Summary of First Technical SRWG Meeting

The first Shared Responsibility Working Group (SRWG) technical meeting (second teleconference meeting) was opened at 6PM (MYT), May 28, 2020 by the meeting chair, Oi Soo Chin, the SRWG RSPO Liaison. After the initial onboarding call in Mid may, this is the first SRWG technical call and was attended by the SRWG Members, RSPO Liaison and Technical Facilitators, and achieved 100% representation of all membership sectors.

The objectives and agenda of the meeting were outlined: Confirmation of co-chairs, Technical understanding of the Draft zero documents, Monitoring and Evaluation Plan, Create subgroups (3) and Agreement on documents for public consultation. After the SRWG onboarding call, co-chairs nominations were received from the SRWG Members, and 2 nominees have agreed to fill the positions. The SRWG Members formally confirmed the nominations of co-chairs during the meeting, and this will be passed on to the Standard Standing Committee (SSC) for endorsement. SRWG Members were reminded of the SRWG objectives and their individual responsibilities in the meeting.

The SRWG Members were introduced to the draft zero of Monitoring and Evaluation (M&E) plan, with the aim to ensure the progress of SRWG is monitored, reviewed and improved, as well as assess the contribution to the Theory of Change (ToC) outcomes. They were informed of the updates on the RSPO Data Taskforce and RSPO data systems, and how the timeline will affect the SRWG workload over the course of two years.

With the aim of clarifying SR related questions members have and to help them to understand each other's concerns, each member was tasked to submit their questions/ comments on the 'SRTF Shared Responsibility and Implementation' document prior to the meeting. All questions/ comments submitted were compiled categorised according to the topic and how it will be addressed in the relevant SRWG sub-groups to work on. This document was shared with all SRWG members prior to the call.

The key output of the SRWG process will be the Implementation Manual, a one-stop manual that details the Shared Responsibility (SR) implementation. The timeline, guiding principles and structure of the Implementation Manual were presented to the SRWG Members to ensure all members are aware of the overall task, as well as respective subgroup responsibilities, where they will be working on the development of the implementation manual sections.

With a completely virtual process and to enable deeper discussion, the SRWG members opted into one of three sub-groups focussing on different topics. For June and possibly July these include Assurance, Incentives & Sanctions and Resourcing Plan. Members will carry out their respective sub-group discussions meeting twice in June and the outcome of the discussions will be shared with all SRWG Members during the monthly SRWG meetings. Members of the sub-groups and dates of the sub-group meetings were confirmed during the call.

Before the meeting was closed, the SRWG Members were reminded to read all technical documents, review questions for their sub-groups and the input on the M&E plan. They were also tasked to research potential reporting mechanisms/ commonly used certification schemes in their respective sector for the benchmarking, which will be included in the agenda of the next SRWG meeting.

The meeting was closed at 7.30 PM (MYT).

MINUTES OF MEETING OF RSPO
RSPO Shared Responsibility Working Group (SRWG) 1st Technical Meeting

Date: May 28, 2020 (Thursday)
Time: 6 PM to 7.30 PM (MYT)
Venue: Video Conference (RSPO ZOOM 6)

Attendance:

SRWG Members (substantive & alternate) 1. Girish Deshpande (GD, P&G) 2. **Natasha Schwarzbach (NS, PepsiCo)** 3. **Ilka Peterson (IP, WWF International)** 4. Harjinder Kler (HK, HUTAN) 5. **Catarina Vivalva (CV, BNP Paribas)** 6. Ghislaine Nadaud (GN, ABN Amro) 7. **Lim Sian Choo (LSC, Bumitama)** 8. **Lee Kuan Yee (LKY, KLK)** 9. Mariama Diallo (MD, SIAT SA) 10. Ian Orell (IO, Sime Darby/ NBPOL) 11. Joshua Lim (JL, Wilmar) 12. **Ben Vreeburg (BV, Bunge)** 13. **Julian Walker-Palin (JWP, RPOG)** 14. J**ames Whitehead (JW, FPP)** 15. Nursanna Marpaung (NM, HUKATAN) **Absent with Apologies** 1. Yumie Kawashima (YK, AEON) ***Note: Names in bold indicate substantive members of SRWG.*	**Technical Facilitators** 1. Bilge Daldeniz (BD, Proforest) 2. Claire Reboah (CR, Proforest) 3. Aimee Russillo (AR, LiSeed Consulting) **RSPO Secretariat** 1. Oi Soo Chin (OSC) 2. Chung Yee Ling (CYL)

No	Description	Action Points
1.0	**Welcome Note** OSC welcomed everyone to the first SRWG technical meeting. She then passed the floor to the Technical Facilitators. Technical Facilitators welcomed everyone to the second Telecon and the first SRWG technical meeting and briefed everyone on the meeting agenda and objectives of the call: - Confirmation of co-chairs - Technical understanding of the Draft0 documents - Monitoring and Evaluation Plan - Create subgroups (3) - Agreement on documents for public consultation	
2.0	**Check in/ Confirmation on co-chairs** There were three SRWG Members nominated for the SRWG co-chairs positions, one of them respectfully declined the nomination and the other two nominees agreed to take on the position. To formally confirm the co-chairs, the SRWG Members were asked to reply to a poll, if they agree with the nomination of NS and JW as co-chairs. The SRWG unanimously voted yes to both nominees.	1. Technical Facilitators will contact NS and JW to discuss some check-in points for the process. 2. The name of SRWG co-chairs will be passed on to the Standard Standing Committee (SSC) for endorsement.
3.0	**Background and Objectives** SRWG Members were reminded of the SRWG objectives and their individual responsibilities again.	1. SRWG Members to be aware of the SRWG objectives and their individual responsibilities.
4.0	**M&E Plan and Data Systems** The Monitoring and Evaluation (M&E) draft zero plan was presented to the SRWG Members. The M&E plan aims to monitor and review the progress of SRWG. Technical Facilitators updated the SRWG Members on the RSPO Internal Data Taskforce and how their timeline will affect the SRWG workload in Year 1 and Year 2.	1. There will be two levels of monitoring: a) SRWG will ensure the activities and outputs are being monitored, and these will be considered as the **performance monitoring**/ process indicators.

RSPO
Roundtable on Sustainable Palm Oil

The RSPO is an international non-profit organization formed in 2004 with the objective to promote the growth and use of sustainable oil palm products through credible global standards and engagement of stakeholders.

	Technical Facilitators used the RSPO Theory of Change (ToC) to highlight the objectives of the SRWG. The SRTF had "Mobilised" a lot last year when they got the commitments together. Thus, the SRWG Members will be working on "Acting" in Year 1 as they move to "Transform" in Year 1 (2020). As they move from "Mobilise" (SRTF) to "Acting", the SRWG will make sure the activities and outputs are being monitored, and these will be considered as the performance monitoring/ process indicators. This will help the SRWG to track progress and identify where it is needed to change things. Performance monitoring will be done monthly. This will highlight any issues (i.e. participatory rates, how to help one another, etc.) and ultimately track contribution to achieving the impacts (as measured through outcome indicators). Year 1 involves establishing baseline as outcome indicators (i.e. sustainability leadership, smallholder support, percentage uptake/ volumes, resourcing, etc.) There will be two levels of monitoring. The first monitors the implementation, and the second monitors the results. The M&E plan will be transparent in reporting to the SSC and BoG. Technical Facilitators stated that the performance and outcome of SR will rely on the data. Both the Technical Facilitators and RSPO Liaison have been working closely with different RSPO workstreams (i.e. Data Taskforce) on data to help in understanding the system more as they progress. An overview of the RSPO data structure was presented for informational purposes as SR reporting will rely on them. An update on the RSPO Data Taskforce was given. The SRWG Members are advised to be aware of the systems underpinning the SR reporting and the information that will be extracted and be used later.	b) Year 1 involves establishing baseline as outcome indicators. 2. A review (evaluation) at the end of Year 1 will be conducted for learning and adaptation. 3. SRWG Members to be aware of the systems underpinning the M&E plan and the information that will be extracted and be used later. 4. The M&E Plan to be circulated after the call and SRWG members have until June 5th for any suggestions. Tracking of performance monitoring and homework has already started.
5.0	**Homework members comments** The SRWG Members were asked to raise questions on the SR technical document and the Technical Facilitators provided clarification for each question asked. An overview of the SRWG Members' comments compiled on the technical document was shown.	1. SWRG Members need to be aware of the ongoing improvements and integration of data systems such as Salesforce (membership data) and ACOP. 2. RSPO ACOP team will provide a presentation specifically for the SRWG to clarify the volume forecast methodology (scheduled June 2020).

	Technical Facilitators mentioned that there was a discussion with the RSPO ACOP team and they will provide a presentation specifically for the SRWG to go through the volume forecast methodology (expected to be in June 2020). The BoG will take the mandate on credits (expected to be in June 2020). However, as new questions come up, those should go to the Technical Facilitators for clarification or assigning.	3. The BoG will take the mandate on credits (scheduled June 2020). 4. Questions raised by SRWG Members will be looked into by the relevant sub-groups.
6.0	**Overview Implementation Manual** An overview on the Implementation Manual was presented. Its purpose is to detail the operationalisation of SR implementation. The manual will contain information on how to, tips and guidance of SR requirements. The development of the technical elements of the manual is broken down into different main sections. To accomplish this, 3 sub-groups (Assurance, Incentives and Sanctions, Resourcing) will work on specific tasks and key areas between June/ July 2020. Further subgroups will be defined based on issues and questions that come up. Another sub-group will work between September/ October 2020 on the recommendations on percentage uptake/ volume for the BoG once ACOP figures have been presented to the BoG. Benchmarking will be conducted July - / October 2020. Technical Facilitators will compile different frameworks of benchmarking in the next few months and share with the SRWG for input. The SRWG Members are tasked to provide different reporting mechanisms and certification standards used by their respective sectors in the next SRWG meeting. The Technical Facilitators will present a draft benchmarking framework. Public consultation will be in September/ October 2020. The guiding principles of the Implementation Manual are: (i) Accessible - easy to understand, plain language, visuals, etc. (ii) One source - all relevant materials together (iii) Level playing field - consistent, transparent, enforceable The structure of the Implementation Manual includes:	1. An Implementation Manual will be developed as a one stop resource for SR implementation. 2. Three sub-groups will work on specific tasks and key areas between June/ July 2020. 3. Another sub-group will work between September/ October 2020 on the recommendations on percentage uptake/ volume for the BoG. 4. Benchmarking will run July - October 2020. 5. Technical Facilitators will present a draft benchmarking framework for the next SRWG call. 6. SRWG Members were tasked to provide different reporting mechanisms and certification standards used by their respective sectors in the next SRWG meeting. 7. Public consultations scheduled in September/ October 2020. 8. Technical Facilitators will distribute the relevant information/ documents to the respective sub-group. 9. Year 1 is where the SRWG will use the data from ACOP 2019 as a baseline.

(i) Background and Context
(ii) Technical Elements
(iii) Annexes.

An excel sheet that consolidated the endorsed requirements from the 'SRTF Shared Responsibility and Implementation' document were presented with draft verifiers and questions. SRWG Members were informed that they would be working on the identified verifiers, verifiers for small operators and terms to be defined. Technical Facilitators will distribute the relevant information/ documents to the respective sub-group.

A detailed description on the three key areas to be worked on were given. The Draft zero structure for all three areas were presented, and the Technical Facilitators explained the sections that each sub-groups should look into.

(i) **Assurance**:
The SRTF outputs include membership application and ACOP, and some requirements verified in SCC audits. The critical linkages are the RSPO data integration of Salesforce, PalmTrace and membership data and the revamp at MyRSPO.

(ii) **Incentives and Sanctions**:
The SRTF recommendations noted that sanctions should be motivating and nudging members towards positive behaviour, not penalising. There were numerous proposals on reporting and benchmarking of SR performance, recognition of lead/ model performers and support and guidance to 'laggards'. Year 1 (April 2020 onwards) is not applying incentives and sanctions but will focus on testing, gap analysis and develop support/ guidance. Critical linkages are the Data Task Force and RSPO Finance Committee.

JL asked if it is too late to align with ACOP 2019. OSC explained that the SR elements have always been in ACOP, due to the resolution adopted in 2012. ACOP took the recommendations from the 'SRTF Shared Responsibility and Implementation' document last year, and added them to the ACOP 2019 questions in 2020. Year 1 is where the SRWG will use the data from ACOP 2019 as a baseline.

Analysis on previous SR elements was done for ACOP 2018, and the data were presented to the BoG. BV suggested to have access to the analysis for ACOP 2019. Due to the ambitious timeline, BoG members on the SRWG will ask the BoG if the SRWG can have access to ACOP 2019 analysis at the same time.

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	(iii) **Resourcing**: SRTF outputs for Resourcing includes the new SR requirement, to work out who/ what/ how with stakeholder input in Year 1. Resourcing should have direct link to support SR objectives while ensuring credibility and inclusion to support collective action for collective impact. Critical linkages will be with the Finance committee and Membership.	
7.0	**Sub-groups** SRWG Members were briefed about the subgroups responsibilities, and their respective sections on the development of the implementation. SRWG Members were assigned into sub-groups: (i) Assurance: LKY, LSC, GN, GD, BV, IP, YK, NM (ii) Incentives and Sanctions: NS, MD, LSC, JL, JWP (iii) Resourcing: CV, HK, IO, JW Sub-group meeting dates were confirmed: (i) Assurance: June 3 & 17 (ii) Incentives and Sanctions: June 4 & 15 (iii) Resourcing: June 8 & 22	1. SRWG Members to work on their sections in respective sub-groups. 2. SRWG Members to attend their sub-group meetings.
8.0	**Next Steps** SRWG Members were reminded to read all technical documents, review questions for their sub-groups, review input on the M & E plan by June 5. Technical Facilitators will work on the benchmarking framework and get back to SRWG during the next SRWG meeting. SRWG Members were asked to think about and identify potential reporting mechanisms/ commonly used certification schemes in their respective sector for the benchmarking	1. SRWG Members to read all technical documents and review questions for respective sub-groups. 2. SRWG Members to review input on M&E plan by June 5, 2020. 3. Technical Facilitators will present a benchmarking framework during the next SRWG meeting. 4. SRWG Members to research potential reporting mechanisms/ commonly used certification schemes in their respective sector for the benchmarking.