



## Minutes of 3<sup>rd</sup> meeting of the SCCS review Taskforce (TF), 20 June 2019 9:30 - 12:00h CET

### Agenda

1. Introductions
2. Presentation regarding Shared Responsibility Task Force progress
3. Review of minutes of second SCCS TF meeting (May 2019)
4. Review of second draft of the revised SCCS
5. AOB
6. Close

### Attendance

Name	Company	Category	Present
Diana Foong	AOMG	P&T	X
Daphne Hameeteman	Wilmar Europe Holdings B.V.	P&T	
Christian Gradert	ICOF Europe GmbH	P&T	X
Rina Latar	IOI Global Services Sdn Bhd	P&T	
Nepomuk Wahl	Olenex Holdings B.V.	P&T	X
Sherry Anne Lim	Wilmar Europe Holdings B.V.	P&T	
Laura de Gruijter	Bunge Loders Croklaan	P&T	X
Eddy Esselink	MVO	P&T	X
Chong Chiok Yen	Musim Mas Holdings Pte. Ltd.	P&T	X
Aprilianto Hari Nugroho	Golden Agri-Resources	Grower	
Premalatha Mogan	Pacific Inter-Link Sdn. Bhd.	P&T	X
Tobias Zobel	BASF	P&T	
Jutta Stute	BASF	P&T	
Robin Hoyanto	Golden Agri	Grower	
Salman Balouch	UTZ/RA	SDO	X
Paula den Hartog	UTZ/RA	SDO	X
Kendra Bishop	SCS	CB	X
Suly Ximena Tauta Escobar	Control Union	CB	Apology
Sjoerd Gudden	Control Union	CB	X
Renee Mellican	Tree House Foods	CGM	X
Mohan Balmoori	Tree House Foods	CGM	X
Mark Wong	Sime Darby	Grower	X
Lee Swee Yin	Sime Darby	Grower	X
Foo Siew Theng	Wilmar Trading Pte. Ltd.	P&T	X
Debora van Boven-Flier	Nepcon	CB	X
Aryo Gustomo	PT SGS Indonesia	CB	X
Inke van der Sluijs	RSPO Secretariat (IS)		
Aminah Ang	RSPO Secretariat (AA)		X
Ruzita Abd Gani	RSPO secretariat (RG)		X
Wan Nur Aimy Nadiah	RSPO secretariat (AN)		X
Lilian Garcia Lledo	RSPO secretariat (LL)		X
Dan Strechay	RSPO Secretariat (DS)		
Murray Feddersen	Facilitator		X
Bilge Daldeniz	Proforest (BD) Part meeting only		X



## **1. Introductions facilitator and new TF members**

The meeting commenced at 09:30CET with a welcome to all present.

The agenda for the meeting was reviewed and Bilge Daldeniz, Facilitator for the Shared Responsibility Task Force, was introduced.

## **2. Shared Responsibility Task Force Presentation**

Bilge took the SCCS Task Force through a presentation that outlined the activities and outputs of the Shared Responsibility Task Force (SRTF). The presentation was detailed and raised a number of issues that were addressed in the subsequent discussion. Bilge also updated the meeting that the SRTF recommendations document is currently undergoing a 1 month public consultations from 12 June 2019. It is the intention to include the document as Annex in the SCC standard.

The status of the SRTF is that it will soon proceed to public consultations o it is a little bit further advances than the SCC document.

Key points raised in the discussion included:

- How closely should the SR requirements be integrated in to the SCCS or should they even just be addressed in the Annual Communication of Progress (ACOP).
- It may be desirable to reference the SCCS in the SR document
- If compliance is to be audited, the ACOP will not be appropriate as it is not currently subject to audit.
- If the SR requirements are to be audited, it will be a significant step as different auditor knowledge and skills will be required to those currently available.
- There may be synergies among the SR requirements and different certification standards which are already hold by the P&T and CGMs, so a benchmark could be beneficial to identify this.

It was suggested that a small group be established to look further into integration. Secretariat to follow-up.

In closing Bilge's presentation, it was noted that there were many points to discuss. Bilge suggested that the best method to achieve that will be through contributions to the public consultation process and encouraged participation in that. Bilge requested to include the following question in the public consultation of the SCC Standard: "What are your thoughts on using the SCC to assure the Shared Responsibility requirements for Processors & Traders and CGMs, i.e. using the SCC audit to verify implementation of the Shared Responsibility requirements?"

## **3. Minutes of 2nd TF meeting**

The Chair reviewed the minutes of the previous meeting which had been held on [23 May 2019](#). Foo Siew Theng did attend the meeting although not listed as an attendee. The minutes held by the Secretariat will be updated to reflect this. There were no substantive comments.

The minutes were accepted.



#### 4. Summary of actions

Note: Actions listed at previous meetings that have been resolved are not listed here.

- a) Action: Send the ToRs to TF members. (Secretariat) – Completed.
- b) Action: TF members to decide 2 nominated per stakeholder category for the voting process – Murray to contact organisations in stakeholder categories with more than two participants and request proposals.
- c) Action: Send the CoC to be signed by the TF members – Many have been received, Murray to follow up those who have not yet responded.
- d) Action: to make clear in the scope of the SCC document the target group for the Annex 6 “RSPO Rules for Oleochemicals and its Derivatives”. An edited version of this document is now included in the SCCS draft as Annex 6.
- f) Action: To add the guidance document for RSPO Supply Chain Certification of Food Service Companies (2018) – Now included in the draft as Annex 7.
- g) Action: Include food service companies in the TF for the review of Guidance document for RSPO Supply Chain Certification of Food Service Companies (2018). The RSPO secretariat has approached a number of Companies seeking participation but without positive response. Assistance is requested from TF members by suggesting who may be invited to participate.
- h) Action: to change to one-year SCC certificate instead of 5 years duration. – To be further discussed.
- j) Action: For multisite certification, rewording of the formula of sites audited to get aligned with the one-year certificate validity. – To be further discussed.
- k) Action: P&T stakeholders to have a separate discussion on the GA Resolution inclusion. - The meeting that was conducted by teleconference on Tuesday 18 June.
- l) Action: review the wording of the trace transaction – To be further discussed during the teleconference.
- m) Action: to add CGM and retailers in the TF – Murray has contacted retailer organisations, no volunteers as yet.
- n) Action: SCC component in Principle 3 of the P&C 2018 to be reviewed by the TF – This has been edited and is now to be issued as a separate document.
- o) Action: Clarify in the B&C module who this applies to as selling and buying parties – Murray to incorporate input from the RSPO secretariat in the next draft.



## 6. Feedback on second draft

Comments received on the first draft of the revised SCCS were incorporated in the second draft which has been circulated to Task Force members: The following points record discussion on the second draft and identify further changes to be incorporated in the third issue of the draft document.

- Palm trace: Secretariat position is that PT is required, particularly from mill to refinery. Logging transactions of certified volumes is not disputed. Some discussion regarding the extent of supply chain coverage and either extending to the end of the supply chain and, if not, is it necessary to have it from the start of the supply chain.  
Action: Secretariat to contact Nepomuk and Paula to determine the way forward. Some downstream processors should be invited to participate.
- Clause 1.1, Rules for Oleochemicals and its Derivatives have been included in the next draft of the SCCS.  
Action: No further action required.
- Definitions – Retain certificate validity period of 5 years to maintain alignment with the P&C. There was considerable discussion on this point. Proponents of changing the validity period believe that it would reduce confusion as the current validity period of 5 years conflicts with the licence period of 1 year and making them one year each would eliminate that confusion. Maintaining the current validity period though will reduce administrative workload and improve continuity.  
Action: Task Force members to email Murray directly with their opinions.
- Definitions: - Licence validity to be as part of the above discussion.  
Action: As for item above.
- Clause 5.3.3, The requirement for internally auditing the Market Claims and Communications process has been removed from the SCCS as it relates to a different RSPO requirement. The scope of internal audit in this document is limited to the requirements of the SCCS.  
Action: No further action required.
- 5.4.6 – Discussion on the listing of mills and use of Palm Trace. The SCCS TF agreed to maintain a list of supplying mills however, the use of the list of universal mills in Palmtrace should not be mandatory.
- 5.7.2 – Wording to be tightened to specify when shipping announcements must be made. Agreed that Shipping Announcements be made not more than three months after despatch with the despatch date being the Bill of Lading or the despatch documentation date.  
Action: Next draft of the SCCS to incorporate this.
- 5.7.2 – Confirm on Shipping Announcement to be within three months of Shipping Announcement.



- 5.7.2 – Trace was discussed. Period for tracing to be three months, otherwise no change to wording.  
Action: Next draft of the SCCS to incorporate this.
- 5.9.3 – Discussion on the requirement to estimate volume as the term “estimate” could be open to misinterpretation. Agreed the intent of the term in this context was a “best guess” of quantity used as exact calculation is not always possible.  
Action: Murray to develop wording for this clause that is less open to differences in interpretation.
- 5.9.4 – Discussion regarding Independent mills.  
The secretariat inform the TF that an additional information has been added for Independent mills as it was in the P&C SCC. The meeting was informed that for Independent mills, modules A and/or C is applicable. Action : No action required.
- Section 6, C4.2 – considerable discussion on whether the option of Continuous Accounting should be retained or whether the Standard should specify Fixed accounting periods only.  
Action: Murray to email all TF members and ask for their input.
- Annex 4, Book and Claim, Clause 3 – discussion on clarifying the wording “applicable Standard OER/KER for that Country or region”. Agreed to leave it as is.  
Action: No action required.

## 7. AOB

- The need to verify consistency between the SCCS and the SCC in P&C was highlighted.  
Action: Murray to direct TF members attention to this and to request input.
- Annex 6 RSPO Rules for Oleochemicals and its Derivatives – the AOMG, BASF, Nepcon and Wilmar (Sherry) representatives agreed to review the relevance of the introduction text of Annex 6.
- Annex 7 Guidance Documents for RSPO SCC of Food Service Companies – Certification Body (Nepcon representative volunteered) to provide comments on the auditing process.
- Attention was drawn to some incorrect references in the document due to editing that has been conducted. It was suggested that references be limited to Annex numbers and not individual clauses within Annexes.  
Action: Murray to check and correct references.
- The timeline was reviewed. Next draft and minutes to be issued to the Secretariat by Monday morning, 24 July. TF members to be requested to provide any final comments before that date so that the document can be finalised ready for public consultation to commence tentatively on 1 July. Final draft to be completed by 30<sup>th</sup> June. Consultation to be completed by beginning September for endorsement by the Board of Governors in November.

Meeting closed at 11:56CST