

**1st Shared Responsibility Task Force Teleconference
Minutes of Virtual Meeting
Date: 27 March 2019, 7:00pm - 8:15pm MYT**

Attendance List

	Name	Membership	Organisation
1.	Alagendran Maniam	Grower Malaysia substantive	Sime Darby
2.	Lee Kuan Yee	Grower Malaysia substantive	KLK
3.	Sian Choo Lim	Grower Indonesia substantive	Bumitama
4.	Rukaiyah Rafiq	Grower Indonesia substantive	Setara Jambi
5.	Florent Robert	Grower ROW substantive	SIAT
6.	Nepomuk Wahl	Process & Traders substantive	Olenex
7.	Naoko Satuma	Retailers substantive	Aeon
8.	Natasha Schwarzbach	Consumer Goods Manufacturer	Pepsico
9.	Ghislaine Nadaud	Bankers & Investors substantive	ABNAMBRO
10.	Jenny Walther-Thoss	ENGO substantive	WWF
11.	James Whitehead	SNGO substantive	FPP
12.	Aimee Russillo	Technical Facilitator	LiSeed Consulting
13.	Bilge Daldeniz	Technical Facilitator	Proforest
14.	Smita Jairam		Proforest
15.	Oi Soo Chin	Impacts and Evaluation Director	RSPO
16.	<Soo Chin's team>		

Summary of Meeting

The first teleconference meeting of the Shared Responsibility Task Force (SRTF) opened at 7pm MYT 27 March 2019 by the meeting chair, Oi Soo Chin, the SRTF RSPO Liaison.

The objectives of the telcon were outlined followed by a round of introductions by all SRTF members. Each member was also asked “what they hope to contribute to the SRTF and what they expect to achieve”. The general consensus was that the SRTF members bring a diversity of experiences in RSPO Task Forces, viewpoints from different regions and stakeholders. Overall SRTF members expect to develop the agreed upon concept of shared responsibility and concretize it for non-grower members. This includes understanding how Shared Responsibility is defined and implemented.

Next, the facilitators explained the history of why the SRTF was set up, from the development of the RSPO Theory of Change (ToC) and its incorporation into the development of the Principles and Criteria (P&C) 2018. A key output of this process is that requirements for Shared Responsibility are essential for RSPO to achieve its vision and a transparent process was recommended and endorsed by the RSPO BoG in 2018. Some themes were identified and recommended. It is recognised that different members have their respective roles in contributing to the shared vision of Sustainable Palm Oil is the Norm.

The **objectives** of the SRTF were reviewed (see Document ‘Objectives, Responsibilities and Procedures’).

- being relevant and meaningful for the provision of information on salient issues across the non-producer RSPO members
- being not lower than those set out in the P&Cs (RSPO Code of Conduct for Members 3.2)
- Including the implementation mechanisms (HOW), incentives and sanctions

The two phases of the SRTF workplan process were presented, namely:

- Phase 1 is defining Shared Responsibility – WHAT (Indicator recommendations)
- Phase 2 is defining Shared Accountability – HOW the requirements are met (implementing system recommendations).

The timeline was presented with the end goal being Board of Governors' (BoG) endorsement in September 2019.

The roles and responsibilities of the TF were presented, namely active participation, representing their respective stakeholders' interests, providing input and feedback to the consultant/facilitators drafts, to agree on a recommended list of indicators and mechanisms for each membership category. TF members will consult with their stakeholders and champion the recommendations.

The aim is to build on the work previously done. As such the follow up actions from this discussion are as follows.

All SRTF members will:

1. Review background materials, themes and list
2. Consult with their membership category

The Technical Facilitators will:

1. Continue mapping with existing indicators and systems
2. Interviews with RSPO Secretariat and key clients.

The key immediate events are:

- Workshop with Secretariat – end of April
- SRTF Workshop in person– end of May

The next conference call will be in mid-April. The meeting was closed at 8:15pm MYT.

Questions and discussion – including follow up emails

1. **Consider moving the in person SRTF meeting from end of May to after the public consultation?** considered but no change as seen as critical to develop a solid draft for the only public consultation in this process.
2. **Suggest look at other schemes that have the shared responsibility concept – best practice, challenges and lessons learned.** This is in the workplan. We are open to suggestions!
3. **What materials/documents can be shared?** Working documents are internal only, but we will prepare summaries for communications with stakeholders.
4. **How can we prepare for calls?** preparatory homework for the next call will be sent in advance
5. **How do we popularize sustainability, especially with smallholders and governments?** We will liaise with SHIG and the new smallholder standing committee on smallholders and RSPO has it as part of their strategy to work with governments in general.