

MINUTES OF MEETING (DRAFT)

29th SSC Meeting

Time: 1500 - 1730 (MYT)

Date: Thursday, 25th August 2022

Venue: Zoom Meeting <https://zoom.us/j/97426337445> Meeting ID: 974 2633 7445 Passcode: \$KtB1*

ATTENDEES

Name	Initial	Organisation	
1. Lim Sian Choo (Co-Chair)	LSC	Bumitama Group	Grower (INA) - Substantive
2. Olivier Tichit (Co-Chair)	OT	Musim Mas	P & T - Substantive
3. Ian Orrell	IO	NBPOL	Grower (Smallholder) - Substantive
4. Brian Lariche	BL	Humana	SNGO – Substantive
5. Jenny Walther-Thoss	JWT	WWF Singapore	ENGO- Substantive
6. William Siow	WS	MPOA/IOI	Grower (MY) - Substantive
1. Julia Majail	JM	RSPO Secretariat	
2. Aryo Gustomo	AG	RSPO Secretariat	
3. Dede Harland	DH	RSPO Secretariat	
4. Leena Ghosh	LG	RSPO Secretariat	
5. Yen Hun Sung	HS	RSPO Secretariat	
<i>Absence with apology:</i>			
1. Anne Rosenbarger	AR	WRI	ENGO- Substantive
2. Rudy Prasetya	RP	TAP	Grower (INA) – Alternate
3. Librian Angraeni	LA	Musim Mas	P & T – Alternate
4. Mohammed Dao	MD	OLAM Group	Grower (RoW) – Alternate
5. Sander van den Ende	SvE	SIPEF	Grower (RoW) - Substantive

AGENDA

Time	Item	Agenda	PIC
1500 - 1505	1.0	Opening	Co-Chairs
	1.1	Acceptance of agenda	
	1.2	RSPO Antitrust Law	
	1.3	RSPO consensus-based decision making	
1505 - 1515	2.0	Confirmation of the 28th MoM on 30th Jun 2022	Co-Chairs
	2.1	Matters arising from the previous meetings	
	2.2	Action Tracker	
	2.3	Progress Update WG/TF/SG under SSC	
	2.4	Membership in SSC	
1515 - 1600	3.0	For Approval	
	3.1	Labour Auditing Guidance	AG
	3.2	Draft protocol for disclosure and recertification	KSL
	3.3	Draft Guidance of Riparian Management in Indonesia	DH
1600 - 1650	4.0	For Update	
	4.1	Standard Review Updates	JM

	4.2	Decent Living Wage	AM/LG
	4.3	Metrication Template	HS
1650 - 1700	5.0	Any Other Business	
	5.1	New date for Meeting in September 2022	JM
1700		END	

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	The RSPO Antitrust Law, consensus-based decision making, and Declaration of Conflict of Interest were read out to the Committee.	
2.0	Confirmation of the 28th MOM SSC on 30th Jun 2022	
2.1	<p>Confirmation of Minutes of Meeting Page 2, Part 3.1, the third bullet point to be corrected to “in terms of repackaging claims”.</p> <p>Page 4, Part 3.3, paragraph 3 to be corrected to “Committee highlighted that in the 2nd footnote, it is difficult to demonstrate compliance to the P&C environmental and social standards.”</p> <p>The minutes of the meeting was endorsed subject to the correction mentioned above.</p>	Secretariat to correct the minutes of meeting. Action by: Secretariat
2.2	<p>Matters arising from the previous meetings Progress from the last meeting and action trackers were presented.</p>	
2.2.1	Resolution GA18-2b to amend RSPO Codes of Conduct – Clause 3.2, a follow up discussion is needed to define how to demonstrate compliance. SRWG has discussed the need to come up with guidance to demonstrate compliance. The Committee suggested to include into Item 3.3 in the Action Tracker that the issue (to provide guidance to show compliance) has already been addressed.	
2.2.2	Regarding the membership in the Standards Review Task Force, Secretariat has reached out to the SNGO representative from BoG. Both vacant positions in the SNGO and Retailer sectors have now been filled. JM had also initiated a call with BL with regards to how to bring in interested individuals to become RSPO members but was postponed as BL had travel commitments. They agreed to set a new date to discuss further.	To set a new time to meet with BL. Action by: Secretariat
2.3	<p>Progress Update WG/TF/SG under SSC The progress update for WG/TF/SG Committee was presented.</p>	

2.3.1	The Committee highlighted concerns regarding the meeting frequency of BHCVWG. It has been 6 months since the Working Group’s last meeting.	To get updates of the next meeting of BHCVWG.
2.3.2	The Committee also highlighted the status of the NDJSG. As of now, the status of NDJSG is stagnant. The Secretariat has just appointed a new person to take up the responsibility in the Secretariat. It has been challenging to get everyone (in NDJSG) to sit down together to have a call. The workplan has not been finalized and the previous issues have continued. The study has been done but the results have been put on hold and not shared yet pending the group meeting and discuss it further.	Action by: Secretariat
	The Committee was of the view that the BoG needed to be informed on the progress of the NDJSG to-date. SSC should have an opinion on how to move forward. In order to go forward with the NDJSG, a successful MOU is needed.	NDJSG to provide current progress. Action by: NDJSG
2.3.3	With regards to the status of the proposed MOU between RSPO and HCSA, this has not been concluded. The idea to have the MoU was to strengthen the working relationship between RSPO and HCSA. RSPO is firm that any new requirements will have to follow RSPO protocol and that any future changes to the RSPO Standard requirements will have to be endorsed by RSPO.	
2.4	<p><u>Membership in SSC</u></p> <p>Currently there are 4 vacant seats in the SSC and the Secretariat observed that some SSC members are consistently not in attendance.</p> <p>The alternate representative from the Malaysian Grower. WS will speak to FGV and may delegate the role to somebody else.</p> <p>The alternate representative from the Indonesian Grower (TAP) is currently on sick leave. LSC will raise this issue and discuss who can replace him.</p> <p>The Secretariat will write to the representative from OLAM Group to understand the issue he might have.</p>	<p>WS to speak to FGV. Action by: WS</p> <p>LSC to speak to TAP. Action by: LSC</p> <p>Secretariat to write to MD/Olam. Action by: Secretariat</p>
3.0	<p>For Approval</p> <p><i>Note: Send email to the SSC members that are not in attendance to approve the documents within 7 working days.</i></p>	

<p>3.1</p>	<p><u>Labour Auditing Guidance</u></p> <p>The Secretariat presented the decision paper regarding the RSPO Labour Auditing Guidance. It is an informative document that serves as a requirement and guidance for certification bodies (CB) during audit. It is not mandatory but to encourage the CB to implement this guidance document.</p> <p>The Committee commented that:</p> <ul style="list-style-type: none"> ● Even though it is not mandatory, auditors can be challenged by ASI on why CBs did not use it. The document can start as a voluntary handbook for the purposes of a trial period of 18 months. ● The Committee is concerned whether the document will address the auditability and how convincing the document can achieve the objective. Is this a right approach as it may put a rigid thinking when doing interviews, the questions asked by the auditor may not be neutral and it is too subjective to observe the reaction of the auditee. ● It is a major risk for RSPO as it does not state who will validate and who will have the authority to look at what the CBs has been doing and how they have been subjectively assessing the situation. It also does not say how quality checks will be conducted. Other issues include sampling, requiring policies and not providing a clear channel on how RSPO as a standard owner to check on it. ● The document should consider how it can make a definitive role for the CBs. The Committee suggested looking into the incentives for good growers and suggested consistent policies and procedures which are to the CBs. ● The Committee commented on the wordings on page 21, “Observe where the children usually go” - CBs should not have to observe where the children go as the parents might not be comfortable with it. <p>Decision:</p> <p>The document was approved with conditions as stated below:</p> <ul style="list-style-type: none"> ● The document must be very clear that it is a voluntary guidance, and to allow 18 months use of this guidance and that it will be reviewed to ensure the impacts required were created. ● Impact review to be carried out to assess whether the document has helped in improving the quality of the audit on social standards among CBs. External review on the quality of the audits, whether the quality has increased or not as the outcome is to increase the quality of the audit. ● The findings to be reverted to the members of SSC and ensure that the document is valid for that period of 18 months only. After the 18 months trial period, the document will not be automatically adopted, but has to go through review, revisions, and approval process accordingly. 	<p>1) Add in the conditions that were suggested by the SSC.</p> <p>2) To review the application of the document in 18 months’ time.</p> <p>Action by: Secretariat</p>
<p>3.2</p>	<p><u>Draft Protocol for Disclosure and Recertification</u></p> <p>The Secretariat presented the clarification paper for the draft protocol for disclosure and recertification that was discussed earlier with the SSC members. The Secretariat is seeking confirmation which options to choose under Item 6.B. Certified units (unreported liability): Option 1 (recommendation from BHCVWG) or Option 2 (recommendation from the SSC).</p>	

<p>3.3</p>	<p>Decision: The Committee agreed to choose Option 2.</p> <p><u>Draft Guidance of Riparian Management in Indonesia</u> The Secretariat presented the decision paper for the draft guidance of riparian management in Indonesia. The purpose is to endorse guidance in managing riparian that are not determined by the government in palm oil plantations in Indonesia.</p> <p>The Committee highlighted that:</p> <ul style="list-style-type: none"> ● For page 14, part 7.2 and 7.3 should be put at the same level. As it might not get a quick answer from government institutions, this will keep growers in limbo for a long period of time, creating a grey area for auditors and growers. ● The mother document should be in English language. Committee suggested looking into the translation for the English version. ● As the maps from the government are indicative and the procedure when the maps are indicative, there are many steps and it takes very long for the government to verify. ● Considering the impact, what we are trying to achieve is to make sure water streams are well protected, good management of riparian areas, Best Management Practice are good and solid and can be audited. Committee suggested to put 7.2 and 7.3 at the same level as it will achieve the same outcome. <p>Decision: The Secretariat will revert to the NI Working Group on the suggestion to put part 7.2 and 7.3 as equivalent options.</p>	<p>Secretariat will revert to the NI Working Group about the suggestion made by SSC.</p> <p>Action by: Secretariat</p>
<p>4.0</p>	<p>For Updates</p>	
<p>4.1</p>	<p><u>P&C Review</u> The Secretariat presented the overview of the review process which is currently at the stage of formulating the 1st draft of the revised standard. The timeline of the activities was presented and the 1st Task Force (TF) meeting in Kuala Lumpur has just completed. The TF members have endorsed the formation of the 3 Technical Committees (TC): Smallholders, People and Planet and a joint meeting with all the 3 TCs together with the facilitators was held. Subsequently all the TCs will have 6 meetings in August/September and the recommendations from the TC will be used as material for discussion for the 2nd TF meeting in Amsterdam in September.</p> <p>The focus of the review is on balancing standard comprehensiveness and complexity, ensuring the desired impact is achieved, to have better clarity on interpretations and new technologies & innovation supporting shared responsibility.</p> <p>The key discussions in the recent TF meeting in KL are:</p> <ul style="list-style-type: none"> ● Definitional (SH, MG & Grower) ● Applicability of P&C (Scheme & Medium grower) ● Principle 6 Labour ● Remediation and Compensation (RaCP) 	

<p>4.2</p> <p>4.3</p>	<ul style="list-style-type: none"> • Joint HCV/HCS Procedure for High Forest Cover Country (HFCC) <p>The Committee suggested having the Standard Review Steering Group meeting to discuss any observations at the recent physical meeting in Kuala Lumpur. The Secretariat shared that the feedback received from the TF members after the KL meeting was positive as they appreciated the work of the facilitator.</p> <p><u>Decent Living Wage Updates</u></p> <p>The Secretariat presented an update from the Decent Living Wage Task Force (DLWTF).</p> <p>The DLWTF meeting held on 11th May has come up with a recommendation on the DLW indicator 6.2.6 for the Standard Review TF considerations. The DLWTF also made a recommendation to the Shared Responsibility Working Group (SRWG) into the SR requirement.</p> <p>The DLWTF also has recently discussed the findings of a gap analysis conducted on audit reporting on Indicator 6.2.6 . The study was internally done by the Secretariat. The findings highlighted gaps in understanding DLW, and challenges faced in implementing it. Following this, a revised strategy was developed that aimed at closing the gaps through learning and self-assessment, socialization, and training to both members and CBs.</p> <p><u>Metrication Template</u></p> <p>The Secretariat presented the progress updates on Metrics Template Data and the proposed changes to the Template V3.0.</p> <p>Since the effective date (1 June 2021) of the current template, a total of 254 Metrics Templates have been received by the RSPO Secretariat during New License Request submission via Palm Trace; this represents over half of current UoCs.</p> <p>There is still a lack of completion and understanding by the Unit of Certification in filling up information. The Secretariat is working with members and CBs on improving this.</p> <p>The Metrics Template is compiled into Tableau for analysis and data visualisation as dashboards.</p> <p>The Secretariat is proposing the P&C Metrics Dashboard as an internal presentation tool for interested parties (i.e. Standing Committees, BoG, Secretariat, etc.)</p> <p>Dashboard will not be made publicly available until further agreement and that even if it is made public, data will be only published on an aggregate or regional level.</p> <p>The metrics template data is mainly to quantify/codify the impacts (labour, human rights) to use data to establish where we are in terms of the standards.</p> <p>The proposed changes in the Metrics Template:</p> <ul style="list-style-type: none"> • reporting on production volumes for CPO and FFB based on licence period has been removed from the template. Only annual data on the calendar year is required. • two data on the total water used in the production of CPO will be collected for the mill. Total water will be collected, defined as freshwater 	<p>Secretariat to set up meeting with the Steering Group</p> <p>Action by: Secretariat</p>
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	<p>and estimated volumes from alternative water sources.</p> <ul style="list-style-type: none"> • With regards to decent living wage, the Secretariat is developing a mechanism using a single or small set of wage data point(s) under existing mechanisms to establish a baseline to identify gaps and challenges growers face in understanding and calculating prevailing wages. Committee highlighted that the title should be prevailing wage not Decent Living Wage. 	
5.0	Any Other Business	
5.1	<p>The next SSC Meeting has been scheduled on 22nd September, but it coincides with the TF meeting in September. JM will be in Amsterdam.</p> <p>It will be kept as a potential meeting for now.</p>	

MEETING ENDED AT 1731 MYT