

MINUTES OF MEETING

24th SSC Meeting

Time: 1500 - 1800 (MYT)

Date: Thursday, 24th February 2022

Venue: Zoom Meeting <https://zoom.us/j/95709633883> Meeting ID: 957 0963 3883 Passcode: 24@SSC

ATTENDEES

Name	Initial	Organisation	
1. Lim Sian Choo	LSC	Bumitama Group	Grower (INA) - Substantive
2. William Siow	WS	MPOA/IOI	Grower (MY) - Substantive
3. Ian Orrell	IO	NBPOL	Grower (Smallholder) - Substantive
4. Olivier Tichit (Co-Chair)	OT	Musim Mas	P&T – Substantive
5. Librian Anggraeni	LA	Musim Mas	P&T – Alternate
6. Jenny Walther-Thoss	JWT	WWF Singapore	ENGO- Substantive
7. Anne Rosenbarger	AR	WRI	ENGO – Substantive
8. Brian Lariche	BL	Humana	SNGO - Substantive
1. Julia Majail	JM	RSPO Secretariat	
2. Javin Tan	JT	RSPO Secretariat	
3. Dr. Gan Lian Tiong	GLT	RSPO Secretariat	
4. Amir Afham	AA	RSPO Secretariat	
5. Ayu Melese	AM	RSPO Secretariat	
6. Leena Ghosh	LG	RSPO Secretariat	
Absence with apology:			
1. Sander van den Ende	SvE	SIPEF	Grower (RoW) - Substantive
2. Mohammed Dao	MD	OLAM Group	Grower (RoW) - Alternate

AGENDA

Time	Item	Agenda	PIC
1500 - 1505	1.0	Opening	OT
	1.1	Acceptance of Agenda	
	1.2	RSPO Antitrust Law	
	1.3	RSPO Consensus-based decision making	
	1.4	RSPO Declaration of Conflict of Interest	
	1.5	Welcoming new SSC Member: Mr. William Siow Kar Dat, MPOA	
1505- 1510	2.0	Appointment of new SSC Co-Chairs	JM
1510 – 1550	3.0	Confirmation of the 23rd MoM on 27th Jan 2022	OT
	3.1	Matters arising from the previous meetings/Action Tracker	
	3.2	Progress update WG/TF/SG under SSC	
1550 – 1630	4.0	For Approval/ Endorsement:	
	4.1	NI Cameroon Draft	JT

	4.2	RSPO Management System Requirements for Group Certification of FFB Production 2022	JT
	4.3	'HCSA requirements for the RSPO' guidance document	AA
	4.4	Guidance documents on simplified HCV approach for Smallholders (to align with the requirements of the RSPO NPP 2021)	KSL
1630 – 1650	5.0	For Updates:	
	5.1	P&C Review	JT
	5.2	Updated from DLW TF	AM/LG
	5.3	Updates from BHCVWG on Draft Protocol on Disclosure for Recertification and Initial Certification	KSL
1650 – 1700	6.0	Any Other Business:	
	6.1	Webpage for RSPO Standard (https://www.rspo.org/standards)	JM
1700		Meeting Ends	

DISCUSSION:

No.	Description	Action Points (PIC)
1.0	Opening	
1.1	The Chairs welcomed everyone to the meeting and presented the agenda of the meeting.	
1.2	LSC will have to leave the meeting at 4:00pm.	
1.3	The RSPO Antitrust Law, consensus-based decision making, and Declaration of Conflict of Interest were read out to the Committee.	
1.4	The Chairs welcomed a new SSC Member, Mr. William Siow, a representative for MPOA	
2.0	Appointment of New SSC Co-chairs	
	There are three nominations for the new SSC Co-chairs: SvE, LSC, JWT LSC accepted the nomination. SvE accepted the nomination via email. JWT did not accept the nomination due to her current circumstances. The appointment has been deferred to the next meeting as SvE was not present.	
3.0	Confirmation of the 23rd SSC MOM	
3.1	Confirmation of Minutes of Meeting Page 4 to improve on the language, especially on part 3.4. Part 4.2 to be corrected to “So as to avoid” and “Compliance guide” The minutes of the meeting were accepted/endorsed subject to the	

	correction as mentioned above.	
4.0	For Approval/Endorsement	
4.1	<p><u>NI Cameroon Draft</u></p> <p>NIWG has amended most of the comments given by the SSC except for point 2 where they decided to keep and incorporate the procedural notes within the preamble text as other Country NIs have kept NI process details inside the NI text for more transparency. Other comments have been accepted and amended accordingly.</p> <p>Decision SSC approved the draft and will forward it to BOG for endorsement via email.</p> <p>Note: Secretariat to seek written confirmation (by email) from SSC members representing the SNGO and Growers (RoW) for their endorsement of the above document (and all other documents that the SSC approved at the meeting today).</p>	<p>Endorsement of the NI Cameroon Draft by BoG</p> <p>Action by: Secretariat</p>
4.2	<p><u>RSPO Management System Requirements for Group Certification of FFB Production 2022</u></p> <p>Introduction part was amended to provide more information on Group Certification. The year 2021 was changed to 2022.</p> <p>Annex 2 has been expanded with focus on different grower groups to look at what are the certification options available; while Annex 3 focus on a mill and its supply base and how it ties back to the requirement under the certification system document in regard to the time-bound plan.</p> <p>The document will be sent for proofreading once the document has been endorsed.</p> <p>A simplified version to explain the Annex 2 is needed to make it easy to understand and practical to users.</p> <p>Decision:</p> <ul style="list-style-type: none"> • Secretariat to improve the current document and finalizing will take place within next couple of weeks. Approval by SSC will be done via email. • Secretariat will prepare another separate document for Annex 2 to make it simpler, more understandable and readable. 	<p>Further improvement to the current document and resend to SSC for approval</p> <p>Action by: Secretariat</p>

4.3	<p><u>'HCSA requirements for the RSPO' guidance document</u></p> <p>Secretariat highlighted</p> <ul style="list-style-type: none"> • Page 20, the table on Standard Operating Procedures (SOPs) is too lengthy, can break into several categories to make it more readable. • Caveat to be added to explain that the SOPs can still be in development • The picture on the cover page to be changed to a more appealing picture. <p>Decision: SSC endorsed the document subject to the correction mentioned above.</p>	
4.4	<p><u>Guidance documents on simplified HCV approach for Smallholders (to align with the requirements of the RSPO NPP 2021)</u></p> <p>The members of SSC appreciated that previous feedback has been taken into consideration in developing the documents.</p> <p>It is suggested to proofread the document into more direct sentences and simplify it to be more readable.</p> <p>Decision: SSC endorsed the draft subject to the correction mentioned above.</p>	
5.0	For Updates	
5.1	<p><u>P&C Review</u></p> <p>Outline of targeted milestones was presented.</p> <p>Standard Review Taskforce and Steering Group will be formed before the 1st meeting in Apr 2022. It will depend on the TF to decide what technical committees will take place in the 1st meeting in Apr 2022.</p> <p>Next Step:</p> <p>Secretariat will send out invitation to all to express interest to be part of TF members and of TC member. Secretariat will also start with the engagement of the facilitation team and will establish Secretariat Coordination Team. Members' survey will also be sent out in early March and preparatory report for TF 1st meeting will be prepared before the TF 1st meeting.</p> <p>Members' survey will be analysed by consultants from Copenhagen Business School to conduct survey and analysis. Secretariat have already engaged them, and they are currently assisting to develop the questions. Aim to deploy the survey as early as March.</p> <p>Any comments/recommendations submission relating to P&C 2018 for TF's</p>	

	consideration is to be send by 31 March 2022.	
5.2	<p><u>Updates from DLW TF</u></p> <ul style="list-style-type: none"> DLWTF agreed on 3 approaches towards developing DLW-benchmark which are equally credible and consistent with RSPO-endorsed methodology (Anker methodology and GLWC benchmarks). To continue implementing interim measures utilising existing benchmarks. But the DLWTF recommended that if NIWG has reasons for not using existing GLWC benchmarks and ARV, it must explain and provide its justifications to the RSPO for a review by its consultants. <p>Next Step: Operationalization of the 3 Approaches will be carried out. Budget plan will be finalised and secured, and consultants and local researchers will be hired to undertake the benchmark studies. Secretariat will provide the supports for NIWG implementing the interim measures, coordinate & monitor benchmark studies and determine where adjustment is needed.</p>	
5.3	<p><u>Updates from BHCVWG on Draft Protocol on Disclosure for Recertification and Initial Certification</u></p> <p>This was discussed during the BHCVWG meeting held on 22-24 Feb 2022. BHCVWG & RSPO Secretariat will develop a process for recertification for Scenario 2. Subgroup was formed, calls and draft development by subgroup (Sep-Nov 2021), draft protocol circulated within affected units of the Secretariat and review and feedback (Dec-Jan 2022). This was presented for discussion at the BHCVWG meeting happening concurrently.</p> <p>Outline of protocol was presented with the following main points: Purpose and scope of the protocol, application to other existing RSPO requirements, obligation to update disclosures and interim measure (March to June 2022).</p>	
6.0	Any Other Business	
6.1	<p><u>Webpage for RSPO Standard</u></p> <p>RSPO Website has established a specific page for Standard (https://rspo.org/standards) that will highlight all the RSPO key and supporting documents to provide better visibility, access and easy reference for all members. The page will also include documents that currently are under development as well.</p>	

6.2	<u>Task Force for RSPO Membership Growth</u> SSC has been tasked by BoG to set up a Task Force to analyse the root cause of poor growth of RSPO membership per category. The TF will dissect the information and try to figure out why some membership categories are not growing. The TF will have the liberty to hire consultant and contact members who have left, why they left and why they are not joining.	
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MEETING ENDED AT 1700 MYT