

No Deforestation Task Force (NDFTF)

Call 8 (9th January 2020)

Meeting notes

Name	Organisation
Lee Kuan Yee (LKY)	KLK
Jenny Walther-Thoss (JWT)	WWF
Anne Rosenbarger	WRI
Cristina Cedillo Torres (CCT)	Robeco
Gan Lian Tiong (GLT)	Musim Mas
Gwendelynn Bulan Tanil (GT)	IOI
Laure D'Astorg (LD)	Alliance Forests
Lim Sian Choo (LSC)	Bumitama
Natasha Schwarzbach	Pepsico
Ruth Silva (RS)	HCVRN
Absent with apologies:	
Charlotte Opal	Earthworm
Emily Kunen	Nestle
Geetha Govindan	PT ANJ
Lee Kuan-Chun	P&G
Michelle Desilets	OLT
Olivier Tichit	Musim Mas
Yunita Widiastuti	Cargill

No	Item	Action/Decision points
1	<p>Finalisation of Audit Checklist</p> <ul style="list-style-type: none"> • It was clarified that the checklist would replace the questions in the generic checklist for criteria 7.12. The inter-connecting questions for 7.12.1 & 7.12.2 was done in order to guide CB's on the specific assessments/documents required according to the scenarios as per the flowcharts found within the "RSPO Interpretation of Annex 5" document. • It was proposed that the NDTF recommend to the SSC that <u>for criteria 7.12</u>, the questions developed by the group to be considered as mandatory. This was because one of the comments on RSPO certification was that the checklist was not compulsory, leading to inconsistent auditing. • There was concern raised about the overlaps between the generic checklist and the one developed by the NDTF. The group decided that the questions from both be compiled and any overlaps to be removed. • As the generic checklist had been communicated to both growers and CBs, it was recommended that the checklist also be communicated to those involved in the previous engagement (CB workshop, face to face Grower-CB consultation). • It was agreed that the integrated management plan (IMP) would be developed by growers and at would still be subject to changes based on community agreements, site conditions and other factors. The audit checklist should be very clear that changes in the IMP may not only occur post NPP approval, but throughout the lifespan of the plantation. The audit checklist should focus on implementation of the current IMP and changes (if any) are well documented as evidence that proper consultation of communities and relevant stakeholders was conducted, and consent given. 	<p>Decision point: NDTF agreed to propose to the SSC on making the audit checklist for 7.12 to be made mandatory.</p> <p>Action point: Secretariat to compile questions in both checklists and propose deletion of overlapping questions for the NDTF to consider.</p> <p>Action point: Secretariat to revise as per commented by members in the latest call and share the final draft to NDTF & Assurance team, followed by ASC.</p> <p>Action point: To communicate the final draft of the audit checklist (once approved by NDTF) to CBs and Growers for consultation.</p>
2	<p>Approval of ToRs:</p> <ul style="list-style-type: none"> • Standalone HCSA reviewers' checklist <ul style="list-style-type: none"> ○ It was mentioned that the ToR should clarify that the consultant should engage with both HCSA and the RSPO while producing the revised reviewers' checklist. This is to ensure an aligned understanding of both organisations on the review process/method using the revised checklist. 	<p>Decision point: Timeline for the completion of the HCSA reviewer checklist revised to 1-month for submission of 1st draft to HCSA & RSPO with allocation of additional hours for revising the 1st draft based on comments received (inclusive of progress updates every 2-weeks)</p>

	<ul style="list-style-type: none"> ○ The group agreed to revise the timeline to 1 month to deliver the 1st draft to HCSA and NDTF. Add provision for additional hours for revising the 1st draft based on comments from both parties. ● HCSA implementation guidance <ul style="list-style-type: none"> ○ It was clarified that the outcome of the HCV-HCSA quality review by HCVRN was the preliminary map and management and monitoring recommendations. This differs from the Standalone HCSA assessment which includes an indicative ICLUP as part of the assessment. ○ Concern was raised on the guidance as it covers post assessment activities, i.e. Integrated Management Plan (IMP) which have a mismatch with the ICLUP guidance which is to be developed by HCSA and as such perhaps the project could be delayed till the guidance was released. It was mentioned that from HCSA secretariat that the tentative date for release would be July 2020, this document could serve as an interim document. ○ It was reminded that the guidance should incorporate existing RSPO processes and guidance such as the NPP, GHG assessment procedure, FPIC guidance etc. ○ It was decided that the timeline for the development of the guidance would be extended to 4 months. 	<p>Decision point: The timeline for development of the guidance extended to 4 months.</p> <p>Decision Point: Both ToRs have been approved pending the revisions discussed in the call</p> <p>Action point: Secretariat to revise both ToRs as discussed in the call and circulate externally for application of interest.</p>
3	<p>Extension of NDTF</p> <ul style="list-style-type: none"> ● It was agreed that group to propose the extension of the NDTF active period for a further 6 months (till 30 June 2020) to the Standards SC. Intent behind this is to oversee and review the progress of the two remaining ToRs as mentioned in item 2 above. ● It was tentatively agreed that the group would have a call in two months (March 2020) with a physical meeting (if possible) for the last meeting in June 2020. 	<p>Decision point: The NDTF proposed its active period to be extended for 6 months till 30 June 2020 with a follow up call in Mar'20 and physical meeting in June (if possible).</p> <p><i>Update: Proposal has been internally communicated to the PIC facilitating the Standards Standing Committee for approval.</i></p>