

MINUTES OF MEETING

4th Standards Standing Committee Meeting

Date: 14.10.2019

Time: 4:00pm (KL Time)

Venue: via teleconference

ATTENDANCE

Name	Organisation	Constituency
Present:		
1. Anne Rosenbarger (AR)	World Resources Institute	ENGO
2. Lee Kuan Yee (LKY) (Co-Chairs)	MPOA Bumitama	Growers Growers
3. Lim Sian Choo (LSC)	New Britain Palm Oil Limited	Smallholder/SHS
4. Ian Orell (IO)	OLAM	C
5. Audrey Lee Mei Fong (AL)	KAO Corporation	Growers
6. Sato Koji (SK)	RSPO Secretariat	CGM
7. Julia Majail (JM)	RSPO Secretariat	
8. Salahuddin Yaacob (SY)	RSPO Secretariat	
9. Oi Soo Chin (OSC)	RSPO Secretariat	
10. Ruzita Abdul Ghani (RAG)	RSPO Secretariat	
11. Inke van der Sluijs (IvS)		
Absent with apologies:		
1. Olivier Tichit (OT) (Co-Chairs)	Musim Mas Group	P&T
2. Paula den Hartog (PH)	Rainforest Alliance	SNGO
3. Jenny Walther (JW)	WWF Germany	ENGO

AGENDA

#	Item	Time (Min)
1	Opening and welcome notes by Chairperson	5
2	BoG Decision Paper on the Decent Living Wage (DLW) Interim Measure, Strategy and Decision Paper	20
3	Discussion on documents for Review/Endorsement by SSC 4.1 NI Malaysia 4.2 NI Papua New Guinea and Solomon Island 4.3 NI Ghana 4.4 NI India 4.5 Supply Chain Certification Standard 4.6 Supply Chain Certification Systems	30
4	Updates on Metrication Template	30
5	AOB: a. Upcoming Document for SSC Review b. RISS ToR for Independent HCV-HCS Study	10
	Meeting adjourns.	

DISCUSSION

No	Description	Action Items	Remarks
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1. Opening			
	<ul style="list-style-type: none"> Co-Chair welcome everyone and go through the agenda. The previous minutes of meeting have been disseminated out to all members. Co-Chair mentioned that in the interest of time, the members will provide comments to the minutes and send it back to the Secretariat. 	<p>SSC members to provide comments to the minutes. Action by: All</p>	
2. BoG Decision Paper on the Decent Living Wage (DLW) Interim Measure, Strategy and Decision Paper			
	<ul style="list-style-type: none"> JM briefed the members that the text on DLW has been shared to all the 4 NI TFs of which documents are ready for endorsement. It will also be shared to two more NI TFs, i.e. Indonesia and Colombia. The task on DLW benchmarking will require supports from the NI Task Forces. A sub-group under SSC was proposed to be formed to provide direction on DLW benchmarking/ implementation, with 3 to 4 volunteers. The sub-group would work closely with the RSPO Secretariat to ensure the implementation of this DLW benchmarking, overseeing both local consultants and the advisor. AL, LKY and LSC agreed to be in the new SSC DLW sub-group. It was suggested that the Indonesia NITF may wish to contact the UWP in Indonesia, an organisation that is doing something similar to that DLW. Secretariat is exploring how to collaborate with GLWC for the DLW benchmarking as advisor. The role of the advisor is to ascertain that the benchmarking exercise is following the DLW parameters. DLW benchmarking will start in Malaysia and Indonesia. The SSC sub-group will discuss and decide on the timeline for the DLW benchmarking. Training for companies on DLW will be planned for growers to understand on how to calculate the 'in-kind benefits'. SSC members confirmed and accepted the decision paper prepared on DLW benchmarking for BoG endorsement, subject to correction to the text as discussed. 	<p>To develop ToR for the DLW advisor and SSC subgroup and be shared with the SSC members. Action by: Secretariat</p> <p>To clarify the incomplete sentences in the decision paper by Wednesday (16/10). Action by: Secretariat</p>	
3. Discussion on Documents for Review / Endorsement by the SHSC			
3.1	<p>Malaysia NI</p> <ul style="list-style-type: none"> SSC members viewed that the DLW statement should be in the procedural note of the NI, under 		

	<p>Indicator 6.2.6 and not in the Guidance chapter (Annex 2) so to ensure CBs will take it into account during audit.</p> <ul style="list-style-type: none"> SSC members requested the statement be inserted to replace the current text for the Procedural Notes under the Guidance in 6.2.6. SSC members approved the Malaysia NI. 	<p>To inform MYNI to make the adjustment in the document. Action by: Secretariat/MYNI</p>	
3.2	<p><u>Papua New Guinea & Solomon Island NI</u></p> <ul style="list-style-type: none"> The DLW statement is inserted in the guidance. This should be placed under the Indicator 6.2.6 procedural notes. SSC members approved the PNG and SI NI. 	<p>To inform PNG&SI NI to make the adjustment in the document. Action by: Secretariat/MYNI</p>	
3.3	<p><u>Ghana NI</u></p> <ul style="list-style-type: none"> The DLW statement is inserted in the guidance. This should be placed under the Indicator 6.2.6 procedural notes. SSC members approved the NI. 	<p>To inform Ghana NI to make the adjustment in the document. Action by: Secretariat/MYNI</p>	
3.4	<p><u>India NI</u></p> <ul style="list-style-type: none"> The DLW statement is inserted in the guidance. This should be placed under the Indicator 6.2.6 procedural notes. SSC members approved the NI. 	<p>To inform India NI to make the adjustment in the document. Action by: Secretariat/MYNI</p>	
3.5	<p><u>Supply Chain Certification Standard</u></p> <ul style="list-style-type: none"> SSC members approved the document for BoG endorsement, with 1 year grace period starting from the time it was endorsed by the BoG. 		
3.6	<p><u>Supply Chain Certification System</u></p> <ul style="list-style-type: none"> It was suggested to have more than one organisation to represent a country in any task force. SSC approved the document for BoG endorsement. 		
4.	Updates on Metrication Template		
	<ul style="list-style-type: none"> OSC briefed the SSC members on the current status of the Metrication Templates development. On question why RSPO would need monthly data from Malaysian and Indonesian members, OSC explained that the monthly data will only be for training purposes, the rest of the outcome- 		

	<p>based data will be published on an annual calendar year basis.</p> <ul style="list-style-type: none"> • A concern was raised regarding the given timeline (that the metrication template is endorsed in October and that the P&C will be enforced in November), which may implicate growers not having sufficient time to look at the revised version of the metrication template. To this, OSC explained that the metrication template will not result in additional work to be done as it only asks for data from activities that members will have to do in order to be compliant with the standards requirement. • It was mentioned that it might be challenging for some large companies to provide information given that data are normally kept in the head office. SSC proposed that it should be done at the certification unit level. • RSPO will revisit and look at streamlining the template again to ensure that it will not involve any extra work to be done on the members' side and that it will be collected on annual basis. 	<p>To work on streamlining the metrication template. Action by: OSC, AL, LSC, LKY</p>	
5.	AOB		
5.1	<p><u>Updates on Governance Review</u></p> <ul style="list-style-type: none"> • Secretariat to relook at the proposed structure for the Standard SC under the Governance Review exercise together with the Co-Chairs before disseminating it to the rest of the SSC. The work is not finalised yet but once it is, it will be disseminated. 	<p>To work on the proposed SSC structure. Action by: Co-Chairs and Secretariat.</p>	
5.2	<p><u>Next Meeting</u></p> <ul style="list-style-type: none"> • No physical meeting for SSC during RT17 in Bangkok. • There are two pending documents at the moment that will require SSC endorsement: Colombia and Indonesia NIs. • It was proposed that a schedule for the SSC quarterly meeting to be prepared for next year for easy planning. It was also suggested that future SSC physical meetings would include sharing of thoughts from other groups (e.g. people from the coffee industry) to provide input on what to include in the standards or system documents. 	<p>To prepare meeting schedule for SSC for the year 2020. Action by: Secretariat</p>	
5.3	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> • No ABO discussed. 		

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Meeting ends at 7.30 pm.