CB Interpretation Forum

Day 2: 15 March 2022

Things to Note

- Strict COVID-19 protection measures should be followed at all times.

- This event will be recorded for learning and minute-taking purposes.

- Q&A session will be held at the end of every presentation.

- To ask questions:
  - Virtual participants:
    - Q&A box - type in your questions. Panelists will answer verbally or in writing.
    - Raise hand icon - click on it and wait for the host to enable your mic.
  - Physical participants:
    - Raise your hand and wait for the emcee's cue.

- Minutes and pictures will be published on the RIF one month after this event.

CB Interpretation Forum
Day 2: 15 March 2022

Time	Duration	Topic	Presenter
9.00 am	15 mins	Recap of Day 1	Participants
9.15 am	45 mins	Updates from RSPO Secretariat (Risk)	Risk Unit
10.00 am	30 mins	RSPO Metrics Template Review	Certification Unit
10.30 am	15 mins	Morning Break	-
10.45 am	60 mins	RSPO Interpretation Forum (RIF) Dive In (P&C - SCC)	Certification Unit
11.45 am	45 mins	CB Sharing: Stakeholder Consultation (Previous Land User)	TRID
12.30 pm	1.5 hours	Lunch Break	-
2.00 pm	45 mins	Updates from RSPO Secretariat (Social Standards)	HRSS Unit
2.45 pm	30 mins	Ensuring Compliance to RaCP: LUCA, Concept Note & Remediation Plan	Integrity Unit
3.15 pm	30 mins	Digitisation, Digitilisation and RSPO Certification	Integrity & MEL Unit
3.45 pm	15 mins	Afternoon Break	-
4.00 pm	1 hour	PalmTrace CB Training	Rainforest Alliance
End of Day 2			

Recap of Day 1

Updates from RSPO Secretariat (Risk Unit)

Prepared by the Risk Unit for the RSPO CB Interpretation Forum

Kuala Lumpur & Jakarta, 14-16 March 2022

Outline
1. Introduction to the Risk Unit Team;
2. The role of the Risk Unit;
3. Risk Management Process;
4. Entry Point - Risk Unit Investigation
5. Collaboration Risk Unit and Compliance Team.

1. Risk Unit - Team

Citra Hartati
Head of Risk Unit
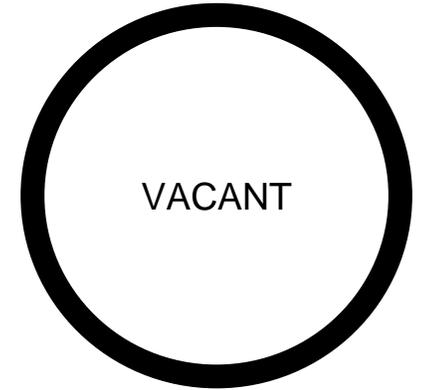
Esti Nuringdiah
Manager, Risk HRSS
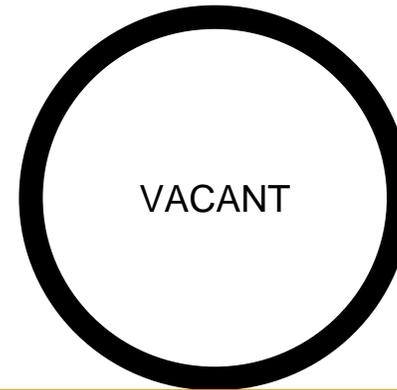
Manager, Risk
Environment

VACANT

Muhammad Ajmal Mohd Izan
Risk Manager

VACANT

Risk Manager

Muhammad Hadiya Rasyid
Executive - Risk

VACANT

Executive - Risk

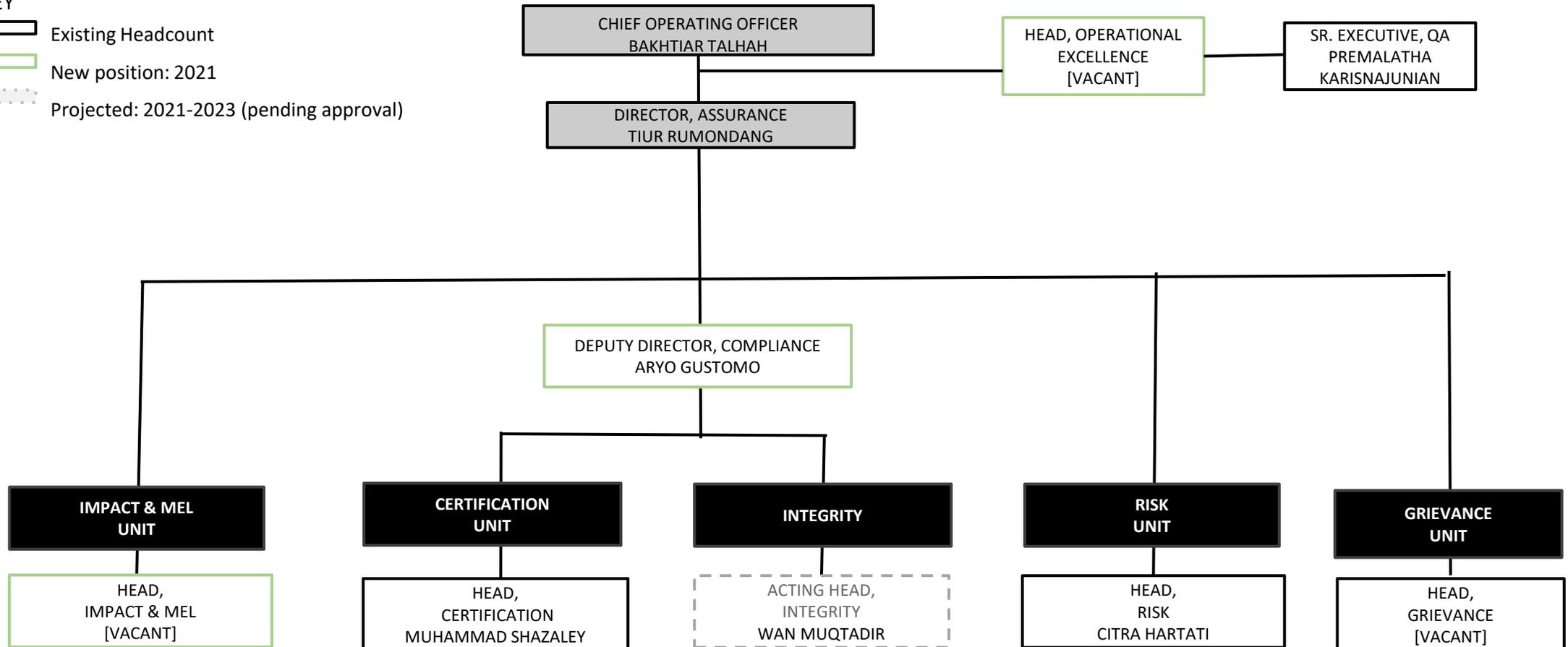Existing headcount

New position in 2021

Projected 2021-2023

Assurance Division (Cont)

ASSURANCE DIVISION

KEY

───── Existing Headcount

───── New position: 2021

┈┈┈┈┈ Projected: 2021-2023 (pending approval)

CHIEF OPERATING OFFICER
BAKHTIAR TALHAH

HEAD, OPERATIONAL
EXCELLENCE
[VACANT]

SR. EXECUTIVE, QA
PREMALATHA
KARISNAJUNIAN

DIRECTOR, ASSURANCE
TIUR RUMONDANG

DEPUTY DIRECTOR, COMPLIANCE
ARYO GUSTOMO

| IMPACT & MEL UNIT | CERTIFICATION UNIT | INTEGRITY | RISK UNIT | GRIEVANCE UNIT |

HEAD,
IMPACT & MEL
[VACANT]

HEAD,
CERTIFICATION
MUHAMMAD SHAZALEY

ACTING HEAD,
INTEGRITY
WAN MUQTADIR

HEAD,
RISK
CITRA HARTATI

HEAD,
GRIEVANCE
[VACANT]

CERTIFIED SUSTAINABLE PALM OIL · RSPO ™

2. Risk Unit - Role

*Risk Unit is an enhanced and re modelled version of the former Investigation and Monitoring Unit (IMU). The Risk Unit was established in January 2021 and responsible for maintaining the RSPO **risk registry**, take lead in the **monitoring** and **evaluation** of all risks to the RSPO Assurance System, as well as leading the Investigation.*
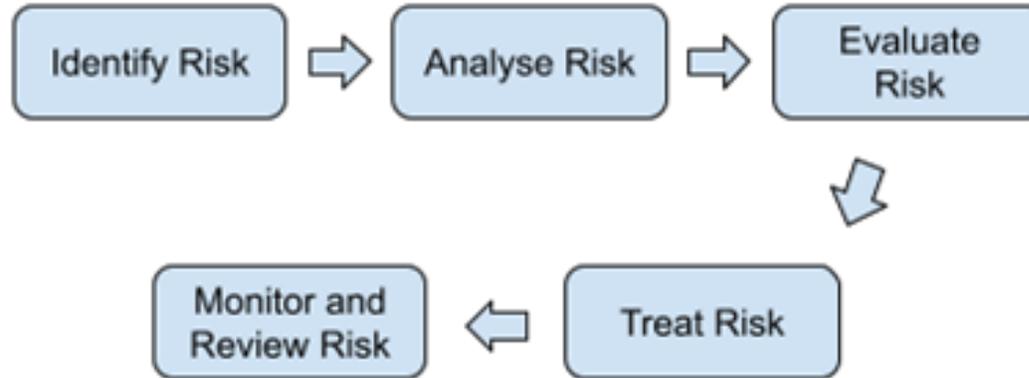
Maintaining the RSPO Risk Registry

Lead in the Monitoring and Evaluation of the Risk

Lead the Investigation

3. Risk Management Process

Identify & Analyse Risk (Risk Unit & Risk Owner)	Evaluate & Treat Risk (Risk Unit & Risk Owner)	Monitor and Review Risk (Risk Unit & Risk Owner)
List of avenues to the identification of risks: 1. Analysis of data 2. Trends/ Graphs 3. Whistleblowers 4. Public report/ media releases/ newsletter 5. Breaches against RSPO Key Documents	Risk Unit in collaboration with the risk owner and relevant department to evaluate the risk to determine the recommendation.	Appointed person-in-charge in collaboration with the risk owner to execute implementation of the agreed mitigation measures. Monitoring of the implementation of recommendation of risk evaluation shall be done by the Risk Unit in collaboration with the risk owner.

Risk Register Entry - Internal Secretariat

RISK UNIT

Risk Register Form

Please fill up the form to initiate collaboration with the Risk Unit. Risk Unit will evaluate your submission and get back to you maximum seven (7) working days.

* Required

Fill out form   More

Category of Risk

- Human Rights and Social (HRS)
- Environmental Risk
- Operational Risk
- Organisational Risk (Reputational / Legal / Financial / Membership)

Risk Monitoring Tracker

Example of status recommendation implementation in the risk monitoring tracker:

Risk ID	Risk Owner	Risk Rating	Risk Type	Entity	Recommendation	Status	PIC	RF
RF1	Integrity Unit	High	Environmental	XX Company	To clarify with the company on the recent allegations	On-going	MA	REF1

Example of data analysis based on the risk monitoring tracker:

Risk Type

- Environmental 24.0%
- Environmental/ Huma… 4.0%
- Human rights 20.0%
- Organisational 12.0%
- Reputational 40.0%
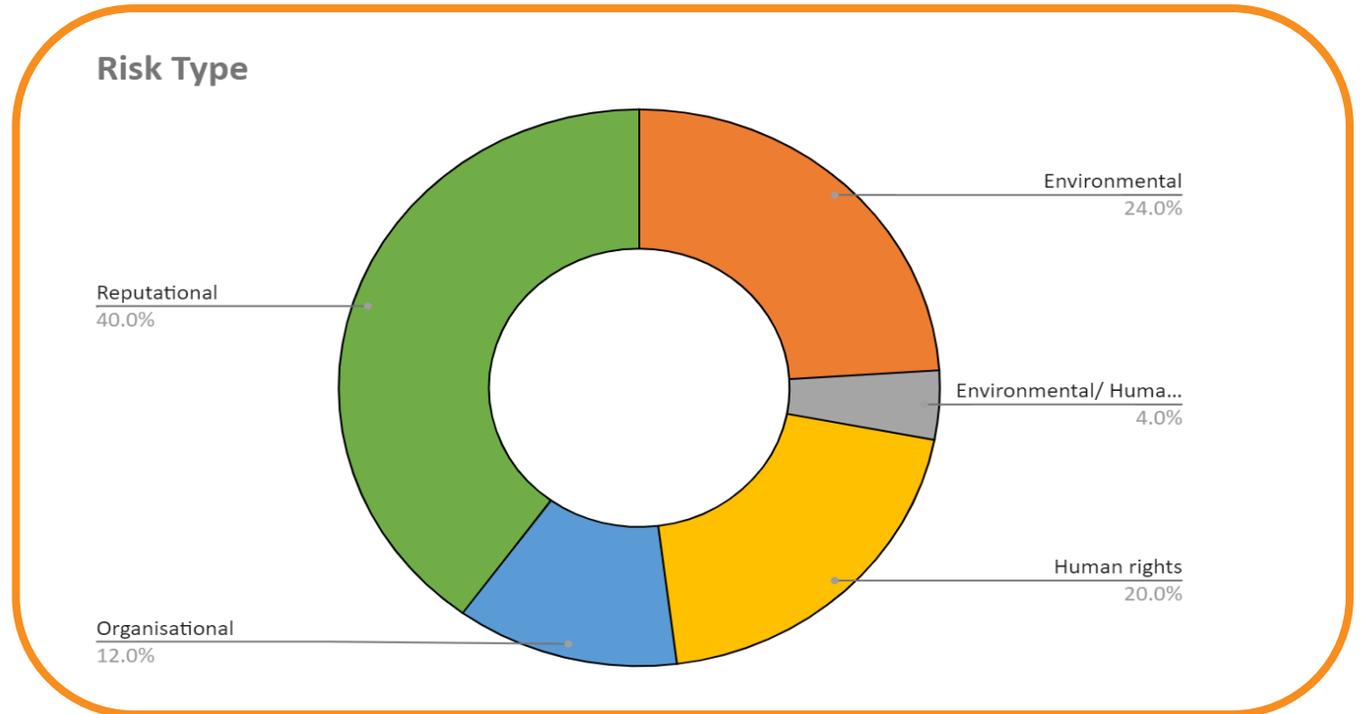
4. Entry Point of Risk Unit Investigation

Risk Evaluation

The investigation is initiated in referring to the risk assessment results from the risk register, such as incident, dispute, and negative public report, information from RSPO stakeholders that puts RSPO reputation and credibility at risk.

RSPO Senior Management

The investigation could also be escalated as instructed by the RSPO Senior Management (CEO/COO/Assurance Director) with the consideration below:

1. Serious allegations within the public domain;
2. Human Rights Defender (HRD), whistleblower, and community spokesperson

5. Collaboration - Risk & Compliance

To send an alert to Compliance Sub Division (Certification and Integrity) for any risk identified from (RSPO Risk Registry, Monitoring from Public Domain, Whistleblower, etc)

Dear RSPO P&C Accredited CBs,

[This information is prepared for the RSPO Accredited CBs only. Please do not distribute without the written permission from the Certification Unit of the RSPO Secretariat office]

Hope you are all in the best condition.

I am writing this email because lately the RSPO Secretariat has received several reports, complaints, as well as allegations from the public domain that have caught our attention.

Therefore, we would like to highlight the following key issues for your attention and consideration when conducting the P&C audits on any unit of certification under your purview:

No	RSPO Member Countries	Issues*
1	Cameroon	1. Social Issues: a. Violation against women; b. Limited access to the source of food and education for communities surround; 2. Environmental issues: a. The river pollution; b. The Scarcity of Clean water. For more details, please refer to the publication below: 1. Publication by Deutsche Welle; 2. Publication by WRM

Cont - Collaboration - Risk & Compliance

To share Risk Team view with Certification Team (on the audit report) prior approval in the Palm Trace

To facilitate the risk evaluation and recommendation for the risk registry submission

To invite Compliance Team to join on-site assessment as an Observer

Certified Sustainable Palm Oil — RSPO™

Find out more at
www.rspo.org

RSPO Metrics Template Review

Objective of this session

To share some highlights of common mistakes received in Metrics Template submission

RSPO Metrics Templates

Submitted by Who
- Unit of certification (UoC) - single mill, multi-mills, and individual estate(s) certified against RSPO P&C 2018 standard.

When to submit
- Submit to CB before RSPO certification, re-certification and annual surveillance audit. The filled template will be verified by CB during the audit.

Effective on 1 June 2021, but version 2.1 will be enforced on 1 August 2021*
- All audits against the 2018 P&C or the relevant National Interpretation conducted from 1 June 2021 onwards shall submit the Metric Template during the licence request stage on PalmTrace.
- *For audits conducted during the transition period from 1 June to 31 July 2021, members and Certification Bodies are encouraged to use the updated version (version 2.0) but are also allowed to use the previous version (version 1.0).

Reported volume - OER

Mill Production Metrics	Annual Data	12-month period
Annual Production - Palm Oil (MT)	62937.00	59700.00
Annual Sales - Palm Oil (MT)	21840.00	5756.00
% Sales - RSPO-certified Palm Oil	20.8%	0.0%
Annual Production - Palm Kernel (MT)	11068.00	9817.00
Annual Sales - Palm Kernel (MT)	4632.00	2719.00
% Sales - RSPO-certified Palm Kernel	93.9%	34.4%

Mill Supply Base Production: Smallholders & Outgrowers	Annual Data	12-month period
Annual FFB Production (MT) - Scheme Smallholders	0.00	0.00
% of Certified FFB Production - Scheme Smallholders	#DIV/0!	#DIV/0!
Annual FFB Production (MT) - Independent Smallholders	3551.00	2818.00
% of Certified FFB Production - Independent Smallholders	100.0%	100.0%
Annual FFB Production (MT) - Outgrowers	0.00	0.00
% of Certified FFB Production - Outgrowers	#DIV/0!	#DIV/0!

Aggregated Summary

The figures in this summary are the _total_. Note that the metrics of operation inputs and LTIFR are included in the Average Summary table only.
(For single-mill certification, the figures for mill in this summary are the same as your inputs in 'Annual - Mill' tab.
For multi-mills certification, the figures for mill are the total of all the mills under this unit of certification.
The figures for estate are the total of all estates under this unit of certification.)

Estate Production Metrics	Annual Data	12-month period
Annual FFB Production (MT)	112316.00	107980.00

Estate Demographics	Annual Data
Total Workers	859
% of Non-Local Workers of Total Workers	0.0%
% of Contract Workers of Total Workers	39.2%
% of Female Workers of Total Workers	4.5%
% of Young Workers	0.0%

Estate Training	Annual Data
Number of RSPO-related training organised	1
% of workers receiving training	46.6%
Number of smallholders receiving training	0

Estate Grievances	Annual Data
Active cases as of the end of previous calendar year	0
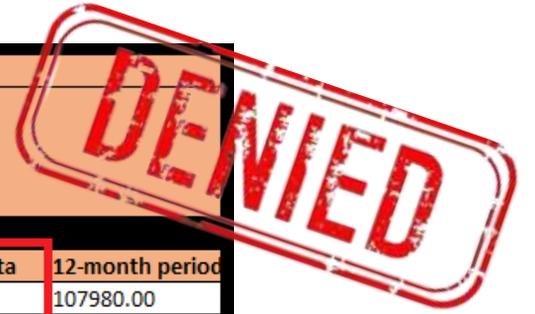
- Total FFB production = FFB from mill production + FFB from estate production

- OER = $\dfrac{62{,}937}{3{,}551 + 112{,}316}$ = 54.32%

Multi-mill Submission

- Enter all PalmTrace ID in the same *'Member Details'* sheet

Decimal and Thousands Separators

1,123,456.78

- ➤ Thousand separators = comma (,)
- ➤ Decimal separators = period (.)

1.123.456,78

- ➤ Thousand separators = period (.)
- ➤ Decimal separators = comma (,)

- Data containing locale-specific formats are frequently misinterpreted.
- RSPO P&C Metric Template excel has been set with a fixed format
- Avoid entering comma or dot in the value cells

Data Entry Error

Metric Template submission:

Production and Sales				
PO.1.0 Production - Palm Oil	**Annual Data (Jan-Dec of Previous Calendar Year)**		**12-month period counting up to two months before audit month**	
	Start	**End**	**Start**	**End**
	Jan-20	**Dec-20**	**May-20**	**Apr-21**
Certified PO Production (MT)	34,236,448.00		20,038,019.00	
Non-Certified PO Production (MT)	13,227,709.00		6,384,794.00	
Total PO Production (MT)	*47,464,157.00*		*26,422,813.00*	

- High OER due to error in data entry
- i.e: Certified PO Production = 34,236.448

Data Entry Error

Demographics (as of 31 December of previous calendar year)	
D.1.0 - What is the total number of workers in the estate?	169

Training (Jan - Dec of previous calendar year)			
T.1.0 - How many RSPO-related training have been organised in the last year?			1
T.1.1 - How many full-time workers (permanent and contract) attended the training?			
	Male	Female	Total
Administrative Staff	0	0	0
Field Workers	403	195	598
Smallholders (scheme and independent)	0	0	0
Total	403	195	598

- Number of workers attended training **more than** total number of workers

Progress of Metrics Template

➢ Since the effective dates (1 June 2021), total of 52 Metrics Templates received by the RSPO Secretariat during New License Request submission via Palm Trace

➢ There are still lack of completions and understanding by the **Unit of Certification** in filling up information

➢ The submitted Metrics Templates are extracted from the Palm Trace and compiled into Tableau⬜ **for analysis and data visualization**

➢ **Dashboard are created** based on verified Metric Templates received from the CBs

➢ RSPO Secretariat is proposing **the Dashboard as a presentation tool for the interested parties** (i.e. Standing Committees, BoG, Secretariat, etc.)

➢ This dashboard will **not be made publicly available** until further agreement

Dashboard Preview (Page #1)

Metrics Template Summary

RSPO Membership Number	Region	Country	RSPO PalmTrace ID Number
All	Indonesia	All	All

Name of RSPO Member	Number of Mill(s)
	19
Name of Certified Unit	Number of Certified Estate(s)
	58
Certification Body	
	Total Production Area (ha) for Certified Estate(s)
Supply Chain Model	135,552
	Total Certified Area (ha) for Certified Estate(s)
Assessment Type	182,728
	Planted Peatlands (ha)
Start Date of Audit	13,051

1. Dashboard was prepared in several pages to ease the navigation.

2. Page #1 displays the overview of summary of available information.

3. All information in every pages can be filtered by using the 'Drop-Down' button.

4. No information displayed in the left column (Name of Members, CBs, SC models, etc.) as this displays the overall data.

Note: This displays only information extracted based on samples of Metric Templates that is selected for Pilot Study of the Dashboard.

1. The dashboard can be filtered to specific view (i.e. Membership No, Region, Country, PT ID Number).

2. Displayed the status of FFB Production (i.e. Year 2020)
   - Own Estates
   - Outgrowers
   - Independent Smallholders
   - Scheme Smallholders

Note: This displays only information extracted based on samples of Metric Templates that is selected for Pilot Study of the Dashboard.
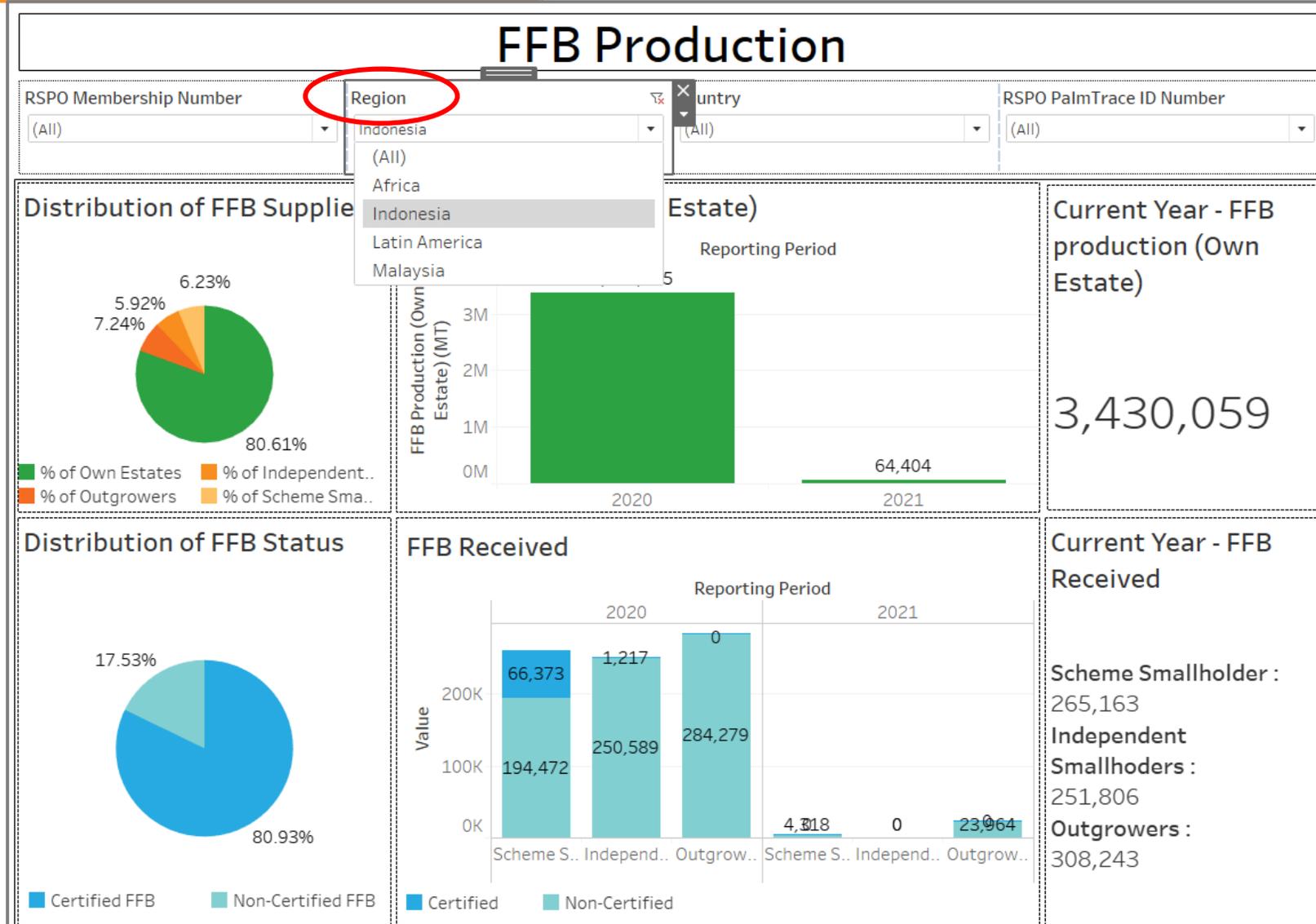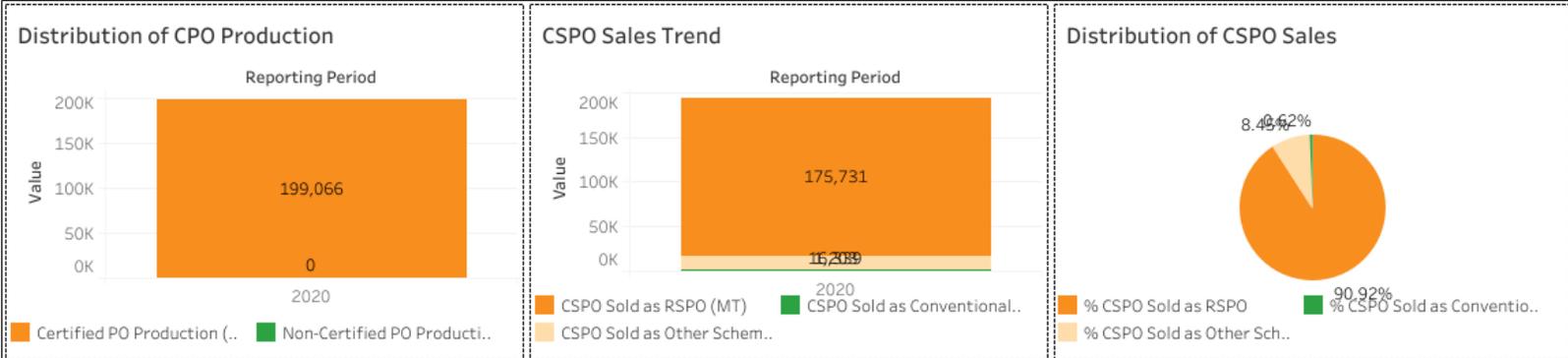
Dashboard Preview (Page #3)

CSPO/CSPK Production & Sales

1. The dashboard can be filtered to specific view (i.e. Membership No, Region, Country, PT ID Number).

2. Displayed the status of CSPO/CSPK Production and Sales (i.e. Year 2020)
   - Certified vs Non-Certified
   - Total CPO Production vs % CSPO Produced
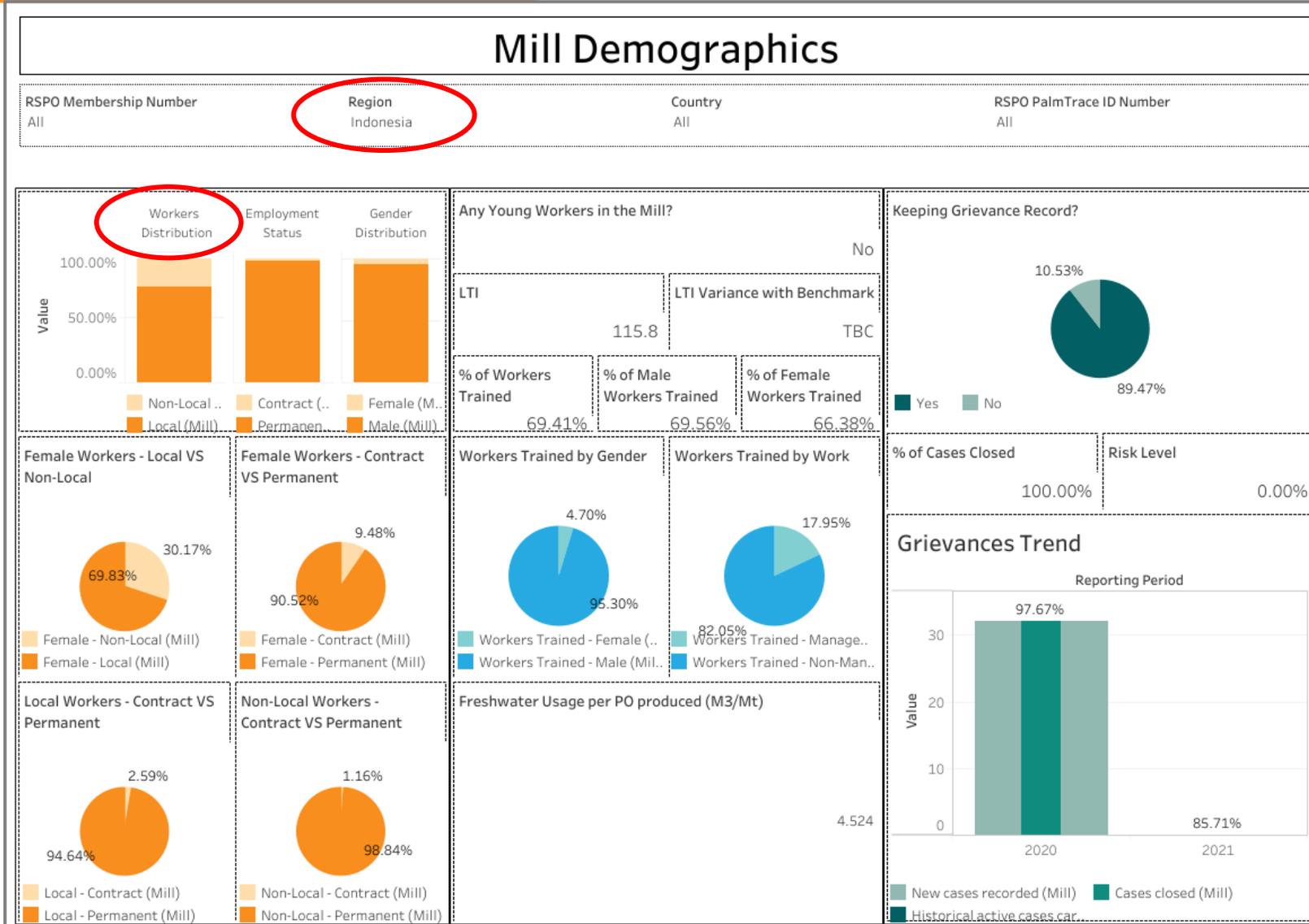   - CSPO Sold as RSPO Certified vs Conventional/Other Scheme

Note: This displays only information extracted based on samples of Metric Templates that is selected for Pilot Study of the Dashboard.

1. The dashboard can be filtered to specific view (i.e. Membership No, Region, Country, PT ID Number).

2. Displayed the overview of demographic information at the Certification Unit.
   - Workers Distribution (Local vs Foreign)
   - Employment Status (Contract vs Permanent)
   - Gender Composition
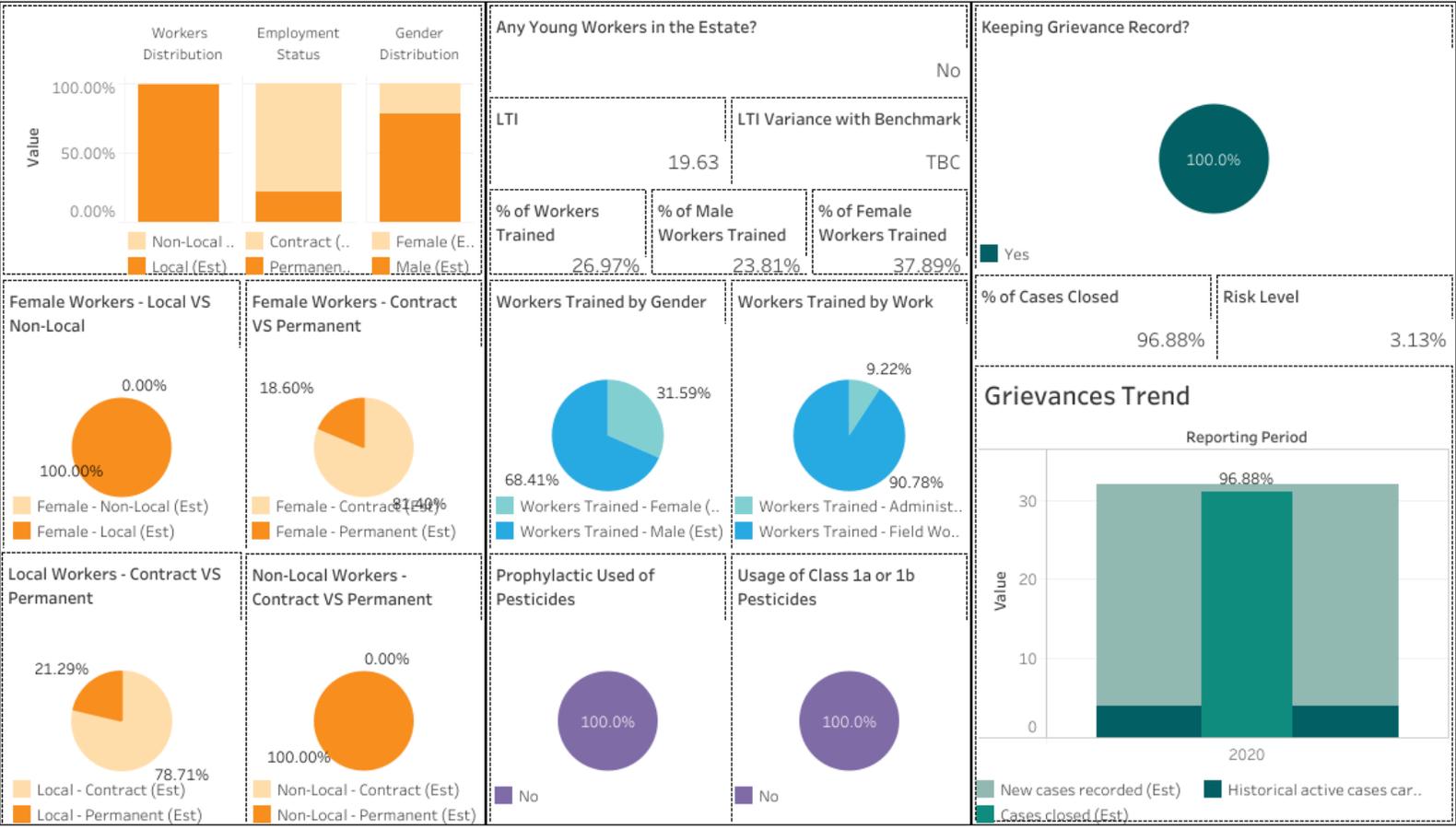   - Training Information
   - Grievance Pattern

Note: This displays only information extracted based on samples of Metric Templates that is selected for Pilot Study of the Dashboard.

Mill Demographics

RSPO Membership Number
All

Region
Indonesia

Country
All

RSPO PalmTrace ID Number
All

Dashboard Preview (Page #5)

Estate Demographics

1. The dashboard can be filtered to specific view (i.e. Membership No, Region, Country, PT ID Number).

2. Displayed the overview of demographic information at the Estates Level (direct supply bases).
   - Workers Distribution (Local vs Foreign)
   - Employment Status (Contract vs Permanent)
   - Gender Composition
   - Training Information
   - Grievance Pattern
   - Pesticides Usage

Note: This displays only information extracted based on samples of Metric Templates that is selected for Pilot Study of the Dashboard.

THANK YOU

Morning Break
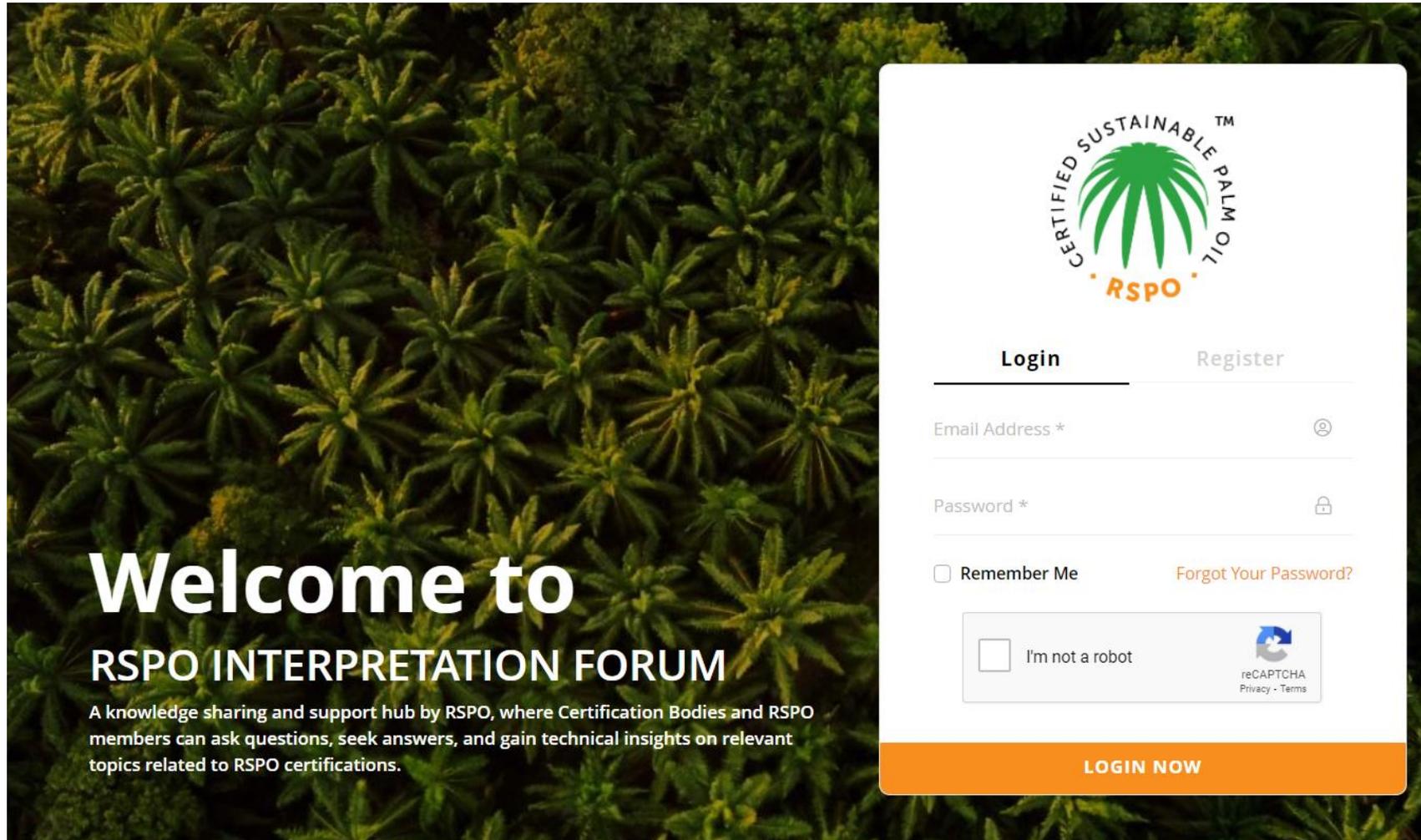
RSPO Interpretation Forum (RIF) Dive In (P&C - SCC)

Objective of this session

- To share some highlights of common interpretations received in RIF
- To discuss case studies and getting input from the ground

Have you seen the new RIF?

RSPO Interpretation Forum (RIF)

- RIF is a knowledge sharing and support hub by RSPO, where CB, RSPO Members and RSPO Endorsed Trainers can ask questions, seek answers and gain technical insight on relevant topics related to RSPO Certification.

- Newly upgraded platform officially launch to all stakeholders on **1st October, 2020**

- Registration and login can be done via this link: https://rif.rspo.org/member-login

- As of today, 231 questions was being approved and answered by the Secretariat.
  Only technical questions that need further interpretation will be entertained. Otherwise will be replied directly to the sender via email.

- Any queries, suggestion or comments related to RIF can be submitted to: certification@rspo.org

Weekly Hotspot Monitoring

SHOWING 10 ANNOUNCEMENTS OUT OF 13

WEEKLY HOTSPOT MONITORING (MARCH 2022)

Weekly Hotspot Monitoring (March - Week 1)

13 MAR

WEEKLY HOTSPOT MONITORING (FEBRUARY 2022)

Weekly Hotspot Monitoring (February - Week 1)Weekly Hotspot Monitoring (February - Week 2)Weekly Hotspot Monitoring (February - Week 3)Weekly Hotspot Monitoring (February - Week 4)

13 MAR

WEEKLY HOTSPOT MONITORING (JANUARY 2022)

Weekly Hotspot Monitoring (January - Week 1)Weekly Hotspot Monitoring (January - Week 2)Weekly Hotspot Monitoring (January - Week 3)Weekly Hotspot Monitoring (January - Week 4)

08 FEB

ALL ACCREDITED CB USING TECHNICAL EXPERTS/LOCAL EXPERTS/TRANSLATORS IN AN AUDIT SHOULD INDICATE NAMES AND AFFILIATIONS IN AUDIT REPORT
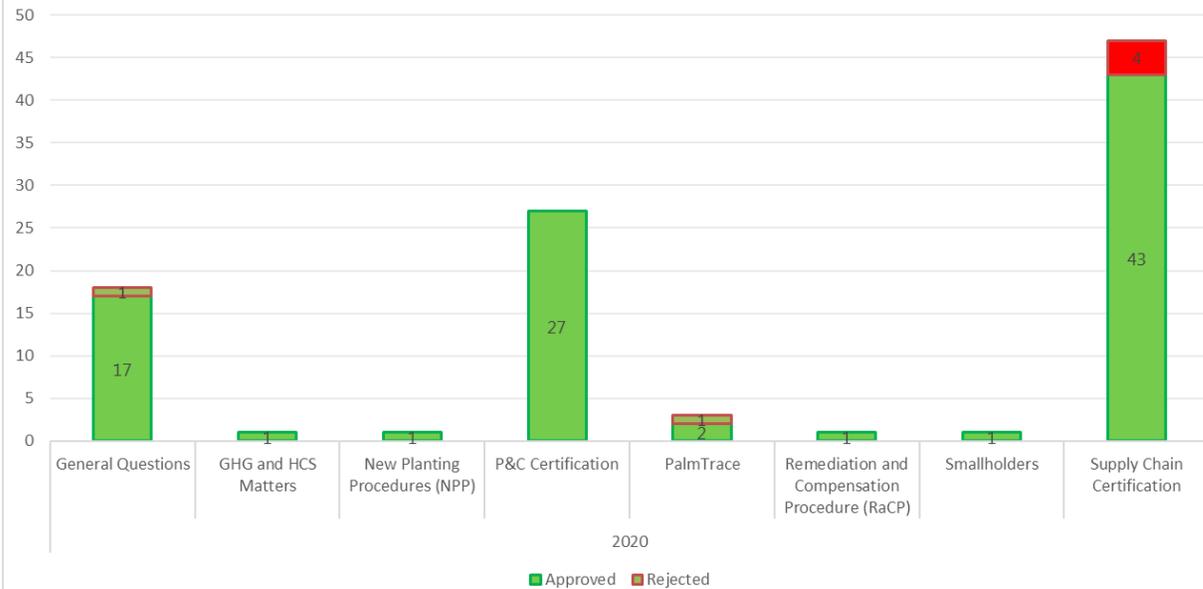
Dear Certification Bodies, In alignment with the RSPO Certification Systems for P&C and ISH 2020 when a CB is using Technical Experts/Local Experts/Translators in an audit, it is expected that...
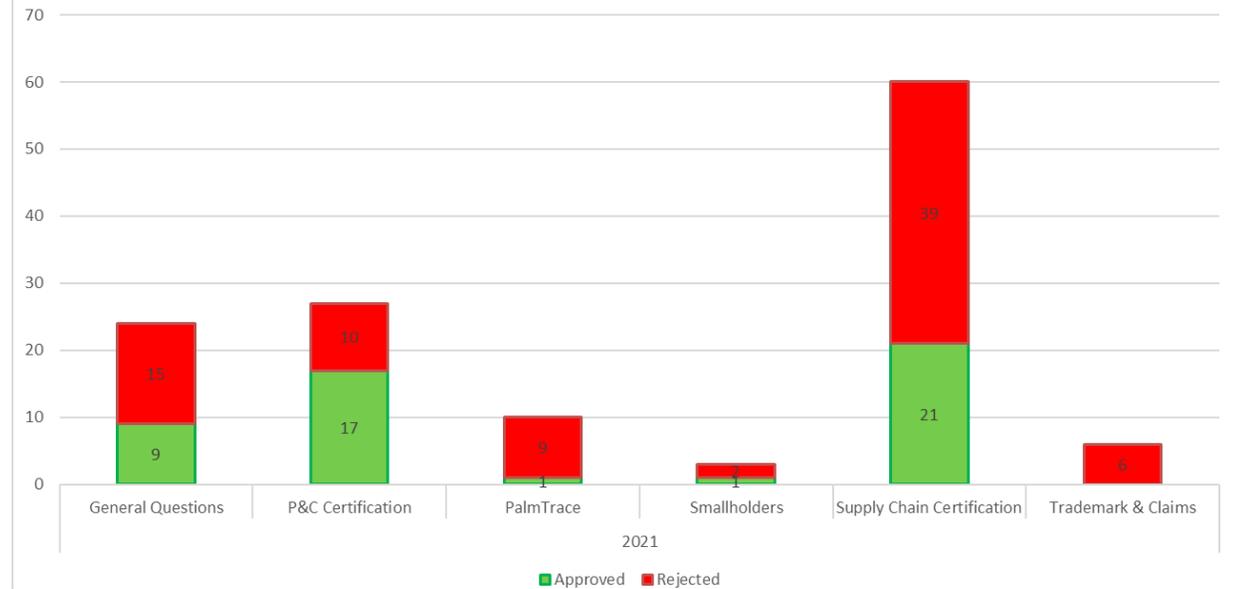
21 DEC

Questions Received in RIF

Total Questions Received in 2020

Total Questions Received in 2021

Carry-over volume

Can the certified Mills carry-over the unsold CSPO/CSPK volume from current license year to the next license period?

Answer :

1. Carry-over is allowed ONLY for the unsold CSPO/CSPK that **was produced 30 days before the expiry of the old license**, provided that there is no lapse or break between the old and the new license period and the physical products are in the tanks.

2. Carry-over is not allowed if **there is a lapse or break between the old and new license period**

Question :

Palm oil mill company produces PKO through a certified subcontractor which has a supply chain certificate. How palm oil mill company has to announce in PalmTrace the sale of CSPKO?

Answer :

Palm oil mill company will be the "Supply Chain(SC) certified trader". Palm oil mill company shall hold <u>two PalmTrace licenses</u> i.e. PalmTrace license as an oil mill and PalmTrace license as trader (SC certified trader). An oil mill (SC certified trader) will be assigned the 'conversion right' in their PalmTrace account to enable them in doing the 'convert' function.

Existence of two PalmTrace license shall be described in audit reports and license requests. For smooth review of the licenses both requests need to be submit at the same time and indicate the situation in the PT remark.

SC : PalmTrace license for palm oil mill
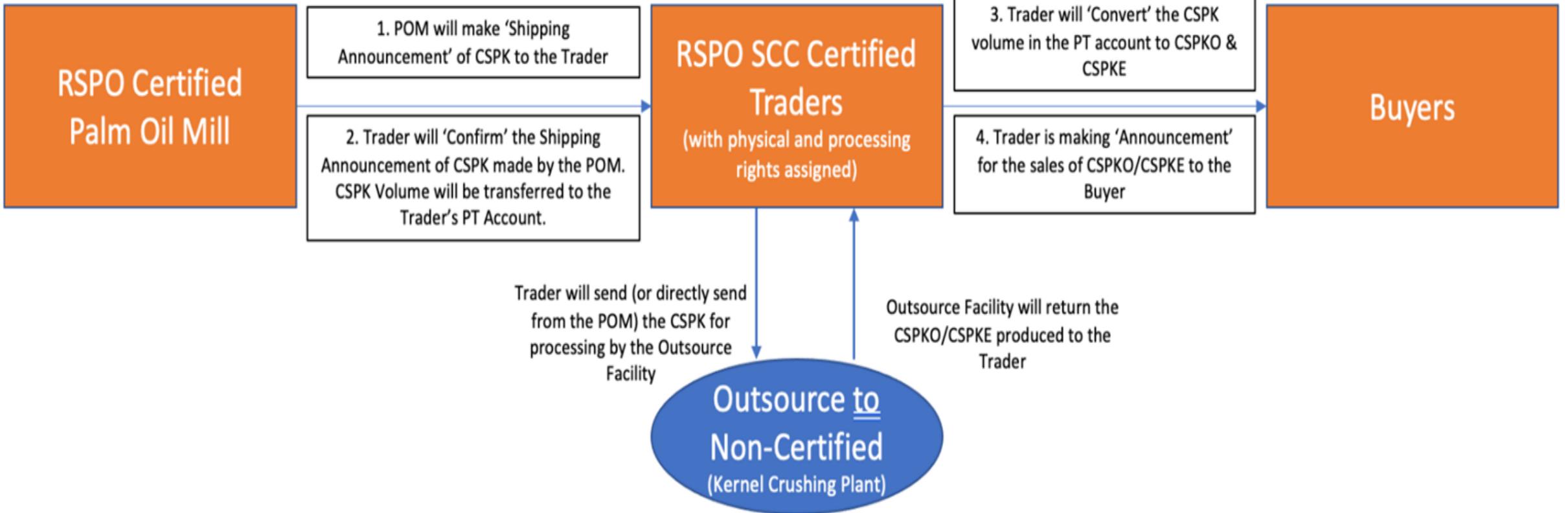
Question :

A unit of certification that is an MB oil mill was allocated 10,000 MT of CSPO volume. The oil mill has sold 6,000 MT of the physical volume as certified and sold the remaining 4,000 MT of the physical volume as non-certified. The licence of the oil mill is approaching expiry for another 7 days and oil mill no longer have physical volume. The question are they allowed to allocate the 4,000 MT that was sold as non-certified into RSPO credits(Book and Claim)?

Answer :

The oil mill has sold 4,000MT as physical volume as non certified therefore they need to perform the "REMOVE" function. If the oil mill decides to sell as RSPO credits, **they need to allocate the CSPO volume as RSPO credits in PalmTrace first prior** to sell the physical volume as non certified. In other words, since the oil mill already sold the physical as non certified, they no longer qualify to allocate the volume to RSPO credits in PalmTrace.

Case Study

Trading requirement for ISH

Scenario:

ISH group at MS B licenced for certified volume of FFB (2,000 MT), if they allocated 400 MT IS-CSPO credits on day 1 of the trading year and sell it, however during end of license period the actual production of FFB registered at 1,800 MT

Can this be raised as non-conformity?
If Yes, Why?
If No, Why?

Case Study

RaCP

Scenario:

Company A declared 5,000 ha. During membership

From LUCA it is identified a 1,000 ha. Has liability

Can the company certify 4,000 ha. First?

If Yes why? If No Why?

Case Study

NPP

Scenario:

NPP submission by Company Z has completed in Nov 2021 for 3000 ha

Areas included in the scope is 2000 ha on Jan 2025

What will you do in this situation?

Is the assessment conducted during NPP can be considered valid during certification?

THANK YOU

RSPO CB Forum

Stakeholder Consultation - Consultation
with previous land users

By: Dian S Soeminta
RSPO Program Manager
TUV Rheinland Indonesia

How to Identify Previous Land Owner

Application Stage → Preliminary Information from client

Contract Review Stage → Determination audit time especially for stakeholder consultation

Pre Audit Activities → Determination target stakeholder for Interview

Audit Activities → Interview with sampled stakeholders

Surveillance → Interview with sampled stakeholders

End of certification Cycle → Interview with sampled stakeholders

RSPO Certification System Sec. 5.6.6

150 Anniversary

TÜVRheinland®
Precisely Right.

Application stage

Preliminary information from client completed on application form

Management Unit Information

Management Unit		Land Title Document	Total Area
Land ownership	Private (ha)*		
	State (ha)*		
	Community (ha)*		

- Explore information about the plantation history from website

- Ask company to complete preliminary information about the history land.

- Identify the environment surrounding plantation area.

Location	Previous land Owner	Total area	Year of land relased and evidence
	Government Land		
	Community land		
	Indigenous peoples		
	Take over from other company's		
	Others users		

150 Anniversary

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Contract Review Stage

Contract Review process – Audit Days determination

Audit days for

1. Stakeholder consultation
2. Onsite audit
3. Other relevant days needed.

Audit days For Stakeholder consultation

1. Consultation for labor and other social issues
2. Consultation for previous land user

Microsoft Word Document

Contract Review Stage

Audit Days determination for stakeholder Consultation relating Previous Land User

- Explore information from website about company land history from the profile or Sustainability report etc.

- Check on RSPO web if possible ACOP or membership information (membership announcement) , etc.

- Check category previous land used:

  - ➢ Private

  - ➢ State

  - ➢ Communities

  - ➢ Erfpach Right (land used right under colonial)

  - ➢ Eigendom Right (land ownership under colonial)

  - ➢ Combination of criteria above

The challenge :

- Limited information available on website, some company's protect the access or not provide information on the profile.

- Most client will not provide complete information about the previous land user

- The duration to conduct stakeholder consultation to previous land user is only estimation time.

150
Anniversary

TÜVRheinland®
Precisely Right.

Time needed for Stakeholder Consultation

Minimum no. of days required to assess parties to be consult:
= minimum no. of required group(individual samples) members in audit sample
x 0.25 days

Total additional man-days required will be included in the quotation and inform to the assigned auditor team.

The information about required time will be stated on the CRS form and included on the audit plan.

Pre Audit Activities

Established Targeted Stakeholder

Location	Previous land Owner	Targeted stakeholder	
Province / District **Village**	**Government Land**	1. BPN 2. Dinas Pertanian 3. KLHK	
	Community land	1. Direct Stakeholder 2. Indirect Stakeholder 3. Local Authority 4. Community leader	Sample community according to the guidance
	Indigenous peoples	1. Villages name 2. The leader 3. Local Authority	Sample Villages according to the guidance.
	Take over from other company's	Previous Company management Local Authority	
	Others users (management cooperation)	Relevant parties	

150 Anniversary

TÜVRheinland®
Precisely Right.

Pre Audit Activities

Sampling for Community Land

➢ How many group communities ?

➢ The minimum sampled to be visited annually is (0.8√y)

➢ y is the number of community (shall be randomly selected) as previous land user

➢ All sample must be finished within one certification scope.

➢ Sampling is not permitted to the area that has significant conflict and or relevant with the special audit object or issues

Pre Audit Activities

Indigenous peoples

➢ How many individual Indigenous peoples included

➢ The minimum sampled to be visited annually is (0.8√y),

➢ y is the number of Indigenous peoples (shall be randomly selected)

➢ Sampling is not permitted to the area that has significant conflict and or relevant with the special audit object or issues

➢ All sample must be finished within one certification scope.

Sample Calculation:

Total of land compensation : 1639.94ha
Total of land users: 490 unit so minimum of the quantity of sample each audit is 0.8 x $\sqrt{490}$ unit = 18 unit

Year of Verification	Total Sample	Targeted Stakeholder
Initial certification	18	Village A
Annual Surveillance 1	18	Village B
Annual Surveillance 2	18	Village C
Annual Surveillance 3	18	Village D
Annual surveillance 4	18	Village F

Challenge : Not all Previous Land user will be sample in one cycle certificate

Pre Audit Activities

Take over from other company's

If the previous land user is taken over from other plantation company's land the technical manager take notes how previous user companies will be visited and the auditors will check to the relevant companies during onsite audit.

Audit Activities

Stakeholder Consultation

- ❖ Additional time exclude from onsite audit

- ❖ Allocation time shall be indicated in the audit plan.

- ❖ Auditor team have list relevant stakeholder (direct and Indirect stakeholder according to the sampling)

- ❖ Using Checklist for Previous Land user

- ❖ Auditor team will notify Previous Land user that have been consulted and provide recommendation for next audit consultation

- ❖ Result about directly consult will be reported on the public summary report.

Sample checklist for Stakeholder Interview

A) COMMUNITY BACKGROUND
A) USE OF LAND
Land acquisitions: *Has the company acquired any land from your community? Was this done with your free, prior & informed consent?*
Land disputes: *Has your community had any prior or ongoing land disputes with the plantation/mill? If yes, please explain.*
Compensation: *Was any compensation provided for land acquisitions/ resolved land disputes? If yes, in what form? Was it satisfactory?*
Documentation: *Were land acquisitions, land disputes & resolution of land disputes documented? Were copies given to your community?*
Participatory mapping: *Has your community participated in mapping of land area with the company? Were copies of maps provided to you?*
Land boundaries: *Are the boundaries between your community land area and plantation/mill area clearly defined?*
New plantings: *Has the plantation carried out any new plantings? If yes, was your community properly informed through appropriate programs?*

150 Anniversary

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Audit Activities

Public Summary Report.

Appendix 6 : Organization's land History and information about all previous users of the land.

Total of land compensation : ...... **ha**
Total of entity : ...... unit so minimum of the quantity of sample each audit is 0.8 x √..... unit = ... unit

No	Year of Verification		Location (estate name and or village/sub-village name)	Previous land owner (person name / group name / traditional group name / etc)	Total areas (ha)	Year of land released and their evidences	Remarks or the result of interview
	Plan	Actual					
1.							
2.							
3							
4							
5							

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Sample of verification Result Previous land User.

Appendix 6 : Organization's land History and information about all previous users of the land.

Total of land compensation: 4452 ha
Total of entity One:

No	Year of Verification		Location (estate name and or village/sub-village name)	Previous land owner (person name / group name / traditional group name / etc)	Total are-as (ha)	Year of land released and their evidences	Remarks or the result of interview
	Plan	Actual					
1.	2021	2021	Mokwaa Chief's Palace	aramount Chief of Atti Mokwaa	4452	TOPP has a legal document covering it operational area which has not changed from the initial audit. It is a land lease document under the statutory Declaration Act 1971 (Act 389) and covers an area of 11,000.95 acres lying at the Ntafrewaso in the Twifo Hemang/Lower Denkyira area of the Central Re˜gion of Ghana. The land has been leased by the Paramount Chief of Atti Mokwaa to TOPP on 13th October, 1999 for a 50 years period to be re-newed for additional 25 years after the elapse of the 50 years.	The Mokwaa Chief confirmed the lease to TOPP is still valid and the company continues to pay rent for the land annually through the Lands Commission Department. Some is˜sues raised by the chief have been noted. Refer to Section 9: List of Ob˜servations and Section 10: Issues Raised by Stakeholders for details
2							

150
Anniversary

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Sample of verification Result Previous land User.

No	Year of Verification		Location (estate name and or vil-lage/sub-village name)	Previous land owner (person name / group name / tradition-al group name / etc)	Total are-as (ha)	Year of land re-leased and their evi-dences	Remarks or the result of interview
	Plan	Actu-al					
1.	2019	2019	Desa Muara Bur-nai .I	Sapta Saputra. I	2	2004	Mr Sapta Saputra as previous land owner with total of areas ± 200 ha in Burnai Timur Estate. He is community leader of Bumi Harapan Village too.
2.	2019	2019	Desa Muara Bur-nai .I	Sapta Saputra. I	2	2003	
3.	2019	2019	Desa Muara Bur-nai .I	Sapta Saputra. I	2	2004	The result of interview with Mr Sapta Saputra is PT TS has carried out the land acquisition process, which it has partially owned by the local communi-ty. At the time, the company offered compensation for community land at a reasonable price in accordance with the agreement between the landowner and the company and there was no force or intimidation - according to the company's procedures for land acqui-sition and guidance from government. Economic motives are the most basic things for his and he feel that he has not harmed, so the process of buying and selling land runs smoothly and there are no obstacles (SS-TM-SM).
4.	2019	2019	Desa Muara Bur-nai .I	Sapta Saputra. I	2	2004	
5.	2019	2019	Desa Muara Bur-nai .I	Sapta Saputra. I	2	2004	
6.	2020	2019	Desa Muara Bur-nai .I	Sapta Saputra. I	2	2004	
7.	2020	2019	Desa Muara Bur-nai .I	Sapta Saputra. I	2	2004	
8.	2020	2019	Desa Muara Bur-nai .I	Sapta Saputra. I	2	2004	
9.	2020	2019	Desa Muara Bur-nai .I	Sapta Saputra. I	2	2004	
10.	2020	2019	Desa Muara Bur-nai .I	Sapta Saputra. I	2	2004	
11.	2021	2019	Desa Muara Bur-nai .I	Sapta Saputra. II	2	2004	
12.	2021	2019	Desa Muara Bur-nai .I	Sapta Saputra. II	2	2004	The result of head of legal department (he is representative of management regarding land acquisition process at the time) that the company has paid land compensation where evidence of land compensation has shown to audi-tor.
13.	2021	2019	Desa Muara Bur-nai .I	Sapta Saputra. II	2	2004	
14.	2021	2019	Desa Muara Bur-nai .I	Sapta Saputra. II	2	2004	
15.	2021	2019	Desa Muara Bur-nai .I	Sapta Saputra. II	2	2004	
16.	2022	2019	Desa Muara Bur-nai .I	Sapta Saputra. II	2	2004	
17.	2022	2019	Desa Muara Bur-	Sapta Saputra. II	2	2004	

Sample of verification Result Previous land User.

Appendix 6 : Organization's land History and information about all previous users of the land.

Total of land compensation : **800.90 ha** (in Hikmah III estate & Hikmah V estate)
Total of entity : 322 unit inside 7 groups so minimum of the quantity of sample each audit is 0.8 x √322 units = 14 units or 0.8 x √7 groups = 2 groups

No	Year of Verification Plan	Year of Verification Actual	Location (estate name and or village/sub-village name)	Previous land owner (person name / group name / traditional group name / etc)	Total areas (ha)	Year of land released and their evidences	Remarks or the result of interview
1.	2020*)		Balian village, Mesuji Sub District	H. Umar G/Putra Agung/Sulaiman, etc (any 40 land owners/kavlings)	80.00	• Payment slip : October 2002 • Minute of land survey : 1994 • Letter of recognition of right : 1994 • Letter of delegation of right : Augustus or September 1998 • Statement letter of release of right : October 2002	
2.	2020*)		Balian village, Mesuji Sub District	Rudi, Sangkut Nurdin, etc (any 38 land owners/kavlings)	170.90	• Payment slip : 1996 & 1997 • Letter of recognition of right or other : 1997	
3.	2021		Balian village, Mesuji Sub District	Rustan Basedan, saipul, etc (any 74 land owners/kavlings)	212.00	• Minute of land survey : 1997 • Letter of recognition of right : 1997	
4.	2021		Balian village, Mesuji Sub District	Doyong bib Main, Sema bin Katak, Nunsi bin Mahsan, Eka Subata bin Usman, etc (any 17 land owners/kavlings)	34.00	• Payment slip : 1997 • Minute of land survey : 1996 & 1997 • Letter of recognition of right : 1996 • Statement letter of release of right : 1996	
5.	2022		Balian village, Mesuji Sub District	Sainah, Macan, Makmun B.Hopar, etc (any 42 land owners/kavlings)	84.00	• Payment slip : 2008 • Minute of land survey : 2004	

land®

Audit Activities

Auditor Challenges

1. **Time constraint – audit man-days very limited the auditor also have to check other RSPO Requirement**

2. **Sample amount to many if the identified previous land user more than 100 stakeholders.**

3. **Can not find the previous land user because land released have been long time, move to other area, or have been pass away.**

4. **Double claim of previous land user with other land user**

5. **Distance to the location of previous land user**

Thank you for your attention

Dian S Soeminta

RSPO Program Manager
Jakarta

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Lunch Break

Human Rights & Social Standards

CB Interpretation Forum

15 March 2022

PEOPLE

Presenters

Leena Ghosh

Head, Human Rights & Social Standards Unit

Prasad Vijaya Segaran

Manager, Human Rights & Social Standards Unit
(Community Wellbeing & Gender)

HRSS Team

STANDARD DEVELOPMENT DEPARTMENT

DIRECTOR
STANDARD DEVELOPMENT DEPARTMENT
JULIA MAJAIL

CLIMATE CHANGE UNIT

HUMAN RIGHTS & SOCIAL STANDARDS (HRSS) UNIT

BIODIVERSITY UNIT

STANDARD DESIGN AND INNOVATION UNIT

HEAD, HRSS
LEENA GHOSH

COMMUNITY WELLBEING & GENDER

LABOUR

DECENT LIVING WAGE

MANAGER
PRASAD VIJAYA SEGARAN

MANAGER

MANAGER
AYU MELESE

SENIOR EXECUTIVE
NITHYA ZACHARIAH

Impact Goal PROSPERITY:
Competitive, resilient and sustainable sector

Impact Goal PEOPLE:
Sustainable livelihoods and poverty reduction

Impact Goal PLANET:
Conserved, protected and enhanced ecosystems that provide for the next generation

- **Principle 1.** Behave ethically and responsibly
- **Principle 2.** Operate legally and respect rights
- **Principle 3.** Optimise productivity, efficiency, positive impacts and resilience

- **Principle 4.** Respect community and human rights and deliver benefits
- **Principle 5.** Support smallholder inclusion
- **Principle 6.** Respect workers' rights and conditions

- **Principle 7.** Protect, conserve and enhance ecosystems and the environment

Governance

CERTIFIED SUSTAINABLE PALM OIL ™
RSPO

Standard Standing Committee

Human Rights Working Group

Decent Living Wage Taskforce

Labour

- Safe and decent work and living conditions for plantation workers
- Safe environment for children in plantations

Gender

Rights of women:

- Workers
- Land ownership
- Decision-making processes

Decent Living Wage

- Remuneration received by a worker during regular work hours
- Decent standard of living
- Worker and their family

FPIC

Indigenous peoples, local communities and other land users:

- Customary and legal land rights respected
- Disputes are remedied

Labour Issues in the PO Sector

AP — U.S. News World News Politics Sports Entertainment Business Technology Health Science Oddities Lifestyle Photo

Palm oil labor abuses linked to world's top brands, banks

Russia-Ukraine war   Trending News   Baseball lockout   Coronavirus pandemic

US bans second Malaysian palm oil giant over forced labor

By MARGIE MASON and ROBIN McDOWELL   December 31, 2020

actionaid

WOMEN'S RIGHTS VIOLATIONS
IN DUTCH PALM OIL SUPPLY CHAINS:
THE CASE OF GUATEMALA

OCTOBER 2020

The true cost of palm oil

SHARE
NEWS   AMNESTY INTERNATIONAL
November 30, 2016

Palm Oil: Global brands profiting from child and forced labour

Labour Auditing Guidance for CBs - Overview

RSPO Labour Auditing Guidance for CBs
(in development)

RSPO Labour Auditing Guidance for Audits Conducted on the RSPO Principles & Criteria 2018

Endorsed by RSPO Assurance Standing Committee on ___

DRAFT 26-12-2019

- Provide guidance on **labour auditing methodology**

- Intended to **improve auditability of labour requirements** of the P&C 2018

- Provide auditors with a **clear methodology to plan and execute RSPO P&C audits**

- Aims to ensure that audits are performed on the **principle of continuous improvement**

Labour Auditing Guidance for CBs – Document Content

RSPO Labour Auditing Guidance for CBs
(in development)

RSPO Labour Auditing Guidance for Audits Conducted on the RSPO Principles & Criteria 2018

Endorsed by RSPO Assurance Standing Committee on ___

DRAFT 26-12-2019

1. **Certification audit - preparation and initial research**
2. **Offsite desk review – certification/initial audit**
3. **Stakeholder consultation**
4. **Audit planning**
5. **Audit timing**
6. **Audit execution**
7. **Audit evidence**
8. **Audit reporting**
9. **Sampling methodology**

Child Rights Guidance for Auditors

RSPO Child Rights Guidance for Auditors *(in development)*
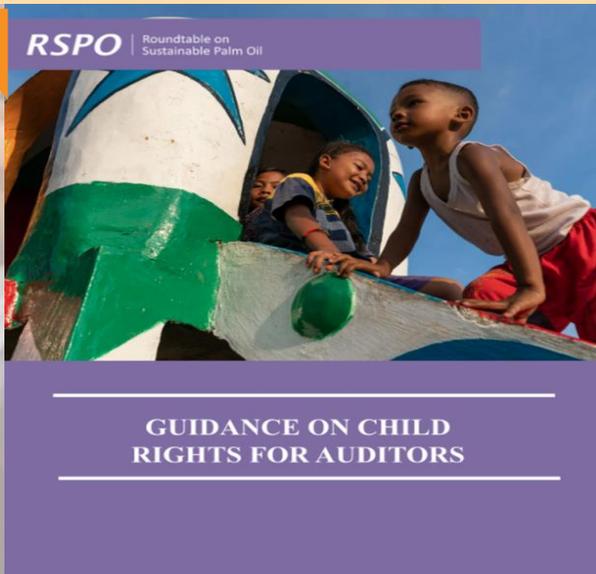
- Developed for four different stakeholder groups:
  - palm oil producers
  - smallholders and group managers
  - downstream supply chain actors
  - **auditors** *(currently in development)*

- Aims to support auditors in **auditing against child rights related indicators** in the P&C 2018

- Provides an overview of **key challenges and risks** faced

- Highlights RSPO's certification requirements and makes **linkages to auditors' role (i.e., areas to probe on)**

Gender Guidance

RSPO Gender Guidance

PRACTICAL GUIDANCE ON GENDER
INCLUSION AND COMPLIANCE TO THE 2018
P&C AND 2019 ISH STANDARD

Endorsed by the Standard Standing Committee on 25th March 2021

- Practical guide to comply with the gender-related P&C 2018 requirements

Part II: The Company as an Employer:

- Four (4) strategies:-
  1) Gender-equality in the workplace
  2) Flexible working conditions for men and women
  3) Addressing gender-based violence
  4) Equal job opportunities

How is it useful for you?

Strategy	Relevant P&C 2018	Examples of Compliance
Strategy 1. Gender equality in the workplace	Indicator 6.1.6 There is evidence of equal pay for the same work scope	Check if equal salaries are paid for men and women for equivalent jobs, e.g., cross-check pay slips of men and women for same work scope
Strategy 2. Flexible working conditions for men and women	Indicator 6.1.4 (...Alternative equivalent employment is offered for pregnant women.)	Offer alternative employment for pregnant and breastfeeding women: • Check if facilities such as in-house daycare facility, a cafeteria, and/or a school are offered as alternative places for women to work.
	Indicator 6.5.3 Management has assessed the needs of new mothers, ... and actions are taken to address the needs that have been identified.	Recognise and support employees with care responsibilities: • Check if safe spaces have been provided for breastfeeding or pumping breast milk.

How is it useful for you?

Strategy	Relevant P&C 2018	Examples of Compliance
Strategy 3. Addressing gender-based violence	Criterion 6.5 There is no harassment or abuse in the workplace, and reproductive rights are protected.	Facilitate access of victims to counselling and health facilities:- • Check if there is a grievance mechanism and is it functioning (Indicator 6.5.4). • Check if the grievance mechanism includes counselling. • Victims of sexual harassment and abuse have access to an independent counsellor and medical treatment.

Revised Free, Prior and Informed Consent (FPIC) Guide 2022

Revised FPIC Guide for RSPO Members 2022 *(in development)*

CATEGORY YEAR

REVISED FREE, PRIOR AND INFORMED CONSENT (FPIC) GUIDE FOR RSPO MEMBERS (2022)

- Key highlights:

  - Provide an understanding of the **fundamental elements of FPIC**

  - Outline the **stages of FPIC implementation and monitoring**

  - Provide **guidance on verification to ensure that P&C 2018 requirements** are complied with

  - Provides guidance on **conflict resolution** and **social remediation**

  - Provide guidance on **grievance mechanism implementation (Criteria 4.2)**

Breaking down FPIC

WHAT IS FPIC?

FREE: without any coercion

PRIOR: before any development

INFORMED: providing all relevant information in appropriate form & languages

CONSENT: right to say no

HOW DOES THE UOC CONDUCT FPIC?

Preparation & Investigation

↓

Assessment

↓

Negotiation

↓

Operations & Implementation

↓

Verification & Monitoring

HOW TO VERIFY FPIC?

Auditor's Checklist (non-exhaustive) for Verifying FPIC in the Annex

What is Decent Living Wage (DLW)?

- **Definition:** The remuneration received for a standard workweek by a worker in a particular place sufficient to afford a decent standard of living for the worker and her or his family.

- The elements of a decent standard of living include:

Food   Water   Housing   Education

Healthcare   Transport   Clothing   Provision

- **As DLW's are** ... **benchmarking involves:**
  - Geographical demarcation of the UoC
  - Collecting location/region specific data

Interim Measure Pending Development of Benchmarks:-

*For countries where no living wage standard is established, until such time that an RSPO endorsed benchmark for the country is in place, **national minimum wages** shall be paid to all workers. In addition to the payment of minimum wages, the Unit of Certification (UoC) shall conduct an **assessment** of the **prevailing wages** and **in-kind benefits** provided to workers in the Unit of Certification aligned with the RSPO Guidance for Implementing a Decent Living Wage.*

The interim measure states that '**Where a GLWC living wage standard (benchmark), or one that fulfils the basic requirements of the RSPO-endorsed living wage methodology, has been established in the country or region of operation, the same should be used as benchmarks'**

➢ **GLWC benchmark exists for**: Brazil, Guatemala, Colombia, Ghana, Mexico, Costa Rica, Ecuador

What do auditors need to know

Is Minimum Wages being paid to all workers?

(NC if Minimum wage is not paid!)

Assessment of the Prevailing Wages in the UoC

List of Cash Allowances and Supporting Documents for the In Kind Benefits (IKBs) listed

Collective Agreements, if any

Existing GLWC benchmarks?

Q&A

Questions and feedback - Principle 4 and 6

1. Does RSPO's audit checklist help you in your audits?

2. What is the most challenging indicator in the P&C to verify?

3. Any suggestions for the types of training or capacity development on auditing social standards ?

Case Study

Company A has received NGO reports of alleged poor working conditions at their plantations.

Issues include:

- Retained passports of migrant workers

- Salary below legal minimum wage

- Restriction from union-related activities

- Penalties for workers who do not achieve quota

What will you do with the information available above, in your planning and execution of your audit?

THANK YOU

Compliance to RaCP: LUCA, Concept Note & Remediation Plan

Siti Joanni and Indrawan Suryadi

CERTIFIED SUSTAINABLE PALM OIL™

RSPO

VISION

SUSTAINABLE PALM OIL IS THE NORM

Resilient & Healthy Landscapes & Communities
Green & Inclusive Growth

PEOPLE

Sustainable livelihoods and poverty reduction
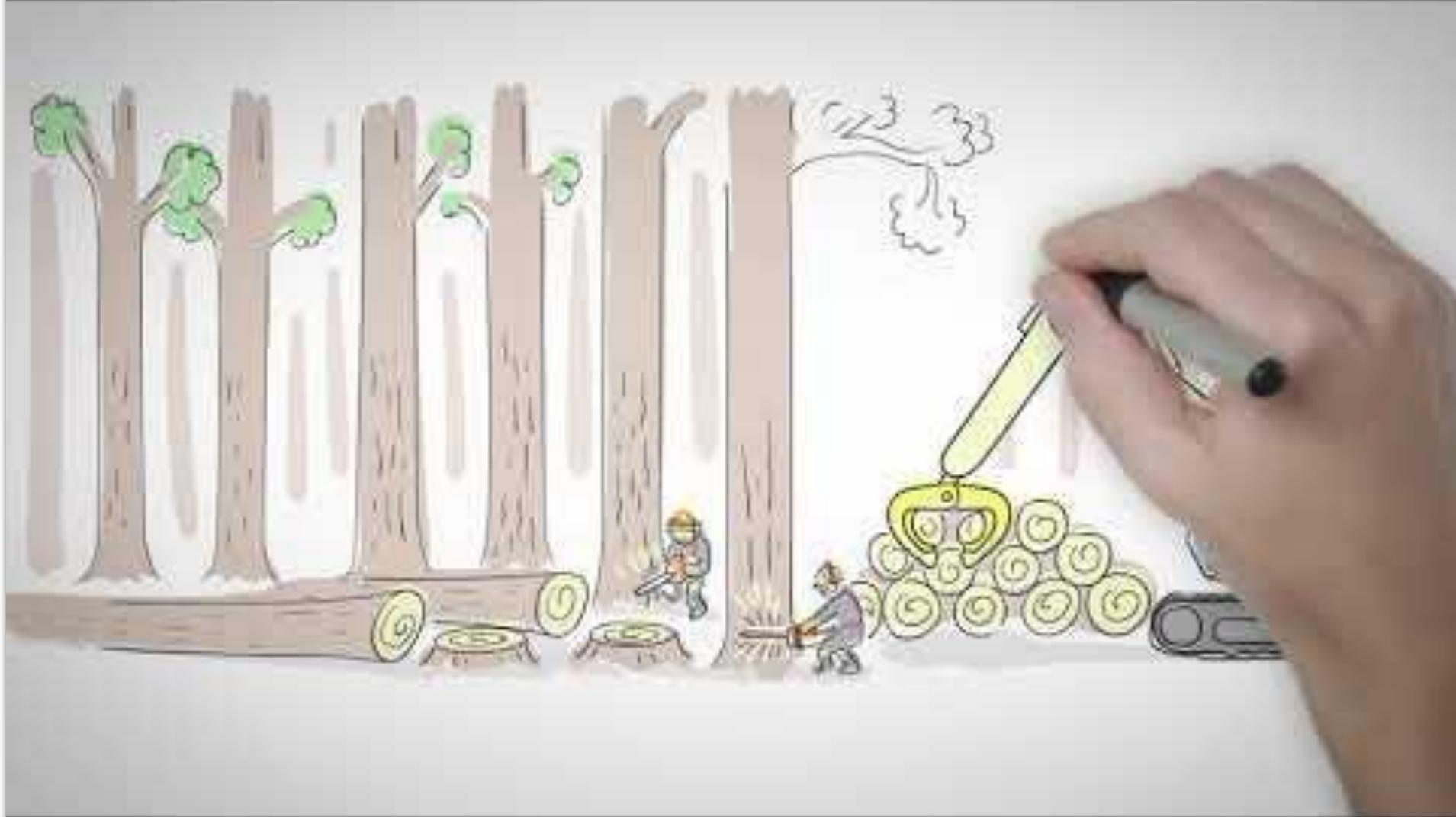
Human rights protected, respected & remedied

PROSPERITY

Competitive, resilient, and sustainable sector

PLANET

Conserved, protected, and enhanced ecosystems that provide for the next generation

Background RACP

Land clearance can cause a variety of problems, including clearing of primary forest and high conservation value (HCV) areas. These areas are important because they may safeguard endangered animals, specific vegetation, prevent erosion, etc. This is why RSPO requires that HCV assessments are done before any land clearing.

Some key requirements are:

1. The social remediation and compensation plan must be negotiated with the affected communities individually

RACP REQUIREMENT IN

Section	Requirement	Relatable to CB
Introduction, Page 10, 1.8	The requirements in this document are also valid for the RSPO NPP verification process, as well as the verification of compliance with the RSPO Remediation and Compensation Procedure (RaCP).	/
General Requirements for Certification Body, Page 16, 4.4.3	4.4.3 Prior to entering a contract, the CB shall i. check the RSPO website to confirm that the client or its parent organisation is an RSPO member. The CB shall contact the RSPO Secretariat if the membership status of the client is in doubt. An organisation shall be a member of RSPO before it can undergo a certification assessment against the RSPO P&C. ii. ensure that the client has submitted to the RSPO Secretariat the Disclosure of Non-Compliant Land Clearing (Annexe 2 of the Remediation and Compensation Procedure (RaCP). The CB shall crosscheck with the RSPO Secretariat of the submission of the form.	/
RSPO Certification Systems for P&C and RSPO ISH Standard, Page 23	5.3.5 The CB shall also determine compliance with any other requirements specified in the RSPO NPP and the RSPO RaCP document, and other procedures developed by RSPO.	/

RSPO CERTIFICATION SYSTEMS

FOR PRINCIPLES & CRITERIA AND RSPO INDEPENDENT SMALLHOLDER STANDARD

Endorsed by the RSPO Board of Governors on 12 November 2020

Section	Requirement	Relatable to CB
RSPO Certification Systems for P&C and RSPO ISH Standard, Page 27	5.6.2 The announcement template shall include the following minimum information: xiii. Status of the RaCP, if applicable. 5.6.3 Prior to making an announcement, the CB shall check with the RSPO Secretariat of the management unit liability status. If there is liability, the public announcement shall only proceed when the Concept Note has been submitted to the RSPO Secretariat. However, this requirement is not applicable to the ISH group.	/
ANNEX 5(A): PUBLIC NOTIFICATION TEMPLATE FOR MILLS WITH SUPPLY BASE	To indicate whether any of the estates in the management unit is undergoing the RaCP (Remediation and Compensation Procedure) process. If yes, to indicate the status.	/

RaCP Simplified Process

Disclosure
- (1) Disclosure of non-compliant land clearing after November 2005 without prior HCV assessment
- (2) Submission of SOPs for new plantings i.e. improvements for future new plantings taking into account RSPO key requirements and documents e.g. HCV

Land Use Change Analysis (LUCA)
- (1) Identification of areas requiring environmental remediation
- (2) Calculation of final conservation liability (FCL)

Concept note
- (1) Development of compensation concept note
- (2) Concept note review

Compensation Plan
- (1) Development of compensation plan
- (2) Compensation plan evaluation

12- 48 months

Certification approved

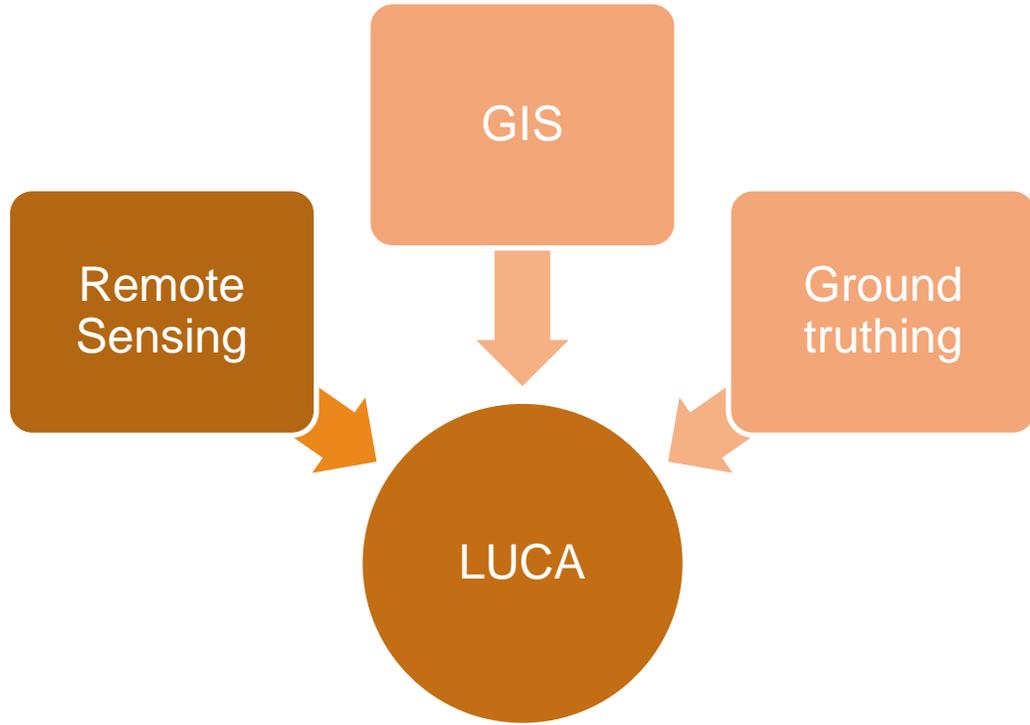**Implementation of remediation and compensation plan**
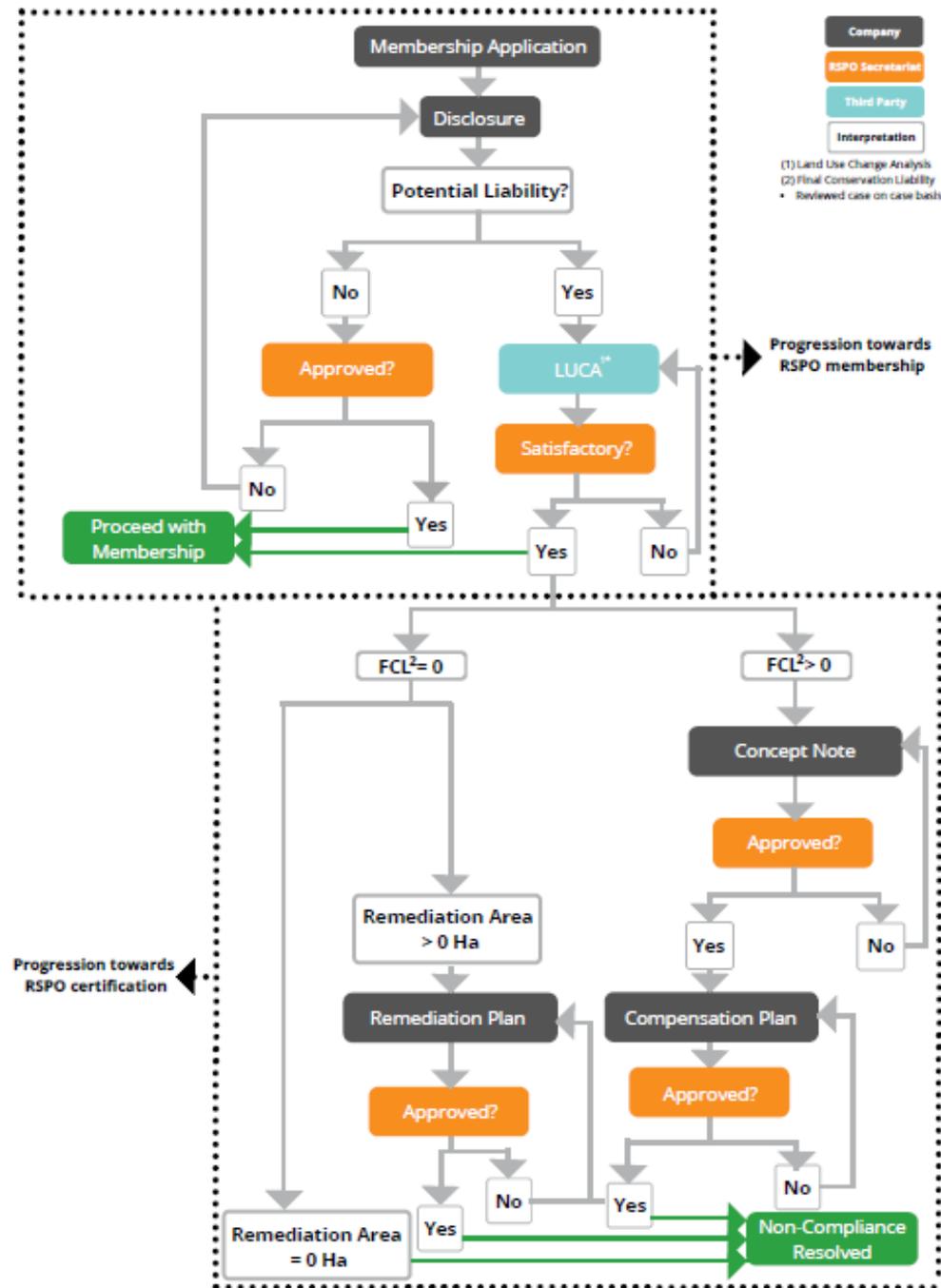
Land Use Change Analysis (LUCA)

Land Use Change Analysis (LUCA)

GIS

Remote Sensing

Ground truthing

LUCA

Determine vegetation cover

Since November 2005

Until the grower conduct the HCV Assessment

Coefficient 1.0
Structurally complex forest with uneven or multi layered canopy
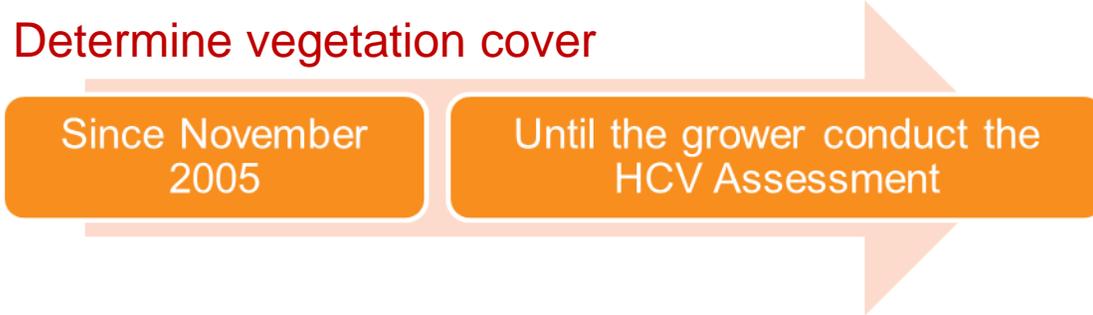
Coefficient 0.4
Multi-species agroforestry

Coefficient 0.7
Structurally simplified or degraded forest with even or single layered canopy

Coefficient 0.0
Highly modified and/or degraded areas retaining little to no natural, structurally intact vegetation
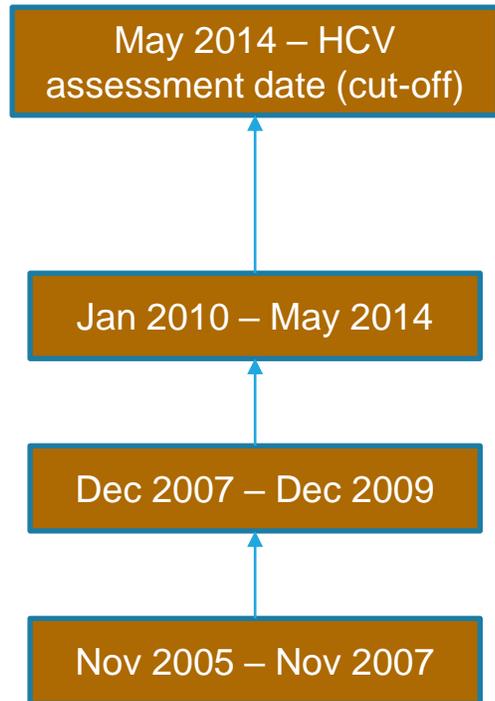
Expected result
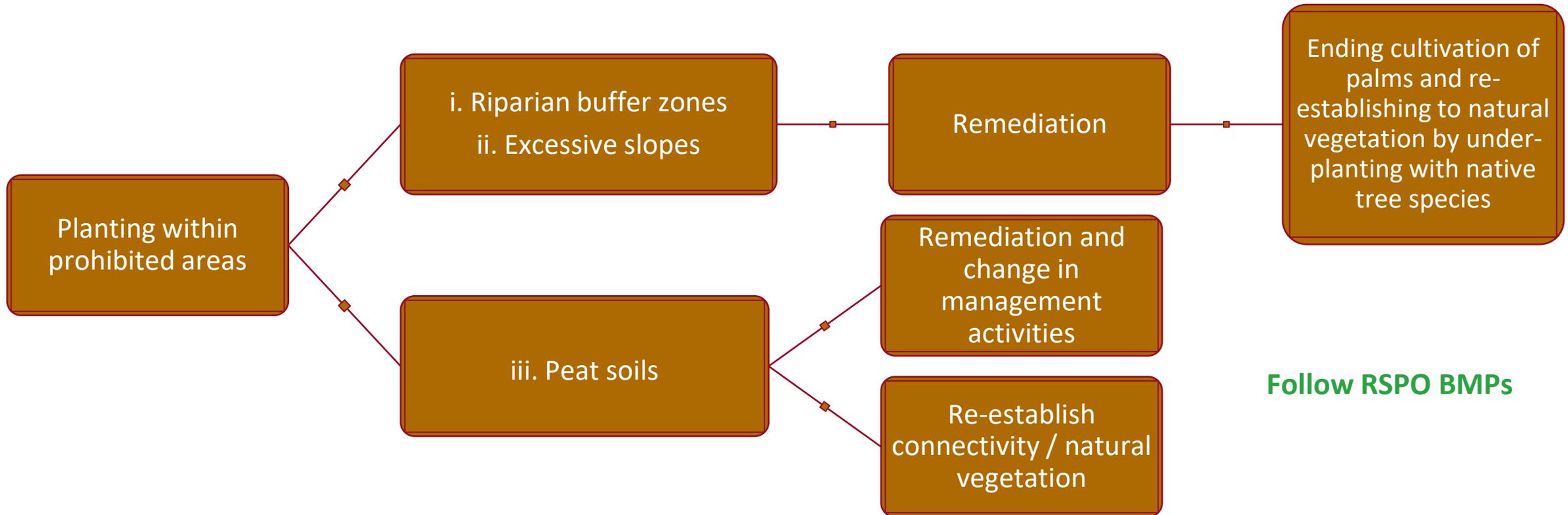
Conservation Liability

Remediation area

Liability Calculation

	Land controlled by a non-member at time of clearance	Land controlled by a RSPO member at the time of clearance *Including land acquired from other RSPO members*
Land clearance after 9 May 2014	Twice the sum of all corporate clearance[9] without prior HCV assessment multiplied by their vegetation coefficient(s) in Nov. 2005	Expulsion from RSPO* If the areas are later acquired by another RSPO member and only if the seller was a member of RSPO before 9 May 2014, liability is as per "non-member"
Land cleared from 1 January 2010 to 9 May 2014	The sum of all corporate clearance without prior HCV assessment multiplied by their vegetation coefficient(s) in Nov. 2005	Twice the sum of all corporate clearance without prior HCV assessment multiplied by their vegetation coefficient(s) in Nov. 2005.
Land cleared from December 2007 to 31 December 2009	Half the sum of all corporate clearance without prior HCV assessment multiplied by their vegetation coefficient(s) in Nov. 2005	The sum of all corporate clearance without prior HCV assessment multiplied by their vegetation coefficient(s) in Nov. 2005
Land cleared from November 2005 to November 2007[10]	No additional conservation liability	No additional conservation liability

May 2014 – HCV assessment date (cut-off)

Jan 2010 – May 2014

Dec 2007 – Dec 2009

Nov 2005 – Nov 2007

Environmental remediation

Remediation required on any planting of oil palm within prohibited areas of RSPO P&Cs e.g. riparian buffer zones, steep slopes, and peat areas

Planting within prohibited areas
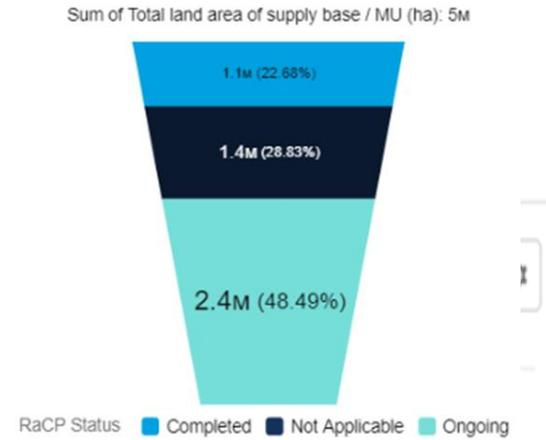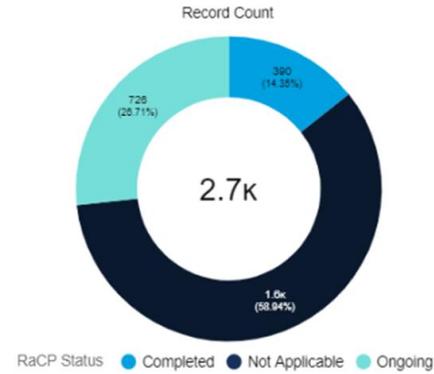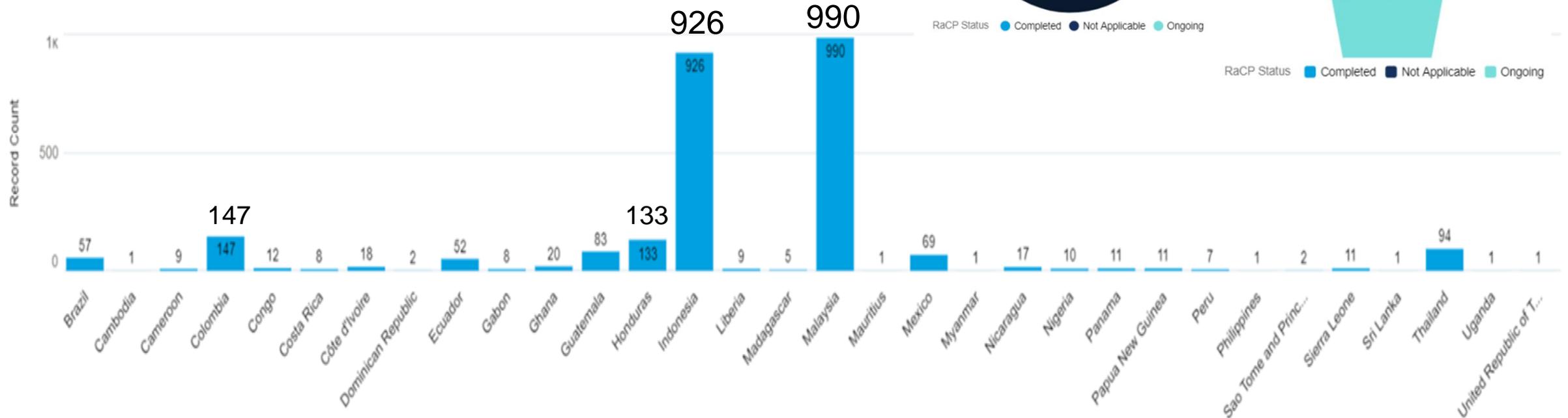
i. Riparian buffer zones
ii. Excessive slopes

Remediation

Ending cultivation of palms and re-establishing to natural vegetation by under-planting with native tree species

iii. Peat soils

Remediation and change in management activities

Re-establish connectivity / natural vegetation

Follow RSPO BMPs

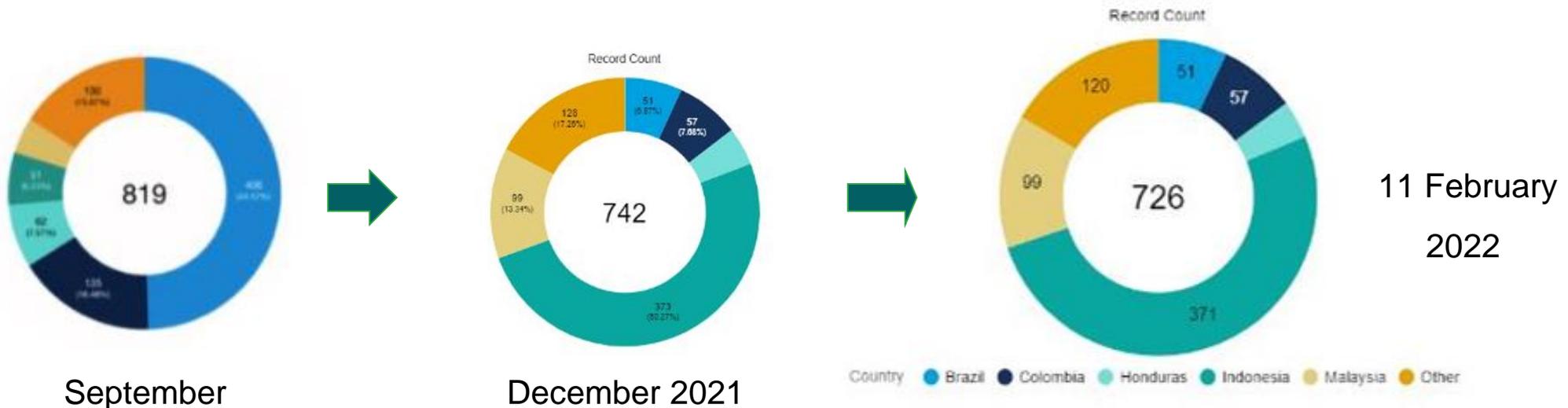# RaCP FEB 2022 Statistic Update

UPDATE RaCP : Salesforce Database

TOTAL OF ALL TIMES RACP ENTRIES: 2,718 (RETRIEVE FEB 2022)

- As of 11 February 2022, there are 726 on-going entries of RaCP in the system (Disclosure, LUCA, Compensation and Remediation Plans)

- September - 11 February 2022: **93** cases have been closed in Salesforce System (housekeeping, data update, submission processing, day to day RaCP operation)

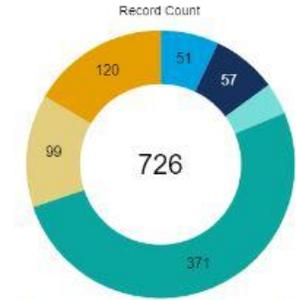- Currently, **30+** submissions are activated and on-going (Concept Note, Compensation and Remediation Plan)
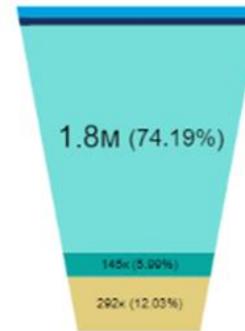

September   December 2021   11 February 2022
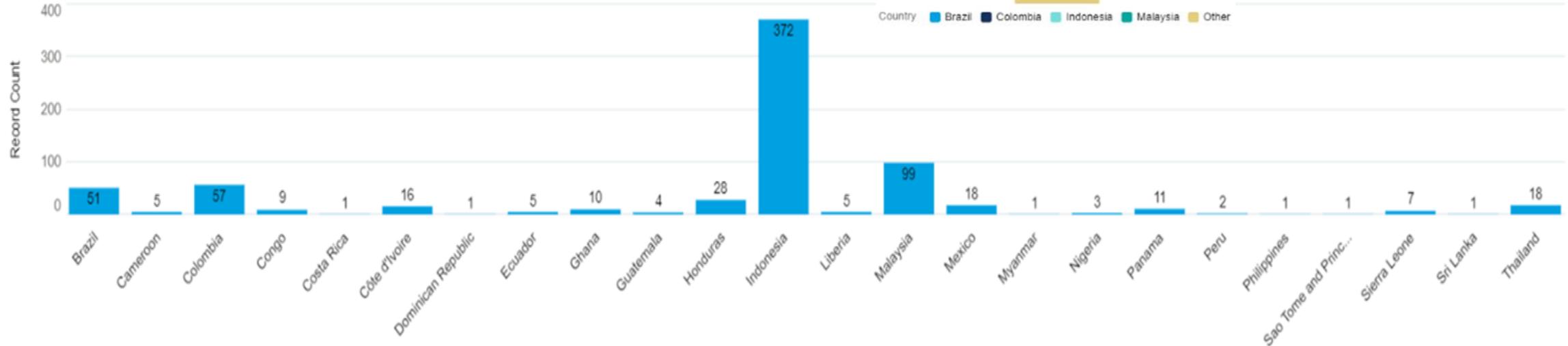
Country: Brazil, Colombia, Honduras, Indonesia, Malaysia, Other

UPDATE RaCP : Salesforce Database

NUMBER OF ALL ONGOING RACP ENTRIES: 726 (RETRIEVE FEB 2022)

Update RaCP - LUCA: Salesforce database

LUCA completion time proportion

August 2021

February 2022

Weeks Lapsed ■ 13 - 24 Wks (6 Mths) ■ 5 - 12 Wks (3 Mths) ■ < 4 Wks (1 Mth) ■ > 24 Wks (6 Mths)
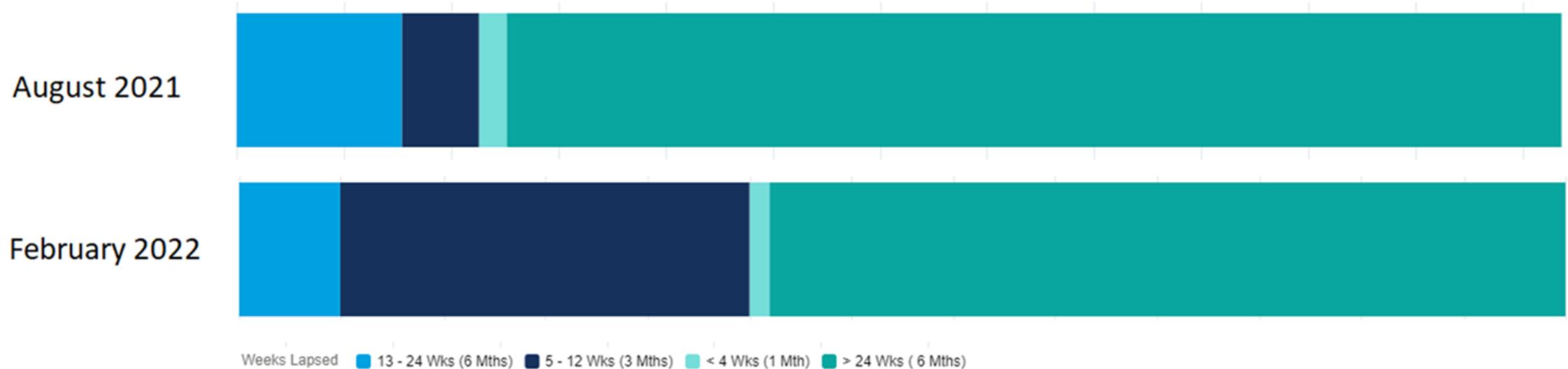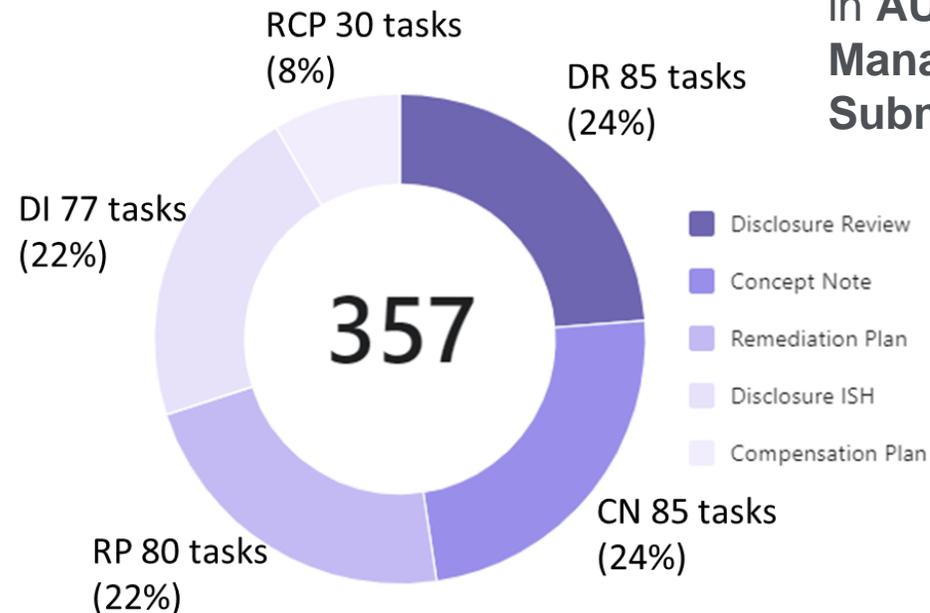
- As per August 2021, there are 167 LUCA has been completed/get pass status, and from September 2021 until February 2022 there are 55 additional LUCA has been completed.
- As per February 2022, the time to complete the LUCA process has been improved as shown in the chart above. The proportion for the LUCA completion time of ">24 weeks" is reduced per February 2022.

UPDATE RaCP Submission: Asana Database

TOTAL NUMBER OF RACP SUBMISSION ENTRIES (FEB 2022) :
357 (Disclosure, CN, RP, RCP)

Completed 110 tasks (31%)

357

Incomplete 247 tasks (69%)

- Completed
- Incomplete

RCP 30 tasks (8%)

DR 85 tasks (24%)

DI 77 tasks (22%)

357

RP 80 tasks (22%)

CN 85 tasks (24%)

- Disclosure Review
- Concept Note
- Remediation Plan
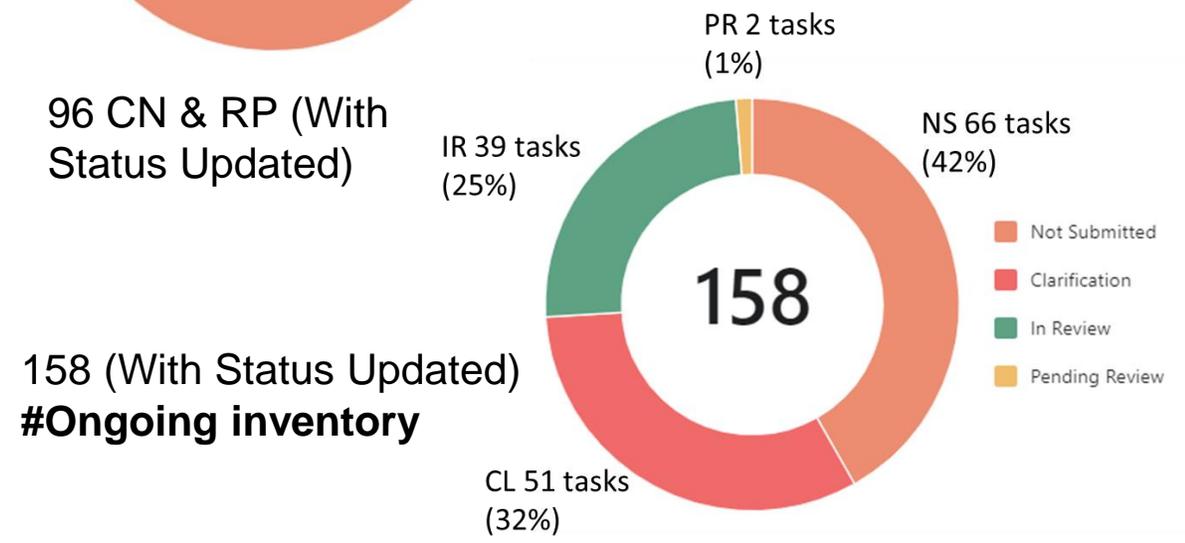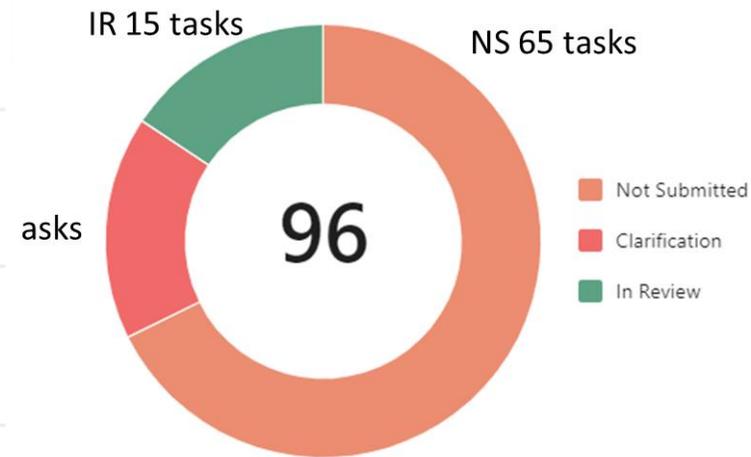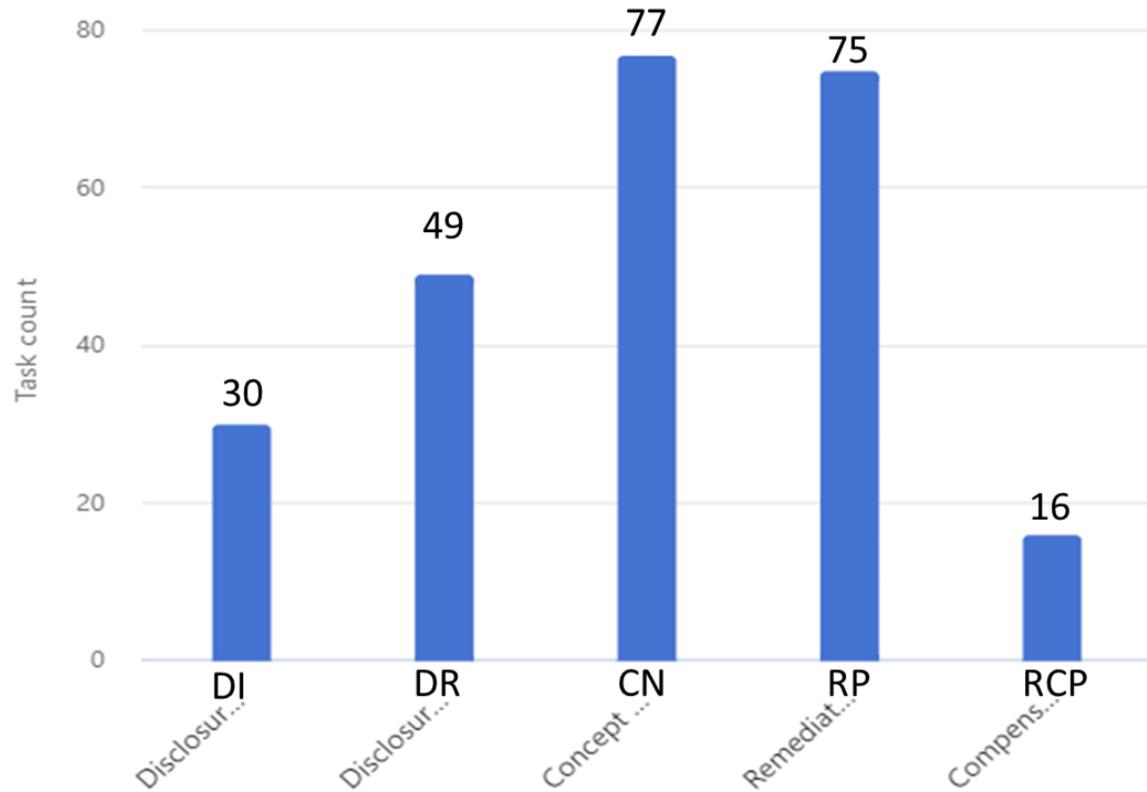- Disclosure ISH
- Compensation Plan

Asana is a web and mobile work management platform/software designed to help teams organise, track, and manage work.

Asana was adopted by the RACP Team in **AUGUST 2021** for Inventory, **Management and Monitoring of RaCP Submissions**

ONGOING SUBMISSIONs/INCOMPLETE ENTRIES BY SECTIONS : TOTAL 247
(Disclosure, CN, RP, RaCPlan)

Bar chart — Task count by section:
- DI (Disclosur...): 30
- DR (Disclosur...): 49
- CN (Concept ...): 77
- RP (Remediat...): 75
- RCP (Compens...): 16

Donut chart (96 CN & RP):
- IR 15 tasks
- NS 65 tasks
- asks (Clarification)
- Legend: Not Submitted, Clarification, In Review

357

Incomplete 247 tasks (69%)

96 CN & RP (With Status Updated)

Donut chart (158):
- PR 2 tasks (1%)
- IR 39 tasks (25%)
- NS 66 tasks (42%)
- CL 51 tasks (32%)
- Legend: Not Submitted, Clarification, In Review, Pending Review

158 (With Status Updated)
#Ongoing inventory

Way Forward Evolving RaCP

1. Addressing challenges, legacy cases and daily operations.
2. Increase Capacities, Compensation Team development. Mainstream RaCP share responsibility.
3. RaCP SOP Update.
4. RaCP Tracker System Upgrade.
5. Improve Submission of Disclosure, CN, RP, Compensation Plan (Systematic)
6. Improve database (Friendly User)- 1stop RaCP Center
7. ……..
8. ……..

THANK YOU

Digitisation, Digitilisation and RSPO Certification

CERTIFIED SUSTAINABLE PALM OIL™

RSPO

What is Digitisation and Digitalisation

Digitisation
"Digitisation essentially refers to taking analogue information and encoding it into zeroes and ones so that computers can store, process, and transmit such information. In the enterprise context, digitisation is important both for dealing with analogue information that can be read by the eyes but cannot be read by a computer" - Forbes

Digitalisation
"Digitalisation is the use of digital technologies to change a business model and provide new revenue and value-producing opportunities. It is the process of moving to a digital business. Digitalisation increases process efficiency and improves data transparency, enabling more productive work to be done in a lesser amount of time" – Gartner

Why is Digitisation and Digitalisation important in the RSPO context
As the RSPO continues to evolve and respond to the sustainability demands for improved transparency, increased strategic use of data and demonstrating impacts, it is important to evolve our data systems in tandem to meet those needs. Certification is at the heart of the RSPO and is the single most important data source for validating and proving the RSPO's goals and ambitions. Digitisation and digitalisation are key components of this.

Participant Poll 1

Do you agree that digitisation and digitalisation important in the RSPO context? Please vote now

Go to www.menti.com and use the code 8708 0782

# Option A: Standardised Audit Report Structure

Possible structure:

- RSPO Secretariat will provide a standardised audit report structure to be implemented by all CBs across all regions

- Enables data to be digitised through machine reading and consolidated into a single database

- Reporting systems will continue to be owned and operated by the various CBs

- Can be implemented within a shorter time frame ~ 1 year , depending on consultations and approvals

- Current certification integration with PalmTrace will be unchanged

- Imagine NPP 2021 Template but can be done online

File Ref. : EP09760004

RSPO PUBLIC SUMMARY REPORT

CLIENT : Wilmar International Limited – Sri Kamusan Certification Unit

PARENT COMPANY : Wilmar International Limited

RSPO MEMBERSHIP No.: 2-0017-05-000-00

LOCATION OF THE CERTIFICATION UNIT (MILL AND THE SUPPLY BASE):
(In the case of multisite certification, list additional sites in attachments) :

Certification Unit	Mill and Supply Base	GPS Location		Location
		Latitude	Longitude	
Sri Kamusan Certification Unit (CU)	Sri Kamusan POM	N6°12'14"	E117°17'27"	KM 238 off Jalan Nangoh Pitas, Labuk Sugut, Sandakan, Sabah, Malaysia
	Sri Kamusan Estate	N6°12'31"	E117°19'17"	
	Hibumas 1 Estate	N6°13'12"	E117°32'53"	
	Hibumas 2 Estate	N6°16'16"	E117°28'23"	
	Jebawang Estate	N6°18'48"	E117°24'28"	
	Sekar Imej Estate	N6°15'52"	E117°16'54"	
	Sapi Sugut Estate	N6°14'34"	E117°17'09"	

MAP : See Attachment 1

AUDIT DATE : 3 - 7 May 2021   DURATION : 20 auditor days

TYPE OF AUDIT : ☐ Annual Surveillance Audit No.   ■ Recertification Audit

STANDARD : MYNI 2019 FOR RSPO PRINCIPLE & CRITERIA 2018

SCOPE OF CERTIFICATION: Production of Sustainable Crude Palm Oil and Palm Kernel Using the Mass Balance Supply Chain Model

VALIDITY OF RSPO CERTIFICATE : 13 May 2016 - 12 May 2021
(extended to 12/10/2021; provided under the provision in addressing the Covid-19 pandemic condition)

Option B: Integrated Digital Platform

Possible structure:

- RSPO Secretariat develop and administer an integrated Assurance Aggregator digital platform, digitising all aspects of certification and pre-certification activities
- CBs will be required to use this platform to access certification data and historicals and to generate audit reports
- Platform to be linked with PalmTrace to pass certification status over, CBs will have none or minimal use of PalmTrace
- Long implementation ~3 years, depending on consultations, approvals and budget
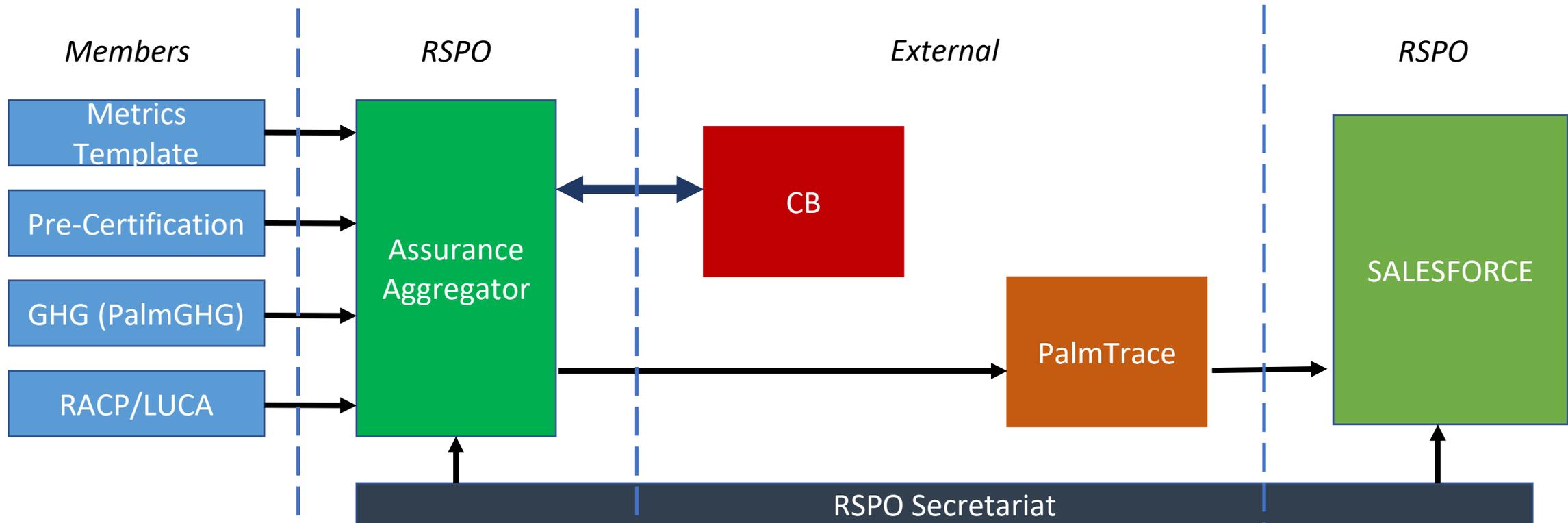
Participant Poll 2

Which option for digitisation or digitalisation do the participants prefer? Option A or Option B? Please vote now

Go to www.menti.com and use the code 8708 0782

Thank you

Afternoon Break

RSPO PalmTrace
Mills for CBs

Laura González
Concept Owner Palm
Rainforest Alliance

Jorge Martínez
Customer success officer
Rainforest Alliance

15 March 2022

AGENDA

- Palmtrace Introduction
- Mills in PalmTrace
  - PalmTrace practice-Physical activities
- Book and Claim (Business rules)
- How to sell RSPO Credits
- Set-up, payment and prices
  - PalmTrace practice-Book and Claim
- Q&A

WHAT IS RSPO PALMTRACE?

PalmTrace is the online RSPO's traceability system for certified oil palm products:

- Database for certified members

- Traceability system for the registration of certified volume through the Supply chain

- Registration of transactions performed according to the 4 models of RSPO Supply chain:
  - IP
  - SG
  - MB
  - Book and Claim

- It helps with the collection of RSPO administrative fees on registered volumes

- Transparency and credibility: PalmTrace is connected with the RSPO website to publish the most accurate and recently information.

WHAT DOES RSPO DO IN PALMTRACE?

- Review license requests from certification bodies

- Publish certified members on the website with their certificates

- Review time and volume extensions

- Review requests for CB transfers

- Publish data on website:
  - certified volume/area
  - uptake (first sales/certified volume)
  - Book and Claim

WHAT DOES RA DO WITH PALMTRACE?

- Develops and maintains the system, including implementing changes

- Member registrations

- Invoice RSPO administration fee

- Push marketplace information on RSPO Credits to www.rspo.org/PalmTrace

- Monthly reporting to RSPO

- Webinars and trainings

- Helpdesk (chat box and palmoil.support@utz.org)

WHAT DO CBS DO IN PALMTRACE?

- Request a license after the audit

- Request for time and volume extensions

- Annual renewal of licenses

- Suspend a license, if necessary

- Member transfer from another CB

- Audit the volume reporting of members

AREAS IN PALMTRACE

CB Area

- Upload audit report
- Request license for member
- Indicate certified volume for ISH, Outgrowers and Mills
- Define rights (processing & supply chain models) for members according to the certificate

RSPO Area

- Approve / deny license requests

Member Area

- Receive license to use the traceability system
- Record trading & processing transactions

PLATFORM TO TRACE CERTIFIED VOLUMES

- All certified units need an account in PalmTrace and get licensed by the CB

- Members between mill and refinery are required to register physical sales and processing activities (IP, SG, MB)

- Traders and distributors can get a license directly from PalmTrace

- Independent smallholders, mills and crushers can sell RSPO Credits (Book and Claim)

- Manufacturers and retailers can buy RSPO Credits (Book and Claim)
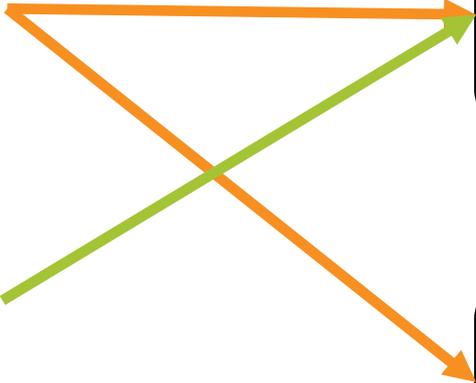
MILLS

- They produce CSPO and CSPK

- The CB will give the mil a Certified volume of CSPO, CSPK and FFB.

- The mill can buy extra volume of FFB from ISH or Outgrowers by confirming an FFB Announcement.

- Mills will convert FFB into CSPO and CSPK using the mill extraction rate which will be verified by the CB.

CSPO

CSPK

Sell Certified volume through a Shipping Announcement

Assign volumen to RSPO credits and sell them in Book and Claim

PHYSICAL ACTIVITIES IN RSPO PALMTRACE

MILLS

- Confirm FFB Announcement
- Convert FFB to CSPO/CSPK
- Remove Volume FFB/CSPO y CSPK
- Shipping Announcement
- Allocate volume to RSPO Credits
- Sell RSPO Credits

ACCESS TO PALMTRACE

- **Login details:** received after the registration in PalmTrace.

- Internet connection.

- Online platform, no software needed.

- Access to traceability system: only with a license*

  *Requested by the Certification Body (CB) after an audit completed successfully

SOME PRACTICE…

- **General information:**

    -License tab

    -Transactions (Inbox/Finalized transactions)

    -Add users…

- **Practical example:**

Confirm
100 MT FFB

Convert
FFB to CSPO/CSPK
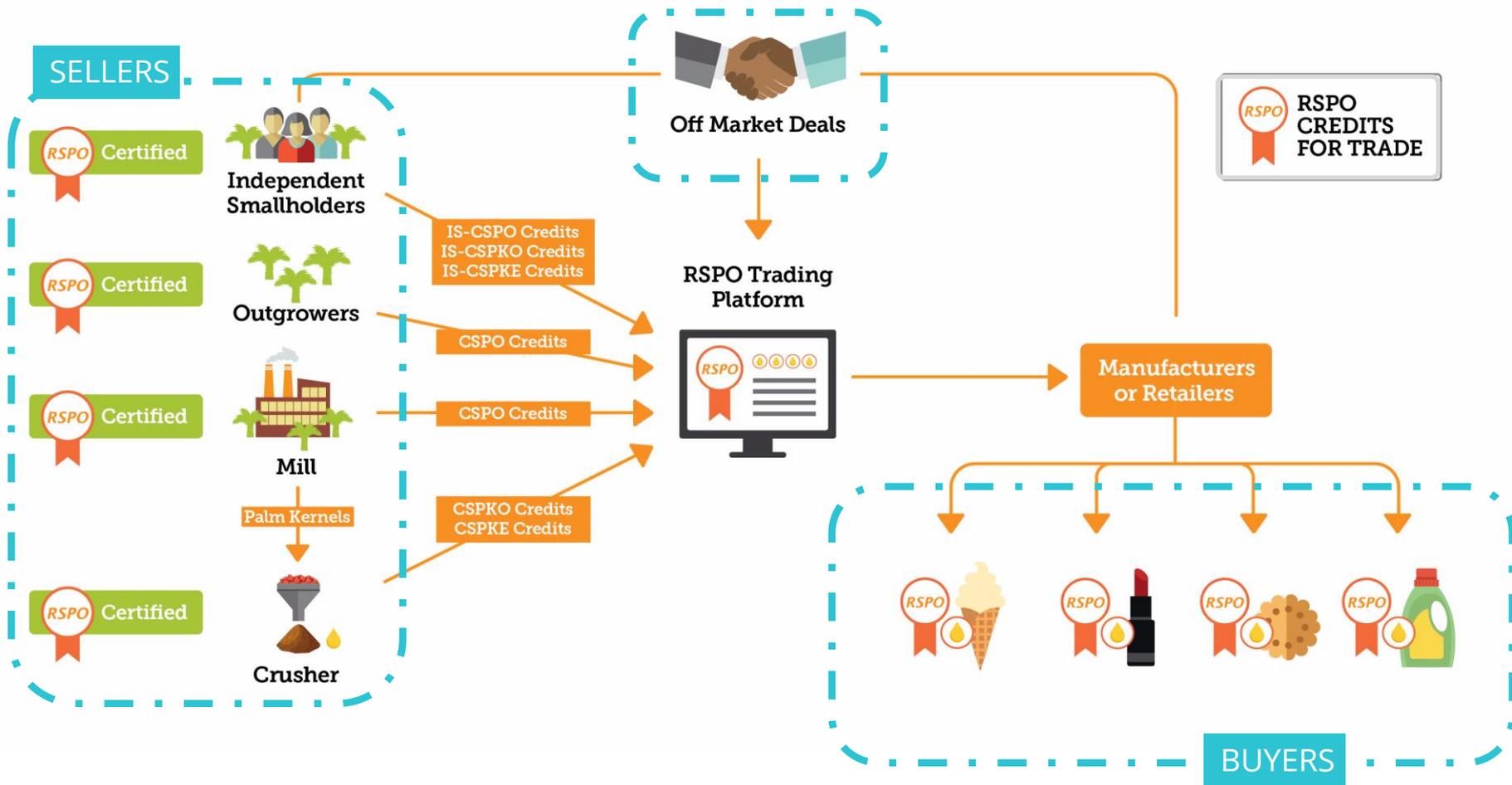
Remove FFB
volume

Make shipping
announcement

BOOK AND CLAIM
Business rules

BOOK AND CLAIM

BUSINESS RULES FOR BOOK AND CLAIM

- Mills can sell RSPO Credits only with a valid license

- Validity of the credits:
  - Mills: license validity

- Credit buyers must be RSPO members and cannot re-sell the credits

- We send to the credit buyer an invoice with a payment term of 14 days
  - On Market Trades
  - Off Market Deals

HOW TO SELL RSPO CREDITS

- When mills sell RSPO Credits, they can sell their physical product only as non-certified
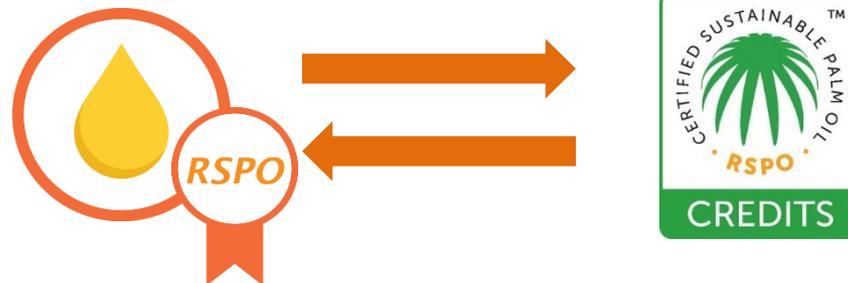
either or

- 1 RSPO Credit = 1 MT of CSPO/CSPKO/CSPKE

ALLOCATION

- Physical volume needs to be allocated in the Member Area

- Only allocated RSPO Credits can be traded on the Book and Claim marketplace (on and off market)

- Before mills have a match with a buyer, they can allocate the credits back to physical volume

ON MARKET TRADE

- Place an offer on the marketplace anonymously

- Indicate the price per credit (in USD)

- Advantage: Sellers do not need to know a company that wants to buy from them because they are matched with a buyer automatically

- Mills will know the identity of the buyer when they have the match

OFF MARKET DEAL

- If mills know a company that wants to buy RSPO Credits from them, they can make an Off Market Deal

- Report the Off Market Deal in RSPO PalmTrace

- Buyers needs to confirm the off market deal

SET-UP,
PAYMENT &
PRICES

1. Be a member of the RSPO

2. Be certified and have a licensed account in RSPO PalmTrace

3. Fill in the [set-up form for sellers](#)

4. Provide a letter of their bank confirming the bank account number

5. Send the set-up form & the bank letter to palmoil.support@utz.org.

SOME PRACTICE...

QUESTIONS?

THANK YOU FOR ATTENDING!

CONTACT US

PALMOIL.SUPPOT@UTZ.ORG

End of Day 2

Thank You