

# No Deforestation Task Force (NDTF)

Call # 12 (7<sup>th</sup> December 2020)

Meeting notes

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Name	Organisation
Lee Kuan Yee (LKY)	KLK
Gan Lian Tiong (GLT)	Musim Mas
Gwendolynne Bulan Tanil (GT)	Genting
Lee Kuan Chun (KC)	P&G
Lim Sian Choo (LSC)	Bumitama
<u>Invited Experts</u>	
Darren Brown (DB)	HCSA
Ruth Silva (RS)	HCVRN
<u>Secretariat</u>	
Amir Afham	RSPO Secretariat
<b>Absent with apologies:</b>	
Anne Rosenbarger	WRI
Jenny Walther Thoss	WWF
Michelle Desilets	OLT
Cristina Cedillo Torres	Robeco
Emily Kunen	Nestle
Geetha Govindan	PT ANJ
Laure Gregoire	Alliance Forets
Laszlo Mathe	NBPOL
Natasha Schwarzbach	Pepsico
Olivier Tichit	Musim Mas
Yunita Widiastuti	Cargill

No	Item	Notes	Action/Decision points
1	Opening by Co-chair	<ul style="list-style-type: none"> <li>• The co-chair welcomed everyone to the call. It was highlighted that due to insufficient quorum, any items in the agenda requiring decision could not be made.</li> <li>• It was added that the group would discuss the said items, however any outcomes would be presented as proposals for the NDTF to decide.</li> <li>• A question was raised regarding what items required urgent approval by the NDTF considering this would be the last meeting of the year.</li> <li>• RSPO secretariat responded that the most critical item would be approving the HCSA review and implementation procedure by end of 2020. It was added that preferably the NDTF start the new year with reviewing the 1<sup>st</sup> batch gap analysis done by PT Hijau Daun.</li> <li>• It was agreed that the review and implementation procedure would be decided by the NDTF through email. RSPO secretariat to ensure all members are provided the details of discussion and the latest version of the document for their consideration and decision <b>[refer agenda item 4]</b></li> </ul>	
2	Confirming last call notes	<ul style="list-style-type: none"> <li>• The group perused through the draft call notes.</li> <li>• A member asked the HCSA secretariat on one of the discussion points within the call #12 notes regarding the allowance of a 2<sup>nd</sup> resubmission for standalone HCSA assessment considering it will be a pass/fail mechanism in the future.</li> <li>• The HCSA secretariat added that in essence, the HCSA agreed to this, however, have not as of yet officially decided on the</li> </ul>	

		<p>matter and whether a restructuring of the fees would also be required. It was added that the HCSA secretariat would update the NDTF once this has been discussed within the HCSA.</p> <ul style="list-style-type: none"> <li>• The call notes for meeting #11 was accepted by the NDTF with no additional comments.</li> </ul>	<p><b>[Action Point]</b> HCSA secretariat will inform the NDTF on any updates regarding HCSAs decision on allowance of 2<sup>nd</sup> resubmission.</p> <p><b>[Action Point]</b> RSPO Secretariat to upload the minutes to the RSPO website</p>
3	HCSA brief on Advice notes	<ul style="list-style-type: none"> <li>• The HCSA secretariat briefed the group on the contents of the table, which lists the technical advice notes that the HCSA have released so far together with an explanation of the impacts it would have for assessments and RSPO members.</li> <li>• It was explained that release of advisory notes stemmed from questions, feedback and/or issues faced by assessors during their assessments and the intent was to provide more clarity and/or solutions in order for them to move forward with the assessment</li> <li>• It was also mentioned that advisory notes were also released to resolve minor inconsistencies within the toolkit or being very descriptive of the requirements which was later found to cause issues during assessments</li> <li>• The group asked on the communications to stakeholders regarding release of new advice notes. The HCSA secretariat responded that historically, the communications were done only to assessors as they were technical and only affected the responsibilities of assessors. However, it was added that in the future, the HCSA secretariat would also include RSPO Secretariat, which would then inform all its members.</li> </ul>	<p><b>[Action point]</b> HCSA and RSPO secretariat to coordinate the socialization regarding the release of new advice notes to relevant RSPO members in the future.</p>
4	Review of HCSA review and implementation procedure	<ul style="list-style-type: none"> <li>• The RSPO secretariat went through the list of compiled comments with the NDTF and highlighted comments which had been resolved and those that still required feedback from the NDTF.</li> </ul>	

		<ul style="list-style-type: none"> <li>• A member raised a question how the NDTF would align the final document (referring to the RSPO 'Manual for compliance with RSPO Criteria 7.12') with the FPIC guidance which is currently being reviewed by the HRWG which also looks at integrating the HCSA SR requirements into the FPIC guidance. The RSPO secretariat responded that it would need to internally coordinate with the team in charge of the FPIC guidance revision and discuss how to ensure no contradictions between both documents. There would need to be a similar process for all other documents outside of NDTF mandate.</li> <li>• It was suggested that on top of the above, both documents to reference to each other and which would help provide clarity for members.</li> <li>• The RSPO secretariat asked the group regarding the classification of gaps. There was a comment raised on whether the scope of this procedure would include technical changes specific to the HCSA toolkit steps/processes which are not covered in any RSPO processes -e.g. forest inventory plots. It was added, currently these changes would only be under review if the changes did not contradict or go against the P&amp;C 2018.</li> <li>• It was opined for gaps, the most important aspect was that it did not shift the expectations of the P&amp;C 2018 nor cause significant changes in implementation activities by members to achieve them. The SSC had decided that any integrations would be for the purpose to add value, provide clarity and feasibility in implementation, and not shift the requirements of the P&amp;C 2018.</li> </ul>	<p><b>[Action point]</b> RSPO secretariat to take note of all documents which may be linked to the steps and processes contained on the RSPO 'Manual for compliance with RSPO Criteria 7.12' and coordinate with the respective teams to ensure alignment.</p>
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		<p>then communicate the information to their respective assessors and reviewers.</p> <ul style="list-style-type: none"><li>• A point was raised by the HCSA secretariat that involvement of both HCSA and HCVRN should be much earlier in the process - i.e. during development) and not only once the implementation had been decided. It was added that the HCSA secretariat would initiate discussions on closer collaboration on development of documents with RSPO separately. The RSPO secretariat noted the point and clarified that both HCSA and HCVRN will be involved during the development phase itself and it is mentioned in the document (section 3.2.2, point 3).</li><li>• A comment by the HCVRN secretariat was discussed regarding the guidance on transition periods. HCVRN secretariat explained that the standalone HCSA/HCV-HCSA assessment was only one piece of the whole process which also included pre assessment requirements and post assessment requirements such as ICLUP. As such, it would be more inclusive to change the applicability mentioned in section 3.2.2 to include those who are in the pre/post assessment stage where relevant.</li><li>• A comment was raised that the use of the word “where relevant” was too general. It was proposed that text allowing the reviewing group to set specific transition dates if necessary, to avoid retrospective application that would be unfair for RSPO members</li><li>• A member opined on the decision-making process for this document through email. The email should inform them that the content of the document was discussed in by the</li></ul>	
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		<p>members present during this meeting. It must also specify the actions needed from members and clearly specify the need to respond either agreement or objections to the draft. It was agreed that the document would require a response of agreement from all sectors represented within the NDTF.</p> <ul style="list-style-type: none"> <li>• The group proposed that the call discussion points, together with the amended document be circulated to the NDTF members by 11<sup>th</sup> December 2020, with an expected response of agreement/objection by 18<sup>th</sup> December 2020.</li> </ul>	<p><b>[Action Point]</b> RSPO secretariat to ensure that the latest procedure (based on discussions of this call) with details of discussion to be circulated to all members by <b>11<sup>th</sup> December 2020</b>.</p>
5	<p>Workplan for review and implementation (Gap analysis batch 1) and NDTF extension</p>	<ul style="list-style-type: none"> <li>• The group was briefed on the proposed workplan (see attachment) to complete the review of 1st batch gap analysis conducted by Jules Crawshaw.</li> <li>• It was mentioned that the proposed BoG endorsement (4th week of June 2021) did not align with the planned BoG meeting. The planned BoG meeting is tentatively set in early June 2021 followed by end of Sept 2021.</li> <li>• The group proposed to extend the endorsement date of the document to the BoG meeting set for end of Sept 2021. This would allow for more time for the group to refine the document to incorporate feedback from the public consultation.</li> <li>• As such the group proposed the NDTF to be extended until end of July 2021 to ensure the document obtains approval by the SSC.</li> <li>• It was also suggested that the NDTF brief the BoG of the documents progress in its June '21 meeting to allow for a</li> </ul>	<p><b>[Decision required]</b> NDTF to decide on the endorsement date of the RSPO 'Manual for compliance with RSPO Criteria 7.12'</p> <p><b>[Action Point]</b> RSPO secretariat to write proposal paper to the SSC indicating the request for extension of the NDTF until end of July 2021.</p>

		<p>smoother endorsement process. RSPO secretariat noted that and included this in the proposed workplan.</p> <ul style="list-style-type: none"> <li>• RSPO secretariat asked the group on the translation process and when ideally it would start to prevent a big gap between release of the English and translated versions. It was agreed that translations should start once the document had been approved by the Standards Standing Committee. This was added to the proposed workplan</li> </ul>	
6	AOB	<ul style="list-style-type: none"> <li>• The group agreed that the next meeting should be done on the week of 18<sup>th</sup> – 22<sup>nd</sup> of January 2020, considering most members will be on leave.</li> </ul>	<p><b>[Action Point]</b> The RSPO secretariat to circulate a doodle poll for voting of the next meeting.</p>