

Minutes of the Human Rights Working Group (HRWG) Meeting

20th January 2020

Virtual Meeting

Time: 8:00pm to 9:30pm

Attendance:

Name	Organisation	Status
<p>Co-Chairs:- Madeleine Brassier (MB) Alexandra Experton (AE)</p>	Oxfam Novib Cargill	Co-Chair Co-Chair
<p>Members: - Lim Sian Choo (SC) Carolyn Lim (CL) Claudine Musitelli (CM) Lee Kuan Yee (KY) Marcus Colchester (MC) Tulio Dias Brito (TD)</p>	Bumitama Musim Mas Unilever KLK FPP Agropalma	Substantive Member Substantive Member Substantive Member Alternate Member Substantive Member Substantive Member
<p>Secretariat: Beverly Postma (BP) Kamini Visvanathan (KV) Prasad Vijaya Segaran (PVS)</p>	Secretariat Secretariat Secretariat	CEO

No.	Description	Main Discussion Points	Action Points
1.	Welcome and brief introduction	Welcome by KV	
2.	<ul style="list-style-type: none"> RSPO Anti-Trust Guidelines 	Read by AE and MB and acknowledged by members	

	<ul style="list-style-type: none"> ● Consensus Based Decision Making ● Conflict of Interest declaration 		
3.	Progress Updates on Ongoing Activities	<ul style="list-style-type: none"> ● FPIC <ul style="list-style-type: none"> - 2015 FPIC Revision Guidance <ul style="list-style-type: none"> ○ Public Consultation targeted for mid-March 2021 and publication by May 2021 - Simplified FPIC Guidance for ISH <ul style="list-style-type: none"> ○ Timeline to coincide with 2015 FPIC revised guidance. Advisory provided by the Expert Group and managed by the SH team within the Secretariat - FPIC Training Modules (Train-the-trainer) <ul style="list-style-type: none"> ○ Aiming to convert materials used for training during FPIC regional trainings in 2019 to train-the-trainer modules for companies to train staff on implementation of FPIC ● Child Rights <ul style="list-style-type: none"> - 3 guidance's have already been published (growers, smallholders and supply chain) - 1 pending publication (auditors and certification bodies) ● Gender <ul style="list-style-type: none"> - Final draft guidance expected end of Jan 2021 - Targeted publication by end of March 2021 ● Decent Living Wage 	Final draft has been received and is targeted for endorsement during the March SSC meeting

- DLW Task Force has been set up and will report to SSC directly
- First meeting held in December 2020

- HRWG will be informed of any updates. TF is representative of the different regions and stakeholders.

Webinars (May 2020 – Jan 2021)

1	Child Rights Guidance	Secretariat	June 2020
2	Decent Living Wage	Secretariat	July 2020
3	FPIC	Secretariat/FPP	July 2020
4	Introducing Gender Guidance for RSPO	Secretariat/F&S/CNV	July 2020
5	Native Customary Rights & Introduction to FPIC – (Malaysian Growers)	SEPA	Dec 2020

Proposed webinars until June 2021

1.	<p><u>RT Series</u> Session 1: Continuing Joint Efforts to Address Labour Issues Session 2: Ensuring Effective Grievance and Remedy Procedures</p>	26 th Jan 2021
2.	Fair Recruitment Practices/Increasing Workers' Voice	February 2021
3.	Operationalising the RSPO Child Rights Guidance's	March 2021
4.	Operationalising the Gender Guidance	April 2021
5.	FPIC Training Manual	June 2021
6.	The revised FPIC Guidance	June 2021

Done

		<ul style="list-style-type: none"> - Social Auditing <ul style="list-style-type: none"> - Work has been done on this, before the dissolution of the Labour Task Force and has been fed into the Certification System document (https://www.rspo.org/library/lib_files/preview/1391). The social auditing component hereafter will be taken on by the Assurance function. - Human Rights Defenders <ul style="list-style-type: none"> - The review was carried out on the policy as well as the implementation of HRD by RSPO. This will also move to the assurance pillar under the Risk Unit to operationalise - Webinars <ul style="list-style-type: none"> - Further input to be provided to the Secretariat based on existing proposed webinar topics. - Discussions to be initiated within the next 2 to 3 weeks to feed into the current plans and how to socialise and ‘dig deep’ into the topics. - Suggestion to make Q&A interactive instead of typing into the chat box. 	<p>Secretariat will send a concept brief to the WG on proposed webinars for members to provide input e.g. regions which should be covered, how many languages etc. and to initiate discussions within the Sub Group</p>
4.	RSPO Operational Strategy 2025	<ul style="list-style-type: none"> - Initial plan of RSPO was to find out how, where and who we needed to resource in order to meet the goals in the theory of the change - 7 strategies in Theory of Change converted into 5 strategic pillars (Set Standards, Provide Assurance, Engage Stakeholders, Transform Markets, Support Members) - Each pillar is attached to a Theory of Change goal - Clear activity plans for the next 5 years - HRWG falls under the ‘Set Standards’ pillar – TOC goal is to set best in class standards that are inclusive, accessible, credible and implementable to deliver impact - House structure – Foundation strategy (foundation) , 2025 objectives (base), operational strategies (pillars) and mission (roof) 	

- RACI will be used (Responsible, Accountable, Consult and Inform). Secretariat has identified the RACI for each activity
- Focus on operationalising modalities:
 - o Winning on SUPPLY (Conversion of CSPO in IND & MY)
 - o Winning on UPTAKE & DEMAND (Conversion of CSPO in IN, IND & CHI)
 - o Winning on INCLUSION (Conversion of SH's in IND & THA)
 - o Winning in PREVENTION (LATAM & AFRICA)
 - o Winning on REPUTATION (Drive demand in EU & North USA)
- Secretariat has been restructured (refer to organisational chart in slides) with more capacity for human rights spread across the different functions
- Main support is as follows:



- Final structure will be endorsed by BOG on 26th February 2021
- Secretariat led Performance Management Plan
- Point raised that while within the Secretariat reporting structure, Human Rights is under the standards, but for the WG, as agreed during

		<p>the Inter-Standing Committee meeting, the HRWG is able to refer to report to any Standing Committee related to the subject so that it is able to see the work through e.g. implementation of social auditing and HRD</p> <ul style="list-style-type: none"> - WG needs to bring both subject matter expertise and general management expertise. Issue faced in RSPO was that we did not have the capacity to assure against the standards which were developed. Hereafter there will not be any proposal for activities moving forward without a resourcing plan and will be supported through shared responsibility by the WG's, Secretariat and governance structures put in place - There needs to be a smooth transition of work if the work initiated by the HRWG is to be overseen and taken on by any of the other functions - RACI covers the activities for both the WG's and the Secretariat 	<p>Secretariat to inform the WG on work that has already been done and what needs to be transferred, including the RACI and the new reporting structure</p>
<p>5.</p>	<p>RSPO Governance Manual 2018</p>	<ul style="list-style-type: none"> - RSPO Statement of Good Governance read - RSPO Committees and Working Group structure (refer to org chart in slides) - Points of focus for WG's and TF's: <div style="border: 1px solid red; padding: 5px; margin: 10px 0;"> <p>b. Working Groups that enable informed discussion of issues, development of policies and strategies and that can make recommendations to the secretariat. Working groups, therefore, need to be representative of stakeholders interested in their remit and their mandate may be long-term or even open-ended.</p> </div> <div style="border: 1px solid red; padding: 5px; margin: 10px 0;"> <p>5.4 Task Forces and Working Groups shall have no authority under any circumstances to commit the use of RSPO's financial and human resources without prior approval from the CEO or a senior manager with appropriate delegated authority. Such authority may be delegated to Standing Committees if specifically agreed by the BoG.</p> </div> <ul style="list-style-type: none"> ● WG's and TF's provide advice and guidance to the Secretariat ● Avoid taking on/ interfering in the implementation of work 	

6.	HRWG Strategy 2023	<ul style="list-style-type: none"> - Human Rights framework has been drafted which is focused on 4 main goals and is the plan until 2023: <ul style="list-style-type: none"> o Goal 1 - RSPO has a human rights framework in place and it is implemented by its members o Goal 2 - Plantation workers exercise their rights to safe and decent work and living conditions o Goal 3 - Customary, legal and indigenous land rights are respected, advanced and disputes are remedied. o Goal 4 - Gender equality and Women’s Economic Empowerment principles are applied and promoted - All work that is done by the HRWG will inform the next standard - Point made is that the goals have a strong assurance element so resources need to be available if they need to be carried out - The HRWG Strategy will be an internal working document (not published) but will be shared with the SSC so they are aware of the activities within the WG - Next step is the annual action plan so that it is clear on the focus of the group which is linked to the strategy. Need to also check on the capacity, knowledge and resources available - CNV joined RSPO and the HRWG has indicated that they will be able to assist in the area of labour 	<p>Deadline to provide final comments for the strategy by 22 Jan 2021</p>
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7.	HRWG Meetings 2021	<ul style="list-style-type: none"> - Proposal to sync the meetings of the HRWG to the SSC schedule of meetings – to have it 2 weeks prior - To have more meetings instead of the originally planned 2 meetings per year - Will be re-evaluating the sub groups that we have and aligning them to the current goals within the strategy e.g. social auditing to be dissolved and have one on the human rights strategy for RSPO - Proposal to have more meetings with a shorter duration and more focused - Point to keep in mind is to share the work that is done within the independent organisations which relates to the scope of the HRWG. HRWG meetings can be used as a space to share the work - The finalised HRWG strategy will be presented to the SSC during the March 25th meeting to be endorsed and shared with the ASC in their April meeting (and the sNGO’s members) 	<p>Secretariat will send out:</p> <ul style="list-style-type: none"> - Dates to block out members calendars for upcoming HRWG meetings for 2021 - Excel sheets to populate new Sub Groups based on HRWG strategy <p>CM to reach out to Kelloggs regarding their commitment to the HRWG</p>
		Meeting Closed	