

**Draft minutes T&T Telco September 22**

1. Approval agenda
2. Approval minutes T&T June 10, 2016 (Appendix 1)
3. Announcements secretariat
4. Updates on the IT platform
5. Procedure for endorsement of trainers
6. RSPO-NEXT
7. AOB
8. Next meeting

November 7, 9-16h Bangkok

**Present**

Alien ten Kleij	Contol Union (AK)
Daphne Hameeteman	Wilmar Europe Holdings (DH)
Ed McPhillimy	Oriflame (EP)
Eddy Esselink	MVO (chair-EE)
Elise Muijzert	Solidaridad (EM-replaces Marieke Leegwater)
Harald Sauthoff	BASF (HS)
Helen Scholey	Shell Oil Company (HY)
Inke van der Sluijs	RSPO secretariat (minutes-IS)
Jan van Driel	RSPO secretariat (JD)
Jenny Walther-Thoss	WWF (JW)
Joshua Lim	Wilmar (JL)
Judith Murdoch	AAK (JM)
Liza Murphy	consultant (LM)
Marieke Leegwater	Solidaridad (ML)
Paula den Hartog	UTZ (PH)
Petra Meekers	Musim Mas (PeM)
Premalatha Mogan	RSPO secretariat (PM)
Qua Kiat Seng	Asean Oleochemical Manufacturers group (QS)
Robbert Kessels	Sipef (RK)
Rosemina Siti	Emery Oleo (RS)
Sylvia Poel-Sietsema	Contol Union (SP)
Wai-Tuck Choong	IOI Oleo (WC)

**1. Approval agenda**

Eddy opens the meeting, the agenda is approved.

**2. Approval minutes T&T June 10, 2016**

P2: DH: has a question about the new versions of the supply chain certification standard/systems, clause 5.3.16 can we change the time to close a non-conformity? One month is too short for corrective actions. We will discuss this during the next live meeting.

P2: when will the RSB-RSPO benchmark summary be published? This is work in progress, and we will inform the members of the T&T when it is ready.

P3: DH: why did the BoG say that RSPO-NEXT and all comments from the public consultation will not be used as starting point for the P&C review? It was specifically agreed by the BoG but this does not mean that the comments will be excluded.

P4: RSPO RED will be discussed by the BoG coming Monday.

P4: DH RK mentioned the extra requirement for traceability to plantation in RSPO NEXT. There is no awareness that this is a requirement. RSPO should use this in their communication as selling point.

P5: there is shortage of certified materials in the market. DH asked for an overview of volumes that are available as MB and IP separately. RSPO secretariat will look into this again.

P6: GFW tool, move to T&T agenda of the live meeting.

### **3. Announcements secretariat**

A new version of the RSPO Rules on Market Communication and Claims are published for comments. There are small changes in wording, and the Book & Claim module and RSPO NEXT claims are added. The T&T is asked to send their comments (IS to share the link).

The subgroup on oleochemicals has been working on a new version of the RSPO Rules for Oleochemicals and its Derivatives. The new draft and briefing document will be shared with the members of the T&T for discussion in the next live meeting (done by HS Oct 12).

### **4. Updates on the IT platform**

PH shares the updates. The technical development is on schedule. UTZ started with testing with buyers, mills, smallholder representatives to look at credit market place. AK volunteers to test on behalf of the certification bodies.

The communication has been done in close contact with secretariat. We published announcements in the eGazette, and shared targeted emails. We plan webinars in October and live trainings for all user types during the RT. ML asks to see the system. PH will plan this. JL also volunteers.

PM: asks how the conventional mill list is shared. It is not attached to an announcement, users can manage this list. The conventional mill list can be exported as Excel file and then shared. Users can be trained by UTZ.

DH: UTZ is going to look at a new traceability system, how does this affect eTrace? PH UTZ is updating the traceability system to make it more flexibility, modular, and faster. This does not affect eTrace. UTZ is running a pilot with the hazelnut program. If successful, there will be a piece by piece transition.

RSPO secretariat is developing a start guide for credit buyers and sellers.

## **5. Procedure for endorsement of trainers**

JD explained the current procedure for endorsement of trainers. JW: How secure improvement of quality? This is done by annual observations of the trainings by the RSPO secretariat.

General Training Syllabus: change the wording Malaysia to global.

DH: during P&C audits, the auditor should check and report how much certified volume is sold under another scheme. AK: this should also be included in the audit checklist for P&C.

AK: SCC training syllabus on p4 duration refreshing: can this be done via a webinar and can we make it mandatory? JD: refresher in this document is already mandatory. AK: UTZ also gives webinars for trainings.

JL: Results of the examination should be sent to RSPO.

DH: SCC training syllabus p3 number 5. Will the one-to-one rule be explained here? These rules should be clearly explained to auditors. JD: we cannot repeat the SCC Standard or P&C in this training document. DH as long as they are being trained on it.

Comments welcome until Sept 30, change in procedure is accepted by the members of the T&T. The RSPO secretariat will endorse trainers from now on. JD: will discuss with trainers during RT, then these documents will be available on the RSPO website.

## **6. RSPO-NEXT**

LM: guidance document for certification bodies has been produced. There was training for certification bodies in spring, and over the next weeks. The guidance document around eligibility criteria is close to its final version and the first audits are on the way. It is important to develop a strategy for growers and market engagement.

Rules for claims on RSPO NEXT are included in the new version of the RSPO Market Rules on Communication and Claims that is published for public consultation.

JM: do all supply chain members have to be supply chain certified? No, as all four supply chain models are accepted for the 100% sourcing requirement.

## **7. AOB: no.**

## **8. Next meeting: November 7, 9-16h Bangkok.**