

## MINUTES OF MEETING

### Standard Standing Committee Meeting

---

**Time** : 1930 - 2130 (MYT)  
**Date** : Monday, 19/09/2019  
**Venue** : via Teleconference

**Attendees:**

1. Anne Rosenbarger (AR)	World Resources Institute	ENGO
2. Lee Kuan Yee (LKY)	Kuala Lumpur Kepong Berhad	Growers
3. Lim Sian Choo (LSC)	Bumitama	Growers
4. Ian Orell (IO)	New Britain Palm Oil Limited	Growers
5. Sato Koji (SK)	KAO Corporation	CGM
6. Julia Majail (JM)	RPSO Secretariat	
7. Ashwin Selvaraj (AA)	RPSO Secretariat	
8. Kamini Vesvananthan (KV)	RPSO Secretariat	
9. Wan Muqtadir Wan Abdul Fatah (WM)	RPSO Secretariat	
Absent with apologies:		
1. Olivier Tichit (OT)	Musim Mas Group	P&T
2. Michael Guindon (MG)	Zoological Society London	ENGO
3. Paula den Hartog (PH)	Rainforest Alliance	SNGO

**Agenda:**

1. Opening and welcome notes by Chairperson
2. Housekeeping
2.1 Membership
2.2 ToR and Code of Conduct
3. 3.1 Review of current Working Groups/ Task Force under SSC
4. Discussion on documents for Review/Endorsement by SSC
4.1 RSPO ISH Standard 2019
4.2 NI Malaysia
4.3 NI Papua New Guinea
5. AOB:
Next meeting (6th September 2019; around RT17?)

**DISCUSSION:**

No.	Description	Action Points (PIC)	Progress / Remarks
<b>1.0 Opening and Welcome Note</b>			
	<ul style="list-style-type: none"> <li>• JM led the meeting as AR was not feeling well.</li> <li>• Sato Koji from Kao Corporation Japan was announced as the newest member of the SHSC.</li> <li>• All documents should always be sent to all members of SSC in advance as they are voluminous.</li> </ul>		
<b>2.0 Housekeeping</b>			
2.1	<p><b>Membership Composition</b></p> <ul style="list-style-type: none"> <li>• The membership status of SSC was shared to the SSC members. The Smallholder seat is still vacant. The overall membership needs to be confirmed and the vacant seat should be filled soon.</li> <li>• The current co-chairs were appointed by BoG as interim co-chairs. Both AR and OT will continue their role till the proper co-chairs endorsed by the BoG.</li> <li>• BoG members should not make up more than 50% of the SHSC membership.</li> <li>• Only the position of co-chairs will be endorsed by the BoG, whereas the overall membership composition will be decided by the Committee themselves. The new co-chair for SSC will be made known (for endorsement) in the next BoG meeting in Nov 2019.</li> <li>• The SSC ToR which was endorsed by BoG mentioned that one of the co-chairs will be from Grower category and another one from any other sector. Ms Lee Kuan Yee (KLK) will fill the seat as Co-Chair representing the Grower.</li> <li>• AR and OT will discuss with their stakeholder group to decide who should step down as co-chair between them, by the next meeting.</li> </ul>	Secretariat to continue to outreach for the vacant seats.	
2.2	<p><b>ToR</b></p> <ul style="list-style-type: none"> <li>• The approved ToR of the SHSC has been sent to the members.</li> <li>• On smallholders matters, SSC will oversee the scope and processes on SH standard development.</li> <li>• All decisions will be based on consensus.</li> </ul>		
2.3	<p><b>Code of Conduct</b></p> <ul style="list-style-type: none"> <li>• SHSC members to send back signed COC by the end of this month to JM</li> </ul>		

### 3.0 Review of Current WGs/TFs and SHSC

- This agenda will be discussed at the next meeting.
- The meeting on 6th September in Jakarta will focus on the current composition and structure of WGs and TF so to align with the ToC and objectives of the organisation.

### 4.0 Discussion on Documents for Review/Endorsement by the SHSC

#### 4.1 RSPO Independent Smallholders Standard

- Involvement of the member of SSC in the WGs/TFs who are also involved in the ISH documents has no conflict of interest as the documents are not meant for commercial purposes. The SSC will review the documents from the process perspective and the scope of the document as set out in the ToR.
- SSC will also discuss any highlighted concerns or “sticky issues” i.e. when the decision reached in the WG/TF is found to be not in alignment with the P&C. The SSC members will be focusing on the impacts of those decisions.
- SSC Document Review template will be prepared/used by the Secretariat to facilitate the review process by the SSC.
- HCV-HCS approach has been included in the ISH Standard. It has been agreed that the HCV Apps will be used until tool/guidance to conduct HCV-HCS assessment for SH is available. An independent study will be done to study the gaps between the two approach and tools used. ToR for the study is attached for endorsement.
- On the applicability of the standard, a discussion between the Secretariat and Dr Marcus Colchester (FPP) has taken place recently. The Secretariat has communicated the decision made by SHIG to him.
- There were 3 public consultations done and all comments were discussed and addressed during SHIG meetings.
- The HCSA have been consulted on its inclusion in the ISH Standard.
- Guidance documents/tools will need to be developed to support the implementation of the Standard. Some guidance documents development may need to form TFs.
- The need for separate standard for medium sized producers was raised at the 3rd public consultation. This will be looked into by SSC as separate topic to that smallholder standard.
- The ISH-RaCP, ISH-FPIC will report to both the Standard and SH Standing Committees. But this can possibly be made clearer after the meeting on the 6th September 2019. The reporting structure is to be determined later.

The SSC members to provide their comments to RSPO Secretariat by COB Thursday (22nd August). Comments will be provided via email. The document will need to be sent to BoG by Friday (23 August)

Timeline for the development of these guidance documents should be added

<p><b>4.2</b></p>	<p><b>Malaysia NI and Papua New Guinea &amp; Solomon Island NI</b></p> <ul style="list-style-type: none"> <li>• The Secretariat highlighted a few items that require the MYNI TF to work on before it can be submitted for BoG endorsement. This includes issues on Decent Living Wage (DLW), audit checklist, replanting on steep slope etc.</li> <li>• The SSC recognised the challenge for companies to comply with the DLW requirement given that there is no benchmark as reference.</li> <li>• Given that there are no Social NGO representatives in the group, it will have to be sent to them for their input.</li> <li>• As the DLW was developed with the phased implementation, it needs to phased out properly.</li> <li>• SSC will discuss these NIs again in the next call.</li> </ul>	<p>AR to follow up with the Social NGOs together with LKY on DLW</p>	
<p><b>5.0 AOB</b></p>			
<p><b>5.1</b></p>	<p><b>Next meeting</b></p> <ul style="list-style-type: none"> <li>• The next meeting will be a virtual one in view of the pack month of September for everyone.</li> <li>• All meeting materials must be sent to members one week ahead of the meeting</li> </ul>	<p>JM to send a poll for dates of next meeting</p>	
<p><b>5.2</b></p>	<p><b>Tors for endorsement (ToR for IS-RaCP TF &amp; ToR for Review of HCV-HCSA Approach)</b></p> <ul style="list-style-type: none"> <li>• The ToRs must have a timeline for implementation</li> </ul>		
<p><b>5.3</b></p>	<p><b>Documents to go for GA</b></p> <ul style="list-style-type: none"> <li>• ISH Standards</li> </ul>		