

## MINUTES OF MEETING OF RSPO

### 28th RSPO BHCVWG MEETING

**Date:** 7th May 2015  
**Start Time:** 9.00 am  
**Venue:** Aloft Hotel, Kuala Lumpur, Malaysia

**Attendance:**

<p><b><u>Members and Alternates</u></b></p> <p>Anne Rosenbarger (AR, WRI)          Audrey Lee Mei Fong (ALMF, OLAM)          Dwi Muhtaman (DWM, Remark Asia)          Elizabeth Clarke (EC, ZSL)          Leoni Lawrence (LL, ZSL)          Gan Lian Tiong (GLT, MM)          Ginny Ng Siew Ling (GN, WILMAR)          Harjinder Kler (HK, HUTAN)          John Payne (JP, BORA)          Tang Men Kon (TMK, SIME)          Lee Swee Yin (LSY, SIME)          Marcus Colchester (MC, FPP)          NorAzam Abd Hameed (NaH, FGV)          Olivier Tichit (OT, SIPEF)          Richard Kan (RK, GAR)          Michal Zrust (MZ, Daemeter)          Paulina Villalpando (PV, HCVRN)          Lanash Tanda (LT, SEPA)          Tania Firdausy (TF, WRI)          Faisal Parish (FP, GEC)*</p>	<p><b><u>RSPO Advisors</u></b></p> <p><b><u>Secretariat Staff</u></b></p> <p>Oi Soo Chin (OSC, RSPO)          Dillon Sarim (DS, RSPO)          Francisco Naranjo (FN, RSPO)          Melissa Chin YK (MCYK, RSPOP)*</p> <p><b><u>Absent with Apologies</u></b></p> <p>Henry Barlow (HB, Independent)          Glen Reynolds (GR, SEARRP)          Peter Heng (PH, GAR)          Sophie Persey (SP, REA)</p> <p>*Invited and attended only one discussion session.</p>
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AGENDA

1.0 Opening meeting .....3

2.0 Update on Budget .....3

3.0 Results of BHCVWG Work Plan, concept notes and budgeting .....3

4.0 Update on HCV ALS .....4

5.0 Simplified HCV toolkit for smallholders update .....4

6.0 HCV toolkit for oil palm sector .....4

7.0 LUC analysis for NPP and potential collaboration with Emission Reduction Working Group (ERWG) .....4

8.0 Assigning compensation panel .....5

11.0 Closing meeting .....5


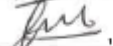
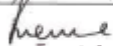
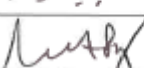
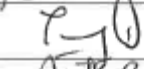
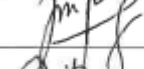
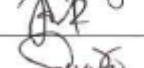

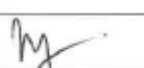
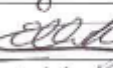
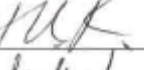









Item	Description	Point Person
<p><b>1.0</b> 1.0.1</p> <p><b>1.1</b> 1.1.1</p> <p><b>1.2</b></p>	<p><b>1.0 Opening meeting</b> OT opened the 28<sup>th</sup> BHCVWG meeting by welcoming members and participants.</p> <p><b>Approval of previous minutes</b> OSC presented the minutes and sought comments from members. The minutes were then endorsed by the BHCVWG members and OSC informed members that it will be uploaded on the RSPO website.</p> <p><b>Action points:</b> 1. To upload minutes onto the website.</p>	<p>OSC</p>
<p><b>2.0</b> 2.0.1</p>	<p><b>2.0 Update on Budget</b> OSC presented the spending for BHCVWG for financial year July 2014 to June 2015.</p>	
<p><b>3.0</b> 3.0.1</p> <p>3.0.2</p> <p><b>3.1</b></p>	<p><b>3.0 Results of BHCVWG Work Plan, concept notes and budgeting</b> OSC presented the voting results for the BHCVWG Work Plan and informed members that the next step would be to allocate budgets to proposed projects. MZ suggested proposed projects be uploaded on to the RSPO website for 30 days and request interested parties to send in their concept notes. GN commented it is important to identify the objectives and outcomes of the projects before posting it on the website to avoid concept notes received will not be all over the place.</p> <p>GN also suggested a panel be set up to evaluate concept notes and proposals. OT replied that the co-chairs and Secretariat will be evaluating concept notes and proposals. ALMF suggested co-chairs to help the Secretariat propose budget for each projects.</p> <p><b>Action points:</b> 1. GN to develop output for proposed projects. 2. Secretariat to post proposed projects on RSPO website for tender. 3. Co-chairs to help with propose budget for projects.</p>	<p>1.35.00mins 2.06.00 tea break</p> <p>GN OSC OT/AR</p>

Item	Description	Point Person
<p><b>4.0</b> 4.0.1</p>	<p><b>4.0 Update on HCV ALS</b> PV provided updates on the HCV Assessor Licensing Scheme (<b>Annex 2</b>) to members. To date, there are a total of 56 provisional licensed assessors under the scheme. PV also reported current activities undertaken by the HCVRN.</p>	<p>2.22.11mins reconvene</p>
<p><b>5.0</b> 5.0.1</p>	<p><b>5.0 Simplified HCV toolkit for smallholders update</b> PV provided updates on HCV toolkit for smallholders (<b>Annex 3</b>) to members.</p>	
<p><b>6.0</b> 6.0.1</p>	<p><b>6.0 HCV toolkit for oil palm sector</b> Members of the BHCVWG were divided into 2 groups to brainstorm ideas for developing HCV toolkit for palm oil sector. The session was led by PV from HCVRN. The key issues and the framework identified were sent to HCVRN for consideration.</p>	
<p><b>7.0</b> 7.0.1  7.0.2  7.0.3  7.1</p>	<p><b>7.0 LUC analysis for NPP and potential collaboration with Emission Reduction Working Group (ERWG)</b> The co-chair of ERWG (FP) and MCYL, RSPO GHG manager were invited to the meeting to provide information on what the ERWG has been doing that could be relevant to the BHCVWG. FP explained that the meeting could help avoid divergence issues in both WGs when developing procedures. It was also aimed at avoiding duplication of procedures. See <b>Annex 4</b> for presentation from FP. AR also shared information on LUC guidance with representatives from ERWG.</p> <p>7.0.2 FP informed the BHCVWG that ERWG is considering organising a one day workshop to discuss about compensation resources and how to give additional incentives for growers to keep and maintain HCS areas beyond legal requirements. He suggested to have this meeting back to back with the next BCHVWG meeting.</p> <p>7.0.3 AR asked for volunteers to work with ERWG in planning and preparation of the workshop. DL suggested inviting members from SHWG to be involved in planning the workshop. MZ, DL, OT, ALMF from BHCVWG volunteered to be involved in planning the workshop.</p> <p><b>7.1 Action point:</b> 1. MZ, DL, OT, ALMF to assist in planning the workshop.</p>	<p>3.33.00 mins Lunch break Reconvene at 5.40.08mins</p> <p>MZ, DL, OT &amp; ALMF</p>

Item	Description	Point Person
<p><b>8.0</b></p> <p>8.0.1</p> <p>8.0.2</p> <p>8.0.3</p> <p>8.0.4</p> <p><b>8.1</b></p>	<p><b>8.0 Assigning compensation panel</b></p> <p>OSC presented the list of incomplete compensation panels to the TF. Members were reminded to declare Conflict of Interest (CoI). AR asked members if having a non-commercial relationship with companies such as signing of MoU was considered as CoI. Members said it was.</p> <p>OT informed the TF that members of the BoG cannot serve on the compensation panel and clarified that alternate members of the BoG may serve on a compensation panel on their own choice. These alternate members would need to recuse themselves from any discussion at Board meeting when there is discussion regarding members of their respective compensation panel.</p> <p>There was no objection on whether a member of a compensation panel of a compensation case could serve as complaints panel for the same company involved in complaints. Any decision made for compensation case with the above condition should also be valid.</p> <p>AR suggested to assign the panels offline after checking CoI for members.</p> <p><b>Action points:</b></p> <ol style="list-style-type: none"> <li>1. Secretariat to assign compensation panel offline and circulate to members.</li> </ol>	<p>DS</p>
<p><b>9.0</b></p> <p>9.0.1</p>	<p><b>9.0 Update on riparian management and contract for additional work</b></p> <p>OSC presented the contract for additional work to members. The TF approved the contract.</p>	
<p><b>10.0</b></p> <p>10.0.1</p>	<p><b>10.0 Update on INA HCV TF</b></p> <p>OSC informed members that both English and Bahasa version of the legal review documents was available in March 2015. She also updated members that Desi from RILO office has met with relevant government agencies for advice. The next step will be to organize a growers' workshop.</p>	
<p><b>11.0</b></p>	<p><b>11.0 Closing meeting</b></p> <p>OT closed the meeting by thanking members for their participation. Meeting reconvenes August 6<sup>th</sup>, 2015.</p>	

## ANNEX 1

**Attendance sheet**  
**28<sup>th</sup> RSPO BHCVWG Meeting**  
**7<sup>th</sup> May 2015**  
**Aloft Hotel, Kuala Lumpur**

#	Name	Organisation	Signature (7/5)
1.	HARJINDER KLER	HUTAN	
2.	Ginny Ng	Wilmar	
3.	MARCOLO COLCHESTER	FPP	
4.	Michael Brady	IFC	
5.	Tang Men Kon	Sime Darby Plantation	
6.	Andray Lee	OLAM	
7.	Tania P. Firdausy	WRI	
8.	Lee Swee Yin.	Sime Darby Plantation	
9.	NORAZAM ABUUL HAMEED	FGV	
10.	MEUSSA YEOH B-C	WWF MY	
11.	ELIZABETH CURKE	ZSL	
12.	FERNANDO WARMUNO	RSPO	
13.	Paulina Villalpanno	HCW RN	
14.	John Payne	BOAM	
15.	Lanash Thanda	SEPIA	
16.	Richard Kan	UMC	
17.	MICHAEL ZRUST	DAEMETER	
18.	OTICHI	SITEF	
19.	Anne Rosenbarger	WRI	
20.	Leonie Lawrence	ZSL	

# ANNEX 2



**HCV** RESOURCE NETWORK



## HCV Assessor Licensing Scheme

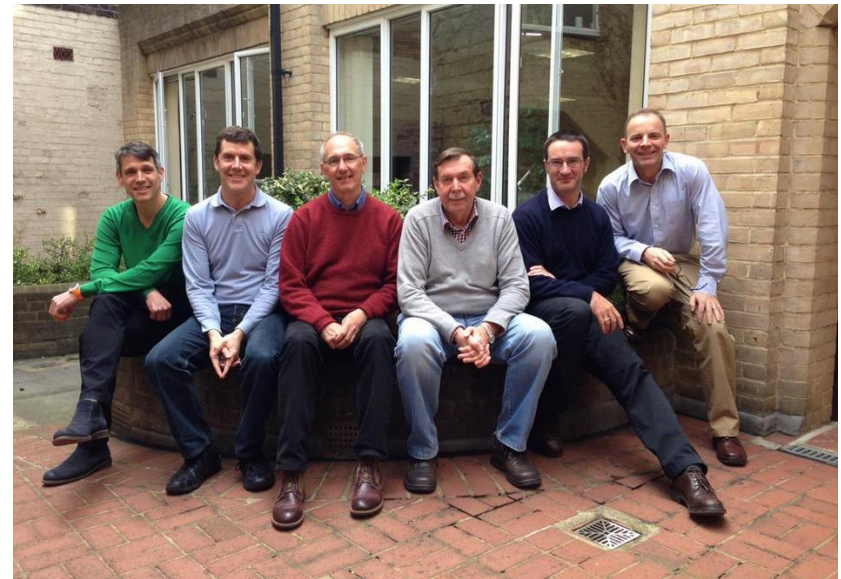
RSPO BHCV Working Group  
Kuala Lumpur, May 6<sup>th</sup>, 2015





## About the HCV Resource Network

- Member-based organisation founded in 2006, governed by a Steering Group from 2006-2014
- 27 members (since early 2014), 2 supporters
- Governed by a Management Committee
  - Daemeter Consulting
  - Forest Peoples Programme
  - Forest Stewardship Council
  - Mondi
  - Olam International
  - WWF International







# What is the HCV Assessor Licensing Scheme?

A scheme to **license lead HCV assessors** so that they can:

- conduct high-quality HCV assessments
- plan & budget better
- deliver concise & clear reports & public summaries

**Useful to:**

- Companies aiming for **certification**
- Companies with **HCV commitments** in their policies
- **Other** users of HCV



[www.hcvnetwork.org/als](http://www.hcvnetwork.org/als)



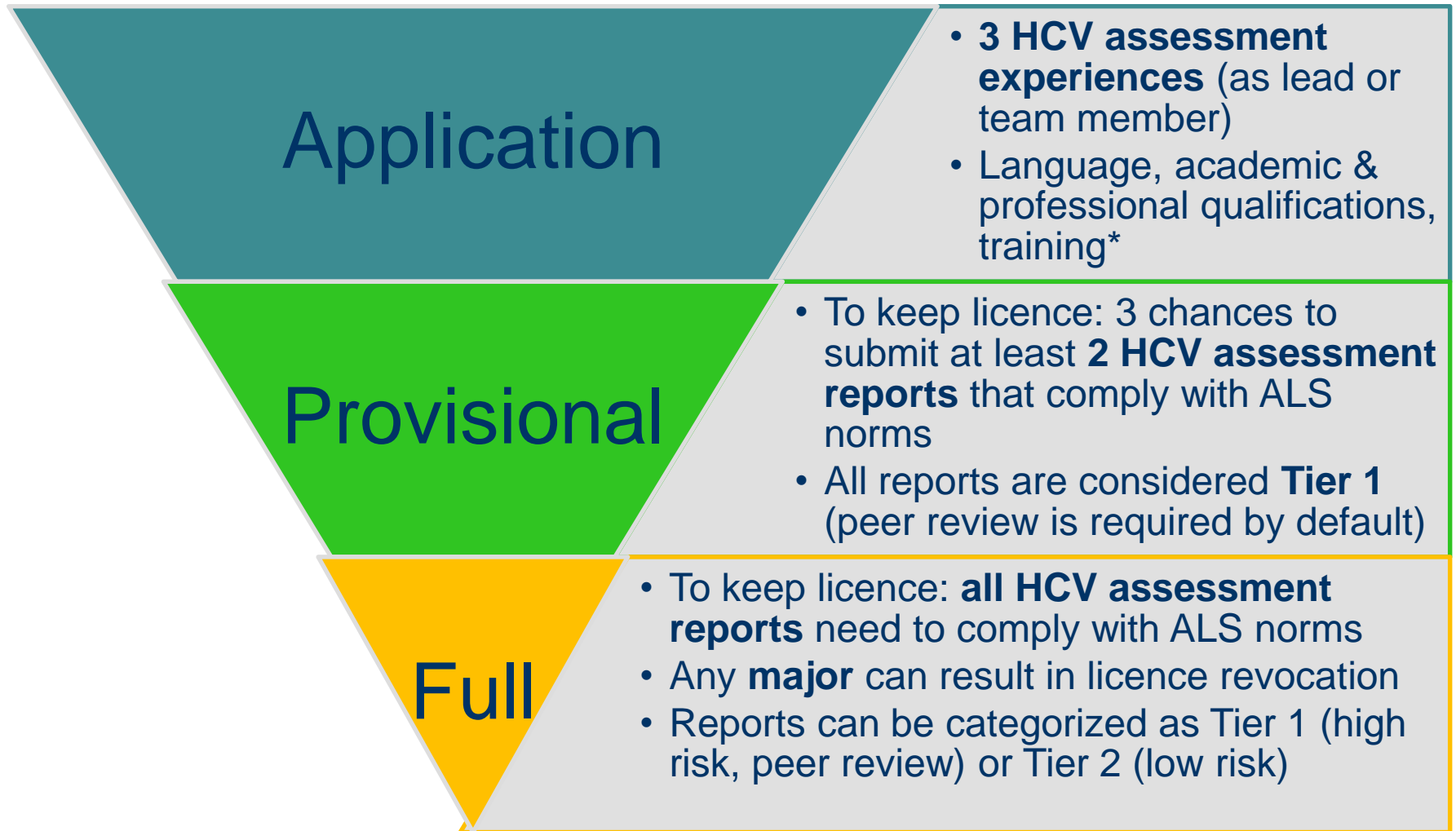


## Why was it created?

- **Variability in quality of assessment processes** - no stakeholder consultations, costly, misidentification / omission of HCVs
- **Inadequate reporting** – lengthy, poor quality maps, old data - not useful for companies
- **No standardized procedures** for assessors to follow regardless of commodity or scheme
- **No monitoring** of assessors to prevent substandard work
- **No platform for support & peer to peer learning**



# Licensing process: 3 phases/filters





## Key assumptions

- **Reports are a proxy** to evaluate assessor compliance with ALS norms (field verification was not financially viable)
- **Tier rating** as a safeguard for high risk scenarios, **peer review procedure** designed to identify errors on time
- **Report submitted is the final version** and should be the same that the company & certification scheme receive



# How is quality maintained?

## Quality Manager

- Reviews applications (procedure)
- Coordinates peer reviewers and Quality Panel members

## Quality Panel

- Evaluate reports and public summaries (procedure)
- Provide assessors with feedback for improvement

## Peer Reviewers

- Review quality of assessment report before it is submitted to ALS (procedure)



## Current activities

- Make it work better with RSPO NPP requirements - **reporting**
- Discipline specialist register
- Webinars, info sessions, online training sessions
- **HCV Assessor Training Courses** by registered orgs - increase availability of assessors in Africa and Latin America
- Engagement with other cert. schemes
- Keeping track of **feedback** from users & stakeholders
- Maintenance & improvement of **web platform**
- **Further strengthen peer review system**



## Status (31<sup>st</sup> of March)

- Online accounts 145
- Applications received 65
- Applications rejected 7
- Applications on hold 2
- Provisional licences 56
- Full licences 0
- Registered training orgs 7
- Peer reviewers 20
- QP members 6



**HCV** RESOURCE  
NETWORK

# HCV for Smallholders approach

RSPO BHCV Working Group  
Kuala Lumpur, May 6<sup>th</sup>, 2015

[www.hcvnetwork.org](http://www.hcvnetwork.org)







## Background

- Project developed by the **HCVRN Secretariat** and **SHARP** partnership to:
  - Address the issue of HCV assessments in smallholder contexts
  - How can smallholders carry out HCV assessments in a cost-effective/high quality way?
- **RSPO SHWG** endorsed the approach for field testing
  - Task force was formed to coordinate field testing





## Next steps (1)

- Finding appropriate **low risk sites** for tests:
  - Indonesia – first test but it was high risk because of proximity to national park
  - Being considered: Honduras, Ghana, Tanzania
- **Fine-tune risk indicators:** when should the SH approach can be used? When would a normal HCV assessment be needed?
  - WRI data use to help with this process



## Next steps (2)

- Develop more guidance on:
  - Risk indicators
  - Smallholder stakeholder mapping
  - How to define supply base
  - Who should group manager be
- More updates by the end of May
- Jun-Aug: field testing
- Feedback of results by the end of Sep.

Questions: [anders@hcvnetwork.org](mailto:anders@hcvnetwork.org) or  
[veronique@proforest.net](mailto:veronique@proforest.net)



## What already exists:

- ALS templates & guidance
- Common Guidance for HCV Identification & older toolkits
  - National Interpretations (some countries / some outdated)
- Common Guidance for HCV Management and Monitoring
- Last meeting, the RSPO BHCV suggested creation of HCV oil palm-specific guidance





## What is needed? What is the process?

Come up with ideas on:

- **Process**: Propose a process to draft this guidance so that it is global and user-friendly  
**be creative!** e.g. who could the HCVRN interview?  
Any volunteers?
- **Content**: Propose content/key issues that could/should be addressed by this guidance.  
**Think globally** - palm not only grows in Malaysia or Indonesia!



# Considerations

- ALL HCVs 1-6 – social recommendations too!
- Applicable **GLOBALLY**
- What is **NOT** currently addressed by existing guidance?  
What is needed?
- Case studies? What should we feature?
- **Lessons learned** from growers & what do your people need in the field?
- How can we prevent mistakes in Latin America and Africa?  
We are on time!
- **SMALLHOLDERS** – oil palm in Latin America & Africa is largely grown by smallholders - capacity



**HCV** RESOURCE  
NETWORK

**Thank you!**

[secretariat@hcvnetwork.org](mailto:secretariat@hcvnetwork.org)

[www.hcvnetwork.org](http://www.hcvnetwork.org)





ANNEX 4

# Potential alignment of ERWG and BHCVWG procedures

For discussion with BHCVWG

Kuala Lumpur

7<sup>th</sup> May 2015



# Issues

- RSPO requires assessment of potential GHG emissions from new developments to be submitted to RSPO/ERWG at time of submission of NPP Report.
- Assessment of Carbon stocks and potential GHG emissions can be linked to HCV and soil assessments.
- ERWG is looking at alignment options with High Carbon Stock Study by Manifesto Group and High Carbon Stock Approach Tool Kit.
- Are there any conflicts/overlaps between ERWG and BHCVWG procedures?
- How can ERWG and BHCVWG procedures be better aligned ( if useful/needed)

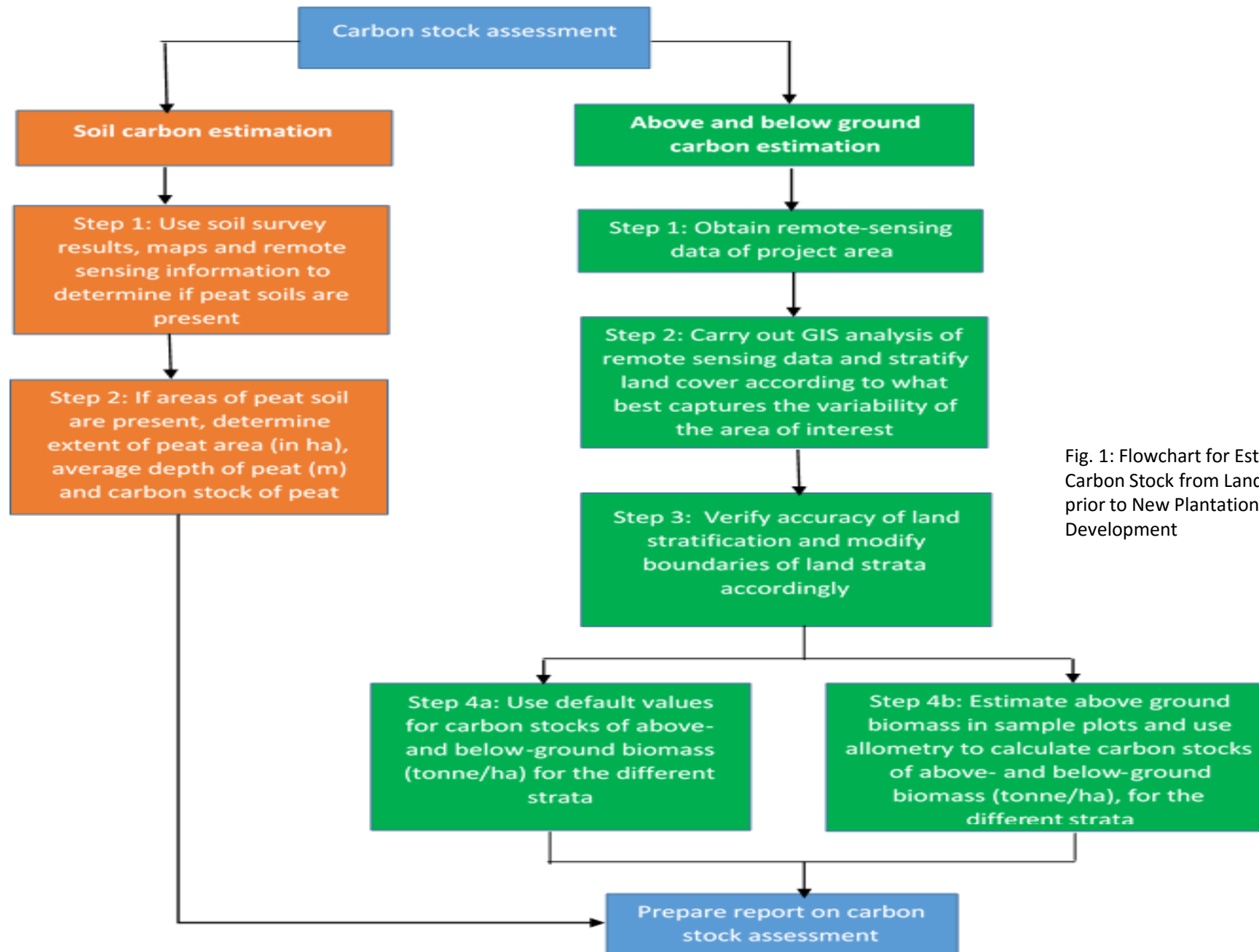


Fig. 1: Flowchart for Estimating Carbon Stock from Land Cover prior to New Plantation Development

# Above and below ground biomass estimation prior to development

## Step 1: Obtain remote-sensing data of project area

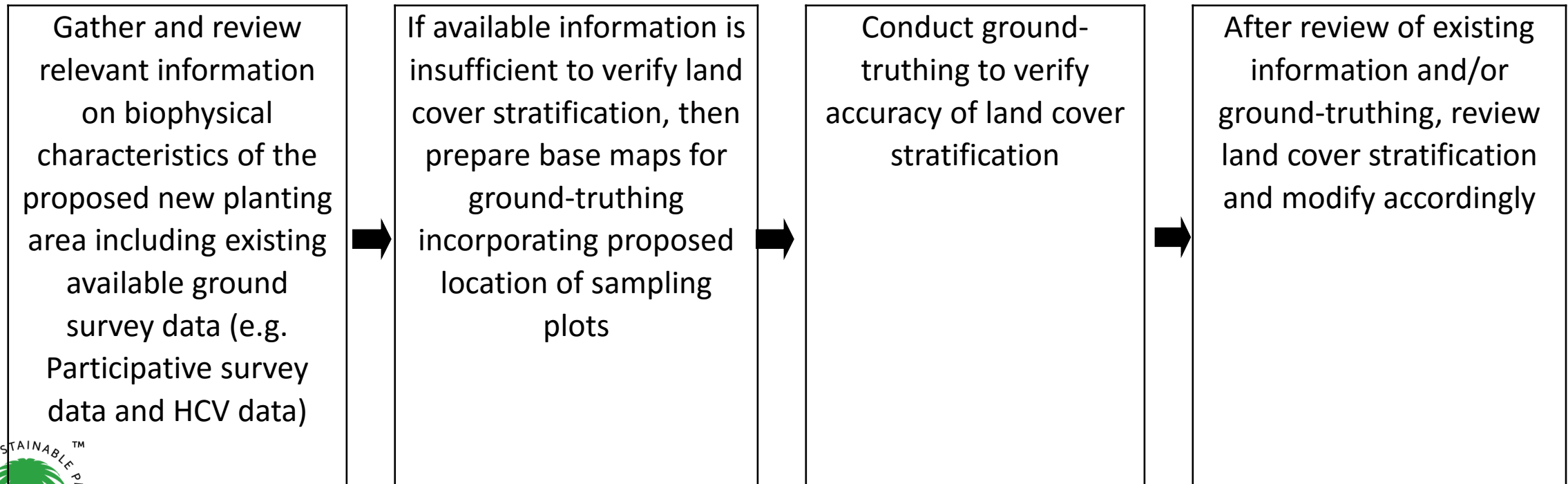
- Growers have the options to use currently available Landsat satellite imageries.
- Depending on the size of the proposed new planting area and availability of data and maps it may be necessary to procure higher resolution remote sensing data.
- Growers may also use LiDAR (or equivalent technology using very high resolution imagery) to estimate carbon stocks.

## Step 2: Carry out GIS analysis of remote sensing data and stratify land cover

- In the case of comparing the pre-development and after-development carbon stock and GHG emissions, different stratifications may be required to achieve optimal accuracy of the estimates of net GHG emissions or removals. This will include the stratification of the current aboveground land cover type (e.g. grassland, shrubland, intact forest, oil palm, rubber, food crops, etc.).
- Land cover stratification in this step should be done based on what best captures the variability in land cover of the area proposed for new planting.

# Step 3: Verification of land cover stratification

- **Objective:** *To verify the accuracy of land cover stratification (based on remote sensing data)*



## Step 4: Providing estimates of carbon stocks of above- and below- ground biomass (tonne/ha) for the different strata

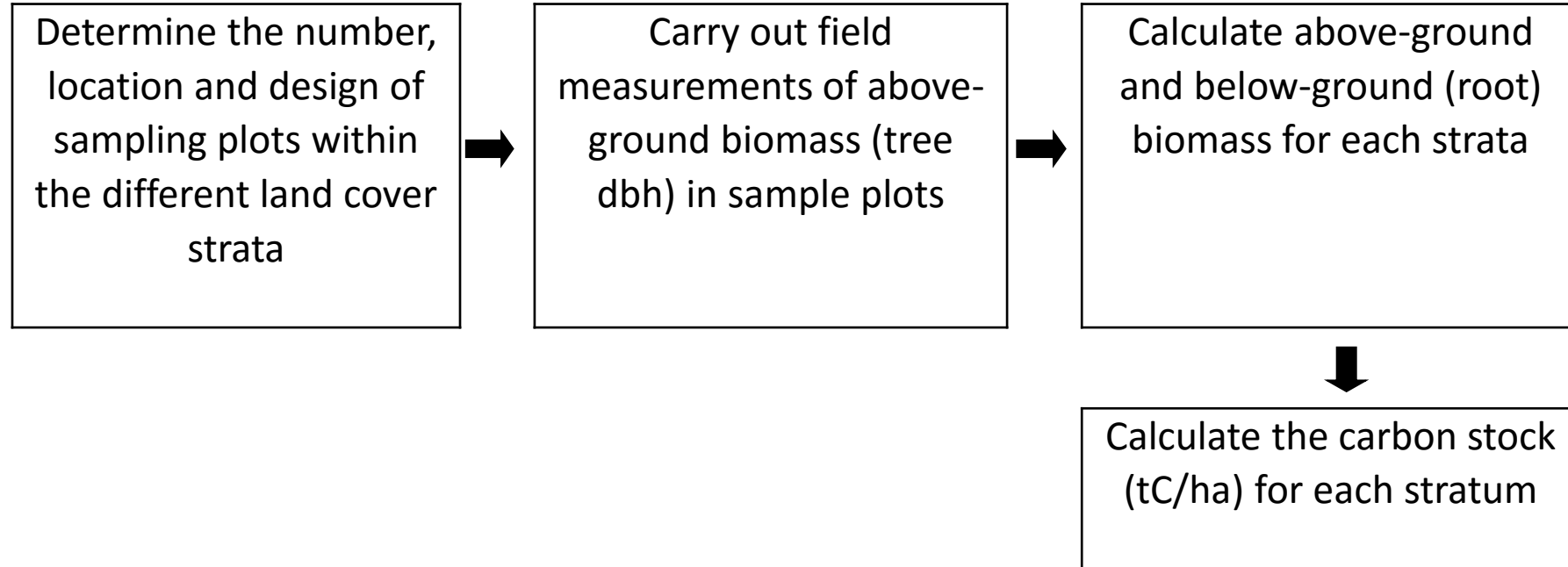
- There are 2 options that can be used by growers to estimate the carbon stock values once the land cover stratification has been completed.
  1. Usage of default values
  2. Estimation via sample plots
- This procedure is not meant to be prescriptive and therefore the ultimate decision on which option to use lies with the grower. It should be noted that the default values in PalmGHG tend to be conservative i.e. showing the higher end of the range of stocks. Growers are encouraged to use more site-specific data for better accuracy.

## Step 4a: Use default values for carbon stocks of above- and below- ground biomass (tonne/ha) for the different strata

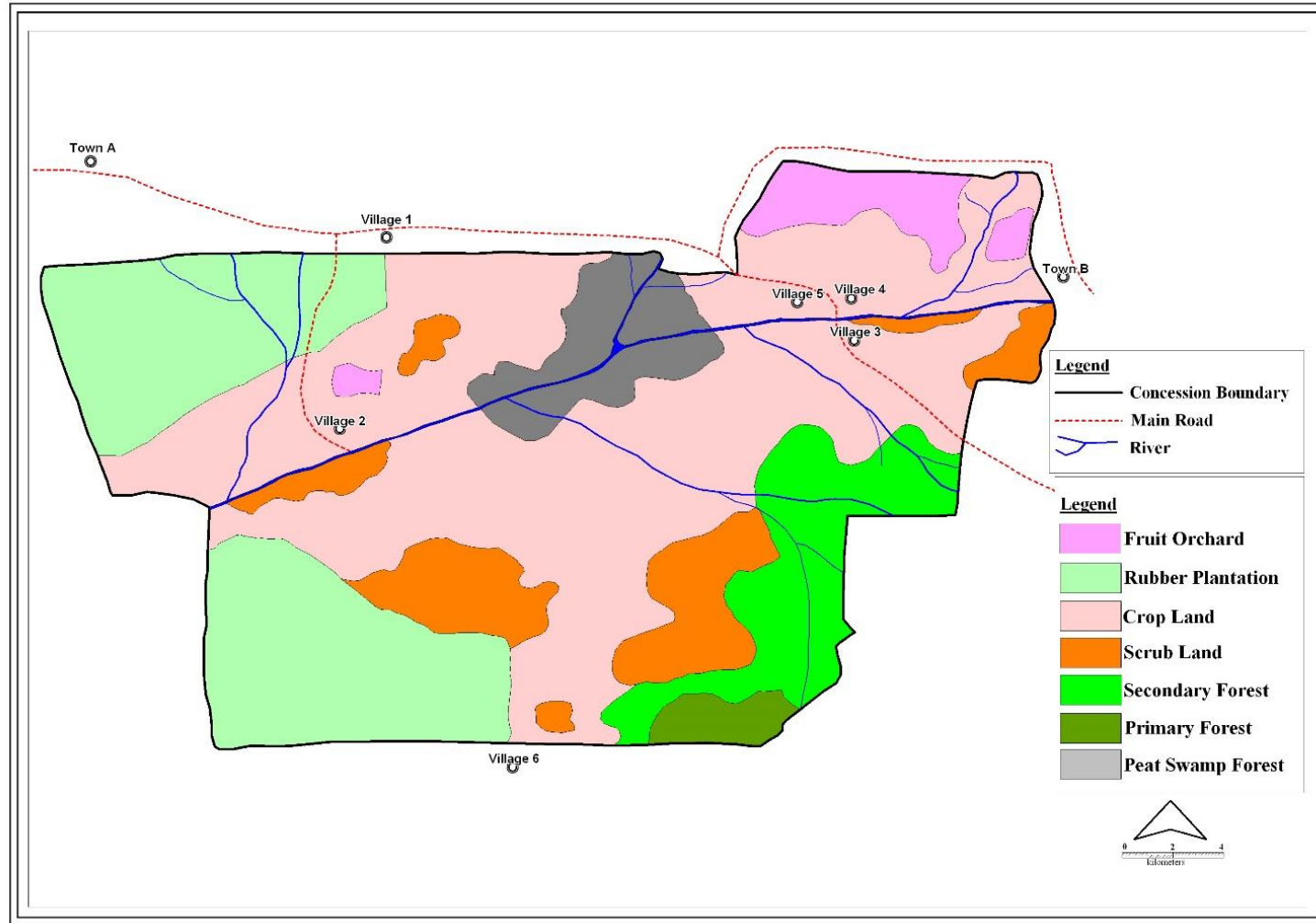
- Once the land cover stratification is finalised after ground-truthing or usage of existing available ground survey data (e.g. Participative survey data and HCV data) (Step 3), readily available default values may be used to estimate the associated carbon stock in the identified strata. The default values chosen should be the default values in PalmGHG or if not justified from peer reviewed sources and are as region specific as possible. Justification and referencing should be provided on the choice of default values used.



# Step 4b: Estimate above ground biomass in sample plots and use allometry to calculate carbon stocks of above- and below- ground biomass (tonne/ha), for the different strata

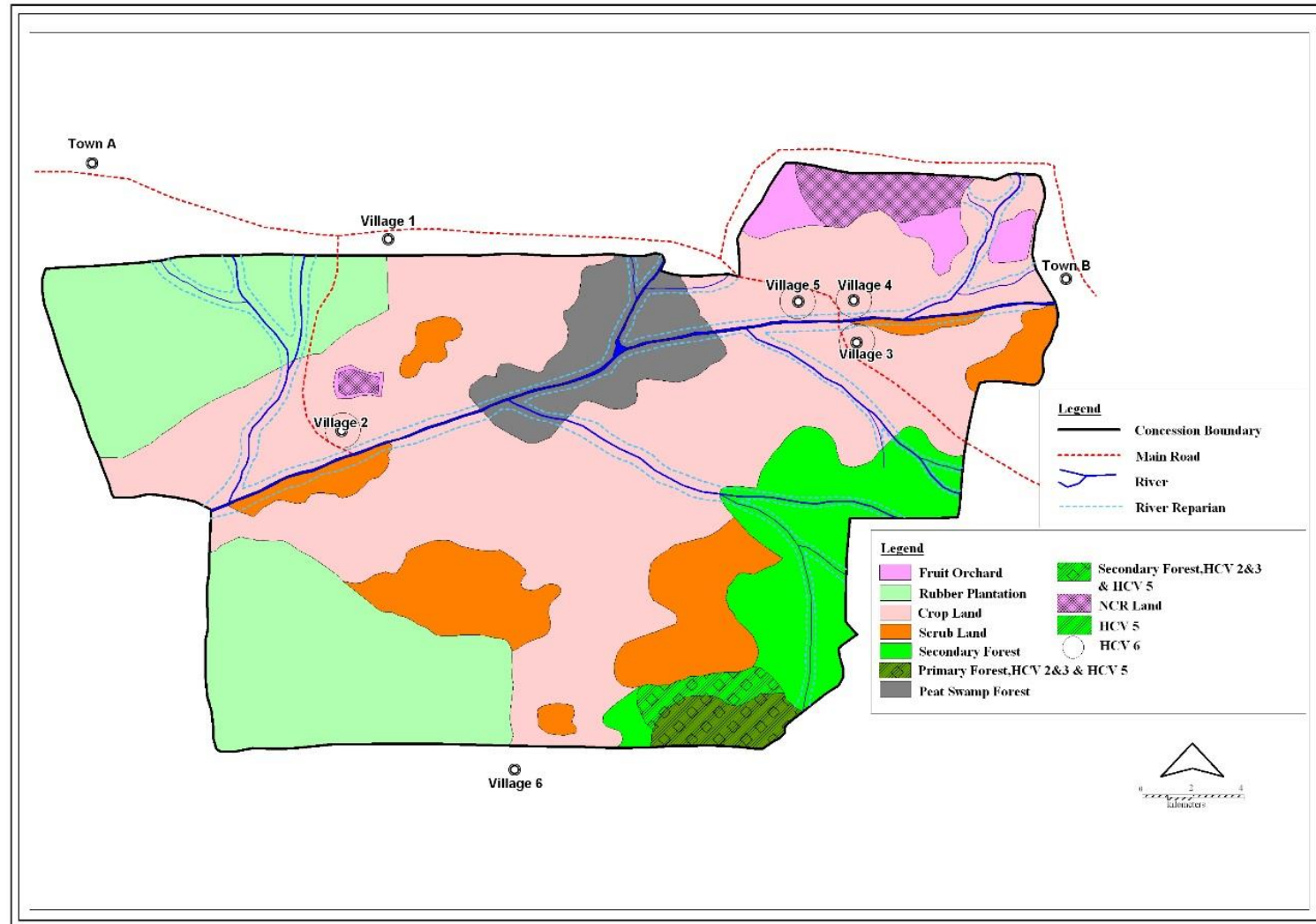


# Preparation of carbon stock map



Vegetation type (on mineral soil otherwise specified)	Area (ha)	Assessed carbon above- and below-ground vegetation stocks (tC/ha)
Fruit Orchard	33	70
Rubber Plantation	201	62
Crop land	550	8.5
Scrub land	56	46
Secondary Forest	91	128
Primary Forest	19	268
Swamp forest (on peat soil)	39	128
Settlements	11	0
Total concession area	1000 ha	

# Spatial map integrating results from carbon stock assessment, HCV assessment and community assessment



	Area (ha)
HCV 2,3 & 5	50
Riparian zone	12
HCV 6 and village settlements	11
NCR (native customary right) land	25
<b>Total</b>	<b>98</b>