

MINUTES OF MEETING

14th SSC Meeting

Time : 1500 - 1800 (MYT)
Date : Friday, 13/11/2020
Venue : Zoom Conference Call

Attendees:

Name	Initial	Organisation	Representative Category
Audrey Lee	AL	Olam Group	Grower (RoW) (Substantive)
Brian Lariche	BL	Humana Child Aid Society	SNGO (Substantive)
Ian Orrell	IO	NBPOL	Grower
Jenny Walther	JW	Sustainable Biomass Program	(Smallholder)(Substantive)
Lee Kuan Yee	LKY	MPOA/KLK	ENGO (Substantive)
Masui Nobuhiko	MN	KAO Group	Grower (MY) (Substantive)
Olivier Tichit	OT	Musim Mas	CGM (Alternative)
Sian Choo	SC	Bumitama Agri	P&T (Substantive)
Yvon Phillips-Meltzer	YPM	NN Investment Partners	Grower (INA) (Substantive) Financial Institution (Alternate)
Amir Afham	AA	RSPO Secretariat	
Ashwin Selvaraj	AS	RSPO Secretariat	
Beverly Postma	BP	RSPO Secretariat	
Bakhtiar Talhah	BT	RSPO Secretariat	
Dede Herland	DH	RSPO Secretariat	
Emir Bustami	EB	RSPO Secretariat	
Inke Van Der	IVD	RSPO Secretariat	
Jules Majail	JM	RSPO Secretariat	
Nefissa Sahnoun	NS	RSPO Secretariat	
Oi Soo Chin	OSC	RSPO Secretariat	
Tiur Rumondang	TR	RSPO Secretariat	
Kwek Mei Jiun	KMJ	RSPO Secretariat	
Bilge Daldeniz	BD	Proforest (SR Consultant)	

Absent with apologies:

Name	Initial	Organisation	Representative Category
Paula den Hartog	PdH	Rainforest Alliance	SNGO (Substantive)

Agenda:

Time	Topic
1500 - 1505	1.0 Opening 1.1 RSPO Antitrust Law 1.2 RSPO Consensus-based decision making 1.3 Acceptance of Agenda
1505 - 1510	2.0 Confirmation of 13th MoM on 15th Oct 2020 2.1 Matters arising from the previous meeting (See Action Trackers)
1510 - 1520	3.0 Introduction of RSPO Secretariat Supporting Unit for the Standing Committees
1520 - 1530	4.0 SSC Administrative Matters 4.1 Membership update 4.2 Meeting schedule for 2021
1530 - 1600	5.0 National Interpretation 5.1 NI Nigeria: For approval 5.2 Updates: NI Thailand, NI Sierra Leone
1600 - 1620	6.0 NDTF/NDJSG - Progress updates
1620 - 1650	7.0 RISS Local Interpretation Indonesia - Up for decision
1650 - 1720	8.0 Metrication Template
1720 - 1740	9.0 Shared Responsibility - Progress Update
1740 - 1800	10.0 AOB

Updates on Action Points from last meeting:

No.	Action Point	Status
1	Governance Structure/ Standing Committees To share the chart for comments and create a session to walkthrough it for better understanding. The Secretariat is taking action on this. Plan to have a meeting with all the Co-Chairs/ Board Link in Sept 2020, organised by Secretariat.	On going
2	Decent Living Wage Secretariat has started recruiting members for DLWTF. The link to the DLW members recruitment has been emailed to SSC members.	On going
3	NI Colombia Colombia NITF has resubmitted the Colombia NI draft document for SSC approval. It will be discussed in today's meeting.	Endorsed.

4	Child's Rights Guidance Guidance documents will be recirculated and approved before the end of October.	Circulated.
5	Jurisdictional Approach The Secretariat will take another look at the document (i.e. on the governance, procedurals) before re-submitting it at the Committee next meeting. A decision was made by the Committee to delay approval of the document in its current form.	The Secretariat needs more time prior to re-submitting to SSC.
6	RSPO Certification System for P&C and RSPO Ind Smallholder Standard (RISS) The documents will be revised based on the feedback given by the Committee and recirculate it before sending it for BoG endorsement.	Done. Submitted to BoG for endorsement.
7	Proposal for the LUCA Process (Submission & Review of Luca) to be Shifted After the Membership Application Secretariat to come up with the plan for the pilot. To update SSC in the next 3 months.	On-going
8	Palm Oil Supply Chain Actor responsibility on NDPE NDPE should be adopted by all actors including those under the supply chain certification requirement, in particular the traders and processors. The Secretariat will bring this matter up to the Supply Chain Team.	On-going

DISCUSSION:

No.	Description	Action Points (PIC)
1.0 Opening		
1.1	The Chair welcomes members of the SSC to the meeting and reminds the members of the following: <ul style="list-style-type: none"> All SSC members will have to abide by the RSPO Antitrust law. SSC follows a consensus-based decision making as outlined in the ToR. Members have to declare Conflict of Interest (Col) under any items and excuse themselves to remain objective to the discussion. 	Info
1.2	There are no further comments on the agenda and it was accepted.	Info
1.3	The SSC welcomed a new member to the SSC, Brian Lariche who represents	Info

	Humana Child Aid Society for the S-NGO Seat. The Committee Members introduced themselves, their experiences and what they represented.	
2.0 Confirmation of 13th MoM on 15th Oct 2020		
2.1	<p>Correction</p> <p>a) <u>Topic 3 (Page 4) NDJSG</u> An issue was raised regarding the definition of “development by communities” and to clarify whether it is by local communities or by companies for the benefit of the communities as it is unclear. Furthermore, most communities are not both financially or competently to develop/conduct development compliant to the standard.</p> <p>b) <u>Topic 5 (Page 6)</u> To include an additional note for the 13th MoM.</p>	To reword the statement for further clarity.
2.2	<p>Confirmation of Minutes</p> <p>Minutes of Meeting for the 13th SSC Meeting is approved.</p>	Info
3.0 Introduction of RSPO Secretariat Supporting Unit for the Standing Committees		
3.1	<p>COO explained the functionality of this new unit and what the future will be in terms of the development of member services. Currently in the first phase of RSPO’s Membership Services. To fill in the gap between Secretariat and Members.</p>	Info
4.0 SSC Administrative Matters		
4.1	<p>SSC Meeting Schedule for 2021 The meeting schedule for 2021 was discussed. Some Members are not able to commit for Friday meetings. SSC Meetings should be a month and a half before a BoG Meeting. 15th SSC Meeting will be tentatively held in Mid January.</p> <p>The Chairs agreed to have shorter but more frequent meetings. The Committee agreed that work on non-critical docs could be done via email instead of waiting for the next meeting for efficiency and timeliness.</p>	Secretariat to submit a list of dates for SSC Meetings and the Committee shall decide.
4.2	<p>SSC Membership The SSC has 3 new Members:</p> <ul style="list-style-type: none"> a) Nurul Hasanah Ahamed, FGV Holding Berhad (Alternate, Grower, Malaysia) b) Rudy Prasetya, Triputra Agro Persada (Alternate, Grower, Indonesia) c) Brian Lariche, Humana Child Aid Society (Substantive, Social NGO) 	Info

5.0 National Interpretation		
5.1	NI Nigeria	
5.1.1	<p><u>Guidance 4.1 Security - regarding the use of 'government security forces'</u> The Committee raised concerns regarding the general hostile security situation and how common it occurs, even in Certified Units. Core of 4.1.2 is not to use violence or any form of harassment. There is a need for these government forces due to dire security reasons but as a company, there are procedures (grievance mechanisms) in place so the local workers and communities living in the land have the chance to be protected. There needs to be a balance between government forces and paramilitary while protecting the core of 4.1.2.</p>	Insert the narrative in the guidance for 4.1.2 of the NI Nigeria.
5.1.2	<p><u>Guidance 4.6.3</u> The Members highlighted that the TF removed 'evidence related to customary rights' while there is no reason to do so. Need to re-insert the text.</p>	To revert back to the original P&C document.
5.1.3	<p><u>Smallholder Definition</u> Preamble definition of individual smallholders has two definitions: "... planted area of oil palm is usually below 50 hectares in size" and at the end of the document (Definition or Guidance) it was mentioned as 40 hectares</p>	To double-check the consistencies of the definition used.
5.1.4	<p>SSC Decision: Not ready for approval. Nigeria NI TF to improve the draft for SSC approval.</p>	
5.2	Issue raised on NI TF Membership	
5.2.1	<p>NI Sierra Leone NI Sierra Leone TF asked for approval on the composition of NI Task Force as there are only 2 categories (grower/smallholders and Social NGO) are RSPO members out of 7 categories. The rest are non-members.</p>	
5.2.2	<p>SSC Decision: The Committee can endorse with condition:</p> <ul style="list-style-type: none"> ● the NI WG needs to be reminded to commit throughout the entire process such as ensuring there is a quorum when they make decisions. ● Those non-RSPO members must be active, understand what certification is all about. ● RSPO African Team to confirm (via email) the existence of these organisations. <p>RSPO Secretariat to put in extra efforts and resources in guiding, monitoring and helping the TF with the NI development process.</p>	
		Secretariat to put in extra efforts/resource s in guiding, monitoring and helping non-members to understand the NI development process.

<p>5.2.3</p> <p>NI Thailand Insufficient number of members to form a balanced representation for the Thailand NI TF. The Committee agreed to invite non-members but information for the candidate is required and vetted through.</p> <p>5.2.4</p> <p>SSC Decision: RSPO Secretariat to assist the stakeholders in Thailand. Similar to the decision for Sierra Leone, non-RSPO members can be allowed to join as members of the TF. The NI WG needs to ensure balanced composition of members as there is heavy interest from the Growers and CGM.</p> <p>5.3</p> <p>Timeline to Develop NI Deadline to express interest to initiate NI work for any country which has not done so has been set on 14/11/2020. This will allow time to complete the process within 2021.</p>		<p>To get a memo from RSPO African Team for confirmation that the applying CSOs exists.</p> <p>Jenny to share the list of NGOs to be invited to this group.</p>
<p>6.0 NDTF/NDJSG - Progress updates</p>		
<p>6.1</p> <p>NDTF Review and Implementation Procedure Draft #0 is expected to be finalised in the next meeting. Gap Analysis has been finalised, currently KIV. The consultant for the Implementation Guidance for Criteria 7.12 has been paid off. Currently the 1st Gap Analysis review is still pending. HCSA Reviewer Template Draft review completed, to be sent to HCSA officially for approval and implementation. On HCSA representation in NDTF, Charlotte Opal from Earthworm (previous expert) has been replaced by Darren Brown.</p> <p>6.2</p> <p>NDJSG Next meeting is scheduled on 23rd Nov 2020. Meeting will discuss:</p> <ul style="list-style-type: none"> ○ Decision making process ○ Questionnaire for HFCC ○ Discussion on the Legacy case definition ○ Discussion on “sticky issues” <ol style="list-style-type: none"> 1. Allowance of limited development for IP/LC benefit 2. 7.12.3 and its scope within P&C 2018 ○ Brief of SSC decision <p>The Chair mentioned that there is a time limit for the NDJSG (until the end of the year) to prove that there are progress made to justify extending or revisiting the mandate of the group.</p> <p>It was agreed that there has to be an evaluation of performance as part of</p>		<p>Info</p> <p>Info</p>

	<p>the NDJSG ToR. In January 2021, SSC will review the performance of NDJSG.</p> <p>Secretariat will reply to the letter by the Gabon NITF on their concern being HFCC, addressed to Secretariat.</p>	<p>SSC to review NDJSG performance in Jan 2021.</p> <p>Secretariat to reply to the letter.</p>
<p>7.0 RISS Local Interpretation Indonesia - updates</p>		
<p>7.1</p>	<p>Background</p> <p>A brief history and introduction of the RISS Local Interpretation Indonesia was presented to the Committee. The RISS INA NI TF has sent a letter explaining their concern and stance that RISS Interpretation Indonesia should be called as National Interpretation.</p> <p>The INA Task Force has 3 main concerns in regards to the LI namely:</p> <ul style="list-style-type: none"> ● Unclear on the difference between the LI and the NI due to there being no clear guideline in producing LI. ● The current LI draft is looking like a NI due to the interpretation documents also including Indonesian legal frameworks. ● Classifying the LI as an appendix to the RISS and not as a standalone will bring confusion to users and CB. 	
<p>7.2</p>	<p>Recommendation from the INA Task Force</p> <p>To name the RISS Local Interpretation Indonesia RISS National Interpretation Indonesia.</p> <p>The size growth potential of ISH in Indonesia should be a good reason for the NI document to be applied as so with all the treatment and consequences as standard.</p> <p>Some of the members of the Committee pointed out that they did not receive the documents relating to this agenda point possibly due to the size of material being too big and some email systems unable to download it.</p>	<p>Secretariat to re-send the documents to SSC together with the analysis by RSPO Secretariat.</p>
<p>7.3</p>	<p>Response from SSC</p> <p>Secretariat to analyze this document using the three criteria</p> <ol style="list-style-type: none"> 1. Definition of smallholder (including size threshold) 2. Applicable local laws, and regulations pertaining to land land-use rights and legality 3. Any other matters relevant to the local context of ISH <p>The SSC will go through the letter and discuss the results of the analysis at the next meeting. RSPO will reply to the letter sent by the INA RISS TF.</p>	<p>Secretariat to reply to the letter to INA RISS TF.</p>

8.0 Metrication Template		
8.1	<p>Status The final guidance document and Metrics Template is ready, with the Guidance Document requiring formatting and proofreading by the Comms Team before launch.</p>	Info
8.2	<p>Projected Rollout Timeline Nov 2020: Request endorsement from the SSC. Jan 2021: Officially announce the Metrics Template with key dates of subsequent events. Feb 2021: <ul style="list-style-type: none"> (i) Translation of the guidance document and metric template. (ii) Internal socialisation with the RSPO Secretariat. (iii) Briefing and training workshops/webinars with growers and CBs. June 2021: From the 1st of June, the metrics template will be used to audit IC, ASA, and recertification, with the first 5 months after the official announcement as the testing and learning period. The template will be pilot-test for feedback and potential further improvements.</p>	Info
8.3	<p>SSC Decision Endorsed to allow pilot testing.</p>	
9.0 Shared Responsibility - Progress Update		
9.1	<p>Status The SRWG representatives shared their work progress updates, current priority on volume uptake target, and the revised work plan process 2020/21. The WG will focus on the percentage uptake figure while the technical facilitators will be working on the implementation of manual alignment. The SR Unit is recruiting new members with the aim of having the Unit take over the technical facilitators at the end of Q1 2021.</p>	Info
9.2	<p>Challenges</p> <ul style="list-style-type: none"> ● No percentage of uptake volume targets before the end of the year. ● There has to be a public consultation on Incentives and Sanctions before implementation. ● Credits; (i) SR percentage uptake targets decision needed. (ii) SRWG input ● Communications and outreach is needed for internalisation, socialisation, and ownership. <p>SSC expressed its concern for a robust communication to the members, in</p>	Info The percentage target uptake volume will be shared in the

	particular Processor and Trader and CGM that majority in number in ordinary category. How to communicate to them to ensure that they got the message.	SSC next meeting.
10.0	AOB	
10.1	Members Code of Conduct Only 4 members have submitted and signed the code of conduct. Secretariat will resend email on request to sign of CoC.	Secretariat will resend email on request to SSC members to sign CoC.
10.2	Child Right Guidance Child Rights Guidance documents have inconsistencies that have to be sorted out before it can be published.	
10.3	Email Address A member of the Committee notified the SSC about her email address changes starting Jan 2021.	Info
10.4	Malaysia NI Inconsistency was found in MY NI on 2.3.2 Guidance on different dates used. This is to be corrected.	The difference will be rectified.

Meeting ended at 18:04.

ANNEX:

In alphabetical order

<u>HCSA</u>	<u>High Carbon Stock Area</u>
<u>HFCC</u>	<u>High Forest Cover Country</u>
<u>NDJSG</u>	<u>No Deforestation Joint Steering Group</u>
<u>NDTF</u>	<u>No Deforestation Task Force</u>
<u>NDPE</u>	<u>No Deforestation, Peat, Exploitation</u>
<u>SRWG</u>	<u>Shared Responsibility Working Group</u>