Capri Hotel, Bangsar South

Dr Gan, Faizal (Co-chair)

Name	Organisation	Status
Gan Lian Tiong (co-chair)	Musim Mas	Substantive
Faizal Parish (co-chair)	GEC	Substantive
Lim Sian Choo	Bumitama Gunajaya Agro	Alternate
Arina Schrier	Wetlands International	Alternate
Jason Foong	KLK	Alternate
Audrey Lee	Olam	Substantive
Mukesh Sharma	Asian Agri	
Shahrakbah Yacob	Sime Darby/MPOA	Substantive
Foo Siew Theng	Wilmar	Substantive
Jose Roberto Montenegro	Agrocaribe	Substantive
Lee Kuan Yee	KLK	Alternate
Sophie Persey	PT REA	Substantive
Mohamadou Dao (14 th November only)	Olam	Alternate
Melissa Yeoh	FGV Felda	Substantive
Henry Cai	Musim Mas	Substantive
Cecile Bessou	CIRAD	
Melissa Chin	RSPO Secretariat	Secretariat
Absent with apologies		
Henry King	Unilever	Substantive
Marcel Silvius	Wetlands International	Substantive
Joseph Hutabarat	Rainforest Alliance	Substantive
Phubalan Karunakaran	WWF-Malaysia	Alternate

No.	Description	Main discussion points	Action items
1.	Review of minutes		
2.	Updates from Secretariat	<p>Change in ERWG representatives With the resignation of Sophie Persey, PT REA has decided to step out from the ERWG due to limited staff resources to continue participating in meetings. This leaves a seat vacant for the Indonesian growers. Dr. Mukesh Sharma who has been attending ERWG meetings as an expert for the peat subgroup will then take an official seat in the ERWG representing Asian Agri. This now means that Musim Mas (substantive), Bumitama (substantive) and Asian Agri (alternate) will represent the Indonesian growers in the ERWG.</p> <p>WWF-Malaysia has nominated yet another staff representative to attend the ERWG meetings due to staff changes. WWF-Malaysia is currently holding the alternate seat for environmental NGOs. Mr. Phubalan Karunakaran will now represent WWF-Malaysia in meetings.</p> <p>Secretariat staff changes Melissa Chin will be transitioning out of her current role as GHG Manager in the first quarter of next year. There has been some delays in recruiting a GHG executive to assist the GHG manager. The newly recruited executive will only be able to officially join RSPO in February 2016. The recruitment of a new GHG manager was initiated since the end of July but the search was unsuccessful.</p> <p>In order to ensure a smooth transition, Melissa will still continue to support the ERWG until the GHG Manager has been recruited and handover of duties is complete. In the meantime, a workplan needs to be put together to minimise disruption to the work of the ERWG.</p>	

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		<p>This would also mean more active participation of the WG members through the various subgroups in the interim.</p> <p>RT13 programme As agreed at the 6th ERWG meeting, a GHG workshop will be held on 16th November just before RT13. The purpose of the GHG workshop is to provide a brief tutorial on PalmGHG as well as share experiences with members on the C5.6 and C7.8 submissions. A case study on how to comply with and report on C7.8 will also be presented.</p> <p>There will also be a prep cluster session on the conservation of high carbon stock (HCS) on the 17th of November. The session will highlight the findings from the HCS+ study as well as the convergence effort between HCS+ and HCSA and what this all means to RSPO. There will also be a discussion on how HCS+ and HCSA can currently fit in the RSPO system. Speakers are John Raison (HCS+), Grant Rosoman (Greenpeace/HCSA), Faizal Parish (ERWG/RSPO)</p>	
3.	Presentation by Musim Mas	<p>Musim Mas gave 2 presentations. One presentation was the case study on 7.8 that is meant for the GHG workshop on 16th November and the other presentation is a case study meant for the peat workshop in Bogor (1st – 2nd December). The purpose of the presentation to ERWG is to for discussion and for feedback before finalisation of content.</p> <p>Feedback was provided on the points of interest that needed further explanation and emphasis for the audience.</p>	
4.	C7.8 submission summary	<p>Secretariat presented an overview of the submissions received thus far. Majority of submissions were done internally using default values. Major weaknesses in the reports received were also highlighted. Based on the observations from the submissions received, the secretariat recommended the following:</p> <ol style="list-style-type: none"> 1. Develop a simple FAQ on C7.8 	<ol style="list-style-type: none"> 1. A draft FAQ will be prepared and circulated 2. Range of values to be expanded 3. Secretariat to meet with IPB (one of the more commonly used assessors)

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		<p>2. Since most of the companies used default values to estimate the carbon stock, the ERWG should consider widening the range of defaults especially for degraded forests and shrublands which can greatly vary in range</p> <p>3. To start meeting up with the assessors to discuss reporting requirements to address the common gaps in the current reports.</p> <p>Recommendations were accepted. The C7.8 subgroup will discuss further on the weaknesses in the reporting that was highlighted.</p>	
5.	Comparison of RSPO GHG assessment procedure, HCS+, HCSA	<p>The comparison between the RSPO GHG procedure, HCS+ and HCSA was discussed. It was decided that the members of the ERWG based on their capacities and involvement in the HCS+ study and the HCSA steering committee, will observe closely the collaboration between both groups to achieve convergence.</p> <p>In the interim, either methodology can be accepted by RSPO. It was decided that if a company wishes to use HCS+ or HCSA, they should adopt the methodology completely instead of cherry picking elements of either methodology and combine them with the RSPO GHG Assessment Procedure. However it is important that additional requirements in the RSPO GHG Assessment Procedure such as the development of a management plan still needs to be complied with. The GHG Assessment Procedure will need to be updated to reflect the interim acceptance of HCS+ and HCSA.</p>	
6.	Incentives workshop	<p>A meeting was held during lunch with the BHCVWG members (only organising committee members of ERWG and BHCVWG were involved). It was decided that the incentives workshop should go ahead as planned and that it should be held in March 2016. It was recommended that it should be held around the same time as the Price Outlook (in KL) and ICOPE (in Bali). The reason for this is to leverage on the overseas participants that will visit the region for</p>	

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		these two events. The dates and venue will be discussed further by the organising committee.	
7.	Update on RSPO Next	A presentation on RSPO Next was given by Liza Murphy. The purpose of the presentation is to provide an update to the ERWG on the current developments on RSPO Next. Focus was given to the GHG requirements of RSPO Next. Some concerns were raised with regards to how certain requirements were worded most notably on the type of activities that need to be included (which was more limiting than the actual P&C) and the restrictions on peat development. ERWG members were invited to submit their comments in writing directly to Liza as soon as possible so that the edits can be suggested at the next RSPO Next meeting which will be held during RT13 week.	4. ERWG members to email comments to Liza
8.	C5.6 submission summary	<p>A presentation was given to ERWG members on the status of C5.6 submissions of PalmGHG. The slides were already shared prior to the meeting. At the moment, submissions of PalmGHG are quite high which is encouraging. Common errors were highlighted and will be discussed with companies at the GHG workshop during RT13 week. Based on the issues highlighted, it was also decided that action needs to be taken on the following.</p> <ul style="list-style-type: none"> i) Fertiliser transport – due to the uncertainty of fertiliser sources and the lower impact of sea transport in the final emission result, it was agreed that the sea transport emission will be removed. Only road transport emissions will be considered ii) Carbon stock of oil palm at maturity – to contact Ian Henson to consider updating his model based on latest data, e.g. from Jerome Chave (HCS+ study) and Goh Kah Joo. Suggest also that a small taskforce oversees this work comprising of Mukesh, Cecille, Ian Henson, Goh Kah Joo and Ian Orrell. 	<ul style="list-style-type: none"> 5. Changes to PalmGHG to be incorporated in V3 6. Secretariat to contact Ian Henson

No.	Description	Main discussion points	Action items
9.	PalmGHG – endorsement for equivalent	<p>4 cases were considered.</p> <p>NBPOL</p> <p>It was decided that the PalmGHG excel used by NBPOL can be considered as an equivalent under the following conditions.</p> <ol style="list-style-type: none"> 1. Default values need to be updated in accordance with the latest version of PalmGHG. This needs to be checked by the auditor. RSPO allows the use of custom default values (by user), however, if the user chooses to use a PalmGHG default, then this value should be the most updated one. 2. Crop cycle length - RSPO has decided to make this 25 year irrespective of soil type or whether it is own crop or outgrower. This has to be amended. 3. Planting history - If data entry cannot be by planting blocks, then it is important that your system can track the following - planted year and the associated planted ha, previous vegetation cover and areas that are replanted. 4. Peat – If the water table depth cannot be recorded by planting block, it should at least be recorded by estate (annual average for the year). The default value for peat in PalmGHG for "no water management", is 100cm and not 80cm and this needs to be updated. 5. Conservation area – Need to amend the input of 40tCO₂e/ha.yr which had no basis and reference. It could have been mistakenly keyed in based on standing stock. <p>JC Chang</p> <p>It was decided that based on the same principle and rationale as with the ISCC discussion, the IFEU template (EU-RED compatible) used by JC Chang will not be endorsed. The company will be advised to switch to PalmGHG with a grace period of 3 months from notification.</p>	

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		<p>United Plantations It was generally agreed that the methodology employed by UP under the advice of Jannick Schmidt is likely to be robust and scientifically sound. However, it is very different from PalmGHG and therefore the ERWG is concerned about the compatibility in the calculation assumptions especially with regards to peat emissions whereby it is not based on site specific data but based on literature review. A comparison will need to be done with the same figures but using PalmGHG in order to see the difference.</p> <p>Sime Darby Like United Plantations, Sime Darby has also developed its own GHG accounting system before it became mandatory in the revised P&C 2013. The main emission sources in PalmGHG which are not included in Sime Darby's SMS, are the Land use change (LUC), peat oxidation, sequestration in conservation area, manufacturing & transportation of fertilizers. It was agreed that Sime Darby will endeavour to incorporate all the missing parameters into their own system and that a grace period be allowed for the transition to be fully incorporated. In the meantime, Sime Darby will still report the GHG emissions to RSPO. A reporting template similar to what is in PalmGHG will be shared with Sime Darby. At the same time, there appeared to be a large variation in the fertiliser emissions based on the comparison done with PalmGHG which needs to be investigated further.</p>	
10.	PalmGHG and C7.8 subgroup discussion	Summary of outputs from the subgroup discussion can be found in Appendix 1 and Appendix 2.	<p>7. Changes suggested by PalmGHG subgroup to be incorporated in V3</p> <p>8. The improvements suggested by the C7.8 subgroup needs to be worked on by the C7.8 subgroup when revising the GHG</p>

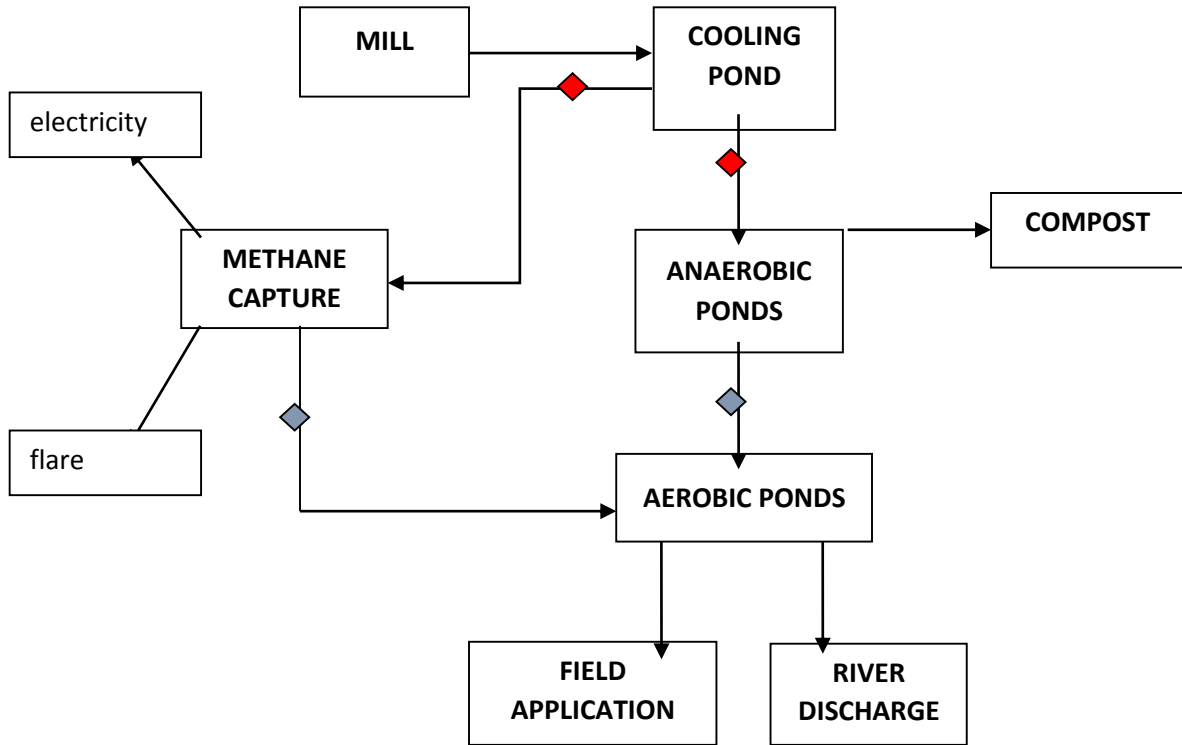
No.	Description	Main discussion points	Action items
			assessment procedure. In the interim it was decided that the procedure needs to be updated with an extra page which includes better guidance on reporting to address the gaps that were highlighted.
11.	ISPO calculator	Due to a lack of time, the WG was unable to have a discussion on the ISPO calculator. Instead it was requested that the ISPO calculator be circulated to the WG so that it can be studied prior to the next meeting. It was suggested that the calculator is already available on the ISPO website	9. Secretariat to check if the ISPO calculator is publically available and to circulate to the WG
12.	Smallholder guidance for C5.6 and C7.8.	The ERWG agreed that a consultant should be commissioned to look into this.	10. Secretariat to develop ToR to circulate amongst ERWG and SHWG members
13.	NPP update	Secretariat informed that the NPP updated document has been completed and will be submitted to the BoG for endorsement. If endorsed, it is proposed to come into force on 1 st Jan 2016 but with a grace period of 6 months.	
14.	Outreach activities	Secretariat informed that several awareness workshops on C5.6 and C7.8 has been conducted. The first RSPO Open Day in Africa was also held and a half day workshop focusing on the GHG requirements were conducted. However there are still concerns about reaching out to members beyond Malaysia and Indonesia. RSPO is planning a roadshow for NPP in 2016 when the new document has been finalised. The plan is to also include GHG in the agenda of these roadshows. It was also highlighted that a GHG training/awareness	11. Secretariat to outline some planned events and update ERWG in the next meeting 12. Provide translated versions of GHG assessment procedure in Bahasa, Spanish and French.

No.	Description	Main discussion points	Action items
		<p>workshop needs to be conducted this year in Latin America as the last outreach there on this is in 2014.</p> <p>It was also indicated that translation of materials should be done by RSPO. At the moment all materials and reports related to PalmGHG and the GHG assessment procedure is in English. PalmGHG V3 will have translated versions. However, the Secretariat highlighted that Thai translators are difficult to source.</p>	
15.	UNDP GEF update	<p>Faizal informed that UNDP GEF has available financing of about 130 million USD to fund projects related to removing deforestation from commodity supply chains. However, the financing grant is still in the concept stage and it is still unclear what type of projects will be prioritised and who can be eligible for the finance. A meeting with a representative from UNDP is being arranged on 17th November (1st day of RT 13) morning to learn more about the grant. Faizal will be the focal person and interested ERWG members are invited to attend.</p>	13. Faizal will send out the meeting details and interested members need to confirm attendance with Faizal. Siew Theng will assist in providing a meeting space.
16.	Dates for next meeting	<p>In order to coordinate the dates with Price Outlook, ICOPE and the potential incentive workshop, it was proposed to have it on 10th and 11th March. It was also recommended to have subgroup meetings on 9th March.</p>	14. Secretariat to send out email to book the dates and prepare the logistics.

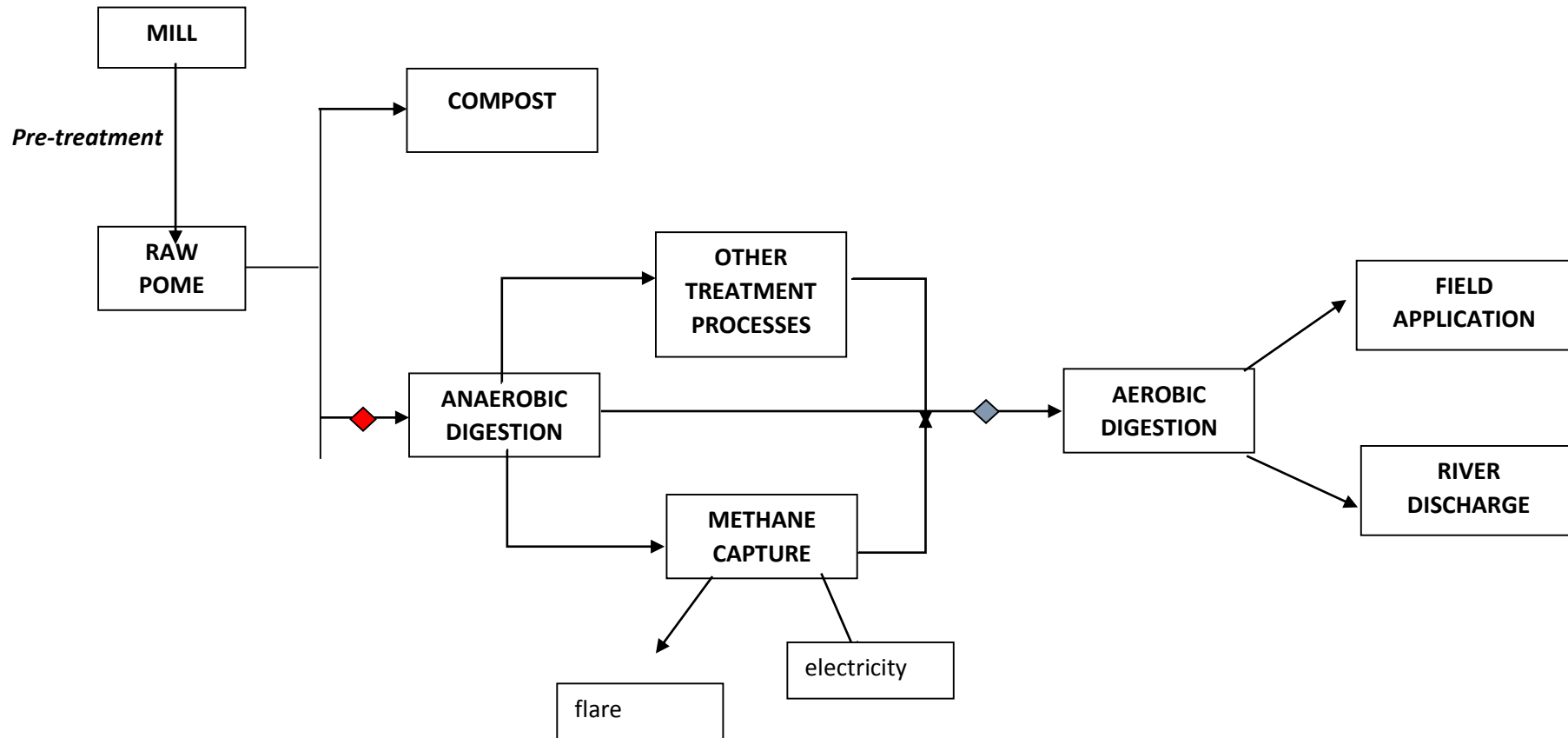
Appendix 1: Summary of PalmGHG subgroup meeting

Flow of POME assumed in PalmGHG (original)

◆ COD measurement point before treatment ◆ Possible COD measurement points after treatment



Proposed amendment



POME sheet original

Info	FFB	Extraction	PK Crushing	PKS	POME	Electricity	Mill Fuel	EFB	Compost	Summary
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POME Treatment

Are data available for production of POME and COD removed during digestion? Yes No
if you choose "Yes", complete the information below :

Description	Unit	2014	2013	2012
POME Produced	t/yr	<input type="text"/>	<input type="text"/>	<input type="text"/>
POME diverted to anaerobic pond	%	<input type="text" value="100"/>	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>
POME diverted to methane capture (flaring)	%	<input type="text" value="0"/>	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>
POME diverted to methane capture (electricity generation)	%	<input type="text" value="0"/>	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>
COD removed during digestion	tCOD/tPOME	<input type="text"/>	<input type="text"/>	<input type="text"/>

POME Calculation Result

POME	t/yr	0	0	0
CH4 (Total)	t/yr	0	0	0

Amended

POME Treatment

Are data available for production of POME and COD removed during digestion? Yes/No

If you selected "Yes", please complete the information below:

Description

POME produced =

Diverted to compost = X%

Diverted to anaerobic digestion = Y%

Methane capture (flaring) = A%

Methane capture (electricity generation) = B%

Conventional anaerobic digestion = C%

COD value before anaerobic digestion =

COD value after anaerobic digestion =

COD removed during anaerobic digestion = (automatically calculated)

PKS sheet original

Info FFB Extraction PK Crushing PKS POME Electricity Mill Fuel EFB Compost Summary					
Palm Kernel Shell (PKS) Save					
Description	Unit	2014	2013	2012	
PKS Produced	mt/yr	16192	N/A	N/A	
PKS Incinerated	mt/yr	4857	N/A	N/A	
Sale of PKS for electricity generation	mt/yr	N/A	N/A	N/A	
Other Application of PKS	mt/yr	11335	N/A	N/A	Description
PKS as % of FFB	%	5.19	N/A	N/A	

Amended

Palm Kernel Shell (PKS)

Description

PKS as % of FFB = This is a default that is assumed to be the same as KER. So the calculator will automatically extract it from the Extraction sheet shown below

PKS Produced (t/yr) = This is also automatically calculated based on the % value shown above

Sale of excess PKS (t/yr) = this is keyed in by user

PKS incinerated or used for other purposes (mt/yr) = this balance is automatically calculated

Info FFB Extraction PK Crushing PKS POME Electricity Mill Fuel EFB Compost Summary					
Description Save					
CPO Production	mt	73446.8	N/A	N/A	
PK Production	mt	14547	N/A	N/A	
Milling Extraction Rate					
Description	Unit	2014	2013	2012	
Oil Extraction Rate, OER	%	23.52	N/A	N/A	
Kernel Extraction Rate, KER	%	4.66	N/A	N/A	

EFB sheet

Palm Oil Mill Input Form - (First Time)

Info FFB Extraction PKCrushing PKS POME Electricity Mill Fuel EFB Compost Summary

EFB Management Save

Description	Unit	2014	2013	2012
EFB	t/yr	68700.28	N/A	N/A
Sale of EFB for electricity generation	%	N/A	N/A	N/A
EFB Transported for field application	%	100	N/A	N/A
EFB Converted to compost	%	N/A	N/A	N/A
Other uses of EFB	%	N/A	N/A	N/A
Energy production	MJ/TEFB	1576.75		
Gross credit for electricity	kgCO _{2e} /TEFB	279.08		
Net credit	tCO _{2e} /TEFB	0.28	0.28	0.28
EFB credit for electricity generation	tCO _{2e}	0	N/A	N/A

Description

Will edit the line to say to be consistent with what we have done for PKS "Sale of excess EFB"

Compost

PalmGHG Calculator - Ver 2.1.1

File Input Default Values About PalmGHG Help

Palm Oil Mill Input Form - (First Time) Save all Forms

Info FFB Extraction PKCrushing PKS POME Electricity Mill Fuel EFB Compost Summary

Compost Save

Description	Unit	2014	2013	2012
Compost applied	t/yr	N/A	N/A	N/A
N Content of compost	%	N/A	N/A	N/A

Add in explanation box that the N content of compost should be based on moist weight because the t/yr for compost applied is also based on moist weight.

Appendix 2: Summary of C7.8 subgroup discussion

Issues	Response
Confusion with LUC analysis	Clear statement or box in the procedure introduction to give understandable definition of LC, LUC and LU
Maps are not well explained – where are the areas of planned development and conservation areas,	Guidance and good Practice example. Good example
did ground truthing affect the stratification	Specify methods for ground truthing and indicate how ground truthing affect the stratification
Poor description of the vegetation strata and corresponding carbon stock	Give description and representative photo of the vegetation strata and table of corresponding carbon stock and if from measurement comment on any major differences to default
In the cases of ongoing development, emissions from proposed	Clear guidance note that 7.8 is only for new development and should not include emissions from existing operations
Lack of scenario testing and mapping overlay (integrated map showing results of HCV assessment, SEIA and carbon stock assessment)	Maintain scenarios but give more justification and illustrative examples. Also have section to state company policies related to forest peat HCS etc. and refer to these when selecting the scenarios Mandatory to include mapping overlay with HCV area etc give example
Unclear if the carbon stock assessment resulted in additional areas outside of identified HCV areas that will be set aside	Statement – did the carbon assessment lead to any changes or additional areas to be set aside or were they included in pre-identified
Scenarios poorly explained and scenario choice also not well justified	Include boxed example
Poor description on how or whether the carbon stock assessment together with the other related assessments such as HCV and SEIA, influenced the outcome of plantation plan and design.	Description of the set aside areas and final map to show existing and new plantation and set aside areas
Defaults	Expand forest strata (degrees of degradation) and give additional defaults and guidance on differentiating Other crop types
Conservation area growth increments	Table of defaults by region or forest type
Section 3	Ref to HCS+ and HCSA and maybe annex or box
3.1	Add reference and annex on ground truthing
3.2	Add reference to SOC Include reference to shallow organic soils not classified as peat.

3.3	Add boxed example
4	Expand and give example and clarification
5	Explore option to link the Palm GHG spreadsheet and the Palm GHG ver 3
5	Add guidance and example on plan and refer to definition of plan and in P&C
6	Add info on company and key policies and impact of analysis
7	Update NPP requirements
appendix	Patch analysis Defaults Root shoot ratio
Example	Sample reports from different regions
Version 1.1	December 31 Immediate changes, corrections
Version 2	June 2016 + defaults, examples and appendices and more info on HCS and HCS+