

Summary of Fourteenth Technical SRWG Meeting

The fourteenth Shared Responsibility Working Group (SRWG) technical meeting (fifteenth teleconference meeting) was opened at 4.30PM (MYT), January 25, 2022, by the Secretariat.

The agenda of the meeting was presented to the SRWG briefly just after the anti-trust statement was read and acknowledged. Meeting minutes of the previous meeting was approved during the meeting.

The Secretariat provided a detailed update to the SRWG on the action points, governance updates, status of key deliverables.

The objectives of the meeting include clarifying the uptake targets, Code of Conduct from the GA18 Resolution 2b and verification manual. Decisions were not made during the meeting on (i) operational profiles vs membership categories, and (ii) >95% performance of membership. The Secretariat will follow up with the SRWG later via email.

The Secretariat presented the proposed Clause 3.2 to the SRWG. The SRWG did not reach a consensus on the proposed clauses. The Secretariat thanked the SRWG for their feedback and concerns and will have an internal discussion with the Membership Team on the Code of Conduct.

The draft concept for the verification process of SR requirements was presented to the SRWG, with two options. However, some sectors raised their concerns on de-linking verification from SCC audits. The Secretariat recommended de-linking assurance of SR from SCC. Some sector representatives shared their concerns and feedback and suggested the Secretariat to relook the sampling discussion they had previously with the facilitators.

The SRWG was asked to share their feedback and input later on the verification manual.

The Secretariat thanked everyone for attending the meeting and looks forward to seeing everyone in the next meeting on March 8, 2022.

The meeting was closed at 6.00 PM (MYT).

MINUTES OF MEETING OF RSPO
RSPO Shared Responsibility Working Group (SRWG) 14th Technical Meeting

Date: January 25, 2022 (Tuesday)

Time: 4.30 PM to 6 PM (MYT)

Venue: Video Conference (RSPO ZOOM 6)

Attendance:

<p>Members and Alternates</p> <ol style="list-style-type: none">1. Girish Deshpande (GD, P&G)2. Lim Sian Choo (LSC, Bumitama)3. Mariama Diallo (MD, SIAT SA)4. Ian Orell (IO, Sime Darby/ NBPOL)5. Ilka Peterson (IP, WWF International)6. Harjinder Kler (HK, HUTAN)7. Joshua Lim (JL, Wilmar)8. Ben Vreeburg (BV, Bunge)9. Julian Walker-Palin (JWP, RPOG)10. Catarina Vivalva (CV, BNP Paribas)11. Brian Lariche (Humana Child Aid Society, Sabah) <p>Absent with Apologies</p> <ol style="list-style-type: none">1. Nursanna Marpaung (NM, HUKATAN)2. Lee Kuan Yee (LKY, KLK)	<p>RSPO Secretariat</p> <ol style="list-style-type: none">1. Inke van der Sluijs (IS)2. Joyce Van Wijk (JW)3. Chung Yee Ling (CYL)4. Ashwin Selvaraj (AS)5. Imam Marzuq (IM)
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No	Description	Action Points
1.0	<p><u>Welcome Note</u></p> <p>The Secretariat welcomed the SRWG members to the meeting.</p> <p>The SRWG members acknowledged the anti-trust statement prior to the meeting.</p> <p>The agenda of the meeting include:</p> <ol style="list-style-type: none"> 1. Welcome, Agenda, Antitrust Statement 2. Approval of Meeting Minutes 3. RSPO Secretariat Updates <ul style="list-style-type: none"> o Action Points o Governance Updates o Status of Key Deliverables 4. Uptake Targets (Clarifications) <ul style="list-style-type: none"> o Operational profiles vs membership categories o Above 95% uptake 5. GA Resolution - Code of Conduct 6. Verification Manual 7. AOB and Next Meeting <p>The SRWG approved the last meeting minutes.</p>	
2.0	<p><u>RSPO Secretariat Updates</u></p> <ol style="list-style-type: none"> 1. The Secretariat provided an overview of the action points from the previous SRWG meetings and updated the SRWG on the status of each action point. 2. Governance Updates: <ul style="list-style-type: none"> o There are three vacancies within the SRWG (CGM, B&I, Retailer). Emails have been sent to all CGM and Retailer members. The Secretariat has received 3 responses from CGMs. o The Year 3 targets were approved by the BoG, and an email announcement will be sent to the members on January 19, 2022. 	

	<ul style="list-style-type: none"> ○ As the proposed date for the SR workshop falls during the Chinese New Year week, the workshop is postponed, and a new date will be decided. <p>3. The status of the key deliverables was shown to the SRWG:</p> <ul style="list-style-type: none"> ○ Verification Manual will be discussed during the call. ○ The Year 3 targets were approved by the BoG. ○ There is a slight delay in the update on the ACOP 2021 questions, currently awaiting feedback from the ACOP Unit. ○ A new SR section is launched on the RSPO website. ○ The SR manual is translated into Thai, Chinese, Bahasa Indonesia and Spanish. ○ An eGazette article was sent to members in December 2021, and an email about the Year 3 targets will be sent in January 2022. ○ Workshop with SRWG and BoG is ongoing. ○ SR unit is currently engaging with underperforming members for uptake targets. ○ Member engagement on policies and plan is currently ongoing ○ Marketing/ outreach assets - infographic on uptake calculation, and a calculator in excel format are currently being developed <p>A Grower member expressed her concerns that the policies and plans might affect the SR technical documents and suggested that the policies should link to the guidance documents. The Secretariat thanked the member and will consider the suggestion.</p>	
3.0	<p><u>Uptake Targets - Clarifications</u></p> <p>1. Operational Profile vs Membership Category</p> <ul style="list-style-type: none"> ○ Some RSPO members that were analysed for compliance to uptake targets, reported volumes across multiple operational profiles. ○ The Secretariat recommended that the performance analysis and public reporting of SR will be based on the registered, primary membership category and not operational profiles of members. <p>A Grower member asked if the SR Unit has a list of criteria in reaching the recommendation and asked if there is an end in analysing the data, and expressed concerns on double counting. The Secretariat explained that they would like to collect various operational profiles from the members with the intention of improving the quality of the analysis. They suggested using the primary membership categories and the volumes from the primary business will be used for SR reporting.</p>	<p>1. The Secretariat will reach out via email to the SRWG on their decisions.</p>

	<p>An NGO representative expressed her concerns on members who are silent in reporting their other operational profiles. The Secretariat explained that the recent restructuring on the ACOP reporting allows members to report multiple operational profiles, thus the numbers will be reported. However, the public reporting for SR will be based on the primary membership category.</p> <p>The CGM representative supported the recommendation from the Secretariat as the reporting on multiple operational profiles is still at the early stage as it was recently introduced in ACOP. The CGM representative agreed that the public reporting for SR should be on the primary membership category as it is already well established for members to focus on their primary business.</p> <p>A decision was not made during the call, and the SR Unit will follow up with the SRWG later via email.</p> <p>2. Performance of membership (>95%)</p> <ul style="list-style-type: none">○ While analysing the performance of members against the Year 1 targets, members who were over 95% of uptake in the base year were excluded from the applicability of the targets on the assumption that many companies face difficulties in purchasing specialised derivatives to achieve 100% compliance.○ The Secretariat recommends continuing the approach and in addition consider members who have reached 95% compliance in the target year as having met SR requirements. <p>An NGO representative asked for the volumes between 95% and 100%. The SR Unit will look for the volume and come back to the SRWG later. The NGO felt that members who are at 95% uptake should justify why they are unable to reach 100% target or show improvement and progress. This will allow the Secretariat to help members in closing the gap.</p> <p>The Retailer representative pointed out that language is important in describing these members. He suggested looking at the compliance level against SR and felt that focus should be put more on the other underperformers instead of these members. The Secretariat thanked him for the suggestion and will take it into consideration.</p> <p>As the SRWG did not reach a decision during the call, the Secretariat will follow up with them via</p>	
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	email.	
4.0	<p><u>GA18 Resolution - 2b</u></p> <p>Resolution 2b was adopted during GA18. The resolution mandates the Secretariat, jointly with the SRWG, to:</p> <ul style="list-style-type: none"> ● Review and amend Clause 3.2 of the Code of Conduct for members, to ensure it is clear that it applies to palm oil refineries and other facilities across the whole supply chain, and therefore that failing to meet parallel standards to the RSPO P&C - e.g., through deforestation activities - amounts to a breach of the Code of Conduct ● To develop a clear wording within 6 months to make this amendment ● To ensure the clarified wording of Clause 3.2, and its implications for members not subject to the P&C, is communicated clearly to all members. <p>The proposed Clause 3.2 was shown to the SRWG.</p> <p>The NGOs do not agree with the proposed clause, they felt that it is important to have the 7 elements of the P&C such as deforestation, human rights, social criteria mentioned in the Code of Conduct (CoC) as it will help to remind non-grower members, that they are required to comply with the standards. Instead of spelling the elements of P&C in the CoC, the Secretariat added that if the P&C is revised in the coming years, the second proposed clause will be able to cover the other gaps.</p> <p>A Grower member agreed that it is important to remind members that they are responsible for the standards, by stating them clearly.</p> <p>The P&T representative felt that spelling the P&C elements in the CoC will make it more complex for the members to read. He prefers keeping the clause simple. The CGM representative is fine with both proposed clauses but would prefer the first clause.</p> <p>The NGO added that the clause should be clearly stated to prevent any loopholes. A grievance case was referenced during the discussion. They felt that there is a leakage in the P&C, thus the</p>	<ol style="list-style-type: none"> 1. The Secretariat will have an internal discussion with the Membership Team and propose a new draft text for the clause.

	<p>resolution was submitted and adopted during the General Assembly.</p> <p>The Secretariat thanked the SRWG for their feedback and will discuss with the Secretariat's Membership Team internally. The SRWG could not reach a consensus on this matter.</p>	
5.0	<p><u>Verification Manual</u></p> <p>1. Verification Process:</p> <ul style="list-style-type: none"> a. Option 1: Link SR and SCC b. Option 1: De-link SR and SCC <p>After an internal discussion with the Assurance Team, the SR Unit recommends de-linking assurance of SR from Supply Chain Certification, Option A (Verification by accredited CBs).</p> <p>A P&T member said SR has already referred to existing policies and procedures in place, and many have already audited for other purposes (e.g., ESG audits, financial audits etc.), perhaps it would be good to use them as opposed to putting another audit for SR. As for the sampling, he asked why to go for sampling and set up a plan that every company will be audited. The Secretariat thanked the member for the suggestion and will share his feedback with the Assurance Team.</p> <p>A NGO recalled the sampling discussion with the facilitators in the past. She suggested the Secretariat relook the previous discussion, and then discuss with the SRWG again. The Secretariat said that the facilitators proposed 5% sampling size in the implementation manual and invited the SRWG to share their ideas on appropriate sampling.</p> <p>The Secretariat showed the verification manual to the SRWG during the meeting. The SRWG was asked to pay attention to Section 3, and they were asked to share their feedback and input on the verification manual. This will be part of their homework. The Secretariat will then finalise the draft Verification Manual based on the SRWG and Assurance Team's feedback. The SR verification process will be discussed during the next Assurance Standing Committee meeting on February 9. The Secretariat will have an initial consultation with the certification bodies in February.</p> <p>A NGO member pointed out that the previous discussion on sampling includes the completeness check on the SR data, but not quality check, and felt that further discussion is required for this</p>	<p>1. The SRWG will review the verification manual, and share their inputs with the Secretariat.</p>

	section. The Secretariat agrees and said it will be included in the upcoming meeting.	
6.0	<u>AOB & Next Meeting</u> The next SRWG meeting will be on March 8, 2022.	