

Minutes of the 2nd Labour Task Force Meeting

14th September 2017

Capri by Fraser Hotel Residences Meeting + Webinar Call

Attendance: Name	Organisation	Status
Secretariat: 1. Kamini Visvanathan (KV) 2. Amir Shamsolnizam		
Members: 3. Ida Suryati Ab Rahim 4. Rachel Cowburn-Walden (RC) 5. Sandhi Renata (SR) 6. Daryll Delgado (DD) 7. Chris Wangkay (CW) 8. Alexandra Experton (AE) 9. Loo Siew Wai 10. Widya 11. Vivi Anitha 12. Perpetua George (PG) 13. Sharyn Sufian (SS) 14. Wang Yueyue (WY) 15. Girish Despande		
	RSPO Secretariat RSPO Secretariat	
	FGV Unilever OPPUK	Webinar Webinar
	Verite Oxfam Indonesia Cargill Wilmar Musim Mas Musim Mas Wilmar Wild Asia MARS P&G	

No.	Description	Main Discussion Points	Action Items	Progress Updates
14 th September 2017				
1.	Discussion before starting meeting	<ul style="list-style-type: none"> - 13 out of 16 members attended the meeting, including two via webinar - The meeting was initiated by recapping and verifying the call on 21st July 2017. - KV presented a slideshow to brief about the agenda for the meeting and update from her discussions with the ILO in relation to the P&C Review's Task Force's decision to hire a consultant to advise on a 	KV to send email regarding ILO's Stakeholder Consultation	

		<p>Decent Living Wage Definition and Methodology to be implemented for the palm industry.</p> <ul style="list-style-type: none"> - For Prep Cluster 1 Theme, KV informed that she had picked this topic and kept it as wide as possible as it would allow for us to play around on how to streamline the discussion for the prep cluster. KV suggested that we keep within the theme but then we could specify the discussion a little bit more. - suggested to maintain the current theme of Exploitation Free Workforce - DD suggested a different phrasing of the theme, to reflect a more positive outlook. Suggested “promoting decent work, or fair employment” as possible alternatives. - KV conveyed ILO’s interest in collaborating with RSPO members for the implementation of pilot projects - Everyone present introduced themselves 	Session when the same is forwarded to her	
2.	Discussion on rules surrounding participation in the Task Force	<ul style="list-style-type: none"> - DD expressed concern about the number of representatives from an organisation that might tip decision making process - PG suggested that more people would make discussions more convenient in terms of break out groups and also make it smooth for an organisation to arrange their presence in meetings (and to update the department regarding insights) - Suggestions were made to: <ol style="list-style-type: none"> 1) Let the number of representatives to be decided by the organisation itself (up to 3 people per meeting) 2) Assign each organisation to one sub-group 3) Continue to make decisions in the voluntary absence of task force member(s) in a formal meeting 4) Eject member(s) who have been absent without valid justification for three (3) consecutive meetings (organisation-basis) 		
3.	RT-15 Discussion	<ul style="list-style-type: none"> - Discussion started with insights from previous Prep Cluster event and objective of the upcoming Prep Cluster 		

		<ul style="list-style-type: none"> - DD suggested a topic regarding labour organization and related capacity and interest of employers in that sense, and to invite the appropriate organisation to talk about it; while AE expressed the lack of enforcement insights despite the elaborate labour regulations in Indonesia - There was also interests to include smallholders as well as to touch about smallholders - PG suggested to consider Sabah as a case study regarding the Indonesian Consulate handling of foreign labour, which also includes a topic about children and active inter-governmental involvement - PG suggested for labour unions to showcase (booth-style) during RT-15, equipped with translators - It is suggested to shortlist relevant organisations as speakers for the Prep Cluster event, and to check their availability and their topic of interest: <ul style="list-style-type: none"> ● Indonesian Consulate Kota Kinabalu ● Humana ● Wild Asia ● SEPA ● Migrant Care ● Wilmar ● Indonesian worker union (OPPUK) ● IOI (no-fees policy) ● Malaysian Labour Department (Jabatan Tenaga Kerja) ● ILO Malaysia/Indonesia) <p>Two (2) topic themes (sessions) were finalised: Style: Talk show Moderator(s): DD, MA, Eliza (Verité) Additional note:</p> <ul style="list-style-type: none"> ● Live translation (to English) 	<p>KV will check on the availability and suitability of the (union booths) activity</p> <p>KV to send an email to confirm discussion and start approaching the tentative speakers</p>	<p>KV already sent out an email on this. We will have to take the booth for the entire duration and man it. Capacity to man the booth will be a problem. The suggestion is that the Indonesian NGOS take the booth and we just use it for half a day.</p> <p>However, as of now, only 2 booths lect (3.10.2017). If wanted CW, please confirm if NGOs will be interested to take this up</p>
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		<ul style="list-style-type: none"> ● Audience questions ● Intro per session (8 minutes) – done by moderator <p>1) Road to Improved Practices (shorter) Preferred speakers:</p> <ul style="list-style-type: none"> ▪ Serbundo (Video Presentation – 5 minutes) ▪ Wilmar/Oxfam (Reference Panel – only for Q&A) <p>Topic: Wilmar’s experience in North Sumatra and how to maintain best practices</p> <p>2) Sabah: A Case Study on Migrant Workers (longer) Preferred speakers:</p> <ul style="list-style-type: none"> ▪ Indonesian Consulate Kota Kinabalu ▪ Humana ▪ Wild Asia ▪ SEPA ▪ Migrant Care <p>Topics:</p> <ol style="list-style-type: none"> 1. Government engagement and response 2. Challenges and solutions on the ground (e.g. Humana) 3. Grievance procedure for migrant workers 4. Labour in smallholders <p>Lead: Alex (Cargill)</p>	<p>AE to prepare template for communication?</p>	<p>COmmunication template done. Ivites to be sent out by 6.10.2017</p>
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4.	Learning Agenda Discussion	<p>- DD initiated the discussion by highlighting the concept note, which is to create programs for stakeholder groups to address gaps and weaknesses in their system rather than compliance to labour standards by coming up with capacity building activities. Key deliverables would be a curriculum that addresses the gaps mentioned via feasible implementation and suitable training service providers</p> <p>Potential stakeholder groups are:</p> <ul style="list-style-type: none"> ● Certification Bodies ● Growers ● Workers/Unions ● Local Organizations/Support Groups <p>- Objective of the training program is similar to TOR</p> <p>- PG, AE suggested for the curriculum to have a specific, labour-related focus instead of the social auditing theme in response to existing initiatives mentioned by DD and KV, and to avoid redundancy with the HRWG</p> <p>- DD highlighted the need to set criteria for participants according to the training workshop, to avoid irrelevance and to encourage those participant group that would receive the most benefit from the training</p> <p>- DD suggested to do a rapid training needs assessment among the target participant to find out the necessary training topics for consideration. RC highlighted the needs to convey/implement the trainings in an effective way</p>	DD to send the template and agenda theme	Template and agenda theme has already been shared by DD

		<ul style="list-style-type: none"> - Training needs survey for CBs has been done (Verite), but none for workers group or unions yet (and other groups). - For unions, PG stressed that instead of training about labour-related issues, they need the enhancement on skills that will enable them to better support their needs and goals e.g. negotiation with different parties (capacity building and to help them mature). RC warned against setting up a directed path for unions (i.e. telling them what to do). PG reiterated by saying that the trainings should be tailored differently to acknowledge the different needs between different groups. DD added that local organizations do not necessarily want to be involved in a task force but they would like to collaborate instead, and to be trained on how to engage the private sector as well as structuring an effective campaign. - PG suggested for the TF to make it clear that they will not provide the training but instead the funding, approach and the capacity. Hence, mapping of training organizations is needed. - WY suggested for flexibility and phases as a part of the training structuring. - CW presented the Training of Trainer (ToT) on RSPO's Principle and Criteria Module for Workers in Palm Oil to brief TF members on the process behind a training program. SR explained the motivation behind the program, which are to enable workers/labourers to also know more about RSPO and its P&C, as well as to introduce the mechanism necessary for the workers to lodge any complaints on the ground. - RC pointed out that plantation manager should also be included as to manage expectations and responsibilities on the management level. PG mentioned that however the management level would not have the necessary interest and this is about empowering workers/labours - As for monitoring of ToT, PG suggested that for a certain trainee to be qualified to become a trainer, he/she has to show a certain amount of "license" (certificate?) or prove of training undertaking. PG also 	<p>KV to send out a form for members to suggest training organisations (mapping of trainers)</p>	
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		<p>highlighting the difference between perception among labourers in different regions towards participating in a union, hence Indonesia might be a “pilot” for union-related training and will be adapted to other regions where suitable (or part of the training thereof).</p> <ul style="list-style-type: none"> - SR highlighted that there is no effort on such monitoring yet as the current focus is to enhance and spread awareness and understanding of RSPO (also due to limitations). - WY proposed that the program to also motivate the trainees to become a competent trainer as to drive the initiative to be self-sustainable. She suggested that a scoring system would encourage trainers to be competitive and proactive and to also put a reward mechanism in place. SR informed that companies might not necessarily pay for competent trainers, and that this program is to enable workers who are potentially marginalised to be able to stand up for themselves. KV suggested for the potential trainers to be required to host a certain number of trainings. - CW and SR to develop the KPIs which will be endorsed by the end of September - It is decided to bring the ToT into the responsibility of the Labour Task Force (taking advantage of existing platforms) - DD pointed out that ASI would like to collaborate with RSPO on training, however as they are an independent organisation having their own budget and to avoid redundancy, the LTF will not pursue this. SH also suggested to list down training topics and categorize them in terms of the capabilities of the LTF. - KV suggested for the LTF to start with the topics received by DD during the CB workshop and during the ASI training. - Timeline for the learning agenda development <table border="1" data-bbox="607 1318 1440 1378"> <thead> <tr> <th data-bbox="607 1318 1021 1378">Date</th> <th data-bbox="1021 1318 1440 1378">Event</th> </tr> </thead> <tbody> <tr> <td data-bbox="607 1378 1021 1378"></td> <td data-bbox="1021 1378 1440 1378"></td> </tr> </tbody> </table>	Date	Event				
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		<p>October 2017</p> <p>October 2017</p> <p>RT-15 (November 2017)</p> <p>December 2017</p> <p>2018</p>	<p>ToT Indonesia</p> <p>Lead Auditor Course Review with LAC training providers regarding inclusion of social auditing</p> <p>Prep Cluster 1</p> <p>CB Workshop</p> <p>Social Auditing Skills</p> <ul style="list-style-type: none"> - Ethics and Etiquette in Auditing - Module creation (providers) - this would be in lead auditor courses 		
		<ul style="list-style-type: none"> - RC asked about the budget for the ToT. The budget allocation is between MYR 100,000 to MYR 300,000. <p>Online Course</p> <ul style="list-style-type: none"> - Introduction to RSPO Sustainability College - Mapping of existing related online courses (available online) - RC asked about the KPI surrounding online courses. DD informed that Verité has their own measures for online courses, meanwhile SS mentioned about Wild Asia's online (Wild Asia Academy) courses which emphasized on introduction as a preparation for subsequent physical courses. KV mentioned that those who are interested to access the courses offered in RSPO Sustainability College would have to register (on the site), which can be used to track the progress of registrant. 			

		<ul style="list-style-type: none"> - SS justified the implementation of online courses as a mean to introduce a topic, or to implement courses that does not require hands-on experience. - The production of online courses will be outsourced to relevant training providers after the necessary and suitable topics have been recognized. <p>Engagement (ToT Malaysia)</p> <ul style="list-style-type: none"> - The discussion revolved around the mechanism of reaching out to the target audience, as there is concern where the target audiences in an area are not represented by any unions (or legit unions – yellow unions). KV mentioned about the outreach efforts done by TENAGANITA, but DD informed that they only do that if they sign an MOU with the relevant company. - KV suggested to speak to NUPW and have their state’s labour representative to come to ToT training. - RC pointed out that we can use jurisdictional approach as a means to approach to reach the audience (by specifying target area and therefore plantations). DD voiced concern regarding the involvement of migrant workers, who are marginalised and not always provided access to training; and where government might not have the interest. - Ida briefed about the initiatives carried out by FGV, which includes human rights training (training providers went through a bidding process). In terms of local experience and relating it back to ILO and UN, FGV is working with SUHAKAM (a pilot) to do an awareness training for estate managers and plantation people. From there they will upgrade their courses according to needs. - KV suggested to contact both the companies (RSPO members) and their workers’ union, and to send their representative (union) to the training. 	<p>KV to speak to NUPW on this.</p>	
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		<ul style="list-style-type: none"> - RC questioned on why the training cannot be done where the workers are. Ida briefed about FGV's implementation, where estate managers will carry out the course within their plantations after they have been certified. <u>DD suggested that maybe the companies should be the entry point</u>, building on their initiatives. - It is suggested to propose to the companies to do their own training programs using examples from other companies (that have been doing the trainings), but at the same time provide incentive/encouragement to them in terms of tools and trainers. - Ida warned about the burden that the companies might face when undertaking such initiatives, as it is very extensive and intensive. KPI of the training will depend on what the scope of the training is, for example RSPO awareness training would have the KPI of creating awareness about what RSPO is all about. - RC asked about whether we should engage with UNICEF on their training with estate managers. KV said that she has not but will be engaging with them in terms of how LTF can support that program, and subsequently make use of the findings from their baseline study on women and children. <p>Project Leaders:</p> <ol style="list-style-type: none"> 1. ToT Malaysia: Girish and Ida (FGV) 2. ToT Indonesia: Chris and Sandhi (OPPUK)/Verite 3. CB Skills Building: Sharyn (Wild Asia) 4. Online Programs: Secretariat 		
5.	Discussion paper determination, outlining the work for sub-	<ul style="list-style-type: none"> - DD started with highlighting the one of the objectives (within the TOR) of the LTF which is to produce a guidance document for the reference of the P&C review process, which has been done but is not deemed comprehensive. She also noted that LTF should come up with documents beyond the P&C review, not necessarily academic, 		

	group and discussion on proposed workplan	<p>relating to labour issues, e.g. fees. The documents are a part of LTF pro-active engagement, and should be practical and seen as a tool to inform and help disseminate best practices.</p> <ul style="list-style-type: none"> - AE and RC voiced their concern regarding whether this initiative is redundant since similar initiatives has been done by numerous other parties while WY mentioned that the information should already be available/accessible to companies/interested groups. PG refuted saying that although there are documents out there explaining the concepts, but many lack the persuasive and informative reasons on why these practices should be implemented. She also gave an example of the lack of documents explaining/justifying the difference on gender-specific issues like chemical application procedures. It will depend on the target audience of the document, whether it is the public (general) or companies (specific). - AE pointed that work outside the scope of RSPO should be complementary (focusing on priorities). PG replied by saying we should look at the opportunity aspect of it, where the LTF can fill the gap on women-related issues, where it is less appreciated, instead of focusing on practicality issues such as fees. - RC and CR pointed out the works on women workers in the palm oil industries that has been done by Oxfam/CIFOR. PG explained that the effort should focus on drawing justifications from those findings (and to simplify in the form digestible) to emphasize on the need for the industry to appreciate/understand why it is important for these issues to be taken care of. DD says that our document should suggest ways/mechanisms for the industry to implement the best practices based on those findings. - PG also highlighted the need for the estate managers to understand the significance of taking care of women’s wellbeing (e.g. importance of women’s committee) and on how to deal with implementations. SS added that this can be used to also address common misconceptions. - WY suggested the lack of effective communication or engagement from the findings of other reports. Hence the presentation of the 		
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		<p>discussion paper should also consider to be in multimedia forms (more palatable form e.g. video) and the need to get experts (consultants) to work on the format.</p> <ul style="list-style-type: none"> - SR suggested for the LTF to work with PAN-AP <p>Summary: Lead: Wang Yueyue (MARS) Topic: Gender Basics:</p> <ul style="list-style-type: none"> ● Why do we have to consider gender ● Fact sheet ● Why is this critical ● Convert studies into an implementation guide and justification ● Avoid being too academic ● Content obtained from Oxfam/Unicef/Tenaganita/PAN-AP ● Video format 		
6.	AOB	<ul style="list-style-type: none"> - PG asked about the status of the task force. KV, AE and DD explained about the specific undertaking of a task force and the length of the task force where it will be discussed for every two years with possibly a change of leadership (membership). - KV mentioned the date of the next task force meeting (November 2017) - KV reiterated the online forms that would need to be created: <ol style="list-style-type: none"> 1. Mapping of trainers 2. list of training needs for all relevant stakeholders - RC suggested to map existing training initiatives carried out by companies (like Felda does). DD said it might take some time, but it is something to pursue as it will be informative, and that we should point someone to undertake it (using the similar template as mapping of trainers). KV nominated RC to see whether this initiative will require external resources. - Discussion paper is not a priority hence no timeline set for it yet 	RC to look into the requirements of mapping the training initiatives of companies	

		<ul style="list-style-type: none"> - In terms of the speakers for the Prep Cluster 1, when asked who would represent Wilmar, PG suggested that if the session only include Wilmar during the Q&A session, it would make more sense for them to have their head of plantations for Indonesia. - She is willing to moderate but fears that it may look unbalanced.. Otherwise DD and Mel are nominated to moderate the panel unless Mel disagrees. - DD suggested for the RSPO to communicate that it is doing something relating to labour, and communicate the initiatives that it is rolling out/working on to the public. KV mentioned that the Outreach and Engagement team has already requested that, however due to the TLF deemed to be still relatively early on its inception it has not been carried out until the LTF has had a solid working plan to be communicated. Nevertheless, the establishment and membership of the LTF has been publicly communicated. - CW asked if RSPO can provide subsidy for unions and NGOs to participate the RT-15. KV replied by saying that the RSPO can provide financial assistance but the organization/party must request it directly to RSPO via one-to-one basis (individually), subjected to suitability and appropriateness (as per need). As for RT-15 speakers, the fee would normally be waived. - RC suggested for a survey (about training needs) to be done during the Prep Cluster (Booth) to gain insights regarding the needs and inputs from the unions or attendees, whether to get runners to run around (PG) or to be handed to the attendees at the door before the session starts. KV hinted that the survey may done via the RSPO app, and then announced to the attendees. DD suggested for materials providing information on LTF and its progress as well. - SS was wondering if there's a need for research of labour practice in Malaysia like they are doing in Indonesia (by Profundo). KV answered by indicating that the plan is to carry forward the effort/findings from 	<p>KV to share the data/findings from the Profundo study as soon as it is done</p>	
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		<p>the pilot in Indonesia to Malaysia, and afterwards discuss its implementation in Latin America and Africa. For the question on whether the smallholder study should be done for smallholders, KV answered that it would be a challenge in terms of their permission and size of undertaking.</p> <ul style="list-style-type: none"> - Next meeting will be held on 27 November 2017, during HRWG meeting - Dates: <ol style="list-style-type: none"> 1. Mapping of trainers: 27 September 2017 2. Survey on needs (template): 20 September 2017; 4 October 2017 (Finalize) 3. Topics of priority for online training: 27 September 		
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