

**RSPO Supply Chain Traceability Working Group
3rd Meeting (via Zoom)**

Date and time: 2 November 2020 at 8.00 pm – 9.50 pm KL time

Agenda

1. Approval of the agenda
2. Approval of draft minutes of June 30, 2020 meeting
3. Open actions points
4. Prioritise workstream
5. CSPO uptake methodology
6. PalmTrace: SC model IP/SG/MB in the member Information
7. RSPO credits – Position paper MDSC
8. AOB

Members Attendance :

Name	Organisation	Group Representation	Attendance
Lee Kuan Yee	KLK	Grower - MY	Drop the call, withdrawal
Robbert Kessels	Sipef	Grower - Indo	Yes
Mark Wong	Sime Darby Plantations	Grower - MY	Yes
Fabio Gutierrez	Aceites S.A.	Grower - ROW	No, withdrawn
Daphne Hameeteman	Wilmar Europe	P&T	Yes
Sietse Buisman	Cargill	P&T	Yes
Helen Scholey	Shell	P&T (alternate)	Yes
Rina Rahayu	IOI Group	P&T (alternate)	No
Angga Prathama Putra	WWF	eNGO	Yes
Andy Green,	BM Trada	Certification Body (non member of WG, expert)	No

RSPO Secretariat Attendance:

Name	Position
Dan Strechay	Global Outreach & Engagement Director
Inke Van Der Sluijs	Head of Operations for Europe and Africa
Lilian Garcia Lledo	Assurance Manager, Europe
Ruzita Abd Gani	SCC Manager

1. Approval of Agenda

The agenda was approved.

2. Approval of draft minutes of June 30 meeting

Draft minutes of June 30 meeting was approved without amendments

3. Open Action Points

Lilian highlighted list of action points that are still open:

3.1. Pending appointment of chairperson, vacancies of members and alternate

The meeting was asked to nominate names to be considered as the chairperson of the WG. However, there were no names nominated. Helen asked what would happen if we cannot find the chairperson of the WG. Dan highlighted that it would be good to have the chair. However, since there was no one volunteering, the secretariat will facilitate the meeting of this WG and everyone agreed.

Dan and Inke highlighted whether to keep this working group or not due to not adequate resources (peoples and time) from both the secretariat and members. Inke highlighted that certain items in the workstream are extremely important and need to be prioritized. If the WG members think that the activities can be handled by the MDSC, then this WG can be disbanded. Daphne mentioned that the objective of this WG is mainly to check the data which is published and looking into the SC traceability. Daphne proposed to maintain this WG even without a chair. The meeting agreed to maintain this working group.

Inke informed the meeting on the need to get representatives from CGM, SNGO, Retailer and Bank and Investor. Daphne agreed to approach a representative from the retailer, Dan and Mark volunteered to approach a representative from CGM.

3.2. Working group member ToR

The members were reminded of the need to return the signed ToR to the RSPO Secretariat. Currently only 3 members have returned the forms.

3.3. Reviving of the PKO Task Force

Inke informed the meeting that the Secretariat has issues on staffing of different working groups and steering committees. Hence, the Secretariat proposed to not revive the PKO Task Force. Daphne highlighted the background on this PKO TF as it was highlighted by one of the BoG members, Kuan Chun that the reporting was incorrect. However, she is unclear of what the actual issues were. Daphne agreed to clarify with Kuan Chun on his concern and will decide later whether the PKO TF will need to be revived or not.

3.4. Schedule next meeting on Reporting Uptake

A meeting was held on June 30th.

3.5. Describe the CSPO Uptake methodology and do the calculations.

LG has explained the draft CSPO Uptake methodology. Refer to point 6 of this meeting minutes.

- 3.6. Present the deliveries aggregated for all MB mills and all IP mills separately.
This action point came from a previous meeting, still pending. Once the CSPO Uptake methodology is approved by MDSC.

4. **Prioritise workstreams**

Inke has shared the workstream in the previous meeting. The WG was asked whether the members want to comment now or later to finalise the workstream. Daphne commented that when issues/topics are brought up by the BoG or another SC, then the WG needs to work on the topics. Sietse fully agreed to have a clear topic to be addressed by the WG. We need to have meetings to address the topics/issues. The meeting agreed that the WG will keep moving in one direction until the new topics/issues are highlighted to the WG or secretariat.

5. **CSPO Uptake methodology**

Lilian presented the summary of the proposed methodology and challenges in the proposed calculation.

Daphne commented that the RSPO sales refer to the registered transaction in PalmTrace which has been confirmed by the buyer and not to use the word delivery. For RSPO sales as other schemes, should only consider the other premium carrying scheme which provides benefits to the mills. She highlighted that the BoG agreed to use the actual production instead of certified volume in the calculation of uptake. The denominator of the calculation should use the RSPO actual production volume. The SCT WG agreed the CSPO reporting should only include the CSPO actual production and the uptake should include both sold as RSPO and other schemes.

Inke highlighted secretariat is working to change the reporting in the website and if SCT WG agreed on the proposed methodology then it will be forwarded to MDSC for approval. No consensus from SCT WG what are the schemes to be considered under other schemes. A debate on MSPO and ISPO was discussed as these schemes are mandatory. Mark suggested to consider ISCC, RA and POIG under the other schemes. Daphne suggested to check with the POIG members (Daabon, Agropalma and Musim Mas) how the transaction of POIG is made. For now, the meeting suggested to focus on ISCC, RA and POIG under the other schemes. Inke highlighted one of the workstream under this WG is to identify our position on other schemes.

Inke informed the meeting that the Secretariat is working on the methodology to change the communication on the website. If the WG agrees on this methodology, this can be brought to the MDSC for approval. Once it is approved, the reporting on the website will be changed.

Inke further explained to SCT WG that delivery is a confirmed announcement from the mill to the next SC actor from PalmTrace. Actual production is the volume reported to the CB and then reported to us which was produced over the past 12 months before the audits. Since the Pandemic crisis no on-site audit carried out therefore no actual data submitted to RSPO Secretariat.

The WG shared their concern regarding the data that was presented to BoG without the WG reviewing the accuracy of the information. The WG wanted to have a clear process on the data should be presented to this WG first before submitting to BoG. Inke highlighted that the data presented to the BoG is not the same as that reported on the website.

Lengthy discussion on how to obtain actual production data from certified mills for 2020 was made. The Secretariat will discuss internally how to obtain the actual production volume for 2020. The decision will be communicated with CB to submit the actual production volume of their certified unit as per previous license year period.

Daphne has requested to include the supply chain model in PalmTrace member information tab. Lilian has highlighted to the PalmTrace Support Team about the request and will follow up in the weekly call.

6. **RSPO credits – Position paper**

RSPO credit position paper was shared with SCT WG and comments were included. Dan informed that the RSPO credit position paper will be submitted to the MDSC meeting. The Secretariat is in progress to analyse who is buying the credits and will give an update once it is completed.

7. **AOB**

Daphne suggested having the next meeting in 2 weeks to discuss the uptake reporting data.

The meeting adjourned at 9.50 pm KL time.