

Minutes of Meeting

12th Standard Standing Committee (SSC) Meeting

Date: 11th September 2020

Time: 15.00 – 17.00 (KUL time)

Venue: Join Zoom Meeting

ATTENDANCE

Name	Organisation	Constituency
Present:		
1. Olivier Tichit (Co-Chair)	Musim Mas	Processor and Trader
2. Lee Kuan Yee (Co-Chair)	MPOA	Grower
3. Lim Sian Choo	Bumitama	Grower
4. Yvon Philips Meltzer	NNI Partners	Finance Institution
5. Ian Orrell	New Britain Palm Oil Limited	Smallholders (SHSC)
6. Jenny Walther-Thoss	WWF-Germany	ENGO
7. Paula de Hartog	Rainforest Alliance	SNGO
8. Koji Sato	KAO Corporation	CGM
Absent with apologies:		
9. Faryda Linderman	NNI Partners	Finance Institution
10. Audrey Lee	Olam Group	Olam Group
11. Anne Rosenbarger	WRI	ENGO
RSPO Secretariat		
1. Julia Majail	RSPO Secretariat	
2. Amir Afham	RSPO Secretariat	
3. Dede Herland	RSPO Secretariat	

AGENDA

Time	Item	Agenda	PIC
15.00 - 15.05	1.0	Opening 1.1 RSPO Antitrust Law 1.2 RSPO consensus-based decision making 1.3 Acceptance of Agenda	Co-Chair
15.05 - 15.30	2.0	Confirmation 11th Minutes of Meeting on 13rd August 2020 2.1 Action Trackers - Matters arising from the previous meeting	Co-Chair/JM
15.30 -15.50	3.0	Download from the BoG meeting on 3rd September 2020	Co-chair
15.50 - 16.20	4.0	National Interpretation 4.1 Overall progress update 4.2 NI Columbia for approval	JM
16.20 - 16.50	5.0	SSC – what can it do to non-performing WG/TF/SG?	Co-chair/JM

16.50 - 17.00	6.0	AOB	
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DISCUSSION

No.	Description	Action Items
1.0	<p>Opening</p> <ul style="list-style-type: none"> Co-Chairs welcomed and thanked everyone. He reminded members not to discuss matters related to business dealing or price which can be conceived as a breach of the antitrust law. All decisions will be based on consensus. Co-Chairs also welcome Yvon Philip (NNIP) representing the Finance Institution, being the alternate to Faryda Linderman who is on maternity leave. <p><u>Acceptance of Agenda:</u></p> <ul style="list-style-type: none"> Members agreed to the proposed agenda, including to add on Jurisdictional Approach topic under the AOB. 	
2.0	<p>Confirmation 11th Minutes of Meeting (MoM) on 13rd August 2020</p> <ul style="list-style-type: none"> The minutes of meeting accepted. 	
2.1	<p>Action Trackers - Matters arising from the previous meeting:</p> <ol style="list-style-type: none"> DLW TF – announcement for nomination to join the TF has been published on the RSPO website. Secretariat to share the link and email to all members. Announcement on SSC decision regarding RSPO position on adoption of HCSA into P&C 2018 - an email blast has been sent on 4th of August to all members (growers and processors & traders). Report on HCVRN – comments to this report will be provided to Secretariat as feedback to HCVRN. Updates on discussion with HCVRN regarding the HCS – Secretariat had an exploratory call with HCVRN on having multiple checklist. Secretariat will have a follow up meeting with HCVRN to clarify on the need to have a separate check list for RSPO members. AA will share the notes of discussion with SSC. 	<p>Secretariat to email all announcements and not announcing it via website only.</p> <p>AA will share the notes of discussion with SSC.</p>
3.0	<p>Download from the BoG meeting on 3rd September 2020</p> <ul style="list-style-type: none"> Co-Chairs updated the BoG on decisions made by SSC as follows: <ol style="list-style-type: none"> NDTF current activity in conducting the gap analysis to identify gaps and/or overlaps of relevant RSPO requirements (P&C 2018 and NPP) with HCSA requirements. NDTF will set up 	

	<p>criteria, process and procedure of integration of any new HCSA requirements. Members of BoG were appreciative of this activity and hopeful the result will be out soon and requested to ensure there will be public consultation and transition period for RSPO members. NDF will meet to finalize the gap analysis and also to discuss the way forward on reviewing the new requirement within the toolkit itself. Target the meeting within Sept/Oct 2020.</p> <p>b. Secretariat seeking clarification with HCVRN ALS on the steps to setup a separate review process of integrated assessments for RSPO members pertaining to the Social Requirements from HCVA. The outcome from this discussion will need to be discussed with SSC prior being communicated to members.</p>	<p>NDF to set up criteria, process and procedure of integration of any new HCSA requirements, for SSC to approve.</p> <p>Secretariat/HCVRN ALS to setup separate review process of integrated assessments, for SSC to approve.</p>																																																																					
<p>4.0 National Interpretation 4.1 Overall progress update</p>	<p>The current progress of the NI development is as follow:</p> <table border="1"> <thead> <tr> <th>No</th> <th>Country</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td colspan="3">S E ASIA/ ASIA PACIFIC</td> </tr> <tr> <td>1</td> <td>Malaysia</td> <td>Endorsed</td> </tr> <tr> <td>2</td> <td>Papua New Guinea and Solomon Island</td> <td>Endorsed</td> </tr> <tr> <td>3</td> <td>India</td> <td>Endorsed</td> </tr> <tr> <td>4</td> <td>Indonesia</td> <td>Endorsed</td> </tr> <tr> <td>5</td> <td>Thailand</td> <td>Pending</td> </tr> <tr> <td colspan="3">AFRICA</td> </tr> <tr> <td>6</td> <td>Ghana</td> <td>Endorsed</td> </tr> <tr> <td>7</td> <td>Cote D'Ivoire</td> <td>Endorsed</td> </tr> <tr> <td>8</td> <td>Gabon</td> <td>Endorsed</td> </tr> <tr> <td>9</td> <td>Nigeria</td> <td>On-going</td> </tr> <tr> <td>10</td> <td>Liberia</td> <td>On-going</td> </tr> <tr> <td>11</td> <td>Sierra Leon</td> <td>Initiated</td> </tr> <tr> <td>12</td> <td>Cameroon</td> <td>Initiated</td> </tr> <tr> <td colspan="3">LATIN AMERICA</td> </tr> <tr> <td>13</td> <td>Mexico</td> <td>Endorsed</td> </tr> <tr> <td>14</td> <td>Colombia</td> <td>Ready for submission</td> </tr> <tr> <td>15</td> <td>Honduras</td> <td>On-going</td> </tr> <tr> <td>16</td> <td>Guatemala</td> <td>On-going</td> </tr> <tr> <td>17</td> <td>Ecuador</td> <td>Initiated</td> </tr> <tr> <td>18</td> <td>Peru</td> <td>Not started</td> </tr> <tr> <td>19</td> <td>Nicaragua</td> <td>Not started</td> </tr> </tbody> </table>	No	Country	Status	S E ASIA/ ASIA PACIFIC			1	Malaysia	Endorsed	2	Papua New Guinea and Solomon Island	Endorsed	3	India	Endorsed	4	Indonesia	Endorsed	5	Thailand	Pending	AFRICA			6	Ghana	Endorsed	7	Cote D'Ivoire	Endorsed	8	Gabon	Endorsed	9	Nigeria	On-going	10	Liberia	On-going	11	Sierra Leon	Initiated	12	Cameroon	Initiated	LATIN AMERICA			13	Mexico	Endorsed	14	Colombia	Ready for submission	15	Honduras	On-going	16	Guatemala	On-going	17	Ecuador	Initiated	18	Peru	Not started	19	Nicaragua	Not started	
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<p>NI Columbia for approval</p> <ul style="list-style-type: none"> ● The Secretariat presented the NI Colombia draft document for SSC approval and highlighted changes made by the NI TF that would require the SSC’s to deliberate: <ul style="list-style-type: none"> a. Change of wording of the criteria SSC decision: This is not allowed. b. Procedural notes for 6.2.6 SSC decision: To follow the test approved by SSC. c. Ind 6.7.5, whereby changing “Lost Time Accident (LTA)” with “Minimum Occupational Safety and Health Indicator” SSC decision: For NITF to confirm whether the latter is at par or higher than LTA. d. Guidance 6.2.6 SSC decision: Agree with the proposed text edited by the Secretariat. Including to use the term ‘prevailing wage’ instead of ‘fair salary’ for consistency purposes. ● LSC will provide her written comments on the draft to Secretariat. <p>Decision: SSC requested the draft to be corrected by the NI TF and re-submit to SSC or approval.</p>	<p>JM will email a revised NI to SSC for online approval prior to the next SSC meeting.</p>
<p>5.0 SSC – what can it do to non-performing WG/TF/SG?</p> <ul style="list-style-type: none"> ● One of the SSC KPI is to assess the performance and supports are provided to all groups (WGs/TFs/Sub-Groups) under SSC in accordance to its TOR. There are 9 groups reporting directly to SSC of which one group, i.e. the NDJSG, was found to be not performing as expected. ● In view of this, the Secretariat is proposing to the SSC to disband the NDJSG due to its ineffectiveness to-date and the consequences of it being non-performing since it was set up in early 2019. ● The NDJSG tasks are to: <ul style="list-style-type: none"> ○ Develop HFC procedure (including supporting documents/guidance etc) ○ Develop legacy case approaches ○ Governance ○ Capacity development and socialization ● Till to-date, the NDJSG has done the initial questionnaire to gain inputs from stakeholders within HFCCs and the review is still on-going. ● As a way forward, the Secretariat is proposing to form a WG or TF comprising of RSPO members and that the reporting line and oversight by the SSC. <p>Discussion:</p>	

<ul style="list-style-type: none"> ● If the direction is to disband NDJSG, SSC will need to form a WG or TF to take up the role of NDJSG. ● The ToR must include stakeholders from NI TF from the HFCCs. It is important to make sure from the beginning that the WG need to build on stakeholders that are coming from the HFCCs and already involved with the NI processes. ● RSPO will reach out to HCSA and invite them to join as expert. ● Communication strategy is very important. The communication strategy must provide detail and transparent explanation of why this decision was made. This is not a political decision. ● There have been serious efforts from the RSPO to reach out to HCSA on this but never been able to work. Also, to note that RSPO has given the NDJSG enough time but to no success. ● RSPO need to address the 7.12.3, hence SSC need to inform NDJSG that as far as the governance is concern, the current structure doesn't work. ● As way forward, a good statement how the new WG should look like will need to be prepared. ● RSPO will start mobilizing the revision of its P&C by end of 2021, and if this is not resolved, this will not look good on RSPO and very unfair to the member in the HFCCs. <p>Decision</p> <ul style="list-style-type: none"> a. SSC would inform the BOG and would discuss again in October after SSC had a meeting with Co-Chairs of NDJSG. Given the sensitivity of the issue, it would be prudent for SSC to inform the BoG about this decision before we notify the NDJSG. b. Secretariat will come up with a plan to be presented back to SSC and to come up with communication strategy with the right narrative to explain the case. The plan will also look on resources including experts that will be needed for the work. c. The plan is to consider forming TF and to include members of NI TF and stakeholders coming from HFCCs. RSPO will invite HCSA as an expert. d. To draft ToR for the TF in addressing the 7.12.3. for SSC to endorse. e. To have a meeting with NDJSG Co-Chair before the next SSC meeting. 	<ul style="list-style-type: none"> a. SSC will inform BoG about the decision; b. Secretariat will come up with a plan on way forward and to draft ToR for the TF, for SSC to endorse; c. Secretariat to prepare communication strategy; d. SSC Co-Chairs to meet up with NDJSG Co-Chairs to discuss the matter.
<p>6.0 AOB</p> <ul style="list-style-type: none"> a) Jurisdictional Approach – a request from the Co-Chairs of the <ul style="list-style-type: none"> ● The Co-Chair of JAWG wrote to the SSC Co-Chair asking the path to endorse the JA Certification System Document, whether it needs to go to GA, BoG or at SSC level. 	<p>JM to discuss the matter with JT.</p>

<ul style="list-style-type: none"> ● Secretariat will check what is the expectation and if needed, Secretariat will call for SSC to meet to discuss on this matter. Otherwise, it can be discussed at the next SSC meeting in October. b) SSC Meeting in November <ul style="list-style-type: none"> ● The SSC meeting in November will be split into 2-day to accommodate members in different geographical area. c) Code of Conduct <ul style="list-style-type: none"> ● Member of SSC are requested to sign the Code of Conduct and return the signed CoC to Secretariat (Julia Majail). d) SSC Membership <ul style="list-style-type: none"> ● SSC agreed alternate and substantive presence at the same meeting. For the alternate position, it can be proposed to come from the same organisation. ● There are still 2 seats vacant for substantive member in representing SNGO (1) and Retailer (2). 	<p>SSC Members to sign and return CoC to Secretariat.</p>
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Meeting ends at 17.00